



Faith Schools Parent Handbook

4600 Bellaire Boulevard
Bellaire, Texas 77401
www.faithbellaire.org
713-664-3233

About Faith Schools

Mission:

As a ministry of Faith Lutheran Church, the mission of the Faith Schools is to create a nurturing environment where children discover their God-given capacities as people of worth and value in and for the world.

Program Structure:

Faith Lutheran Day School was established in 1983, and Faith Lutheran Mother's Day Out was opened in 1994 to serve the diverse needs of working families in the Houston area. In 2025, these programs merged into Faith Schools, one school serving children from 3 months old through kindergarten. Infant and toddler programs are located in the Faith Center while preschool and Kindergarten are in the Day School building.

Currently, the entire program is licensed by Texas Health and Human Services. Preschool and kindergarten programs are accredited by the National Association for the Education of Young Children, (NAEYC), with the goal of expanding NAEYC accreditation to infant and toddler programs in the near future.

Our Christian faith is the foundation of our school and is an essential part of all our activities.

Non-Discrimination Statement:

Faith Schools does not discriminate and welcomes students of any race, color, religion and national or ethnic origin.

Our program works to meet the needs of children with a variety of cognitive and motor abilities. We do our best to provide an environment that is inclusive for as many children as possible while offering resources to families with children whose needs are beyond the scope of our staff qualifications and our facilities.

Child Care Licensing:

Faith Lutheran Day School is in compliance with the Minimum Standards for Child Care set forth by Texas Health and Human Services. Guidelines set forth by this office govern all aspects of the school's physical facility, staff qualifications, health and safety procedures, and staff/child ratios. A representative from this office visits the school at least once per year to ensure adherence to these policies and procedures. A copy of the most recent Inspection Report is posted on the Parent Information Board near the entry. Parents will find the Minimum Standards for Child Care online at <https://hhs.texas.gov/sites/default/files/documents/doing-business-withhhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Parents may contact Child Care Licensing at 713.940.3900 or online at dfps.state.tx.us.

Reporting to Child Care Licensing:

Child Care Licensing will be notified immediately in the following situations:

- a child suffers an injury while at School that requires treatment by a health-care professional;
- an employee or child contracts an illness deemed notifiable by the Texas Department of State Health Services (DSHS);
- an FLDS staff member becomes aware of or suspects child abuse or neglect;
- an incident occurs that puts a child at any level of risk.

The Child Care Abuse and Neglect Hotline is 800.252.5400.

Tuition & Fees

Enrollment:

To enroll, a parent must complete all the required enrollment forms via the Brightwheel app and pay the \$400 registration fee by the child's first day of attendance. A child's spot in the program is not secured until the registration fee is paid. The registration fee is collected annually in February.

Monthly Tuition Rates:

Monthly tuition rates are as follows and are based on the selected schedule and the child's age.



Pricing Effective Dec 15th 2025 for all newly enrolled students.

INFANTS & TODDLERS

Fees: Enrollment: \$400 (annual)
\$250 (Summer Only)
Supply Fee: \$100 (2x per year)



*Priority will be given to M-F Students

PRESCHOOL & BRIDGE KINDER

Discounts:
\$50/month: Sibling*
10%/month: Church Members
*5 Day Enrollment ONLY

Age As of Sept. 1	Full Day M-F 7am-6pm	Part Day: 8:00am-3:30pm		Age As of Sept. 1	Full Day M-F 7am-6pm	Part Day 7:00am-4:30pm	
		M-F	M/W/F			M-F	M/W/F
3-11 Months 4:1 Students/Staff	\$1,650	\$1,250	Not Available	3-Year-Olds 10:1 Students/Staff	\$1,425	\$1,250	\$800
12-17 Months 5:1 Students/Staff	\$1,495	\$1,135	\$950	4-Year-Olds 11:1 Students/Staff	\$1,425	\$1,250	\$800
18-23 Months 6:1 Students/Staff	\$1,495	\$1,135	\$950	Bridge Kindergarten 12:1 Students/Staff	\$1,400	\$1,225	\$800
24-36 Months 7:1 Students/Staff	\$1,450	\$1,025	\$825				



Supply Fee:

A \$100 supply fee will be charged twice per year, in August and January. This fee covers hygiene supplies and consumable classroom materials.

Tuition Payment & Discounts:

Tuition payments should be made by the first school day of each month. Tuition may be paid by ACH via the Brightwheel app, cash, check payable to Faith Lutheran Day School, (or FLDS), with the child's name printed in the memo area. There will be a \$20.00 charge for returned checks.

Faith Schools strives to keep the tuition rate affordable while maintaining a high-quality program. To this end, there are no vacation, absence, or early payment discounts available. Currently, active Faith Lutheran Church members in good standing may receive a 10% tuition reduction. Verification of church membership will be conducted by the church office. Siblings will receive a \$50 discount on the second child's tuition. Faith Schools reserves the right to rescind any tuition reductions or discounts at any time.

Tuition and fees are subject to change at any time with advance notice.

Annual Re-Enrollment:

Families of students currently enrolled in Faith Schools, who are being invited to return, are sent reenrollment materials in February. The registration form, along with the required, non-refundable deposit, must be returned to the Day School by the deadline to reserve a student's place for the following summer and school year.

After the reenrollment deadline for currently enrolled families, the enrollment process for new families begins and continues until all spaces are filled.

Withdrawing from Faith Schools:

Thirty days' written notice is required when withdrawing, or parents will be responsible for the full monthly tuition. Tuition for the month will be prorated at a rate of \$75 per day once written notice of withdrawal is received.

Additional Keys:

Each family receives two keys upon enrollment. Additional keys may be purchased for \$25 per key.

Program Overview

Class Groupings:

Faith School follows the Minimum Standards for Child Care Licensing established by the Texas Department of Family and Protective Services. While in the classroom, the ratio between staff and children and the group size does not regularly exceed the following guidelines:

Age	Adult/Child Ratio	Maximum Group Size
3-11 months	1:4	8
12-17 months	1:5	10
18-23 months	1:6	12
24-36	1:7	14
3-year-olds	1:10	10
Prekindergarten (4-year-olds)	1:11	11
Kindergarten	1:12	12

Class groupings may be adjusted depending on the ages of enrolled children and the needs of the program.

Classes for children from 3 months through 2 years are typically staffed by two teachers who lead the class during the school day (8:30am-3:30pm). Classes for children 3 years and up are staffed by one lead teacher during the school day (8:30am-3:30pm). Your child's birthdate and readiness will determine when he/she will move up to the next age group, as well as the availability of space. Children typically transition in September, January or June.

Staff Qualifications:

A quality staff is important to the success of any early childhood program. Faith Schools strives to maintain a high-quality staff by providing a variety of in-service trainings and other professional development opportunities. Each staff member is required to complete 24 hours of continuing education each year, with specific training on the prevention of child abuse and neglect required annually. Also, at a minimum, each staff member meets these basic qualifications:

- Passes an extensive background and fingerprint check
- Meets standards regarding education and previous teaching experience
- Is certified in Infant and Child First Aid & CPR

Staff Babysitting:

Some parents may wish to engage a Faith Schools employee for the purpose of babysitting outside of school. If an employee decides to do so, it is at his or her discretion. Faith Schools assumes no responsibility for any individual who cares for a child outside Faith Schools' program. Faith Schools is not responsible for the actions of any staff member during the employee's non-working hours.

Contract Employees/Therapists & Regular Visitors:

Many of the Day School's Enrichment Classes (school day and after school) are taught by contract employees or outside vendors, and occasionally, a child may require the services of a therapist or other type of aide during the school day. All contract employees, therapists and other regular visitors must pass an extensive background and fingerprint check, must be trained on Faith Schools' emergency and safety procedures and must be certified in Infant and Child First Aid & CPR.

Parents wishing to schedule speech and other therapy sessions during the school day should contact the Faith Schools Director.

Discipline & Guidance:

A child displaying inappropriate behavior will be re-directed to constructive activities. If necessary, a child may experience a short, supervised separation from the group. Every attempt will be made to ensure that the child understands the consequences and how they relate to the inappropriate action.

When a child continues to display inappropriate behavior that is a distraction to him or herself and others, Faith Schools will follow these steps:

1. Track the child's behavior over a period of one week, paying special attention to what preceded and what followed the behavior, any triggers and how the behavior was addressed with the child and parents.
2. Meet with parents to discuss what was observed during the tracking period and to discuss possible strategies.
3. Develop and implement a Behavior Contract that may include employing the services of outside specialists.
4. Continue to monitor the child's behavior and meet with parents, as necessary, to discuss progress and next steps.

Biting:

Biting, although common in young children, can be a frustrating problem. The following is an outline of our preventative strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe gums.
- When children bite out of frustration, staff will encourage the use of language in expressing wants and needs.
- If a child bites frequently, staff will use a more intensive approach which also involves carefully observing the child and maintaining a log to track the behavior. Conferences with parents may also be scheduled to discuss the child's actions at home and to discuss strategies for dealing with biting.

Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all of our families, parents will not be informed of the identified biter.

In order to ensure the safety of all the children, if all attempts to stop the biting fail, Faith Schools reserves the right to remove the biting child from the program.

Suspension:

While we make every effort to work with parents of children having difficulties at school, parents may be called to pick up a child who demonstrates disruptive, disrespectful and/or extreme aggressive behavior. Children who demonstrate such behavior may be suspended for a short period of time or indefinitely. The child may not return until a conference is scheduled and a Behavior Contract is put into place. This not a decision that is ever easy to make nor is it one that we want to consider, however, there are times when we feel it is necessary for the physical safety and emotional wellbeing of the other children enrolled.

Termination:

If a child or parent is unable to adjust to the school's program, has delinquency in payment of tuition and fees, is noncooperative, or is habitually late to pick-up, Faith Schools reserves the right to terminate the child's enrollment.

Parents are expected to work together with teachers and administrators through any problem that might arise during the hours that a child is in school. If a child's behavior reaches a point where s/he presents a major disruption to the classroom, and/or a safety risk to themselves or others, the child's actions will be brought to the attention of the parents. If the problems persist, and the child's behavior continues to be a distraction, the parents of that child will be asked to find another school environment.

Faith Schools may terminate a child's enrollment permanently, or until such a time as the child's behavior improves to a level where s/he can rejoin the other children. Other reasons which may result in the removal of a child from the program are as follows:

1. Falsifying medical records
2. Lack of cooperation from parents in the program's effort to resolve differences and/or to meet the needs of the child
3. Abusive behavior and/or verbal threats by parents toward the staff
4. Cases where a child exhibits special needs or needs related to a serious illness which the school cannot meet. In this case, Faith Schools will make every effort to involve the parents and possibly other resources to decide together on the best course of action for the child, prior to any termination.

The School Day

Hours of Operation:

Faith Schools is open Monday through Friday from 7:00 a.m. to 6:00 p.m. year-round. Infant and toddler families may choose from 7:00 a.m. to 6:00p.m., the full-time schedule, or 8:00 a.m. to 3:30 p.m. for the part day schedule. Preschool and Bridge Kindergarten families may choose from the 7:00 a.m. to 6:00 p.m. full time schedule or the 7:00 a.m. to 4:30 p.m. part day schedule.

No child will be accepted at school after 10:00am except upon returning from a doctor's appointment, school visit or similar appointment. If a child will be arriving late, parents should send notice via the Brightwheel app as early as possible.

Drop-In Extended Day:

Children enrolled in the part day program may drop in for extended day for \$15 per day. Children engage in free play and will receive an additional snack. Parents should notify Faith Schools staff of the need for extended day via the Brightwheel app no later than 3:00pm.

Drop Off & Pick Up:

Each child MUST be signed in/out on the Brightwheel app when s/he arrives and departs each day. Faith Schools will not be responsible for any child until s/he is signed in. Parents should make sure that the staff member present is aware that a child is being dropped off or picked up.

Children will only be released to the listed authorized pick-ups. Any exception must be submitted in writing in advance. Authorized individuals must be at least 18 years of age and able to produce proper photo identification upon request by staff.

Children may not return/come to school after having received immunizations, including the flu shot.

Late Pick-Up:

If a child has not been picked up on time based on his or her selected schedule and parents have not requested drop-in extended day, a late charge of \$1.00 per minute will be charged. This fee will be billed via the Brightwheel app. The school reserves the right to terminate the child's enrollment or increase the late pick-up fee if late pick-ups persist.

If the child is not picked up by 6:00 pm, Faith Schools staff will attempt to contact the parent. If staff cannot reach the parent, emergency contacts will be called, and the Director will be informed (if s/he is not already on site). If the child has not been picked up by 6:30 p.m., and staff is unable to contact the parent, guardian or another designated adult, the Director has the right to contact local authorities and release the child into their custody.

Absences:

If a child will be absent, parents should send notice via the Brightwheel app. If a parent or guardian knows in advance that a child will be absent, s/he should notify the child's teacher. Tuition refunds are not given for absences.

If a child is absent due to illness, a parent should notify the staff of this absence and should share the symptoms that the child is experiencing. Children may not be brought to school after experiencing fever, vomiting, diarrhea or other symptoms overnight or in the morning before coming to school.

Weather-Related Closings:

In the event of inclement weather, Faith Schools may deem it necessary to close early, not to open or to delay opening. Faith School will follow the decision of Houston Independent School District. Announcements of closings will be sent via the Brightwheel app by 6:00 a.m.

In the case of extreme inclement weather during the school day, the school may close early to allow families and staff the opportunity to arrive home before conditions worsen. In such a case, the Director will notify parents via the Brightwheel app or by phone.

Meals & Snacks:

Faith Schools is a NUT FREE Environment!

Children in the Preschool & Bridge Kindergarten program are served a nutritious lunch and two snacks (including water and milk) during the day. The cost for food is included in the monthly tuition. A menu will be published monthly but may be modified without notice.

A parent whose child has special dietary needs or allergies (verified by the child's physician) must share those needs with the Director **before** enrollment. After discussing these needs, the Director will determine whether the school is the appropriate setting for the child and his or her family.

No outside food, other than birthday and holiday celebration items, or water bottles will be permitted in the Preschool & Bridge Kindergarten program. Preschool and Bridge Kindergarten children who are "picky eaters" are not permitted to bring their own lunch or snacks.

Children in the Infant & Toddler Program should bring lunch and beverages each day as follows:

- Infants (3-12 months): Parents should send an adequate supply of formula or breastmilk daily to allow caregivers to follow the provided Infant Feeding Plan.
- Lunch: Parents should send ready-to-eat foods that the child can feed him/herself (including necessary utensils). Lunches will not be heated.
- Drinks: Parents should send a spill-proof sippy cup each day. Juice boxes or juice bags are not allowed.
- Faith Schools is a NUT FREE ENVIRONMENT. This includes peanuts and tree nuts. Parents seeking ideas for nut free food items should stop by the office. A list of suggested nut-free food items is available. Items resembling peanut butter will not be served unless labeled as a safe item.

Children in the Infant & Toddler program older than 18 months may purchase lunch from the school for \$100 per month.

For all infants, teachers keep a daily record of the type and quantity of food the child consumes and provide families with that information. We support infant breast feeding and will coordinate the feedings and servings of expressed milk with the infant's mother as requested. Parents will be asked to update the infants feeding plan monthly.

Celebrating Birthdays:

Birthdays are special days for children. FDS's staff welcomes small birthday celebrations. If a parent wishes to celebrate a child's birthday, s/he should make early arrangements with the child's teacher at least one day in advance. Birthdays are celebrated during snack time or lunch. Parents may send store- or bakery-bought special snacks for their child's class. No candles or latex balloons will be permitted.

Clothing:

The most appropriate clothes are easy-fitting, comfortable, washable play clothes. Each child should have a complete set of weather appropriate extra clothing at school at all times. Parents are asked to send these clothes to school in a zip-lock bag labeled with the child's name.

Parents should mark all clothing, including outerwear, with indelible ink or name labels. School staff are not responsible for lost, stained, soiled or torn clothing.

Shoes should be closed-toe/closed-back shoes. Open-toed shoes, sandals, mules, flip flops, Crocs, Keens or similar shoes are not allowed at school. Little toes can become severely injured without proper protection. Young children have a hard time walking, running, sitting and playing when wearing inappropriate footwear. Athletic shoes are ideal.

Jewelry, other than earrings, is discouraged at school. These precious items may also get lost or broken and may cause injury on the playground. Any accessories deemed unsafe will be placed in the child's cubby.

What to Bring:

Each child may bring a small, lightweight blanket, travel size pillow and a small stuffed animal for rest time. All rest time items must fit in the child's cubby. Backpacks, large sleeping bags and other large

items must be left at home as there is limited storage space in the classroom closets. Children must be able to take out, use and put away all rest time items independently. Please leave all toys at home unless the teacher has allowed them for Show and Tell.

A separate list of items for infants will be provided by the teachers.

Health

Medical Forms & Immunizations:

Each child must have a physical examination by a licensed physician prior to the first day of attendance. This form states that the child is in good health and may participate in daily school activities, is free of communicable diseases and has received all necessary immunizations. The health form is included in the online enrollment packet. Immunization records must be updated as required based on the child's birth date and will be audited annually and randomly by the State Department of Health.

Prior to starting, each child must obtain all age-appropriate immunizations as required by the State of Texas. In the event that a child is under-immunized due to a medical condition (documented by a physician) or parental choice, parents must submit a written request for exemption to the Immunization Branch of the Texas Department of State Health Services and must notify the Faith Schools Director. School staff will exclude an under-immunized child promptly if a vaccine-preventable disease to which the child is susceptible occurs in the program.

Children may not return/come to school after having received immunizations, including the flu shot.

Illness:

Any child who cannot participate fully in the indoor and outdoor program will be sent home. Texas Health and Human Services' standards do not permit sick children to attend school, or to remain after it is discovered that they are ill. To reduce the spread of many illnesses, parents must keep a child at home if s/he displays any of the following symptoms or is feeling generally out of sorts and will require an unusual amount of one-on-one attention from staff.

- Vomiting (2 or more episodes within 24 hours)
- Uncontrolled Diarrhea
- Fever of 100.4 degrees or above (100 degrees if ancillary/arm/pit temperature)
- Rashes (with Fever)

Children will be excluded if the Faith Schools Director or Health Department guidelines determine that it is inappropriate for the child to be at the School.

If a child becomes ill during the day, s/he will be isolated and the parents contacted. Parents must make arrangements to pick the child up immediately. If a parent cannot be reached, the staff will call the listed emergency contacts. For the health and safety of everyone in our community, it is important that the child be picked up **within a half** hour of parental/caregiver notification. A note will be sent home with the child detailing symptoms observed at school and the criteria that must be met before the child is allowed to return.

A child who leaves school with a fever or who has a fever at home may not return to school until s/he has been fever-free without fever reducing medication for 24 hours. Return to school guidelines for other illnesses are on a case-by-case basis.

Parents must notify the School if a child is exposed to a contagious disease so that all enrolled children may be monitored for related symptoms. **If a parent ignores calls/messages from the school,**

refuses to pick up a sick child, brings a sick child to school, does not comply with requests for a note from a physician or fails to notify the office of a child's communicable illness, the child's enrollment may be terminated.

Medication:

Faith Schools cannot administer medication to children without the written authorization of the parent/guardian and the physician for prescription medications and the parent/guardian for over the counter or herbal medications. Before medication is given to a child, parents must complete the Medication Authorization form.

Containers for prescription medication must be CLEARLY labeled (computerized labeling) with the name of the child, the name of the medication, expiration date, dosage, frequency per day and the name and phone number of the child's physician. Over the counter or herbal medications must be labeled with the child's full name and date brought to school. Over the counter medications must be the original container with all information for the proper administration visible. Each dose administered at school will be recorded on the Medication Log. School staff cannot administer a dose that differs from the dosing guidelines listed on the label.

All medications must be checked in and will be stored in the designated medicine cabinet. Parents must NEVER send medication packed in the child's belongings and should always give any medication directly to the teacher on duty. Faith Schools will not be responsible for and will not administer any medication that has not been labeled, delivered or authorized as described above.

Notification of Communicable Illness:

Families in affected classes will be notified via the Brightwheel app and/or posted sign if a child at is diagnosed with a communicable disease (ringworm, lice, conjunctivitis, chicken pox, etc.). The name(s) of the sick child/children will not be disclosed. The staff will take all necessary precautions to attempt to prevent the spread of such diseases and will notify parents of signs and symptoms and preventative steps that may be taken at home. For the health and safety of everyone, parents are asked to inform the school immediately if a child is diagnosed with a communicable disease. All such medical information is kept in the strictest confidence.

Incident/Accident Reports & Medical Emergencies:

Although the staff takes precautions to ensure a safe environment, occasionally an accident will occur. If an incident or injury occurs, first aid will be administered and an incident/accident report form completed. This report will describe the nature of the incident/accident and the follow-up that was provided. The report will be placed on the appropriate clipboard for parental review and signature. Parents will be notified by phone in case of injury to the head or face.

A copy of the report will go to the:

- Child's Parent/Guardian (if requested)
- Director (for review and signature)
- Child's File
- Department of Family and Protective Services (as necessary)

In the unlikely event of a more serious medical emergency requiring immediate treatment, the following procedures will be followed:

- Families will be notified and concurrently, the staff will contact emergency personnel.
- The responding emergency team will determine whether hospitalization is necessary.
- If a hospital visit is required, the child will be transported to the closest hospital accompanied by a staff member.

- In the event that the injury does not require an ambulance, but does require a hospital visit, a parent/guardian will be contacted and should proceed immediately to the Day School to transport the child to the hospital.
- In the event that parents/guardians are not available, the emergency contacts will be called.
- Parents are responsible for covering the costs associated with transport by an ambulance.

Hearing & Vision Screenings:

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. All enrolled children (4 years old and older) will be screened within the first 3 months of each new school year. Should these screenings alert the school to any hearing or vision issues, the child's parent will be notified.

Food Allergies:

Parents must report known food and other allergies (verified by the child's physician) before enrollment. After discussing these needs, the Director will determine whether the Day School is the appropriate school setting for the child and his or her family. Parents must complete and return the Food Allergy Action Plan for each listed allergy that details the plan for treatment in the event of exposure to the allergen **before enrollment**. Any medications necessary for the treatment of allergic reactions (including an epipen) must be provided by the parent, signed in appropriately and kept at the school at all times on the child's first day of school.

All allergies reported by parents are posted throughout the school.

Safety

Field Trips:

The Authorization Form that is included in the enrollment packet includes a blanket permission slip for short walking trips on church grounds and for instances where the staff must evacuate the school and move children to another area. Staff will adhere to strict safety procedures for such trips. These include crossing streets only in designated crosswalks and keeping children in sight at all times. Should school staff plan any trips other than routine trips such as the ones named above, parents will receive a separate permission slip regarding that trip.

Traffic Rules & Parking Lot Safety:

Please comply with all campus traffic safety signs and rules. The campus is shared with Faith Lutheran Church and various other groups that use campus facilities. Pedestrians on the campus always have the right of way. Drivers should exercise extreme caution when entering and leaving the campus. Local and federal regulations concerning the use of seatbelts and car seats must be observed at all times.

Parking or waiting in the fire lanes is not permitted and will result in a \$15 safety violation fee billed via Brightwheel after first verbal warning. Parents must park in designated parking spots for drop-off and pick-up. At no time should an automobile be left unattended with its motor running. Unattended children should never be left in vehicles.

Please do not leave purses, electronic devices or other valuables in vehicles while dropping children off at school. While Faith Schools is located on a church campus, criminals are active everywhere and act quickly to break into cars when items are left on display.

Gang-Free Zone:

Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Faith Schools is a violation and is subject to harsh penalties under state law.

Evacuation & Alternative Shelter:

If it becomes necessary to evacuate the building, teachers will count and gather children quickly and quietly, reminding the children to remain calm and not to cover ears. Teachers will take tablets which include the roster and the emergency contact information for each child. Teachers will close classroom door/turn off light to alert administrative staff or emergency personnel that the room is empty. Children who are able will walk out the nearest exit (as depicted by the maps on the wall of each room in the building) and will proceed to the evacuation location. Children with limited mobility will be evacuated using wagons and cribs.

In case of the need for alternate shelter, children and staff will be evacuated to UOS Goldberg Montessori School 4610 Bellaire Blvd. Bellaire, Texas 77401. Administrative staff will bring the emergency backpacks to the evacuation location. These backpacks will contain snacks and materials that teachers may use to engage children in the evacuation location, as well as first aid and emergency supplies. Local authorities will be contacted by telephone (911), if necessary. Parents will be notified of the evacuation and pick up location by text and messaging through the Brightwheel app.

Emergency Pick-Up Procedures:

There are two locations for retrieving children in case of an emergency at Faith Schools:

- The Faith Center
- UOS Goldberg Montessori School 4610 Bellaire Blvd. Bellaire, Texas 77401

Parents/guardians will be notified promptly via the Brightwheel app and text messaging of the situation and given specific instructions of when and where to pick up children

Emergency Drills & Preparations:

The Fire Inspector makes annual checks with recommendations for improved safety procedures. Fire drills are conducted monthly. Shelter in place drills are conducted quarterly. The staff has been trained and drilled on procedures for a variety of emergency situations including:

- Evacuation, such as that necessitated by a fire,
- Shelter-in-place, prompted by a weather or environmental emergency, and
- Lockdown, responding to a threat near the building.

Note that in the case of a Shelter-in-place scenario, parents may not pick up their children until declared safe by government authorities.

CPR & First Aid Training:

Faith Schools staff has been trained and drilled in emergency preparations. All staff members are certified in Infant and Child First Aid and CPR. All staff members are provided with emergency contact information and medical information for enrolled children.

Parent Engagement & Communication

Parent Communication:

Open and frequent communication between parents and teachers will help every child have a positive early learning experience. Parents should feel free to schedule virtual or in person conferences should the communication require more than a few minutes at drop off or pick up

times. A scheduled conference ensures that sufficient staff is available for the children's supervision during the conference. As a reminder, parents should be discrete when discussing a child with his or her teacher. Sensitive conversations should take place out of earshot of children and other parents.

If a child experiences a change in mood or behavior at home, experiences a change in schedule or begins a new routine, parents should notify the child's teacher or the Director. If a child has experienced an upsetting incident, such as an illness or death in the family, an extended business trip by a parent, relocation of a close friend, or similar event, parents are encouraged to inform the teacher. When School staff members understand what may be motivating a child's behavior, they can better respond to his/her needs.

Additionally, Faith Schools utilizes other tools to keep parents informed:

- The Brightwheel App
- Classroom Newsletters
- Informational Bulletin Boards
- Posted Signage

Parents should thoroughly read all documents and information from the school. Changes to this Parent Handbook will be sent to parents, and parents will be asked to sign a new Handbook Acknowledgement with each policy change.

Parent Involvement:

Parent participation is a valuable part of Faith Schools. Ideas, concerns, and comments from parents are welcomed.

Parents are encouraged to volunteer and/or participate in special events. Parent volunteers serve solely at the discretion of the Director and must refer all disciplinary or urgent issues to a staff member. If a volunteer is unwilling or unable to follow the school's policies at any time, the volunteer will not be able to continue participation in the event or activity.

Cooperative Problem Solving:

Experience has demonstrated that open communication between parents and School staff is the key to maintaining a positive relationship. Parental input is critical to the success and continual improvement of the school's program.

If a problem should arise:

- First, discuss the problem with the child's teacher. Staff will make every effort to be available to discuss parental concerns regarding a child or classroom operation.
- If the parent's concerns cannot be resolved or answered by the child's teacher, discuss the problem with the Director.
- If a parent's concern is beyond the scope of the Director's area of responsibility, or the parent's concern is not satisfactorily addressed, the parent may contact the Senior Pastor of the church at 713-664-3048.

In the rare instance where concerns are not satisfactorily addressed by the teacher, Director or Pastor, parents are encouraged to relay their concerns in writing to the Faith Schools Board or leave a message with the church's office manager. The current School Board President will contact the parent as soon as possible.

In a situation where an issue arises that cannot be resolved to the mutual satisfaction of the school and the parents, it may be necessary to terminate the enrollment of the child. Faith Schools reserves the right to do so at its sole discretion.

Photography:

During the course of the school year, numerous photographs are taken of the students to document the events of the school year. This allows the Day School to have a stock of photographs suitable for classroom display, for publication use, for the Day School's website and for the Day School's archives. As these photographs are often used for in-house Day School and Church publications, parents sign the Consent to Photograph form. Students are never identified by name in any external marketing materials.

Child's Name

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of the Faith Schools Parent Handbook. I understand and agree to the following:

1. My child's enrollment is governed by the contents of this Handbook, and it is my responsibility to familiarize myself with and understand all the information it contains.
2. This Handbook is neither a contract nor an agreement guaranteeing a slot for any specific period, and I can voluntarily withdraw my child from Faith Schools with 30 days written notice and Faith Schools may terminate my child's enrollment for reasons described within this Handbook.
3. At its sole discretion, Faith Schools has the right to delete and/or modify any part of this Handbook, including the policies, tuition rates and other fees described, at any time with or without notice.
4. **Faith Schools does not offer tuition discounts for absences due to vacations, illness or natural disasters.**
5. **I have fully disclosed any diagnosed or suspected developmental delays or behavior concerns that would affect my child's enrollment in Faith Schools.**

Date

Parent Signature

(Sign and submit this copy to the School)

