



**SAINT MICHAEL**  
EPISCOPAL SCHOOL  
DALLAS, TEXAS

# Parent Handbook

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2020-2021

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## **MISSION STATEMENT**

To provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars – service, education, love and faith. We offer a curriculum to stimulate children’s intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

## **ORGANIZATION**

Our school was established as a ministry of Saint Michael and All Angels Episcopal Church in 1986. At that time, it was solely as a Mother’s Day Out program through two years of age. Over the years, our school has evolved into a thriving preschool. We now offer educational opportunities for children 12 months through kindergarten. Saint Michael Episcopal School is under the leadership of Netra Fitzgerald, Head of School, and Tricia Morris, Director, and has grown into a high demand early childhood option for Saint Michael and All Angels (SMAA) members and north Dallas residents. SMES serves over 140 families each year.

Teaching teams in each classroom focus on the success for all children. Combined service of all teaching faculty for SMES children is over 270 years. All staff participate in continued education training annually and are members of collaborative professional early childhood associations.

The Saint Michael Parent Advisory consists of the Admissions and Community Relations Coordinator, SMES Parents, and the SMES Chaplain. The committee meets monthly to provide programming and event support for school and ministry related activities. Committee meetings are open to all SMES parents.

The SMES School Board was established in 2011 to assist the Rector and Vestry in all matters relating to the school, including policies and procedures, fundraising, marketing and communications. The SMES board is comprised of parents, grandparents, community members, the SMES Chaplain, a Vestry liaison, and the Head of School of SMES.

We have been able to build and grow on the strengths and successes from the past and look forward to a bright and engaging future.

## **PROGRAMS OFFERED**

The SMES office is open Monday through Thursday, 8:15 a.m. – 3:15 p.m., Fridays 8:15 a.m. - 12:15 p.m.

SMES offers classes for children 12 months (by September 1) through kindergarten. Those who are interested in admission must complete an online application. Priority admission is given to siblings of current students and members in good standing of Saint Michael and All Angels Church. Final classroom placement is at the discretion of the Head of School.

Toddlers & Twos Program                      Hours 8:45 a.m. - 2:30 p.m., August – May per the school calendar

Two days a week - Monday/Wednesday or Tuesday/Thursday

Snacks, toys, supplies and crafts are provided. Parents are required to provide a lunch, diapers, extra clothes and a nap mat for their child each day. Lessons are planned around a monthly theme, with children actively engaged in hands-on learning. Children play and rest appropriate to their age.

PreK – Kindergarten Program Dates August - May per the school calendar

PreK 3 (3 years old by Sept. 1) 8:45 a.m. – 11:45 a.m. Monday - Thursday or  
8:45 a.m. – 11:45 a.m. Monday - Friday

Enrichments are offered Monday - Thursday from 11:45 a.m. - 2:30 p.m. for an additional fee.

**Children must be toilet trained by September 1 (See Potty Training Policy Addendum 2)**

PreK 4 Half Day (4 years old by Sept. 1) 8:45 a.m. – 11:45 a.m. Monday - Friday

Enrichments are offered Monday - Thursday from 11:45 a.m. - 2:30 p.m. for an additional fee.

PreK 4 Full Day 8:45 a.m. – 2:30 p.m. Monday – Thursday

Enrichments are included

Kindergarten (5 years old by Sept. 1) 8:45 a.m. – 2:30 p.m. Monday – Thursday

8:45 a.m. – 11:45 a.m. Friday

Enrichments are included

## **TUITION AGREEMENT** **(Addendum 1)**

Non-refundable, non-transferable Enrollment and Supply fees and Tuition are assessed upon placement in the Program, with the Enrollment fee being paid at the time of registration. The Supply Fee will be paid on May 1. Tuition payments will be assessed per student; however, families may make one payment for all children in the Program.

- Remaining tuition balance may be paid monthly, semi-annually or annually.
- Annual payments are due July 1. Semi-annual payments are due July 1 and December 1. Monthly tuition payments are due beginning July 1, with the final payment due March 1.
- All payments will be made through FACTS Management System.
- An annual set up fee for FACTS is required: \$50 for accounts created for monthly payments and \$20 for accounts created for annual or semi-annual payments.

Failure to pay will result in immediate removal of the child from the program, cancellation of a place for the child in the following year's program and the inability to enroll siblings in the program for any future year. All Enrollment, Supply and Tuition payments are non-refundable and non-transferable, unless applicable under the withdrawal policy.

## WITHDRAWAL POLICY

The obligation to pay for the full academic year is unconditional. At the time of Registration, no portion of any fees, paid or outstanding, will be canceled or refunded thereafter. In the event a family needs to withdraw from the school, a 30 day written notice to the Head of School is required. In extenuating circumstances a refund of pre-paid tuition or cancellation of any financial obligation will be determined once the placement of another student is made. A student who withdraws from the program may apply to the program at a later date but will need to do so by submitting a new student application.

## PHOTOS AND VIDEO

Throughout the school year, students may be highlighted in efforts to promote SMES activities, achievements and events. This may also include events related to Saint Michael and All Angels Church. For example, students may be featured in social media including, but not limited to Facebook, Instagram and SMES website posts and/or communications (both printed and electronic) to increase awareness of our school. Please see **Addendum 5** to approve or deny consent.

## DROP OFF AND PICK UP PROCEDURES

The hours of the Toddlers and Twos Program are 8:45 a.m. to 2:30 p.m. PreK half-day hours are 8:45 – 11:45 a.m. PreK full day and Kindergarten hours are 8:45 a.m. to 2:30 p.m. Please be prompt in dropping off and picking up your children. Please, never leave a child in any room unless a teacher is there to receive a child. **No children should arrive before 8:45 a.m.** as teachers need time to prepare for the busy day ahead. Church and SMES staff children and Morning Extended Day children may be in their designated room prior to 8:45 a.m.

### Drop Off Procedures:

- Upon arrival at 8:45 a.m., please sign your child in on the sheet provided in each classroom. It is necessary for parents to provide information and a contact number for emergencies each time they sign in. Any special needs of the child, such as feeding instructions for infants or allergic conditions of the child, etc., must also be included on the sign-in sheet.

### Pick Up Procedures:

For Kindergarten, full day PreK and Preschoolers staying for enrichment:

- Pick up your child in carpool in the west porte cochere at 2:30 p.m. Please be prompt in picking up your child.

For Preschoolers not staying for enrichment:

- Preschool classes end at 11:45 a.m. Please pick up your child in carpool in the west porte cochere promptly at 11:45 a.m.

For Toddlers and Twos

- Park in the north parking lot and enter through the regular school entrance. Children will be picked up and signed out in their classrooms.

**If you have children in both programs**, please walk down to PreK/Kindergarten carpool area to pick up your PreK/Kinder child(ren) and then proceed to the Toddlers/Twos room to sign out and pick up your younger child(ren).

## **FOR ALL PROGRAMS:**

- **NO CELL PHONE USE DURING CARPOOL** – No driver shall be using a cell phone, PDA, laptop or other electronic device during carpool, from entry until exiting of the school property.
- We are unable to buckle children into their car seats. Drivers are responsible for buckling their children's seatbelts.
- Please see Late Pick Up Policy (**Addendum 4**).

No child will be released to any person except a parent or other adult designated on the child's emergency contact list. Any other adult must be designated in writing by the parent and will be required to show picture identification.

## **WHAT TO BRING FOR A DAY OF SCHOOL**

Each child should have one appropriately sized and personally labeled bag containing all items needed for the day. Older children will be expected to carry their belongings to carpool. Please label all items.

### **Toddlers and Twos**

Please dress children in comfortable play clothes that can get dirty. This allows children to fully engage in messy, fun, educational experiences. Children should wear closed toe shoes and socks. (**No Crocs, cowboy boots or flip-flops.**) Outside play is part of the daily routine, so please send a jacket/coat/sweater if weather warrants.

### **Additional items needed:**

- Diapers and/or RESEALABLE training pants for Toddlers and Twos (disposable only)
- Lunch and a drink (if applicable)
- A nap mat
- Child's blanket or any security item that s/he may need for nap time
- A complete change of clothes (including socks and shoes) for each child

Label all outside clothes (sweaters, jackets) and food and drink containers with child's name. Also label bags, bottles, pacifiers, blankets, shoes and socks (because shoes and socks are sometimes taken off during naps or sensory experiences.)

SMES cannot be held responsible for items that are not marked. Please check your child's bag for all of his/her items before s/he leaves school. If you find something that does not belong to your child, return it to the school and we will try to find the owner.

## **Preschool - UNIFORMS**

**Uniforms are required for preschool and kindergarten.** You may order and purchase in person at the Risse Brothers location in Dallas. Online orders may also be placed at [www.Rissebrothers.Com](http://www.Rissebrothers.Com). Risse Brothers provides 10% of all sales for the year back to our school.

We ask that you please read through these guidelines carefully so that all are informed as to the details of these policies.

The school strongly encourages parents to **label all appropriate uniform items** to aid us in returning lost items.

Logos of any kind (Polo, Under Armour, etc.) including tags and labels are not permitted on any area of the uniform.

## Girls

- **Dress** – Navy/white hounds tooth button-up dress with Peter Pan collar. Collar will come with an SMES monogram. Modesty shorts (navy blue or white) should be worn under the dress.
- **Jumper** – Navy/white hounds tooth jumper. Modesty shorts (navy blue or white) should be worn under the jumper.
- **Skort** – Navy/white hounds tooth skort.
- **Top/Blouse** – Red cotton pique knit polo shirt or white Peter Pan collar blouse. Short or long sleeves are permitted.
- **Shorts/Pants** – Navy blue Bermuda-length twill shorts or trousers with elastic waistband. Cargo shorts or other styles are not permitted. Shorts and pants may be purchased at stores other than Risse Brothers, but please note the quality and durability of their product. Belts are not permitted.
- **Shoes** – **Solid white Velcro** tennis shoes. Keds or other solid white shoes.
- **Socks** – Plain white bobby socks or knee socks. Low athletic socks are not permitted. Beads, ribbon, lace, etc. are not permitted.
- **Sweater** – Optional navy blue, red or white plain knit cardigan sweater. Sweater may be personalized with a **simple** name or monogram. School embroidered sweaters will also be available from Risse Brothers uniforms.
- Coats and outerwear are not part of the school uniform and may be of your choosing.

## Boys

- **Shorts/Pants** - Navy blue Bermuda-length twill shorts or trousers with elastic waistband. Cargo shorts or other styles are not permitted. Shorts and pants may be purchased at stores other than Risse Brothers, but please note the quality and durability of their product. Belts are not permitted.
- **Shirt** - Red or gray cotton pique knit polo shirt. Short or long sleeves are permitted. We ask that every family purchase at least one red shirt with the embroidered school crest. Monograms with the child's initials are not permitted on the polo shirts.
- **Shoes** - **Solid black or navy Velcro tennis shoes. Shoes may have a white or dark sole. No accent colors (green, orange, red, etc.) are permitted. Natives, sandals or other shoes are not permitted for the safety of our students.**
- **Socks** - Plain, no logo, white crew socks. Low athletic socks are not permitted.
- **Sweater** - Optional navy blue, red or white plain knit cardigan sweater. Sweater may be personalized with a simple name or monogram. School embroidered sweaters will also be available from Risse Brothers uniforms.
- Coats and outerwear are not part of the school uniform and may be of your choosing.

## Accessories

- No jewelry is allowed with the exception of small stud earrings or a religious necklace.
- Girls may wear navy blue, red or white hair bows or headbands. Bows may be personalized or monogrammed.
- Girls may wear navy blue or white leggings during colder weather months.

## Spirit and Free Dress Days

- On designated Spirit days, children may wear the SMES cotton or SMES Under Armour t-shirt. These shirts are available for purchase at Saint Michael Episcopal School.
- Occasionally SMES will have free dress days and advanced notice will be communicated.

## Places to shop for items

Risse Brothers carries most items for the uniforms in stock. Below we have provided some additional suggested retailers for the purchase of some of the items.

Modesty shorts – Land’s End, Gap, Old Navy, Stride Rite, Nordstrom

Plain white crew socks – Gap, Old Navy, Target, Wal-Mart, Academy

Plain white bobby socks – Target, Stride Rite, Gap

White Velcro shoes – Stride Rite, online shoe retailers.

Black Velcro shoes – Academy, Stride Rite

Red Pique polo shirts – Land’s End, Old Navy

Navy short/pants – Land’s End

Clothing labels – Stuck on You, Two Funny Girls, other online options

Additional items needed:

- Water bottle
- Lunch and a drink (if applicable)
- A complete change of clothes (including socks and shoes) for each child

## FOOD AND BEVERAGE

Snacks are provided to all classrooms. Parents are asked to provide a nutritious lunch. Please send food that your child can manage with a minimum of help from the teachers. Finger foods for all ages are easiest for the children and teachers. **We do not provide refrigeration for food nor are we able to heat food.** Please send food that needs to be kept warm or cold in thermal containers, or include an ice pack in their lunchbox. Mothers wishing to breast feed can do so in the Isolation Room located in the administrative offices or can provide breast milk.

Should a child have a food allergy, parents of other children in that child’s class will be notified so that an allergen can be avoided. Our building is designated as an allergy aware (peanut/tree nut) location with environmental controls. Parents are asked not to send any snacks or foods containing peanuts or tree nuts for special occasions (ex: birthday celebrations). Parents are free to pack the foods of their choice for lunches. There will be no classroom projects with peanuts or tree nuts.

## ILLNESS POLICY

We take strong measures to prevent the spread of illness. We wash hands and sanitize toys and surface areas multiple times per day to help prevent the spread of germs. No policy manual can cover every situation. SMES will update and implement new protocols whenever necessary.

If your child becomes ill, we follow the regulations as established by the CDC, Texas Health and Human Services Child Care Licensing and the Southwestern Association of Episcopal Schools in regards to children’s illnesses as listed below:

1. The illness prevents the child from participating comfortably in child care center activities including outdoor play.
2. The illness results in a greater need for care than our teachers can provide without compromising the health, safety and supervision of the other children in care.
3. The child has any of the following symptoms, unless evaluated by a health-care professional and released to return or be included in the center’s activities.
  - A. Forehead temperature of 100.4 degrees or greater.
  - B. Signs and symptoms of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that he/she is no longer contagious.



Upon the recommendations of the CDC and Texas Health and Human Services Child Care Licensing, a child will be excluded from school when any of the following conditions exist:

- Fever or temperature of 100.4 or above
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore Throat
- Vomiting or Diarrhea
- Loss of taste or smell
- Common Cold/Runny Nose-from onset through one week.
- Any unexplained rash
- Any skin infection - boils, ringworm, impetigo, etc.
- Pink eye or any other eye infections
- Any symptoms of childhood diseases such as:
  - Scarlet Fever
  - German Measles
  - Roseola Coxackie Virus
  - Mumps
  - Chicken Pox
  - Croup
  - Whooping Cough

**Children must be medication and symptom free for 72 hours before returning to SMES.** We ask parents to be considerate of other children, families and SMES staff when deciding whether or not to send their child. If your child becomes ill, we will call you to pick up your child. This policy is to protect your child as well as the staff and other children in the School. If your child becomes ill with a contagious disease after attending a day at school, please let us know so that we can take the proper precautions to prevent an epidemic.

### Lice

Every year, many schools throughout the country deal with the very common occurrence of head lice. It is certainly a nuisance but is easily treated. Our policy on head lice follows the recommendations issued by the Texas Department of Health, the Academy of Pediatrics Infectious Disease Committee, and the Centers for Disease Control. If your child has a confirmed case of lice (with live bugs), please notify Meg Glubiak at [mglubiak@smesdallas.org](mailto:mglubiak@smesdallas.org) as soon as possible. They, in turn, will arrange for notification of parents in the child's class and/or enrichment class. No names are shared. It is the parents' responsibility to ensure that the affected child receives appropriate treatment.

## **MEDICATION**

Medication will only be dispensed by the school nurse after being evaluated on a case by case basis.

## **SUNSCREEN**

SMES teachers/staff will not apply sunscreen or insect repellent on children.

## IMMUNIZATIONS

Texas law requires everyone under 18 to be immunized. No student may attend school without providing the school with immunization records that demonstrate that the student is immunized in accordance with state law. All students must provide their immunization records from their physician at the time of registration. These records must contain the month, day and year of each immunization. The records must also be signed by a physician. **Parents are called to pick up their children if proof of immunizations is not provided to the school on or before the first day of class. In addition, students who are not in compliance cannot attend school until the requirements are met.**

A copy of your child's current immunization record (TB skin tests are not required in Dallas County) signed by your physician must be on file in the office **before the first day of school.** Required immunizations are set by the CDC. We must also have a *Statement of Health* signed by both your child's physician and you stating your child is able to participate in the program. It is also necessary that we have a signed statement giving your permission for emergency medical care.

For additional information regarding immunizations contact the Department of State Health Services at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

SMES does not allow affidavits for reasons of conscience. SMES will accept a delayed immunization schedule that meets CDC guidelines with a written statement from your physician.

It is important to note that affidavits for medical reasons (as defined by the Texas Department of State Health Services) are still allowed. To claim an exclusion for medical reasons, the parent/guardian must present to SMES an exemption statement for the child, dated and signed by a physician. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

SMES requires all employees to be immunized.

### Enrollment and Medical Forms

All enrollment and medical forms must be completed and signed by the child's physician and given to the SMES office **on or before** the first day of attendance. If your child has recently had a state required immunization or booster, please inform the SMES office staff in writing. Also, if you change your address or phone number, please update your information on your ParentsWeb account immediately. It is a state requirement that we maintain updated records for your child.

## HEARING/VISION SCREENING

All enrolled children who are 4 - 6 years old are required to have a hearing/vision screening. SMES schedules these screenings on campus each fall for your convenience. If your child has these screenings performed at a physicians' office, please submit a statement indicating whether they passed/failed the screenings.

## MEDICAL EMERGENCIES/ACCIDENTS

Medical and emergency information must be on file before your child can attend school. Parents will be notified of minor injuries when the parent picks the child up from school or an SMES staff member will notify the parent by phone. Teachers will also complete a minor incident form that will be given to parents at pick up. Less serious injuries include, but are not limited to, minor cuts, scrapes, scratches and bites from other children, requiring first aid treatment by employees.

If an accident requiring emergency treatment occurs, immediate steps will be taken to secure prompt medical services and to notify parents. A licensing Incident/Illness Report will be filed for injuries that require medical attention by a health care professional.

## **COMMUNICATION TOOLS**

Many exciting things happen each day at SMES and at the Church. To keep parents informed, we utilize many forms of communication. The following are most common:

- Information on our website [www.smesdallas.org](http://www.smesdallas.org)
- Weekly lesson plans posted in each classroom
- Daily reports for Toddlers and Twos
- Paper communications in children's backpacks or diaper bags (please unload daily)
- Parent/Teacher Conferences
- E-mail newsletters, Facebook, Instagram, and other memos from the teachers and the Administration office

## **INCLEMENT WEATHER POLICY**

In cases of inclement weather, SMES follows local schools in regards to school closure/late opening. This information will be communicated in the following ways:

- SMES generated texts
- SMES generated emails
- [www.smesdallas.org](http://www.smesdallas.org)
- SMES social media (Facebook and Instagram)
- WFAA channel 8

## **FAMILY INVOLVEMENT**

We believe a strong family community is vital to the success of our School. We encourage our families to attend SMES and Saint Michael Parent Advisory sponsored events and also to take advantage of the many volunteer opportunities such as:

- Acting as Room Parent
- Hosting Class Parties
- Attending Family thanksgiving Service
- Attending and/or Volunteering in the SMES and SMAA Christmas Programs
- Attending the Annual SMAA Easter Egg Hunt
- Attending and/or Volunteering at the Annual SMES/SMAA Barnyard Bash
- Attending Get Acquainted Socials
- Attending and/or Volunteering for the annual auction

**Birthday Celebrations** - If you would like to celebrate your child's birthday at school, please notify the classroom teachers at least two (2) weeks prior to schedule the time. You are welcome to provide birthday treats and a planned activity. We ask that you not provide individual treat bags to each child.

## CONCERNS OR ISSUE RESOLUTION

Strong communication between parents and SMES is vital to ensure a quality learning environment for all children. We have an open door policy and invite parents to discuss any matters concerning the school with the Head of School. We will use all resources available to assess the situation and determine a resolution that will be beneficial to all concerned.

It is very important that there be a good fit between a child and the School. Assessing children's developmental progress is part of our daily observations. Occasionally, teachers may notice behavior that is not developmentally on target. Teachers may share their observations with the Head of School prior to sharing with the parent. The Head of School may then set up a meeting with the parents, at which time an action plan will be set in place. Our staff includes a Curriculum Specialist who may assist with the action plan. For the benefit of the child, an outside/independent evaluation may be required (at the parent's expense) as we work through an action plan. Prior to students being observed on campus by outside evaluators, parents must complete an Observation Request Form and submit it to the Head of School. We want to ensure that each child enrolled has his/her optimum school experience.

## CONTACT INFORMATION

Feel free to call Amy or Tricia anytime to discuss your thoughts, ideas or concerns for SMES. The main phone number is 214-361-1224.

Head of School	Netra Fitzgerald	x242	<a href="mailto:nfitzgerald@smesdallas.org">nfitzgerald@smesdallas.org</a>
Assistant Head of School	Tricia Morris	x248	<a href="mailto:tmorris@smesdallas.org">tmorris@smesdallas.org</a>
Director of Curriculum & Professional Development	Katie Balderston	x247	<a href="mailto:kbalderston@smesdallas.org">kbalderston@smesdallas.org</a>
Extended Day Director	Jacynda Griego	x235	<a href="mailto:jgriego@smesdallas.org">jgriego@smesdallas.org</a>
Admissions & Community Relations Coordinator	Elizabeth Keogh	x244	<a href="mailto:ekeogh@smesdallas.org">ekeogh@smesdallas.org</a>
Enrollment & Tuition Coordinator	Mandy Lohner	x248	<a href="mailto:mlohner@smesdallas.org">mlohner@smesdallas.org</a>

## VISITATION AND SECURITY

SMES has an open door policy. Parents have the opportunity to visit Saint Michael Episcopal School at any time during the hours of operation to observe their child, the school's operation, and program activities, without prior approval. Security procedures must be followed. We must monitor all visitors on campus. Saint Michael Episcopal School uses the Raptor Visitor Identification System which requires all visitors to present a valid driver's license, which is then swiped into a scanner. The system checks databases, as well as other resources, and notifies the school of any concerns. Once successfully cleared, visitors are given a photo ID badge which must be worn for the duration of their time on campus. This same system is implemented on all entrances on our campus.

## **DRILLS FOR CAMPUS EMERGENCIES AND DISASTERS**

Faculty and staff are trained in procedures and protocols, and age-appropriate mock-emergency drills are performed. In keeping with best practice for student safety, SMES includes an “imminent danger” lock down drill.

**Emergency Notification:** In case of an emergency, SMES will communicate via Alerts, through our texting system or email. Through Alerts, parents will be provided any additional information and instructions necessary to ensure the safety and well-being of our students and community members. In the event of an emergency evacuation, due to gas leaks, fire, weather or security emergencies, the children will be relocated to a safe environment within the building or walk to: Christ the King Catholic Church, 8017 Preston Rd, Dallas, TX 75225, located directly across the street from Saint Michael on Douglas.

## **GANG-FREE ZONE**

Any area within 1000 feet of a child-care center is a gang-free zone. The Texas Penal Code enforces a harsher penalty if criminal offenses occur in this designated area. Engaging in organized criminal activity or actions related to prohibited gang activity is a violation of this law.

## **CHILD ABUSE AND NEGLECT**

Teachers are required to receive training on recognizing child abuse/neglect annually. Any person having cause to believe a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately report to the Director and the proper authorities. Texas law requires confidential reports to be filed with the Texas Department of Family and Protective Services or law enforcement. Their child abuse hotline is 1-800-252-5400 and the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local Child Care Licensing phone numbers are 214-951-7902, 214-583-4253 or 1-800-582-6036.

If alleged abuse by an employee is reported, the employee will immediately be removed from contact with any child or children pending an investigation.

A person commits an offense if that person has cause to believe that a child’s physical or mental health or welfare has been adversely or may be adversely affected by abuse or neglect and knowingly fails to report.

## **PARENT RESOURCES/EDUCATION**

The Saint Michael Episcopal School staff wants to help make your time as a parent of young children exciting, informative and happy. SMES staff encourages open communication, feedback and discussion of any matters important to our families. If you find newsletters, memos, videos and articles which might be of benefit to our families, we would love to share them. For questions or to utilize our resources in early childhood matters, please contact the Saint Michael Episcopal School office at 214-361-1224.

The Saint Michael Episcopal School has access to the [Minimum Standards Rules for Child-Care Centers](#) (TDHHS) manual in the School Office. The Licensing inspection report is posted outside the office as well as other required information. If you have a concern, you may contact the Licensing Office (214) 583-4253 or access the DHHS website ([https://www.dfps.state.tx.us/child\\_care/](https://www.dfps.state.tx.us/child_care/)).

## **CENTER EVALUATION**

Parents will be given the opportunity on an annual basis to evaluate the quality of programs offered to each child and our ability to meet your special needs. The annual SMES Survey will be sent out at the end of the school year. It is important for you to communicate what you like about the Kindergarten, Preschool and Toddlers and Twos programs, or what you would like to see changed. These suggestions help develop future plans to provide an early childhood education.

## **CONFIDENTIALITY/PRIVACY POLICY**

- Access to a student's screening and assessment results is restricted to Administrative personnel, teaching professionals, and that student's parent or legal guardian. Access is limited for purposes of supplementing the school's admissions process, supporting referral diagnostic services, and for use during parent/teacher conferences (if needed).
- Requests for access to a student's screening and assessment results coming from persons other than those listed above must be made in writing. Permission for access will only be granted upon receipt of a written release signed by the student's parent or legal guardian.
- Individual student records required by the State of Texas are kept confidentially in the school's administrative office. These records are housed in a locked office only to be accessed by the school's Administration. Teacher created portfolios/records are housed in locked cabinets within the individual classrooms.
- A student's individual screening results and assessment information will be thoroughly reviewed with the parent or legal guardian prior to representation, dissemination to, or use by another requesting party. Interpretation/representation of said records are done on an individual basis by the student's teacher or the school's Head of School.

## **INCLUSION/NON-DISCRIMINATION POLICY**

Saint Michael Episcopal School provides educational opportunities for all students without regard to race, color, sex, national origin, citizenship status, religion, disability, or any other applicable protected classifications in the administration of its admission and education policies, financial aid programs, athletic programs and other administered activities. SMES prohibits all harassment, bullying, or discrimination on the basis of race, color, sex, national origin, or disability.

TUITION AGREEMENT – Addendum 1 pg. 4 and IN ENROLLMENT PACKET

POTTY TRAINING POLICY – Addendum 2 IN ENROLLMENT PACKET

NAPPING POLLICY – Addendum 3 IN ENROLLMENT PACKET

LATE PICK UP POLICY – Addendum 4 IN ENROLLMENT PACKET

MEDIA PHOTO CONSENT FORM – Addendum 5 IN ENROLLMENT PACKET

CODE OF CONDUCT – Addendum 6 IN ENROLLMENT PACKET

DISCIPLINE AND GUIDANCE POLICY – Addendum 7 IN ENROLLMENT PACKET

PARENT HANDBOOK VERIFICATION – Addendum 8 IN ENROLLMENT PACKET

COVID-19 PANDEMIC PROTOCOLS AND PROCEDURES - <https://www.smesdallas.org/covid-19-protocols-and-resources/>