



# HPPDS Parent Handbook

---

2017-2018

## **School Office Hours**

August – May  
M,T,Th,F 8:00-3:30  
W 8:00-3:00

The Director is available to speak with parents about any questions or concerns by appointment in the office, phone or email.

## **Schedule of Classes**

Toddler 1 (12-17 months)  
Toddler 2 (18-23 months)  
Toddler 3 (24-29 months)  
Toddler 4\*\* (30-35 months)

- T/Th 8:30-11:45
- M/W 8:30-11:45

PreK3\*\* (3 years old by Sept. 1st)

- Tu/Th 8:30 - 11:45
- M/W/F 8:30 - 11:45
- M thru Th 8:30 - 11:45
- M thru F 8:30-11:45

PreK4\* (4 years old by Sept. 1)

- M thru Th 8:30 - 11:45
- M thru F 8:30 – 11:45
- M thru Th 8:30-1:45
- M thru F 8:30-1:45

Kindergarten\*

- M thru F 8:30 - 1:45\*

\*All full day students PreK3-Kindergarten are dismissed on Wednesday at 11:45.

\*\*Toddler 4 and PreK3 may sign up for Academy to extend their day to 1:45 on M, T, Th, F

## **Parent Visitation Policy**

HPPDS has an open door policy for parents. Parents may visit the school at any time during the school day without securing prior approval. We simply ask that parents consider the effect unexpected and/or prolonged visits may have on their child's learning and adjustment in the classroom as well as the effect on other children.

## **Security**

### Raptor System and Entrance Security

The Raptor System is a visitor registration system that enhances school security by reading visitors' driver's licenses, comparing the information to a sex-offender database, alerting Safety Administrators if a match is found, and then (assuming no match was made) printing a visitor badge that includes a photo.

This system enhances the safety of the campus by providing a consistent system to track visitors and volunteers while assisting in keeping away people who might present a danger to students and staff members.

Anyone entering the building will need to come through the school's main entrance next to the Circle Drive. Parents and Authorized Caregivers may receive an Annual Raptor badge, and must present it at the Welcome Desk upon entering the building. Those without a badge will need to present a Driver License to receive a temporary badge.

During the hours of drop-off and pick-up (8:15-8:30 and 11:30-11:45) Monday-Thursday, those with an Annual Raptor Badge may come in the McFarlin school entrance. The McFarlin entrance will be locked during all other hours and on Fridays.

**Parents and visitors must always wear either an Annual Raptor Badge or temporary badge while in the building.**

### Volunteer Background Checks

A background check is required on file at HPPDS when you:

- Read to your child's class
- Go on your child's field trips
- Help in the classroom
- Volunteer in the library

A background check is not required when you:

- Drop your child off at school
- Attend a class party or birthday celebration
- Attend a school performance
- Attend Open House, Dad's Night or other school-wide events

## **School Closings**

In order to ensure the safety of our families and staff, HPPDS may delay opening or close due to inclement weather conditions that make travel hazardous. HPPDS will inform families of delays or closings via text message and email. WFAA will be notified,

but it is at their discretion whether or not to display our school's name. Should snow or icy conditions begin during the day, HPPDS may ask families to pick up early in order to get families and staff home before conditions worsen.

## **Arrival and Departure**

### Toddler 1 - Toddler 4:

Parents may park on McFarlin and enter the building through the doors nearest the Toddler classrooms between 8:15 and 8:30 for drop-off and 11:30 and 11:45 for pick-up. **The doors will be locked at all other times. Parents must wear their Annual Raptor Badge to enter these doors** and will sign their child in and out in the classroom.

If a parent must enter the building at a time other than the regular drop-off and pick-up times, he or she must enter the building through the main school entrance.

### PreK3-Kindergarten:

Children in PreK3 and up will be released through carpool. Morning carpool is from 8:15-8:30.

During dismissal carpool, the school carpool tag must be displayed in the windshield of the car. If your carpool tag is lost or stolen, notify the office immediately to have a replacement number assigned and to obtain a new tag. If a carpool tag is not displayed, the child will not be released, and the parent must park and come to the office to sign out his or her child.

Carpool times are 11:45-12 and 1:45-2. If you are running late, your child will be brought to the main office to wait. Do not get out of your car in the carpool line or cut in front of cars in line.

To pick up a child early, parents must enter the building through the main school entrance. Parents must wear an Annual Raptor Badge or obtain a temporary badge. Parents who would like to pick up early (before carpool) must visit the main office to sign the child out of school and to obtain a pass to give to the teacher.

### Authorized to Pick-Up

Identification will be required when someone other than the parent/guardian is picking up a child, and that person must be on the authorized to pick-up list. The teacher and/or main office must have a written note from the parent authorizing another person to pick up.

## **Toilet Training Policy**

Any child enrolled in PreK3 and up should be fully toilet trained.

Fully toilet trained means that the child is:

- able to recognize the need to use the bathroom early enough to make it to the toilet.
- able to take off and put on clothing, wipe, flush the toilet and wash hands independently.
- not wearing pull-up diapers

While we understand accidents happen, if accidents recur, we may require your child to stay home from school until he or she is fully toilet trained or shorten the length of his or her school day.

## **Naptime**

Naptimes are not regularly scheduled for any classes.

Toddler classrooms have necessary equipment for naps (mats, cribs) should a child become sleepy and need to lie down.

Toddler/PreK3 children who stay for Academy will have a short quiet time, but do not take naps.

## **Medical Policies**

### Exclusion Due to Illness

Please wait 24 hours after the last time one of the following symptoms was observed in your child before sending him or her to school:

- Elevated temperature (100 degrees or higher)
- Acute cold, persistent cough, sore throat
- Vomiting, nausea, severe abdominal pain
- Repeated diarrhea
- Continuous discharge from the nose (other than clear)
- Red, inflamed or discharging eyes (conjunctivitis)
- Acute skin rashes or eruptions, any weeping lesions, chickenpox, impetigo, or any other contagious skin infection
- Head lice, unless treatment has been completed and all nits removed

Children displaying these symptoms during the school day will be sent to the school health clerk for an assessment of symptoms. Parents will be called to pick up the child from school if it is deemed necessary.

### Medication

Prescription medication will only be administered by the school health clerk when a Parent Consent and Instructions for Administration of Medication form has been

completed and is on file in the office. Medications must be in the original pharmacy container.

Asthma inhalers may not be carried during the school day by students. They must be kept in the school office for use as needed. Asthma inhalation treatments must be administered in the Day School office.

HPPDS will administer the following non-prescription, over-the-counter medication only when consent is given by parents:

- Acetaminophen
- Cepacol Lozenges
- Ibuprofen

Parents will be contacted prior to administration of these medications.

With the exception of the Epi-pen, HPPDS does not permit faculty or staff to administer syringe-delivered medication. It is the parents' responsibility to provide HPPDS with a current Epi-pen for use as needed for their child.

#### Medical Conditions and Allergens

If you indicate during enrollment that your child has any chronic medical conditions, you may receive a request to have a care plan meeting with the school health clerk and your child's teacher. This meeting will allow us to better understand your child's health history and needs, ensuring a safe environment.

Children with food allergies will need to have a Food Allergy Anaphylaxis Care Plan (F.A.R.E) on file with the office.

Our school is nut-free. Please do not send any food items to school with your child that contain nuts or nut butters.

HPPDS teachers and staff may not apply sunscreen or insect repellent to children. Please apply these before sending your child to school if so desired.

#### Medical Emergencies

In case of medical emergency, HPPDS will call 911 and immediately notify parents. HPPDS teachers and staff assumes no obligations or responsibilities in connection with its treatment or handling of medical emergencies.

#### Accidents and Illness

We will contact parents immediately should a child have any accidents or illness that requires medical attention. All teachers and staff are CPR and First Aid certified. In case of critical situations, the physician named by the parent will be contacted and we will call for an ambulance. For minor scrapes or bumps, first aid is administered by our Health

Clerk or a teacher as needed. Minor incidents will be documented and parents will be notified via written note home.

## **Uniforms**

Uniforms are required for all ages. Uniforms may be purchased through Mills, our Spirit Shop and/or Duds Sales. A detailed uniform policy is available in the office and on our website. Children should always wear closed-toe shoes, including special dress-out days.

## **Parent/Teacher Conferences**

Parent/Teacher conferences will be held two times a year. If you would like to speak with your child's teacher, you may request a conference at any time. Please refrain from talking to your child's teacher while she is on duty with children. If you need a message delivered to your child's teacher during the school day, you may call the main office.

## **Birthdays**

Teachers will make arrangements with parents for classroom celebrations. Please no party favors, balloons, candles or cakes. Parents may bring a special healthy snack for birthdays, but may not bring cakes, cookies, candy or other sweets.

Children in PreK4 and Kindergarten will be acknowledged in Wynne Chapel for their birthday or half-birthday. Parents are invited to attend.

We encourage you to purchase a book for our school library in honor of your child's birthday. More information is available in the library or main office.

## **Emergency Procedures**

### Lock-Down

The Lock-Down procedure will take place in the event that there is a perceived threat from an intruder, or if a warning from the police department is issued. A Lockdown alert is given by a wall-phone intercom call and personal communication. Teachers will:

- Proceed quickly to the nearest classroom.
- Close and lock all access doors into the rooms.
- Move children out of sight as much as possible.
- Turn off lights.

No one except emergency personnel will be allowed to enter or leave the building. Everyone will remain in position until notified by law enforcement, the fire department or a school official.

### Building Evacuation

In the event the building must be evacuated due to emergencies such as fire, gas leak or water break, teachers will quickly move students out of the building following their designated route. Everyone will remain in position until further instruction is given by law enforcement, the fire department or a school official. If it is unsafe to re-enter the building, parents will be notified via phone to come pick up children from the safe location outside the building. Our designated safe shelter is the UP City Hall. Children under the age of 24 months and those with a handicap will be escorted out of the building using evacuation cribs, strollers/buggies, or will be carried by a teacher.

### Tornado/Severe Weather Sheltering

In the event of a tornado warning, students will proceed with their class to a designated safe place. Toddlers will move to interior rooms and Beginners and up will move to the basement (Bell Center). Students and staff in the gymnasium will go to the basement of the Hunt Building. During a tornado response, students will not be released until the incident is over. Following the emergency, parents will be notified via phone or text message of further actions.

### Relocation

In a situation where the inside and outside of the school building become unsafe (flooding), children will be moved to another place on the HP Pres campus.

### Parent Notification

In the event of an emergency, parents identified in the child's TADS account will be notified by text of the operation's status, approximate duration of the emergency and when and where children will be available for safe pickup. Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication.

### **Lost and Found**

Please label your child's clothes with first and last name. All found articles will be placed in the lost and found cabinet outside the main office. Unclaimed items will be donated to Day School Duds or charity.

### **Discipline and Guidance**

HPPDS takes a pro-active, positive approach to discipline. Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

Methods of guidance used by teachers that encourage self-control and self-direction include:

- Using praise and encouragement



- Reminding a child of expectations by using clear, positive statements
- Redirecting behavior using positive statements
- Encouraging a child to visit the “calming spot” in the classroom to regain regulation

In the event that these methods are repeatedly unsuccessful, teachers will contact parents to inform them of the behavioral concern. If the behaviors persist, teachers will involve the Director of Training. The Director of Training will observe in the classroom, and then meet with the teacher, parents and Director to develop an individualized plan to help the child experience success in the classroom.

### Biting

Biting is a common and normal part of child development. The goal of HPPDS teachers is to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene, the following steps take place:

- The teacher will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied to help prevent bruising.
- The child who did the biting will be removed from the setting and in an age-appropriate manner, it will be explained that this behavior is unacceptable.
- The incident will be documented and parents of both children will be notified. The parent of the biting child will be asked to work with their child in discouraging the behavior. We will not identify the child who did the biting or who was bitten.

Additional measures will be taken according to the specific situation as needed.

### **Separation from the Program**

In the event that an individualized plan has not helped a child experience success in the program within 3 weeks of implementation, the following steps will be taken:

1. Parents must sign off on having an HPPDS consultant visit the classroom to observe and evaluate the child.
2. Parents must follow-through on the recommendations of the consultant. This includes any further evaluations, therapies and services. Parents must provide HPPDS with documentation of results, and allow open communication between HPPDS and any professionals involved.
3. In the event that parents refuse to abide by 1 and 2, the child/family will be dismissed from the program.

### **School Lunch Program and Snacks**

Students in PreK4 and K whose school day is until 1:45 may sign up to purchase school lunch on Monday, Tuesday, Thursday and Friday. All days except Friday offer meals provided by Preston Hollow Catering. Fridays are pizza days. Children have a choice of

pepperoni or cheese pizza and a fruit cup. All lunches include white, hormone-free milk. More information, including registration forms, payments and sample menus are available in the main office.

Snacks at HPPDS, whether provided by the school or family, should be healthy. No junk food, such as chips or cookies will be permitted. Please see the handout from teachers for snack ideas and refer to your class's specific snack procedures.

Breastfeeding mothers have the right to breastfeed while their child is in care. A comfortable place will be provided for mothers who wish to breastfeed.

## **Immunization Requirements**

HPPDS adheres to state laws requiring immunizations for everyone under the age 18, and must file annual reports of compliance. Students who are not in compliance with the required immunizations cannot attend school until the requirements are met and records are on file with the school.

## **Required Testing**

Students in grades Pre-Kindergarten and up will be provided with vision and hearing screenings provided by Metroplex Educational Consultants. Speech screening will be done on an as needed basis. The screenings will be done during the school day. If parents have recent documentation (less than 1 year), please supply this to the school with your completed testing form. Glasses should be worn for the screening if needed for distance acuity. Please go to [www.mectest.com](http://www.mectest.com) for further information concerning these screening tests. The school will provide you with a copy of the results. If a child is referred to a specialist, parents must provide the school with documentation of the follow-up visit with the specialist.

## **Admission and Enrollment Procedures**

Admission to HPPDS is not denied to students on the basis of race, color, ethnic or national origin. The Admission Committee reviews a complete application to make an admission decision. A complete application includes:

- Application
- Parent Survey
- Student Records
- Teacher Evaluation
- Assessment (PreK4 and up)
- Round-Up Observation (PreK3)

Returning students enroll in January before new students and are guaranteed a spot in the school, but not in a specific class.

Enrollment for admitted new students begins in January following current students.

Factors considered in ranking new students:

1. Current Day School Families
2. HPPDS and HPPC Staff
3. Active HPPC Members
4. Previously Enrolled Day School Families (past 5 years)
5. Date of Complete Application

For more information about admission and enrollment, contact the Office of Admission.

## Teacher and Principal Evaluation Forms

All requests for completion of evaluation forms should be given to the Director of Admission, who will distribute the forms as needed and will then forward the documents them to the appropriate location. There is a 2-week turn around for all forms. HPPDS may hold these evaluation forms if a family has an outstanding balance on their account.

## Field Trips

In order to keep children safe and maximize learning, we adhere to the following guidelines for school field trips.

- A 2:1 ratio (children to chaperones) is adhered to for the younger children unless the trip is in a “controlled environment,” such as a museum. The teacher is not counted as a chaperone, as she must be free to deal with the organizational requirements of the trip. All field trip drivers act as chaperones to the students. In addition, there may be other parents attending the trip, but not needed as drivers, who are additional chaperones. The role of the chaperone is 1) to keep the children safe and 2) to act as a docent to students so that the students’ learning can be maximized on the trip. The teacher will provide the chaperones with any information necessary for the role of “docent.”
- **Siblings are not allowed to attend field trips.**
- Please be aware that all field trip drivers and chaperones must have a copy of their driver license on file as well as a background check completed.
- All field trip drivers must follow the designated route (given out per field trip by the classroom teacher).
- Each field trip driver must carry the “Emergency Release Forms” for the children that are riding in his/her car as well as a first aid kit. The teacher will provide you with the forms for the students riding in your car.
- If your child is under 8 years old (unless over 4’9”) please follow these steps regarding safety seats:
  - 1) Bring your safety seat to the classroom on the day of the trip.
  - 2) Make arrangements with the driver or teacher with regards to retrieving the seat.

## **Licensing and Accreditation**

HPPDS is licensed by the Texas Department of Family and Protective Services (DFPS). A copy of the minimum standards for operation, as well as the most recent Licensing inspection report, are available in the main office for your review upon request.

DFPS Dallas Licensing Office: (214) 951-7902

DFPS child abuse hotline: 1-800-252-5400

DFPS website: [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care)

HPPDS is accredited by Texas Alliance of Accredited Private Schools (TAAPS). TAAPS is a TEA-recognized accreditation agency. More information is available at their website: [www.taaps.org](http://www.taaps.org).

## **Gang-Free Zone**

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. HPPDS is a gang-free zone. Handouts with more information will be provided by HPPDS.

## **Child Abuse and Neglect**

Teachers are trained annually to recognize signs of child abuse and neglect. Texas law says anyone who thinks a child is being abused, neglected or exploited must report it to DFPS. HPPDS will work with various community resources to better inform parents and staff about issues regarding child abuse and neglect and prevention techniques by suggesting opportunities to learn more. One such option is to take the free online course offered by TDPRS. If you have reason to suspect child abuse, call the hotline. They can advise you of next steps. Child Abuse Hotline: 1-800-252-5400.

## **Animals on Campus**

Classrooms are permitted to have class pets as long as they are kept inside a secured enclosure and do not present health concerns for the children. Parents will be notified by classroom teachers if the room will have a class pet. No dogs, cats or other large animals are permitted in Toddler classrooms at any time.