

Holy Spirit
Episcopal Church and School



**PARENT
HANDBOOK**

with Operational and
Emergency Preparedness Policies

Head of School:

Lisa Azua

Lisa.azua@dsholyspirit.org

Phone: 512-858-4924

301 Hays Country Acres Rd.
Dripping Springs, Texas 78620
www.dsholyspirit.org

Purpose of the Program

The School seeks to create an environment in which to learn what it means to be God's children, encouraging all children to love God and love learning. To that end, the School shall maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.

Mission and Vision Statements

We are an Episcopal school committed to creating a nurturing, educational, Christian environment where all students discover and develop their individual gifts and talents in order to serve others and give glory to God.

Our vision is to provide our community with a quality alternative to public education by focusing on the development of the whole child, utilizing the exceptional talents of our dedicated staff and appreciating the inspirational beauty of our campus.

Program Overview

Accreditation: Holy Spirit Episcopal Church and School is fully accredited by Southwest Association of Episcopal Schools, a member in good standing of the National Association of Independent Schools (NAIS) Commission on Accreditation.

State Licensing: Holy Spirit Episcopal Church and School is licensed by the Texas Department of Family and Protective Services, Childcare Licensing Division. The minimum standards and most recent licensing report are available in the director's office for your inspection. Any complaints may be mailed to DFPS/CCL 1901 Dutton Drive, San Marcos, Texas 78666, (512) 753-2259 or see www.dfps.state.tx.us.

Operations: The program operates Monday through Friday 8:30am to 4:00pm. The program serves children two through six years of age.

Class Placement: Children enrolling in the program by September 1st will be placed according to their age as of September 1st but factors such as development of the child and needs of the program may also be considered. If a child's birthday falls in the middle of school year, they will also be placed according to their age as of September 1st. But if space does not allow for a child whose birthday falls in the middle of school year to be placed in their applicable class, that child may be placed in the class closest to that age. This policy may result in children repeating a class, depending on their age by the next September 1st. After a child enrolls in a class, it is our policy that they must remain in that same class until the following school year in order to prevent the shuffling of kids in the middle of the year. Due to facility limitations, children must be potty trained in order to progress to the 3 year old class.

Special Care Needs: Holy Spirit Episcopal Church and School strives to be a welcoming and inclusive place for all children. We will enroll a child with special needs if they can participate in our program with reasonable accommodations, and we can adequately care for and maintain an enriching environment for all students. If a student requires special care while attending school, we need the following information (as applicable) from the parents before the child's 1st day of school. • Medications prescribed for continuous use • Limitations or restrictions on the child's activities • Special care requirements including: reasonable accommodations or modifications; adaptive equipment and instructions for use; symptoms or indicators of complications that may warrant prevention or intervention while the child is in care. • Contact with any early intervention specialists or therapists who will be providing extra support or services to the child while present at or outside of school.

Governance: The Holy Spirit Episcopal Church and School Board is the governing body for decision making and policies regarding the program. The program board will consist of 9 voting members per each school year term (Fall YY - Spring YY.) The board should be made of 5 church members, 4 parents and community members at large, the Rector, Parish Administrator and the Head of School. The Rector, Parish Administrator and Head of School positions are all non-voting positions. The program board must have fifty percent plus one voting members present in order to hold a quorum. Parents interested in serving on the board should contact the Head of School.

Curriculum: The curriculum developed by Holy Spirit Episcopal Church and School has one main desired outcome, which is to build on the natural enthusiasm for learning that young children possess. As children play and engage in meaningful activities that are real to them, concepts they will encounter in their lives everyday, they are able to build the literacy, mathematics, science, and listening skills needed to successfully take on the ever increasing learning goals of kindergarten and beyond.

As a Christian based preschool, we also feel that their Spiritual development is equally important. Children attend chapel each week and Biblical concepts are reinforced daily.

Early Literacy

Because we know the importance of a well-developed oral vocabulary to later reading success, teachers plan much of the day around social interactions and activities rich in language. These activities include shared book reading, games and centers that enhance abilities such as letter naming, beginning sounds and rhyming words and reading comprehension.

Mathematics and Science

Everyday problems, whether encountered at home, in the classroom, or on the playground, can be used as meaningful learning situations when made fun through the use of stories, block building, dramatic play, animals inside and in nature, and so on. When our teachers plan projects and activities, they work to help the children learn to develop and use the tools of scientific thinking and testing: observe, record, explore changes, make predictions, ask questions, and find ways to test out their hypotheses. Examples of mathematics and science concepts children will encounter in preschool are numbers, shapes, putting together and taking apart, special relations, measurement, and patterns and predictions.

Policies and Procedures

Any changes to the following will be communicated to parents and guardians by written notification and will require new acknowledgement form.

Open Door Policy: Holy Spirit Episcopal Church and School welcomes you to visit any time. Care should be taken, however, when observing a class to avoid causing disruption or upset to the children. For the safety and security of the children, all visitors, including parents, must check in with the Head of School to obtain a visitor's pass.

Non Discriminatory Policy: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, religion, political party, national origin, sex, age or disability.

Enrollment: A child is actively enrolled in the program when the registration fee and enrollment forms are received by the Head of School. If a child is enrolling mid-month, the months' tuition will be prorated. Holy Spirit Episcopal Church and School will provide one uniform shirt at no extra cost.

Withdrawal: The Holy Spirit Episcopal Church and School requires minimum 30 days notification in writing before withdrawal of a child.

Tuition: Tuition is due on the first of each month. Payments can be made by cash or check to the school office, or online through Brightwheel (processing fees apply). There is a \$20 late fee charged to payments received after the 10th of the month. Checks should be made payable to Holy Spirit Episcopal Church and School. Tuition is the same amount each month. We cannot give refunds for days your child is absent for any reason including illness, holidays, and vacations. Check payments may be placed in the drop box in the school foyer or mailed to 301 Hays Country Acres Road, Dripping Springs, Texas 78620. Returned checks will be charged a \$25 fee.

Registration/Supply Fees: The Holy Spirit Episcopal Church and School program charges a nonrefundable \$200 registration fee due at time of registration. The child is not enrolled until the registration fee and forms are received by the Head of School. An additional \$75 will be due for the second semester.

Additional Forms: Should the child be under the legal custody of only one parent, a copy of the final court judgment must be on file at The Holy Spirit Episcopal Church and School .

Arrival: Doors to the school will remain locked until 8:30am arrival time. Teachers are preparing the classrooms prior to that time and will not be ready to receive children. All children must be signed in by a parent. Parents will be responsible for the child until signed in, and immediately after signing out. Children must be signed in via Brightwheel on arrival. **Arrive promptly.** Drop off is between 8:30 and 8:50. If you need to arrive after 8:50, please let your child's teacher know. Children have an easier drop-off if they arrive at the same time as their friends. Remember to always say good-bye, but try not to prolong the good-bye. If your child whines or clings, staying will only make it harder. Be firm, but friendly about separating. We will let you know if there is an issue after you leave. Most kids are happy to join the group once their parents leave.

Departure: Children must be picked up at their designated pickup time. Children must be signed out via Brightwheel upon dismissal. If a child will be picked up by someone other than a parent, written notification must be given to the teacher or Head of School ahead of time. Children remaining in the school after 2:35 pm (or 4:05 pm for children enrolled in aftercare) will be cared for by a staff member in the conference room until their parent arrives. A \$15 late fee will be charged for the first 10 minutes. A fee of \$1 per minute will be charged after the first 10 minutes.

Nutrition:

- **Snack:** Please send a morning snack with your child each day along with a filled leak proof water bottle.
- **Lunch:** Please send a lunch with your child each day. In their lunch, please be sure to send food that does not need to be heated.
- **Peanut Policy:** The Holy Spirit Episcopal Church and School is a "peanut aware" program. Recognizing some children have or may develop allergies to peanuts, please do not send snack or lunch food that contains peanuts.
- Holy Spirit Episcopal Church and School is not responsible for the nutritional value of your child's lunch or for meeting the child's daily food needs.

Health: Only well children will be allowed at the program. Please do not bring your child if he/she has had any of the following symptoms in the past 24 hours:

- Has or had a fever (99.7 or higher)
- Appears overly tired
- Has or has had symptoms of diarrhea or vomiting in the past 24 hours
- Is on day 1 of antibiotics
- Has heavy or discolored nasal discharge
- Has a constant cough
- Is abnormally fussy, cranky or upset
- Has symptoms of a possible communicable disease

- Has an undiagnosed rash
- Has head lice and/or lice nits

Should these symptoms occur during school hours, a parent or guardian will be contacted to pick up your child. If we are unable to contact the parent or guardian, emergency contacts will be called.

Children must stay out of school a minimum number of days for certain contagious diseases unless cleared by a doctor for earlier return (in which case the program will need a doctor's written permission). *We strongly advise you to adhere to the following suggested days of convalescence for these illnesses.*

- Covid-19—Please consult the guidelines from Hays County Health Department or your local health provider. <https://hayscountytexas.com/covid-19-information-for-hays-county-residents/>
- Chicken pox – 5 days after breaking out
- Red Measles – 7 days after breaking out
- Pink eye – 1 day following initial use of prescribed medication
- Strep Throat – During testing and 1 day after beginning antibiotic and following cessation of fever.
- Head Lice – Students discovered to have head lice are required to remain home during treatment. Parents are required to immediately notify the school of the infestation. Students will be readmitted to school upon inspection by the Head of School verifying that the child is free of nits and live head lice.

Vaccine-Preventable Diseases: Holy Spirit School does not require TB testing for caregivers or employees. In the event that Hays County recommends TB testing in the future, we will make a policy change at that time.

Minor Accident/Injury: While Holy Spirit Episcopal Church and School makes every effort to prevent accidents from happening, accidents with young children will occur. All members of our staff are trained in CPR and First Aid procedures. In the event of a minor injury (i.e. scrapes, bumps, bruises, etc.) a staff member will administer appropriate first aid and comfort the child.

Emergencies: In the event of an emergency which requires medical intervention, the following procedures will be followed:

1. Emergency Medical Services will be contacted and First –Aid or CPR will be given.
2. The Head of School will contact the physician identified in the child's record.
3. The Head of School will contact the child's parent. Every reasonable attempt will be made to contact the parent or the other person(s) listed as emergency contacts. In the event the parent cannot be reached in such an emergency, the staff, physician or dentist selected by the activity leader, may hospitalize, administer or secure medical or dental treatment, including, but not being limited to, administering, or ordering an injection or injections, anesthesia, or surgery for the child, to the extent deemed necessary by authorized medical personnel.
4. The parent will be responsible for all incurred medical expenses.

Facility Emergency: In the event of fire or severe weather, the first responsibility of the staff is to relocate the children to the designated safe areas. The inside location is the hallway of the school. The outside meeting location is the rugged cross on the west side of the main building. Emergency exit routes are posted in each classroom. The program conducts fire drills each month and sheltering/severe weather and lock-down drills every three months to prepare for such events. In the event that we must seek alternate shelter, our designated safe location is Sleep Inn and Suites, 2720 E. Hwy 290 Dripping Springs, Texas 78620 512.858.2400.

Immunization Requirements: Please see the Texas Department of Family and Protective Services for the immunization schedule of required vaccines. A copy of your child's up-to-date vaccine record must be kept in your child's file. You can find more information in the Texas Department of State Health

Service's rules at 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). You can access it on the Texas Department of State Health Services Internet website at: <http://www.dshs.state.tx.us/immunize/>, or you may obtain a copy from Licensing or your local or state health department.

Staff Immunizations: Holy Spirit adheres to guidelines of Hays County Health Department regarding immunization requirements for our staff.

T.B. Testing Requirements: Requirements for tuberculosis screening and testing vary across the state. If your regional Texas Department of State Health Services (DSHS) or local health authority requires tuberculosis testing for children in your child-care center, then you must have documentation to indicate that each child in your care is free of active tuberculosis. Documentation of a TB screening is not required to be on file. If you are unsure of the requirements for your area, contact the TB manager at the DSHS regional office nearest you.

Hearing and Vision Screening Requirements: All children ages 4 and up MUST have hearing and vision screening results in their child's file. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. Refer to 25 TAC Chapter 37, Subchapter C, (relating to Vision and Hearing Screening), for specifics on vision and hearing screening. This information may be accessed on the Internet at: <http://www.dshs.state.tx.us/vhs/>.

Medications: No non-emergency medications will be stored at school for students. The Holy Spirit Episcopal Church and School Program and its representatives will not administer medications, insect repellent or sunscreen at any time, with the exception of an EpiPen or other allergic emergency medicine or diaper cream for rash if requested and provided by the parent.

Gang-free Zone: Under the Texas Penal Code, any area within one thousand feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Breast Feeding Provision: Breast feeding mothers will be able to breastfeed or provide breast milk for their child upon request in the Head of School's office or the church nursery.

Discipline: Children will be lovingly cared for. If discipline is necessary, techniques such as positive wording, redirection and short quiet time will be used. Teachers will create an optimal learning environment by giving clear directions appropriate to the age level, showing understanding, modeling appropriate behavior, and using fair and consistent rules. If a child continues to not respond to the above methods and the parents are informed of the continued behavioral challenges, Holy Spirit Episcopal Church and School reserves the right to request the withdrawal of the child because the child is not adapting to a group situation. This policy is in the best interest of the child and their developmental level.

Discipline will be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding;
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;

- Redirecting behavior using positive statements; and
- Using brief supervised separation or quiet time away from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are *prohibited*:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative Code, Title 40, Chapters 746,
Subchapters L, Discipline and Guidance*

Anti-Bullying Policy: Bullying of any kind is unacceptable at Holy Spirit Episcopal School. We take bullying very seriously and are committed to providing a caring, friendly and safe environment in which the needs of the individual are respected and appreciated.. Bullying is a set of actions that happen when a child who wants to feel more powerful targets a weaker and/or smaller person by repeatedly hurting or frightening that person. A hurtful preschool behavior becomes bullying when it is repeated, intense, and targeted. If a child bullies another child or children:

- we intervene to stop the child harming the other child or children;
- we explain to the child doing the bullying why his/her behavior is inappropriate;
- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to make up for his/her actions
- we make sure that children who bully receive praise when they display acceptable behavior;
- we do not label children who bully;
- when children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behavior; and
- when children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Biting Policy: Biting is unfortunately not unexpected in toddler groups but can be very emotionally charged. There are many reasons why toddlers may bite. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they can't express with words yet. No one can predict which children will bite, but we are ready to help toddlers who do bite learn other behaviors. We are also ready to give treatment, sympathy, and advice to children who are bitten. Here are the ways we work to prevent biting and how we respond when it does happen.

- Program the day to avoid boredom, frustration or overstimulation.
- Provide calm and cheerful atmosphere.
- Provide age appropriate activities and multiples of favorite toys.
- Model appropriate and acceptable behaviors.
- Help children learn words to express their feelings.
- Give children tools to resolve conflict with our help.

Ways we respond when biting does happen:

- Care for a child who is bitten.
- Notify parents.
- Fill out incident report to be signed by administrators and parent.
- Show strong disapproval of biting.
- Help children learn different, more appropriate behavior.
- Work in conjunction with parents to resolve issue.
- Teacher and administrative analyze the cause of ongoing biting.
- Develop and share a plan to address the causes of the biting.

Communication and consistency is important to dealing with the problem. Holy Spirit Episcopal Church and School can be counted on to deal appropriately when biting does happen so that it will end as quickly as possible. As committed as Holy Spirit Episcopal Church and School is to the children and families, a few children do need a different kind of setting to stop biting. If the issue is not resolved after continued intervention, it may be necessary to refer the child to a more suitable environment.

Suspension & Expulsion: Holy Spirit Episcopal Church and School reserves the right to suspend or expel a student based upon justifiable reasons. These reasons will be discussed with parents prior to reaching that decision. We also reserve the right to terminate services to a family if the actions of a parent toward any staff member are deemed to be threatening or inappropriate.

Playtime: Holy Spirit Episcopal Church and School provides outdoor play time every day. Recess will be indoors if the temperature is below 40 degrees (or a windchill below 40) or if there is heavy rain or lightning or a heat index above 90 degrees. Parents should provide adequate outer clothing for cold weather days, and apply sunscreen at home before drop off. Closed-toed shoes are preferred due to our playground surfacing material and rugged terrain. All children will participate daily in unstructured active play for a minimum of one hour. Active play will be outdoors when weather permits, or in the parish hall when weather prevents outdoor play. Children will also have structured or teacher led activities to promote movement throughout the day. Classes are encouraged to go outside for nature walks and other class activities. We encourage physical activity and outdoor play to promote the children's physical, cognitive and emotional wellness.

School Closing/Bad Weather: If DSISD has a holiday or in-service day on any Monday through Friday, the program will be closed. If DSISD closes due to bad weather, the program will also be closed. Delayed start times will follow the earliest DSISD school start time. The Head of School will send a message through School's Brightwheel App and the Church and School's Facebook page with school closing information on bad weather days.

Moonlighting: The Holy Spirit Episcopal Church and School program is not responsible for children kept by employees after hours.

Transportation: The Holy Spirit Episcopal Church and School program does not provide transportation.

Water Activities: The Holy Spirit Episcopal Church and School Program will not have swimming or wading pool activities with water deeper than 2 feet. Water activities away from the program during school hours are not permitted. If individual parents invite their child's classmates to swim in their pool, the parents must become responsible for the safety of the children and their homeowner's insurance must cover liability claims. The program will not be involved in issuing or delivering such invitations or be seen as involved in the event in any way.

School Pictures/Snapshots: A photographer will be brought in for class and individual school pictures once per year. The parent will be given the opportunity to opt out of this photo session or purchase pictures from the photographer. Additionally, snapshots of activities during the program will be taken occasionally. These pictures have been used in church publications and on the church website or Facebook page. Parents not wanting their child's photos published should opt out on the child's registration form.

Prayer/Pledge of Allegiance: The Holy Spirit Episcopal Church and School program has informal and for-

mal prayer time throughout the day. Some teachers may state the Pledge of Allegiance during class time.

Animals: The Holy Spirit Episcopal Church and School program allows animals to be kept in a classroom on a case-by-case basis, with the consent of the Head of School. Only animals kept in aquariums will be allowed, such as small turtles, frogs, toads and fish, or hatching eggs. Other animals, such as snakes, mice, hamsters, birds, guinea pigs, will not be allowed. Children must not handle the animals. Caregivers and children must practice good hygiene and hand washing after coming into contact with animals and items used by an animal, such as water bowls, food/food bowls, and cages.

Personal Items: Except for a naptime lovey or show-and-tell and at teachers discretion, parents are asked not to send personal belongings with their child. These items often get lost or broken and may cause conflict with other children. All children need a seasonally appropriate change of clothes in case of any kind of accident. The change of clothes should be placed in a gallon-size Ziploc bag and clearly labeled. Also, please write your child's name on water bottles, backpacks, and lunch boxes.. If your child wears a diaper, please send plenty of extras each day and one box of wipes, also labeled with your child's name.

Clothing: School shirts should be worn daily. You will receive one shirt with your registration. Additional shirts will be available for purchase. Bottoms should be easy to pull up and down for using the restroom. Have your child wear comfortable closed toed shoes. **Always keep a change of clothes (appropriate for the season) in your child's backpack in a labeled zip-lock bag.**

Drinks: Please send a labeled refillable water bottle every day with **water only**.

Snack: Please send a small healthy snack every day. It is best if this is packed separately from lunch and labeled with your child's name. A separate snack should be packed if your child is in extended care.

Lunch: Please send a lunch box with a handle that your child can carry. Bento boxes are great, but can be difficult for little hands to carry and are often dropped on the way to lunch. Please put it in a bag with a handle. Label all reusable containers in your child's lunch box. **Remember that we are a peanut-free school when packing your child's lunch.**

Folders: Your child's teacher will send home their blue folder at the end of each week. Please be sure to check it, and send it back on your first day of the next week.

Backpacks: Please have your child use a backpack that is big enough to hold everything (extra clothes, folder, lunch, snack and water bottle). This makes things much easier at dismissal.

Rest Time: Parents will supply a **cloth nap mat** which will be sent home to be washed every weekend.

No toys from home, except for a lovey for nap time if desired.

Birthdays are so fun to celebrate! You are welcome to send store bought, peanut free treats to share with the class. Please alert your child's teacher beforehand so that we can prepare for any child who may have allergies. Treats should be sent in at drop off. Your child's teacher will serve them during a time that works with their schedule.

Potty Training: Due to facility limitations, children must be potty trained in order to progress to the 3 year old class.

Chapel: A short chapel time will be held weekly on Tuesday or Wednesday according to the class schedules either outside or in the classroom.

Parent Involvement: We would love for each parent to be involved as much as possible. If you are not sure what you can do...just ask!!! Holy Spirit Episcopal Church and School especially encourages parents to share their talents and interests.

Communication: Communication is an essential part of parent-teacher relationship. The usual method of communication between parents and teachers is via the Brightwheel app.. You may also call during operating hours at 512-858-4924. If the Head of School is away from her office, a message will be taken and your call will be promptly returned. If you wish a conference with your child's teacher or the Head of School, please contact the Head of School. For non-pressing concerns, you may also contact the Head of School by email. Email addresses are listed on www.dsholyspirit.org. Parents should also keep their child's teacher aware of any issues at home that may affect the child's behavior at school.

Parent Handbook Discussion: The Head of School will be available to any parent wanting to discuss the policies contained in this Parent Handbook. A copy of the DFPS minimum standards and our most recent licensing inspection report are available for review in the Head of School's office.

Safeguarding Gods Children: Holy Spirit Episcopal Church and School provide training for employees and parents at least once annually which addresses issues regarding abuse and neglect, including warning signs, prevention techniques and actions that a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

Reporting Abuse/Neglect: According to the Texas Department of Family Protective Services, if the staff of the Holy Spirit Episcopal Church and School Program have cause to believe that a child has been abused or neglected they are required to report no later than the 48th hour after the staff member first suspects abuse or neglect. To report abuse or neglect call the Abuse Hotline 800-252-5400 or report on secure website www.txabusehotline.org.

Texas Department of Family and Protective Services:
(512) 753-2259 or www.tfps.state.tx.us

Emergency Preparedness Plan

This information is to be followed in the event of an emergency at Holy Spirit Episcopal Church and School. Parents, staff, and licensing must have access to this and all operational policies, and must be notified in writing if there are any changes made to these policies.

In the event of an emergency, the following procedures should be taken to ensure the safety and well-being of all children and employees of the center.

Topics below include instructions for actions to be taken in the event of:

- 1)fire
- 2)explosion
- 3)tornado
- 4)chemical spill/ toxic fumes
- 5)volatile person/person with weapon
- 6)severe injury or illness of a child or adult
- 7)communicable disease outbreak

Our school, along with other public and private schools in Hays County, uses the Standard Response Protocol. This common program helps county emergency personnel to respond quickly and appropriately to our emergency.

Emergency - On campus - if needed, a call should be made to 911 by the first adult to become aware of the emergency, then notify the Head of School who will call all parents once the emergency personnel are in route.

Evacuation should be done orderly in lines and quietly with no talking.

In the event that we must relocate, our designated alternate shelter away from the school is:

Sleep Inn & Suites

2720 East US Hwy 290 | Dripping Springs, TX 78620 | 512-858-2400

The children and staff will be transported by staff members in personal vehicles.

Car seats are not necessary for transporting children to the alternate shelter.

Teachers must take roll from the daily attendance sheet before leaving the school and upon exiting vehicles at the alternate shelter. The daily attendance sheet and children's records should be taken along as well. The Head of School or other staff in charge should call parents upon arrival at the alternate shelter.

FIRE

We will conduct monthly fire drills so that the teachers and children will be familiar with the procedures for exiting the building in case of fire.

The first person to become aware of a fire should activate the fire alarm by pulling a fire alarm lever. The school also has smoke detectors and a monitored fire alarm.

Children should be lined up quickly and quietly and walk to the nearest available exit to leave the building.

Each teacher should bring daily attendance sheet to the meeting place. The outside meeting place for a fire is by the rugged cross in the front of the main church entrance. The Head of School should bring the children's records to the meeting place.

If your clothes catch on fire, you should:

Stop, drop, and roll - until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire.

Hot Door : Do not open. Escape through another door or window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.

Cool Door: Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.

Close doors behind you as you escape to delay the spread of the fire.

Stay out once you are safely out. Do not reenter. Call 9-1-1.

EXPLOSION

Ensure safety of children first by exiting area of explosion, call 9-1-1, go to designated safe area (alternate shelter if necessary) with children's records and attendance sheets, and call parents once children are safe.

TORNADO

We conduct sheltering/severe weather drills 4 times per year.

Move the children to the designated interior safe place, the school hallway. The teacher should bring the children and have them sit down on the floor and cover their heads with their arms and hands. Teachers should bring their attendance sheets with them.

The Head of School will secure children's emergency numbers, and emergency medical authorizations and all children in attendance at the time of the emergency are accounted for at the designated safe area.

Parents should be notified any time severe weather impacts the school.

CHEMICAL SPILL OR TOXIC FUMES

If the hazard is inside, the teacher's first responsibility is to move the children to the designated safe area outside by the rugged cross. If the hazard is outside, seal windows, doors and vents and shelter in place. Teachers should bring their attendance sheet with them.

The Head of School will call the fire department. The call should be made from outside the affected area.

A determination should be made by the Head of School and/or the fire department regarding evacuation/relocation needs.

The Head of School will secure children's emergency numbers, and emergency medical authorizations and ensure all children in attendance at the time of the emergency are accounted for at the designated safe area or alternate shelter.

VOLATILE PERSONS/PERSON WITH WEAPON

We conduct Lock-Down drills 4 times per year.

If the threat is outside the building, secure the perimeter by ensuring all exterior doors are locked. If the threat is inside the building, lock classroom doors and turn off lights in classrooms and get out of sight. Do not leave safe area

until you have been told by Emergency Personnel it is safe to do so. The Head of School should call 911.

SEVERE INJURY OR ILLNESS OF A CHILD OR ADULT

If a child becomes mildly ill while at the center, the teacher should alert the Head of School who will then contact the parent to pick up the child. The child should be brought to the conference room to be cared for apart from the other children until the parent arrives.

Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, you must:

1. contact emergency medical services;
2. give the child first-aid treatment or CPR when needed;
3. the Head of School will contact the physician identified in the child's record;
4. the Head of School will contact the child's parent;
5. and ensure the supervision of other children in the group.

Emergency - Off campus - if needed, a call should be made to 911 first, then a call to parents once emergency personnel are en route.

Car accidents - On field trips - should be reported immediately to the police and to the church and school office. Parents should be notified and a plan for the safe transportation of all students should be implemented. Emergency personnel should be called immediately to assess each child before being released for return to the school.

First aid - all staff will be trained in first aid and CPR and are expected to perform to their abilities to provide aid to victim.

COMMUNICABLE DISEASE OUTBREAK

Certain diseases must, by law, be reported to the health department and the TDFPS licensing department.

The Most Common Diseases That Must be Reported Include:

- Campylobacteriosis
- Chickenpox
- Diarrhea (2 or more cases)
- E. Coli 0157:H7
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Measles
- Meningitis
- Mumps
- Meningococcal Disease
- Pertussis
- Rubella
- Salmonellosis
- Shigellosis
- Tuberculosis

To report communicable diseases, call:

TDFPS Licensing: 512/753-2272

Texas Dept. of Health: 1-800-705-8868

Be prepared to give the name, age, sex, race or ethnicity, date of birth, address, telephone numbers, disease, date of onset or occurrence, and health care provider.

Patient confidentiality: only give information to the health department and to the child's own parents and health care provider.

Other parents of children in the preschool must also be given notice of the disease, but the name of the infected child should not be given.

In the event of a disease outbreak, unimmunized children may be required to stay home for an amount of time determined by the school to prevent further spread of disease.

Parent's Bill of Rights: Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to: • Enter and examine the child-care facility during its hours of operation and without advance notice; • File a complaint against the child care facility; • Review the child care facility's publicly accessible records; • Review the child-care facility's written records concerning the parent's or guardian's child; • Receive inspection reports and information about how to access the child care facility's online compliance history; • Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child; • Be given the contact information for the child care facility's local Child Care Regulation office; • Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that: • Video recordings of the alleged incident are available; • The parent or guardian does not retain any part of the video depicting a child that is not their own; and • The parent or guardian of any other child in the video receives prior notice from the facility; • Obtain a copy of the facility's policies and procedures handbook; • Review the facility's staff training records and any in-house training curriculum; and • Exercise these rights without receiving retaliatory action by the facility.

Holy Spirit Episcopal Church and School



Parent Handbook, Operational and Emergency Preparedness Policies, and Health Policies in Response to Covid-19 **Acknowledgement**

Please review the entire contents of this handbook and attached documents, sign and date below, remove and return to Head of School upon enrollment.

I have read, understand and agree with the policies and procedures set forth in the Holy Spirit Episcopal Church and School Program Parent Handbook with Operational and Emergency Preparedness Policies and additional policies in response to Covid-19.

Parent Signature:

Date:

Print Name:

*"Let the little children come to me, and do not hinder them,
for the kingdom of God belongs to such as these."*

Mark 10:14

