



# St. Helena's

Episcopal Church and School

This is proprietary information for St. Helena's Episcopal School-Boerne

## PARENT HANDBOOK FOR ST HELENA'S EPISCOPAL SCHOOL

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St. Helena's Episcopal Church

**Our Vision**

We, the family of St. Helena's,  
Empowered by the Holy Spirit  
Welcome all God's students to  
Grow with us in grace and  
Proclaim the Good News of Jesus Christ.

**St. Helena's Episcopal School Mission Statement:**

To shepherd God's students and their families in a community of grace and to share the truth and love of Jesus Christ through developmentally appropriate instruction.

It is a family outreach mission of St. Helena's Episcopal Church, which was established in 1881.  
St. Helena's Episcopal School is a not for profit organization.

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Dear School Families,

I am so excited you will be joining us this school year! We consider your family as part of our family. The staff is here to provide the best school experience for your child. We encourage you to become involved in school activities. Please watch your e-mail for sign-ups and invitations.

Our small school has an intimate atmosphere. Expect your child to know all of the staff and the staff to know your family. Our classes combine for special activities so siblings and students of different ages can form friendships. Every class walks to the library each week. We also go on monthly field trips and have school at Joshua Springs Park. Our goal is to give all students a vast array of experiences while they are with us. In this way, we build a child's vocabulary and knowledge base with hands-on experiences.

Our school was started in 2008 by 5 ladies from the church who envisioned a school where students could explore, engage, discover and create. We began as a two day a week pre-k and have grown into a full elementary school offering education to two years old through fifth grade!

Thank you for choosing St. Helena's Episcopal School as your child's school! Please come directly to me with any questions, concerns, suggestions, or ideas.

Sincerely,  
Tiffany Jureczki  
Head of School  
830-249-8084  
tiffany@sthelenas.net

St. Helena's Episcopal School  
Policy # 1

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**Curriculum Design**

The curriculum is unique and was designed by the vision committee and overseen by the school board. The chapel themes are based on the fruits of the spirit in order to help encourage and grow compassionate students. All activities are within the Texas Education Agency skills per grade level. All students will experience hands-on activities in all learning domains throughout each day. Our educational philosophy is based on High Scope; hands-on, experiential learning is the basis for all lessons. The pre-k uses a spiral curriculum. This means that though all pre-k students in the school will be studying the same themes at the same time, as students progress through the different pre-k steps (classes), they will study the themes more in depth. All students will get an introduction to Spanish on a daily basis. Field trips and visitors are a vital part of our curriculum. Once a month we have school at Joshua Springs Park where students get to explore nature while learning core subject material.

**Curriculum Resources**

All activities will be based on current early childhood research and research in brain-based learning. The Head of School and staff will constantly seek new, exciting, hands on activities to help students learn through concrete objects, a print-rich environment and enlightening experiences. Pre-k teachers are certified in High Scope. Four years old teachers and all elementary teachers are degreed teachers.

St. Helena's Episcopal School  
Policy # 2

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St. Helena's Episcopal School is licensed by the Texas Health & Human Services.

Parents may review a copy of the minimum standards and the child care's most recent licensing inspection report upon request of the Head of School.

Local Licensing Office 210-337-3399

Department of Family and Protective Services Child Abuse Hotline 1-800-252-5400

Department of Family and Protective Services Website [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Under the Texas Penal Code, any area within 1000 feet of a childcare is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

St. Helena's Episcopal School is school of The Episcopal Diocese-West Texas. You can find more information at [www.dwtx.org/churches-and-schools-/our-schools/](http://www.dwtx.org/churches-and-schools-/our-schools/)

St. Helena's Episcopal School  
Policy # 3

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Enrollment at St. Helena's Episcopal School is open to students from age 2 through 5<sup>th</sup> grade.

Parents can apply for enrollment of their child in St. Helena's Episcopal School by completing the Enrollment Application Packet and paying the \$200 Application Fee. The Application Fee is NON-REFUNDABLE.

Initial enrollment is contingent upon receipt of the completed enrollment application, financial meeting with Head of School, signed fee agreement, registration fee, supply fee, yearly payment (or monthly payments), immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

St. Helena's Episcopal School reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at St. Helena's Episcopal School is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of St. Helena's Episcopal School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

For your child to fully succeed in our school we want you to understand the philosophy of our school. Any adult interested in your child's education, as well as, parents, should attend the short mandatory meeting on the first Tuesday of the school year, as well as other parent meetings throughout the school year.

Parents are required to notify St. Helena's Episcopal School immediately, should any of the information collected at the time of enrollment or any time thereafter change.

St. Helena's Episcopal School  
Policy # 4

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in St. Helena's Episcopal School. Parents are required to indicate to whom all billing information and correspondence are to be addressed. An annual enrollment & supply fee of \$255 is collected at the time of registration or re-enrollment and is non-refundable.

4.1 Yearly tuition is collected in May or can be collected monthly May-January. Payments are due on the first day of the month and late fees will be assessed on the 8<sup>th</sup> of the month. A financial meeting will be held with the Head of School and the financially responsible party in May. At this time, the yearly payment and the signed Tuition Agreement will be due.

Cash, check, electronic debit or money order may pay tuition and fees. PayPal may also be used to pay tuition and fees but will be charged at a higher rate. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to the Head of School. Your canceled check will serve as your receipt for payments made by check. There will be a \$35 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

Tuition includes fees for field trips and special event days.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of domestic or foreign terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school's control, occur, the school has the discretion to close the school and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The parent's financial obligations under this contract remain in full force and effect.

4.2 There is a \$25 late fee if tuition is not paid by the 8<sup>th</sup> of the month beginning with the month of May.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the school. Timely payments are essential for continued enrollment at St. Helena's Episcopal School, however, if you anticipate difficulty with paying on time, please discuss the matter with the Head of School immediately. If alternative arrangements for payment are approved, you will be notified by the Head of School.

4.3 St. Helena's Episcopal School does not accept child care subsidies.

4.4 St. Helena's Episcopal School offers a scholarship school to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please ask the Head of School. If you receive a scholarship and make a tuition payment late, you are forfeiting your scholarship and will be responsible for the full tuition payments.

4.5 St. Helena's Episcopal School offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted \$50 per child. Discounts are only applicable when tuition payments are made on time. The full



tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

4.6 Families who are applying for admission into another private school for the following year will be charged \$100 per child, per school application, per school year if St. Helena's Episcopal School must complete forms (teacher or Head of School) or send school records to another private school. The application fee is non-refundable; this includes if your child is denied acceptance into the private school where you have applied.

All tuition must be up to date and private school forms must be submitted at least one week prior to the due date. All private school forms must be submitted to the Head of School in electronic form or hard copy. Completed forms will be sent directly to the private school and will not be released to parents.

The \$100 application fee will be waived for families of fifth grade students who will be graduating from St. Helena's Episcopal School.

St. Helena's Episcopal School  
Policy # 5

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Within St. Helena's Episcopal School, confidential and sensitive information will only be shared with employees of St. Helena's Episcopal School who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or students will not be shared with parents, as St. Helena's Episcopal School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with St. Helena's Episcopal School.

Outside of St. Helena's Episcopal School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of St. Helena's Episcopal School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Our Confidentiality Policy protects every child's privacy. Employees of St. Helena's Episcopal School are strictly prohibited from discussing anything about another child with you.

St. Helena's Episcopal School  
Policy # 6

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of St. Helena's Episcopal School are considered mandated reporters, under this law. The employees of St. Helena's Episcopal School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at St. Helena's Episcopal School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all students.

As mandated reporters, the staff of St. Helena's Episcopal School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Not providing nutritional meals
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Students who exhibit behavior consistent with an abusive situation
- ◆ Sending a child to school medicated to cover a symptom of an illness

St. Helena's Episcopal School  
Policy # 7

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St. Helena's Episcopal School requires the parents of enrolled students at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of St. Helena's Episcopal School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of St. Helena's Episcopal School but, is the responsibility of each and every parent or adult who enters the campus. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

7.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

7.2 THREATENING OF EMPLOYEES, STUDENTS, OTHER PARENTS OR ADULTS ASSOCIATED WITH St. Helena's Episcopal School:

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

7.3 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF St. Helena's Episcopal School:

While it is understood that parents will not always agree with the employees of St. Helena's Episcopal School or the parents of the other students, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

7.4 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER STUDENTS AT St. Helena's Episcopal School:

Corporal punishment of students is not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Head of School.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Head of School's attention. At that point, the teacher and/or Head of School will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Head of School are strictly prohibited from discussing anything about another child with you. All students enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the school.

7.5 SMOKING:

For the health of all St. Helena's Episcopal School employees, students and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of St. Helena's Episcopal School. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 7.6 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, students and associates of St. Helena's Episcopal School. Please be particularly mindful of St. Helena's Episcopal School entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the building. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Head of School.

#### 7.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

St. Helena's Episcopal School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all students, families and employees associated with St. Helena's Episcopal School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

St. Helena's Episcopal School  
Policy # 8

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at St. Helena's Episcopal School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St. Helena's Episcopal School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with St. Helena's Episcopal School, **both** parents shall be afforded equal access to their child as stipulated by law. St. Helena's Episcopal School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, St. Helena's Episcopal School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. St. Helena's Episcopal School staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Head of School, and are allowed in the child care facility solely at the discretion of the Head of School. An employee of St. Helena's Episcopal School will accompany visitors at all times, throughout the childcare facility.

Due to the parents' right to immediate access policy, as well as state and federal regulations, St. Helena's Episcopal School cannot have a child at the agency when the child's parent is prohibited access. St. Helena's Episcopal School will not agree to any request to maintain a child's enrollment unless appropriate legal custodial paperwork is provided.

St. Helena's Episcopal School  
Policy # 9

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St. Helena's Episcopal School reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Head of School or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. St. Helena's Episcopal School will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Head of School if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Head of School and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by St. Helena's Episcopal School.

St. Helena's Episcopal School  
Policy # 9.1

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Inclusion/Expulsion to Comply with Federal Guidelines

St. Helena's Episcopal School is proud of our history of working with the individual needs of our students and will work with the parents whose students may need additional support. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupations and physical therapy and other types of services, and participate in IEP (Individual Educational Plan) meetings where appropriate to best meet the needs of students.

St. Helena's Episcopal School will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. St. Helena's Episcopal School is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

St. Helena's Episcopal School will allow outside resources/therapists into the school to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with school staff to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the school. Should the resource/therapist be disruptive to the school or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the school.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the school if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child or others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

St. Helena's Episcopal School will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, St. Helena's Episcopal School will communicate with parents/guardians of students exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the school until support services are in place.



St. Helena's Episcopal School  
Policy # 10

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Written notice is required when withdrawing a child for any reason. The family is financially responsible for the entire yearly tuition regardless of illness, vacation, early withdrawal or other circumstances that cause my child to be absent from school.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Head of School. A withdrawn child and his/her parents are required to call and request an appointment with the Head of School if they wish to return to agency property following the last day of enrollment at St. Helena's Episcopal School. Appointments are made at the discretion of the Head of School and are not a right of the withdrawn child or parent.

St. Helena's Episcopal School  
Policy # 11

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) St. Helena's Episcopal School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with St. Helena's Episcopal School administration, both parents shall be afforded equal access to their child as stipulated by law.** St. Helena's Episcopal School cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, St. Helena's Episcopal School suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, St. Helena's Episcopal School is obligated to follow the order for the entire period it is in affect. Employees of St. Helena's Episcopal School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. St. Helena's Episcopal School will report any violations of these orders to the court.

St. Helena's Episcopal School  
Policy # 12

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Upon arrival at St. Helena's Episcopal School, the parents or the adult dropping the child off must sign the child into care. Students are required to be escorted by their parent or the adult dropping them off, to their designated exterior door. Students are required by law to be supervised at all times while in the child care facility. Parents are required to stay with their child at the door until staff is present to accept them into care. Parents must remain outside of the building at drop-off. Some students exhibit separation anxiety when it is time for their parent to leave. It is best for parents to tell the anxious child upon arrival that the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of St. Helena's Episcopal School are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy (Policy 25.5) if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Head of School of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Head of School. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Students should be fed breakfast before arrival to St. Helena's Episcopal School.

### 12.1 LATE ARRIVAL

The home/school transition is much easier on students if they are dropped off before the daily routine begins. When students have missed activities, lesson, songs and chapel time with their class it is difficult for them to be part of the already formed group. Please make every effort to be on time so that your child can start their day with a smooth transition. If you are late please contact the Head of School for arrival procedures.

### 12.2 NOTIFICATION OF ABSENCE

Parents are requested to inform the school if a child will not be at there on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Head of School not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Head of School, so that the parents of the students in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Helena's Episcopal School will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are requested to notify the school so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

### 12.3 AGENCY'S RIGHT TO REFUSE ADMISSION

St. Helena's Episcopal School reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other students enrolled at St. Helena's Episcopal School if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the school.

St. Helena's Episcopal School  
Policy # 13

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Parents or other authorized adult are required to sign their child out of care at pick-up. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining students in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the school during the course of the day.

Doors to the school building stay locked during the day and will only be unlocked at pick-up. Parents who need to pick their child up early are asked to wait outside the building for a staff member to escort their child to them.

### 13.1 LATE PICK-UP:

Any child picked up after 2:15 (4:00 if signed up for extended care) is considered late. All measurements of time are to be according to the St. Helena's Episcopal School clock located on the telephone on the Head of School's desk.

Students who are picked up at 2:16 pm (4:01 pm) or after will be charged \$20 per hour. The late fee will be on the following tuition statement and will be subject to a late fee if not paid.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

### 13.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of St. Helena's Episcopal School will contact local police and/or the other custodial parent should a parent appear to the staff of St. Helena's Episcopal School to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, St. Helena's Episcopal School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of St. Helena's Episcopal School to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of St. Helena's Episcopal School will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 13.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an opportunity to list adults they deem for Emergency/Alternate Pick-up. Parents are encouraged to include any, and all persons who, in the course of events, may at one time

be asked to pick-up their child from St. Helena's Episcopal School. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list or someone approved by the parent.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID, or Driver's License prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

St. Helena's Episcopal School reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

St. Helena's Episcopal School  
Policy # 14

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It is requested that parents attend all field trips with their child. However, for working parents we know that is not always an option. Staff reserves the right to refuse access to bus seats to any child. Reasons for refusal may include, but are not limited to, child's behavior in a motor vehicle, child restraint complications, health issues, lack of enough staff to maintain ratios on field trips. Parents will given permission for their child to be transported in the enrollment process.

St. Helena's Episcopal School  
Policy # 15

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St. Helena's Episcopal School follows the Boerne Independent School calendar holidays.  
The first day of kindergarten through fifth grade will fall the week after BISD's first week of school.  
The first day of pre-k will fall on the Tuesday of that week.  
The last day of St. Helena's Episcopal School is the day before BISD gets out for summer break.

Pre-k students attend Tuesday, Wednesday and Thursday from 8:30am-2:15pm.  
Kindergarten students attend Monday-Thursday from 8:30am-3:00pm.  
First through fifth grade students attend Monday-Friday from 8:30am-3:00pm.

Extended Care is offered daily from 7:30am-8:30am and 2:15pm-4:00pm for an additional monthly charge which must be paid in advance.

A special extended care is offered to pre-k children who have elementary age siblings from 2:15pm-3:00pm for an additional monthly charge which must be paid in advance.

Extra Enrichment Days are available to pre-k and kindergarten on Fridays from 8:30am-2:15pm for an additional daily charge (as long as the days do not fall on BISD holidays).

The last Thursday before Christmas and the last day of school are early release days.

The first Monday of each month is a staff development day and will be a holiday for Kinder through 5<sup>th</sup> grade students.

Various other holidays are listed on monthly calendars.

Calendars can change at any time and parents will be notified of date changes as soon as possible.



St. Helena's Episcopal School  
Policy # 16

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by T.V. or radio station, phone chain, Class DoJo, message on school answering machine, text messages, or website. In the event of an emergency closing and /or inclement weather, we follow Boerne Independent School District decisions. An emergency closing is defined as an event that causes the school to close for no more than a three day period. Events that last longer than a week are no longer considered an emergency.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the students need to be evacuated from the campus. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of domestic or foreign terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school's control, occur, the school has the discretion to close the school and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The parent's financial obligations under this contract remain in full force and effect.

St. Helena's Episcopal School  
Policy # 17

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- 17.1 DAILY SCHEDULE OF ACTIVITIES – Each classroom has a daily schedule posted. Special class activities are listed each day on the wipe off board outside each room.
- 17.2 CLASS ASSIGNMENTS - Pre-k students are placed in *tentative* classes by birthdate. Because students change so much over the summer, all pre-k students will be assessed during the first two weeks of school. Final classes will be built after the first two weeks. Classes are grouped based on the developmental levels of the total group of students. Curriculum changes each year are based on the students. Elementary age students must be the following age by September 1<sup>st</sup> of this school year. Kindergarten – 5, First Grade – 6, Second Grade – 7 Third Grade – 8, Fourth Grade – 9, Fifth Grade – 10.
- 17.3 STAFF TO CHILD RATIOS - We keep our ratios lower than mandated state ratios. Each class has a target child to adult ratio; that means we try our best to have that ratio most of the time. Our target ratios are as follows:  
  
Step One – 9:2  
Steps Two, Three, & Four – 11:2  
Step Five – 14:2  
Steps Six through 5<sup>th</sup> Grades – 15:2
- 17.4 NAP/REST TIME – State licensing requires all pre-k students to lay down for a minimum of 1 hour for rest time. Students are required to bring a plastic kinder nap mat from home and 4 king size pillow cases.
- 17.5 PERSONAL CARE SUPPLIES NEEDED – All students are required to keep an extra zip lock bag of clothes labeled with their name in the classroom. If your child wears diapers, please send a package of diapers to be stored in the classroom. The staff will notify you when the diaper supply needs to be replenished.
- 17.6 BIRTHDAY/HOLIDAY CELEBRATIONS - Birthdays are a very special time for young students. Birthdays will be celebrated at school during special moments planned by the teacher. To respect all children's dietary restrictions, allergies, and parent's nutritional wishes, food (i.e.- cupcakes, donuts, cookies, lunch) is not allowed to be passed out to other students in the class for birthday celebrations. Students with summer birthdays can celebrate their "Unbirthday." If your child wishes to distribute invitations to his or her birthday party at school, an invitation must be given to each child in class.

**Holiday Observances:**

As a Christians school, we spend time during each church season studying and celebrating Christian holidays. Stories, crafts, and activities will celebrate the joy of Christ through the different church seasons. Christmas and Easter are taught as the most significant holidays.

- 17.7 PARENT/TEACHER CONFERENCES/COMMUNICATION - Formal parent/teacher conferences are scheduled twice during the school year and as requested by parents. Teachers will contact parents to schedule a conference. Parents requesting a conference should contact the teacher and make arrangements outside of the school day. Each class has a Dojo account to disperse information. Parents are required to download the free app to be part of the group. Any pictures sent through Dojo are for parents only and may not be posted to any social media.

St. Helena's Episcopal School  
Policy # 18

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**Discipline Policy:**

St. Helena's Episcopal School does not use physical punishment. We believe if a teacher is well prepared, a classroom is developmentally designed, and there are optimal student/teacher ratios, there are fewer discipline issues. If there is a serious problem with a child that cannot be handled with redirections, teacher intervention, or logical consequences, the child may be removed from the situation for an appropriate amount of time. Students are always encouraged to resolve conflict using appropriate words. Parents will be informed if a child has serious or recurrent difficulty. Should behavioral problems continue, a parent/teacher/Head of School conference will be held.

St. Helena's Episcopal School  
Policy # 19

## 19.1 STUDENTS

### Uniforms:

Students in kinder through 5<sup>th</sup> grade are required to wear uniforms daily. Special non-uniform days will be announced throughout the year.

Pre-k students are encouraged to wear a uniform shirt daily.

On field trip days and any educational events held off campus, uniforms will be mandatory for all students, pre-k through 5<sup>th</sup> grade.

### Clothing:

Students are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, students are engaged in outdoor play daily, weather permitting. Due to these activities, students are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing pre-k students in overalls or clothing with difficult closures. These types of clothing present particular challenges for students in relation to toileting.

Coats must be provided in the winter months.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Students are required to have one seasonably and size appropriate complete change of clothing at the at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name; this includes coats. St. Helena's Episcopal School is not responsible for lost or damaged items of clothing.

### Diapers/Pull-ups:

Please send a package of diapers or pull-ups to be kept in the classroom if your child is not potty-trained. The staff will let you know when the supply is getting low and you need to send another package.

### Jewelry/Accessories:

Students are discouraged from wearing jewelry of any kind. It is a safety hazard for your child as well as the other students enrolled in the school. In addition, St. Helena's Episcopal School will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their students.

When choosing hair accessories for your students be mindful of the potential safety issues they present not only for your child, but also for the older and younger students attending St. Helena's Episcopal School.

St. Helena's Episcopal School is not responsible for damage to or loss of articles of clothing or hair accessories.

### Backpacks

Pre-k students are discouraged from bringing bags/backpacks to school.

Elementary age students may carry a full size back pack if needed for school projects.

## 19.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at St. Helena's Episcopal School, or involved in any St. Helena's Episcopal School sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

St. Helena's Episcopal School  
Policy # 20

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St. Helena's Episcopal School supplements the in class curriculum with off premise field trips. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, and time.

Parents are strongly encouraged to attend all field trips with their child.

Parents will not be permitted to transport any child, other than their own, on a St. Helena's Episcopal School sponsored trip.

St. Helena's Episcopal School  
Policy # 21

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Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. The Head of School will have a list of volunteer opportunities.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

St. Helena's Episcopal School reserves the right to make Volunteer assignments. St. Helena's Episcopal School does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

St. Helena's Episcopal School  
Policy # 22

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## 22.1 PRE-ENROLLMENT REQUIREMENTS

Each family is required to update enrollment information annually. All students are required to have a complete up to date immunization record on file at St. Helena's Episcopal School.

Upon initial enrollment all students are required to have a physical examination form filled out by a licensed medical professional, in order to attend St. Helena's Episcopal School. The Physical Examination Form, indicating the child's fitness to attend St. Helena's Episcopal School, must be completed by a licensed healthcare professional and returned to the Head of School within the first week of enrollment.

Students who are 4 years old must have a vision and hearing screening done by their pediatrician and provide the school with a copy to be kept on file.

## 22.2 STUDENTS WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Students with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Head of School.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Students with Severe Allergies" form. This form releases St. Helena's Episcopal School from liability for administering treatment to students with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Students with Severe Allergies" form, provided St. Helena's Episcopal School exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## 22.3 COMMUNICABLE DISEASES

St. Helena's Episcopal School follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual, Center for Disease Control and Texas Department of Health Services. A copy of this manual is on file with the Head of School and is available upon request for review.

Parents are required to pick up an ill child within an hour of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Students will be excluded from participation in the school if they exhibit symptoms of any communicable disease. They will not be permitted to return to the school until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the Center for Disease Control. Students must present a doctor's note stating they are no longer contagious and can return to the school. St. Helena's Episcopal School reserves the right to refuse to allow a child to return if the Head of School or designee believes the child to be too ill to participate in the school.



Students excluded from the school due to a fever may not return to the school until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the school the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Students are required to be excluded from the school for loose bowels or diarrhea which occur 3 or more times in a 24-hour period of time. Students may return to the school when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Head of School. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Head of School, so that the parents of the students in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Helena's Episcopal School will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

In the instance that 30% of the school students are out with illness, the school board will determine if school needs to be canceled the following day for sanitizing. If less than one staff member is present per classroom, then school will be canceled for the day in order to stay with state mandated child to adult ratios.

St. Helena's Episcopal School has the right to change and amend these policies because of health emergencies, and/or information based on local and state health authorities and the Center for Disease Control.

#### 22.4 BITING

St. Helena's Episcopal School recognizes that biting is a developmentally appropriate behavior for students in the 2-3 year old classrooms. Parents with students in these classrooms should expect that their students may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline students in the younger classrooms for biting behavior; they will simply redirect the students to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Students older than 3 years of age, may occasionally be involved in a biting incident. For students in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. While biting is an unwanted behavior, it is occasionally associated with disabilities. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of St. Helena's Episcopal School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### 22.5 DISPENSING MEDICATION

St. Helena's Episcopal School will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. St. Helena's Episcopal School will only give medication to the child for whom the doctor's note is

written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found on the back of clip boards or from the Head of School. Medication Forms, doctor's notes and medication are to be turned into the Head of School.

St. Helena's Episcopal School will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill students.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

St. Helena's Episcopal School will apply sunscreen and bug repellent on an as needed basis, with a doctor's note detailing the recommended reasons for administration. Parents are required to supply an unopened bottle of sunscreen or bug repellent clearly labeled with their child's name. Parents are required to complete a Medication Form each day that sunscreen or bug repellent is to be used.

## 22.6 FIRE/EMERGENCY DRILLS

St. Helena's Episcopal School conducts monthly fire and emergency/evacuation drills. Parents, staff and students will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign students into or out of the school. Parents must wait until the drill is complete and students have returned to the building to sign their child into the school. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Head of School or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, students must be picked up within an hour of the telephone call.

Parents wishing to sign their child out of the school during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and students are returned to the building to sign their child out of the school. If the school is having a real fire/emergency situation, parents will be asked to wait until the Head of School or designee has accounted for all staff and students and gives the staff permission to release students. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and administration during these important and critical situations.

## 22.7 ALTERNATE SAFE LOCATION

Should the administration of St. Helena's Episcopal School or any emergency services personnel determine the building which houses the school to be too dangerous to be occupied, the staff and students will be taken to the Patrick Heath Public Library. Once the students are assembled here, the staff will begin contacting

parents or emergency contact persons for pick up. As stated before, students must be picked up within an hour of the telephone call.

## 22.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed handed to parents at pick-up to sign.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to discuss the matter with you at pick-up.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the Head of School within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the school until such time as the report is returned signed. After the report has been signed, one copy will be placed in the child’s permanent folder and another copy will be placed in the child’s daily folder for the parents.

## 22.9 FOODS

Morning daily snacks must be provided from home. Students who stay for after school extended care must bring two snacks.

St. Helena’s Episcopal School does not serve lunch. Please label your child’s lunch box with their name. St. Helena’s Episcopal School does not permit students to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) accompanied by a note from a physician.

St. Helena’s Episcopal School never uses food as a punishment. Students will never be denied participation in lunch or snack time for behavior reasons.

Food may be used by teachers as part of a classroom lesson. Students are encouraged to try new foods.

St. Helena’s Episcopal School curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their students each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. St. Helena’s Episcopal School will provide water for students who wish to have it with lunch. Parents should limit junk foods to a minimum in their child’s lunch. All uneaten food will be placed back in the child’s lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child’s lunch, as students often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted. Uneaten food will be sent back home in the lunchbox.

St. Helena’s Episcopal School does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child’s lunch. If you wish for these foods to be a part of your child’s diet, please give them to your child at home. One or two miniature sized candies are permitted in a child’s lunch as a treat. However, St. Helena’s Episcopal School staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

St. Helena's Episcopal School prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the students and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should have an ice pack to keep items cool. St. Helena's Episcopal School will not keep lunches in refrigerators or heat items before consumption.

All food items provided in your child's lunch must be labeled with your child's name.

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Policy # 23

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For security, Wendler Hall has video surveillance in the hallways only. Video is archived in a private closed circuit system. For confidentiality of students, parents will not have access and will not be granted on demand access to video recordings. Parents may request the Head of School to review video. Appropriate steps will be taken if the Head of School deems action needs to be taken.

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Policy # 24

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Mailing Address:

PO Box 1765

Boerne, Texas 78006

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Fax Number 830-249-1812

Website [www.sthelenasepiscopalschool.com](http://www.sthelenasepiscopalschool.com)

Head of School: Tiffany Jureczki

E-mail [tiffany@sthelenas.net](mailto:tiffany@sthelenas.net)

**Grievance Procedure**

Any parent or staff member and the Head of School may present any evidence, written or oral, to the board concerning a matter of grievance. Any party may be represented by legal counsel at their own expense. A request for grievance presentation to the school board must be presented, to the school board president, in written form seven days prior to the scheduled board meeting. The school board meets the second Monday of each month. All parties in the grievance will be notified five days prior to the date of presentation. All parties shall have the right to question all other parties involved and to call witnesses. Grievances will be heard in open session, but all school board discussion of grievances will be held in close door session. The school board, after considering the matter, shall render a decision within 14 days from the date of hearing. The decision will be binding on all parties.