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WELCOME

I am Talitha Green, owner and Director of Helping Hands Montessori Services and Pre-school. I was born and raised in wonderful Austin, Texas and attended Montessori school during my Primary and Elementary years. I became an assistant Montessori teacher while still in high school and discovered my love for learning through Maria Montessori's principles. I earned a Bachelors' and a Masters' degree in Education and specialized in child development by acquiring my Primary and Elementary Montessori degrees from the Association of Montessori International (AMI). I taught for 12 years at the well-respected Parkside Community School in Austin, TX and received first-hand mentoring from its founder, and my elementary teacher, Joe Bruno.

HHMS was established in 2008 at the same time that I became a first-time mom to my wonderful, eldest daughter, Phoenix Love. It was in becoming a parent that my heart opened further and compassion arose for all the parents out there who seek to provide their children with a strong foundation that will best prepare them for future educational and social success. Eight years later, I was blessed with my second wonderful daughter, Jade Ixchel, who is also a graduate of HHMS. Finally, the school would not be where it is today with out my wonderful and supportive husband, Pierce.

HHMS has well-educated, highly trained and compassionate staff who are always learning and growing along with you and the children. Weekly staff meetings supervised by Talitha insure continuing education opportunities and meaningful discussion relating to the advancement of your child's needs. The HHMS staff looks forward to knowing your family maintaining a relationship that best serves your child's individualized needs and goals. Please see staff bios on our website.



MISSION:

Helping Hands Montessori Services and Pre-School (HHMS) is designed to empower parents, children, and families to build a bridge and ease the transition from home to school. This is accomplished by creating a loving, rich and safe learning environment for children ages 18 months to 3years, and their families, to thrive and grow to their fullest potential. We are committed to the journey of self-growth and appreciate and follow Maria Montessori's principles encouraging all of us to be competent, confident, and enthusiastic life-long learners.



ADMISSION PROCEDURE:

At HHMS, we encourage racial, ethnic, religious, economic and family diversity in our student and staff body. Acceptance into our toddler program is based on the readiness of the child, the parents, and the family. We strive to maintain gender and age balance in order to create a well-rounded group.

A. School Hours:

- ❖ Full-Time: 4 days/week - Monday - Thursday 9:00am - 1:00pm
- ❖ Part-Time: 2 days/week- Mon/Wed or Tues/Thurs 9:00am - 1:00pm

B. HHMS Tour and Observations:

Prior to enrolling we ask that all parents attend a tour and an observation so you can see the classroom setting and experience the Montessori learning environment. If you would like to schedule an observation during the year, please contact the Director to arrange a time.

C. Meet and Greet:

Once you have toured the school, we will set up a Meet and Greet for the whole family to meet the HHMS staff. We will assess the student and ensure that it is a good fit for all.

D. Eligibility:

If you decide to enroll your child at HHMS, the completed enrollment packet and enrollment fee are due after the Meet and Greet, Your child is eligible for Helping Hands at approximately 18 months (or upon readiness) and will stay until they are 3 years old, at which time they transition to a primary Montessori School. The Director can help with school placement and we



suggest that you get on a couple of waitlists while at HHMS to ensure your child is situated when they graduate HHMS.

ENROLLMENT OVERVIEW:

You may reserve a spot for your child by submitting the 1) waitlist application and 2) the non-refundable waitlist fee. If your child is enrolled at HHMS the fee will be deducted from your first month's tuition. You will receive a confirmation letter within 10 days acknowledging the receipt of these items.

After your child is accepted at HHMS, you will inform HHMS of your child's need for Full Time or Part Time. The enrollment fee, supply fee and parent involvement deposit are due at that time. These fees are non-refundable if you choose to not attend HHMS. The supply fee is due in full in August or on the child's first day or can be paid in 2 equal payments at the beginning of each semester (August and January).

Your child will be assigned a mandatory pre-visit day at HHMS before the start of school. It is imperative that you make arrangements for child to attend this visit. A home-visit will be scheduled within the first month of school or before based on availability. Please speak to the Director if you have any questions about the enrollment process.

PAYMENTS (ITEMIZED):

a) Enrollment Fee:

1. **New Students-** Enrollment fee of \$300.00 is due and payable on the day this Agreement is made and is non-refundable
2. **Returning Students-** a reduced Enrollment fee of \$ 200.00 is due and payable on the day this Agreement is made and is non-refundable



b) Supply Fee: New and returning students, have a supply fee of \$300.00, which can be paid in full at the beginning of the year or split bi-annually- (150.00 in Aug and 150.00 in Jan).

c) Wait list Fee- There is a non-refundable \$75.00 waitlist fee due prior to enrollment. Applicants are given first priority when a spot becomes available. The waitlist fee is deducted from your first month's tuition payment for those applicants who are enrolled.

d) Parent Involvement Fee: Each family agrees to pay a \$200.00 deposit by September 1st toward the ten Parent Involvement hours that are highly encouraged by HHMS. Each hour invested has a value of \$20.00. If all ten hours are completed you will receive the full \$200.00 deduction from your last month's tuition.

e) Late Pick-Up Fee:

If the parent is going to be late picking up their child, the parent is expected to text the School Director on their arrival time in case of late pick-up. If, after texting the School Director, your child is picked up within the 10-minute grace period after the scheduled 1:00pm time, then you will not owe a late fee. Regardless of notification, the parent will receive an automatic \$10 late fee for arriving more than 10 minutes late and an additional \$20 charge will be added for arriving more than 30 minutes late. The parent will be notified by the School Director of the late fee and that fee will be added to the subsequent monthly tuition bill. If your child is picked up over 30 minutes late on more than one occasion during a semester, the Director will require a parent-teacher conference to



evaluate whether or not the School continues to be an appropriate fit for all concerned parties.

f.) Method of Payment:

Payment may be made by: cash, check, VENMO, and money order.

Any returned unpaid checks will require a service charge of \$50 in addition to other amounts due, and thereafter you must pay by Venmo, cash, or money order.

INITIAL ADJUSTMENT AND ONGOING EVALUATIVE PERIOD:

Your child is accepted for enrollment in the School on an ongoing evaluative basis for a period of no less than one (1) month and that extends for the duration of the time that you choose to have your child enrolled at the School. If, at any time after the completion of the first month, the School Director determines that your child is unable to adjust to the School's program, or has concerns as to whether your child and the school program are a good fit your child's enrollment will be terminated. The School Director will make reasonable attempts to work with you and your child to help resolve any adjustment problems or concerns on either side. There is no refund available if your child's enrollment is terminated under this section.



HHMS PROGRAM:

A. Arrival:

At HHMS we observe first hand the how the child settles when they are on time and ready to begin the day with their peers. It is important for your child to arrive on time at 9:00am.

B. Dismissal:

Our school day ends at 1:00pm. The children expect to see their parent's, and family's welcoming faces at the parent pickup area when they come out of the classroom. Please do your best to be there a couple minutes early to find parking, etc. If you are going to be late please text the Director.

C. Attendance:

The Montessori philosophy promotes consistency and order and therefore believes that children need a consistent and orderly routine. This gives them a sense of predictability and security. The children who benefit most from the prepared environment are those who attend school regularly.

We request that you text the Director or lead Guide if your child is going to be absent. Please notify the School by 9:00am if your child becomes sick and will be absent on a specific day. You are responsible for paying the full monthly tuition for each month your child is enrolled in the School, even if your child is absent (e.g. due to illness or other cause) during the month.

D. Birthdays:

Toddlers are learning about the significance of birthdays as "the special day they were born." At Helping Hands we celebrate each child's special day with a unique birthday celebration. This fun and heart-warming celebration of life



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consists of a lit candle, placed in the center of the circle, which represents the sun. The child carries a globe, representing the earth. The birthday child holds the “earth” in their hands as they travel, or orbit, around the circle to demonstrate the rotation of the earth around the sun. The community sings, in their most beautiful singing voices, to the birthday child as they make their way around the circle the number of times they are old. We then discuss the birthday child’s milestones from birth to present, as we look at pictures and enjoy a birthday snack.

What to bring:

Please bring 3-5 photos of your child’s milestones from birth to the present with a short caption on the back to help us tell their story.

1. A natural, healthy snack is a fun way to celebrate. The toddler child loves to pass the treat out to their friends. Please note: sugary, gooey, messy treats should be left at home. Fruits, veggies, pirate booty, pretzels, etc. can be arranged in a fun way to mark the occasion. (Please check-in about food allergies before bringing snacks to the classroom).
2. Please arrive by 12:30 with the snack and pictures and join us for the celebration.
3. Please consider gifting the classroom with a special book that your child loves. This Honorary Birthday Book is in honor of your child and will be treasured at HHMS for years to come.
4. We prefer to celebrate the child as close to their actual day of birth as possible. Please schedule with the Director or lead Guide, prior to your child’s birthday, so we can put it on the calendar.



E. Calendar:

The first day of school is Wednesday, August 22, 2019 and the last day of school is Thursday, May 28, 2020.

Group pre-visits will be held MONDAY 8/20 and TUESDAY 8/21 before the first day of school. Please let the Director know if you are unable to be available for the group pre-visits.

- ❖ Please see the full calendar in the enrollment packet.

F. Daily Schedule:

9:00-9:10- ARRIVAL

9:00-10:30- SETTLE-IN AND WORK PERIOD

10:30-11:00- POTTY BREAKS, HAND WASHING AND SNACK

11:00-12:00- PLAY TIME

12:00-12:30- POTTY BREAKS, HAND WASHING AND LUNCH

12:30-12:45- READ-ALOUD

12:45-1:00- SING-ALONG AND ADIOS SONG

1:00- DEPARTURE



G. Communication:

1. At HHMS we strive for clear and effective communication. You are welcome to speak to your child's teacher after school about any concern you have. If you feel that your concern was not resolved or if there is a particular sensitivity after speaking with the Guide please make an appointment with the Director. Our goal is to ensure that every parent feels 100% confident that every staff member is providing their child with a loving and nurturing learning environment where they can feel safe and learn.
2. HHMS uses the REMIND APP to send out upcoming reminders and important updates. We have a monthly newsletter called Helping Hands Happenings that goes out in the first week of each month. Please make sure to download the app on your smart phone.
3. At the start of school, and for up to 2 weeks after, we will contact each family directly to update you on your child's day. This communication might be a phone call, text or picture. You are always welcome to ask the Director or the teacher for more information regarding your child's progress.
4. We follow the AISD schedule for inclement weather updates and closings. Be sure to follow KXAN or AISD for cancelled or delayed classes. There are no refunds for inclement weather days but we do have 1 or 2 days added to the calendar if we need a make-up day.



H. Discipline:

Discipline is approached in a positive manner. Teachers model appropriate behavior, extend encouragement, and provide children with positive choices. Our goal is to promote effective problem solving techniques for the children and help them take responsibility for and learn from their actions. Corporal punishment, humiliation, verbal abuse or other forms of cruel or severe punishment are not acceptable at HHMS. Aggressive behavior (i.e. hitting, biting, kicking, etc.) is also not acceptable at HHMS and will result in the Director calling the parents and requesting an immediate pick up and conference to strategize. If the Director assesses the behavior to be too repetitive and excessive, the Director reserves the right to call for an immediate withdrawal of that student for the benefit of the entire group.

HHMS is a state licensed home school and while we believe that our discipline policy is appropriate and adequate the state requires that we give all parents the following information: The Guidelines for discipline and guidance as mandated by TXDPRS are as follows:

Discipline must be: individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction, which includes at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements and using brief supervised separation or time out from the group when appropriate for the child's age and development which is limited to one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following types of discipline are prohibited: corporal or threats of corporal



punishment; punishment associated with food, naps or toilet training; pinching, shaking or biting a child; hitting a child with hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting or yelling at a child; subjecting a child to harsh, abusive or profane language; placing a child in a locked or dark room, bathroom or closet with door closed and requiring a child to remain silent or inactive for an inappropriate long period of time for the child's age.

I. Emergency Procedures:

1. Drills: We follow the guidelines set by the state of Texas and perform monthly fire drills and severe weather drills every 3 months. We discuss safety and what to do in an emergency situation. Please talk to your children about safety in and around your home.

2. Emergency Preparedness Plan:

In the case of an emergency HHMS will follow the evacuation route and meet at the designated safe place: THE COTTONWOOD TREE ACROSS THE STREET. The evacuation route is posted at all times. You will be given the Policies, Procedures and Emergency Preparedness Plan in the enrollment packet.

J. Field Trips:

HHMS does not take children on field trips. We will go on walks in the neighborhood throughout the year at the discretion of the teachers and/or Director and on some holidays. We may have guest teachers (i.e. zoo man, movement instructor, puppet show, or musician) come to our school. You will be notified if a special guest is joining our class.



K. Safety:

Safety is a priority for our little neighborhood school, please make sure your child(ren) is/are with you at all times. There are no cell phones, recording devices, or weapons of any kind allowed beyond the gate of our school. If you bring your phone please make sure it is silenced and in your pocket or bag before picking up your child or entering the classroom.

FINANCIAL INFORMATION: 2019-2020 SCHOOL YEAR:

A. Tuition:

Full-Time- Monday- Thursday	9:00am-1:00pm	\$850.00/month
Part-Time- Monday/Wednesday	9:00am-1:00pm	
Tuesday/Thursday	9:00am-1:00pm	\$525.00/month

The school operates on a planned budget and must meet its financial obligations promptly. It is the responsibility of parents to pay all tuition and other charges incurred on or before the 5th of each month. There is a 5% sibling discount for siblings who attend at the same time.

B. Registration and Fees:

After a child's acceptance and enrollment fee have been received, parents must complete, sign and return all enrollment forms before your child's first day of attendance. The enrollment fee is non-refundable. The supply fee is non-refundable and due at the time of your child's attendance or can be split in two equal payments each semester. There are no refunds given for vacations, illnesses, absences or holidays.



C. Changes in Tuition:

The monthly tuition rate is subject to change annually and you agree that you will pay the new rate after the School Director gives you thirty days written notice of such change.

D. Withdrawal by Parent:

After the initial adjustment 30-day period, you will continue to have the right to withdraw your child from the program. However, the parent must give the School Director 30 days written notice of withdrawal in order to receive a pro-rated monthly tuition bill for a partial month's attendance. If the parent does not provide the School Director with 30 days prior written notice of their intent to withdraw their child, then any partial refund of the monthly tuition will be done solely at the discretion of the School Director.

E. Termination by the School:

a) **Immediate:** The School may terminate your child's enrollment at the school effective immediately, if any of the following conditions arise:

1. In the judgment of the School Director, the child's behavior threatens the physical or mental health of other children in the School and attempts to modify the behavior have been unsuccessful;
2. Your child brings a weapon to the School;
3. Tuition or annual registration fees are not paid within 15 days after payment is due by the 5th of the month.

**If enrollment is terminated due to the child's behavior, you will not receive a refund for the tuition paid. Any amounts due will be the sole responsibility of the parent or guardian until another family fills your child's spot.*



- b) **Two Weeks Notice:** The School may terminate your child's enrollment upon (2) weeks written notice to you if any of the following conditions arise:
1. Any of the conditions listed above under (A), if the school has not exercised its right to terminate enrollment immediately.
 2. You fail to provide necessary items as requested by the School
 3. You fail to abide by the terms of the Enrollment Agreement
 4. For any other reason reasonably related to the health and safety of the program.
 5. If enrollment is terminated upon two (2) weeks written notice, you will receive a refund of the pro-rated tuition based on the number of days your child is in attendance for the month.
- c) **30 Days:** The School may terminate your child's enrollment with a 30 day written notice for any or no reason.

F. Late Fee and Suspension and Termination for Late Payment:

If the School has not received the full monthly payment by the 5th day after payment is due, there will be a \$50.00 late fee added to the tuition. If the full payment (plus late fee) is not received by the 15th day after payment is due, the School may refuse to admit your child to the School until you pay the amount due. If the School has not received your payment by the 20th day after payment is due, your child's enrollment in the School will be terminated and his/her space will be given to another child. If your child's enrollment is terminated due to late payment, you will not be entitled to a refund of your deposit.



G. Miscellaneous Charges:

If any miscellaneous charges are due to School (for late pick up, returned check fee, etc.) remain unpaid at the time of termination or withdrawal, such amounts will be due along with the tuition due.

MEDICAL POLICIES:

A. Illness:

Children with any symptoms of illness should not be sent to school. A sick child does not have the physical or emotional stamina to participate in school activities. In addition, keeping your ill child at home minimizes the spread of communicable disease and demonstrates respect for other children and their families.

Please do not send your child to school when any of the following symptoms are present: fever 100°F or over, rash, uncontrollable cough, excessive mucus, discharge from the eyes, diarrhea, vomiting, or severe sore throat. A child exhibiting any of these symptoms during the school day will be sent home for the day and any subsequent days as needed until they are symptom free. Your partnership will be requested in keeping sick children home when they are sick. **Texas Law requires at least 24 hours of fever free and symptom free health before returning to school.**

B. Medication:

A signed authorization form is required for the School to administer medication to your child. Should you wish the School to provide medication to your child, you must provide the School with a copy of the appropriate authorization form, with a doctor's order and with the medication stored in a



labeled container. The container will need to state your child's name, the name of the medication, the dosage, and the name and telephone number of your child's doctor. If you take your child to the Dr., please send them with a Doctor's note to return to school if any symptoms persist. You are welcome to come to the school during your child's day to administer medication as needed.

C. Immunizations:

The state of Texas requires all students to have the following:

1. A copy of your child's most recent immunization record; updated through out the year when other immunizations or boosters are given. You may use the form in the enrollment packet or request this form from your child's pediatrician.
2. An affidavit of Exemption from immunizations for Reasons of Conscience. You may request this form from:

TXDHS - Immunization Branch

100 W. 49 St.

Austin, TX 78756

D. Communicable Disease:

If your child has a contagious or communicable disease please notify HHMS Director right away so that we can take any necessary precautions and notify the parents of students who have been exposed. Children with communicable diseases may not attend school until the disease is no longer contagious. We require written notification from your child's doctor to return to school.



SNACK AND LUNCH:

At HHMS, we believe that it is our duty to teach the young people of today how to be stewards of our earth. We participate in recycling programs and will send home wrappers or other non-reusable containers.

We highly encourage balanced, healthy food choices, organic when possible, in reusable containers. You are responsible for providing **all** of the meals and snacks for your child. Please do not send Lunchables, sugary foods, soda, lemonade, or anything that requires heating.

The teacher or Director may make suggestions for food selections if your child is not eating the food that the parent has provided. If there are life threatening or severe food allergies the school may opt to eliminate that food item from the menu for all children attending the school in order to protect the at-risk child. The school does not regularly provide any meals or snacks, except in the case of special events or when we are doing a group snack project. We will inform you of the group snack project and ask each child to bring something from home to add to our group snack.

Please bring a water bottle with water in it every day for your child. We have filtered water available at all times in the classroom. We encourage water breaks often especially in the hot months.



PARENT INVOLVEMENT:

HHMS will host several workshops, parent meetings, and community workdays at various times through out the year. We highly encourage you to come to any and all of the scheduled events. These events help you meet other parents, get familiar with the expectations of the school and most importantly help you get engaged in your child's education. You will receive volunteer hours for all attended events.

Each family agrees to pay a \$200.00 deposit by September 1st toward the ten Parent Volunteer hours that are highly encouraged by HHMS. Each family then has until May 1st to invest towards their hours. If all ten hours were completed, then a full refund of \$200 (10 hours invested x \$20/hour) would be applied to the final May 1st payment to reward parents for their involvement in the HHMS program. Partial completion of Parent Involvement Hours would result in a partial refund of the \$200 based on the numbers of hours completed.

Parent Involvement Hours:

Parent Involvement Hours include (but are not limited to):

1. Back-to-School orientation meeting in September. (=2 hours)
2. Parenting Workshops by Talitha at HHMS or in the Austin community.
 - a) "Montessori in the Home" (=2 hours)
 - b) "Love & Limits" (=2 hours)
3. Fall Community Work Day (=2 hours)
4. Spring Community Work day (=2 hours)

*Note to parents: The degree of the parent's involvement in these hours will have a powerful and positive influence on your child's progress toward social and academic goals.



PHOTOS and VIDEOS:

On occasion your child may be photographed or videoed at HHMS for advertising, classroom news, website or our group Facebook page. The Director offers parenting videos as a resource for public use and with permission may use your child to demonstrate parenting tips. Please indicate on the waiver in the enrollment packet if you choose to not have your child photographed.

STUDENT RECORDS:

All student information is privileged and confidential. Records and Letters of Recommendations will be released to another educational institution upon request. If parents wish to review their child's records they may ask the Director.



LEGAL INFORMATION:

A. Indemnification and Liability Waiver:

ACTING ON BEHALF OF YOURSELF AND YOUR CHILD, YOU HEREBY WAIVE AND AGREE TO RELEASE ANY CLAIMS WHICH YOU, YOUR CHILD, OR YOUR CHILD'S HEIRS AND SUCCESSORS MAY HAVE AGAINST THE SCHOOL AND ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS FOR ANY OR ALL INJURIES, LOSSES OR DAMAGES TO YOUR CHILD, YOUR CHILD'S PERSONAL PROPERTY AND YOUR PERSONAL PROPERTY. BY SIGNING THIS ENROLLMENT AGREEMENT, YOU SPECIFICALLY LIMIT THE SCHOOL'S LIABILITY TO THE AMOUNT COVERED BY THE SCHOOL'S INSURANCE POLICIES. YOU AGREE TO BE RESPONSIBLE FOR, IMDEMNIFY, AND HOLD HARMLESS THE SCHOOL FROM AND AGAINST ANY CLAIMS, SUITS JUDGMENTS, OR COSTS WHICH MAY BE BROUGHT AGAINST THE SCHOOL, ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS FOR THE ACTUAL OR ALLEGED ACTS OR OMISSIONS OF YOU OR YOUR CHILD.

B. Over breadth and Severability Clause:

If any term of this agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective to the extent that the original intent of the parties is preserved, and they will be construed as though the invalid term did not exist. In the event that broad interpretation of a term or provision of this contract is found to violate public policy or otherwise be unlawful, that term or provision should be interpreted more narrowly to comply with the law. The meaning of the relevant term or provision should be narrowed only to the extent necessary to bring the term or provision in compliance with the law.



C. Waiver:

If the school fails to require that you comply with any term of this Agreement, the School will not be deemed to have waived its right to demand compliance, and the School may later require that you comply with such terms after notifying you that it will require compliance.

D. Changes to the Terms of this Contract:

After providing at least 30 days of advance written notice to parents, the School has the right to amend the terms of this Agreement to reflect changes in its standard policies and procedures. Parents not agreeing to changes shall have the right to cancel their child's participation within 30 days of such notice, effective on the day before the amendment goes into effect. Should parents fail to cancel their child's participation within the 30-day period, the parent will be deemed to have accepted the change in the agreement's terms.

E. License:

HHMS is a fully licensed Child Home School by the Department of Protective and Regulatory Services. It is our responsibility to maintain the minimum standards published by TXDPRS. If you wish to contact them for any reason, we have important numbers listed on the bulletin board inside the classroom. They are also listed here for your convenience:

TXDPRS 512-834-3195

www.dfps.state.tx.us

Child Abuse hot line: 1-800-252-5400



POLICIES AND PROCEDURES:

1. **Release of Children:** Children are dismissed to parents or guardians at 1:00pm at the designated dismissal point- the benches. Children are dismissed when parents and guardians are ready to receive their child- i.e. no cell phones, not distracted with other conversation and ready to meet the child at his or her eye level.
2. **Illness and Exclusion criteria:** A child will be excluded from HHMS if: they are sick i.e. fever over 100 degrees or are acting lethargic and unable to participate in school activities. The child must be fever free for 24 hours in order to return to school. They also must have a doctors' note before returning to school with *any* communicable disease or contagious illness.
3. **Procedures for dispensing medications:** HHMS employees may dispense medications to students during school hours with written permission from the parents including the name of the medication, the dosage and the time it should be given. HHMS employees *will not* dispense medication with out written permission.
4. **Medical Emergency procedure:** In the event of a medical emergency HHMS will perform CPR or first aid, call 911, and call the parents. If the parents do not answer we will call the people on the emergency contact form.
5. **Discipline and guidance practices:** All HHMS employees use kind and positive re-direction practices with the children. All employees will re-direct children's misbehavior in this same manner. Should a child hurt another child- the parents of both children will be called and the child who bullied or hurt the other child will be sent home if necessary. We will always fill out an incident report for any injury.
6. **Animals:** HHMS will keep all animals away from the children at all times. There is a cat that lives in the home and will be inside and outside during school hours.



7. **Procedures for parent visits:** parents can visit their child at HHMS at any time with out notice. However, a text is preferred before arrival.
8. **Procedures for parents to review minimum standards:** parents can review the minimum standards and the most current licensing report at any time.
9. **Instructions for contacting licensing department, DFPS hotline or website:** The numbers and website are listed and available for all HHMS employees and parents.
10. **Emergency Preparedness Plan:** In the case of an emergency HHMS will follow the evacuation route and meet at the designated safe place. The evacuation route is posted at all times.
11. **Procedure for conducting health checks:** HHMS employees will observe the child and scan for any health issues that can be seen with the eyes. If any further health checks are necessary—the parents will be called and the child will need to seek medical attention.
12. **Vaccine preventable diseases for employees:** All HHMS employees may or may not have all vaccines for preventable diseases.



WHAT TO EXPECT ON YOUR CHILD'S FIRST DAY AT HHMS:

You can help prepare your child for by communicating with them about what to expect on their first day- who will pick them up, who their teachers are and what work they can choose in the classroom, the new friends they will make and all of the fun things they will do at school. It is important that your child feels that you trust they will have a great day at school. Kind words and confidence on your part will help your child feel safe and alleviate their fears.

Drop off:

The *goal* is to have your child walk into the classroom on their own, put their belongings away, give you a kiss and hug, ring the bye-bye bell and say good-bye. We understand that this may take a while and that separating can be challenging at first. We will nurture your child and help them develop a sense of peace and calm at school. We ask that you please help this process by making the drop-off as short as possible.

Pick up:

Pick-up is at 1:00pm at the benches by the gate. We will come out of the classroom and meet you there. Please be ready to greet your child with your undivided attention, smile and warmth. The teachers may do a brief check-in about the day but any communications longer than a few minutes should be done by phone after school.

We will send photos, texts, and call each child's family for the first two weeks of school. After that, you are welcome to call or text the Director any time to get updates and we will continue to send photos periodically.