

THE EARLY CHILDHOOD

Parent/Student Handbook

2019-2020



A WELCOME MESSAGE BY THE HEAD OF SCHOOL

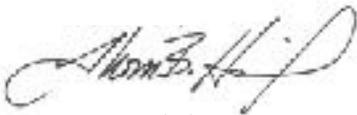
Greetings Honor Roll Parents and Families,

THRS is a unique school and community which work with an amazing and culturally diverse group of students. We provide rigorous and robust educational opportunities for students Toddlers/Pre-K through 8th grade. We are committed to providing an advanced curriculum that will prepare our students for all future endeavors. We strive to create a love for learning by offering equally challenging academic and extracurricular activities. We believe in teaching the whole child by providing unique experiences, character development and an international understanding for our diverse and advanced student body. We provide enriching experiences that will allow our students to experience a 21st century education for a global tomorrow.

This is going to be an outstanding 2019-2020 school year for all Honor Roll students. Our handbook represents a framework with our guiding principles and rules. Please make yourself and your child familiar with its contents. Though the handbook is detailed and thorough, we want our students to simply remember our guiding principles here at The Honor Roll School: Honor, Responsibility and Respect. These three principles will help pave the way for our students to excel at THRS.

Our dedicated faculty and staff will offer your child a chance to use their imaginations and unique gifts to become well-rounded leaders and outstanding citizens. Buckle up and get ready to take off for a truly amazing experience here at The Honor Roll School!

Respectfully,

A handwritten signature in black ink, appearing to read "Tom Heinly". The signature is fluid and cursive, with a large initial "T" and "H".

Tom Heinly

Head of School, THRS

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THRS MISSION, VISION & PHILOSOPHY

MISSION

THRS will cultivate a love of learning through a challenging educational program in a caring and nurturing environment.

VISION

THRS strives to create well-rounded, life-long learners, who will be equipped with the social, emotional and academic skills necessary to succeed in all future endeavors.

PHILOSOPHY

We at THRS believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we've built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through global and international awareness. They learn to work together, making the most of everyone's talents.

The international makeup of our student body lends itself to unique learning opportunities. Our style of teaching builds on proven traditional methods by also incorporating newer developments in child psychology, technology, and science. Central to this is the promotion of academic excellence, responsible citizenship and international understanding, whereby students become critical, compassionate thinkers, and active, informed, life-long learners.

Our pursuit of excellence as a school depends on each student's desire to pursue his or her talents ie., academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe that this is best accomplished when an administration with vision, a committed faculty, supportive parents, and focused students work together.

GOALS

The ideals defined in the School's vision and mission statement are achieved by:

- Maintaining an environment of honor, respect, and responsibility;
- Providing a range of academic courses preparing students for High School success;
- Providing structured athletics and a vibrant fine-arts program where appreciation, participation and skills development are accomplished;
- Providing opportunities for leadership and character development
- Promoting a community spirit and civic responsibility that stretches beyond the personal to include an international and global perspective and understanding;
- Providing a system of discipline that is positive and responsible, teaching the art of self-discipline;
- Establishing an effective system of communication with each of the school constituents;

ACCREDITATION

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, The Honor Roll School's primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

The Honor Roll School has met the accreditation required standards of AdvancEd through 2024 with annual checks each year. The school has also met the standards for membership in the Council of International Schools (CIS).

Child Protective Services Licensing Statement

Thank you for choosing The Honor Roll School's Early Childhood Program (ECP). Our program is registered with the Texas Department of Protective and Regulatory Services and we adhere to the Minimum Standards set by the state. Our program is inspected on a regular basis and those inspection reports are available for you to review at the TDPRS web page or our school front desk area. If at any time you wish to contact childcare licensing you may do so by calling their main number: 713-940-3009. You can also reach DFPS at TDFPS at www.dfps.state.tx.us. A copy of the Minimum Standards is kept at the front desk where parents can access it.

GENERAL INFORMATION

SCHOOL HOURS

Arrival

6:30 – 7:45 – Extended Care hours before school for **Full Day Program**

7:45 – 8:15 – Arrival of TK students in the **School Day Program**

8:15 – 8:30 – Arrival of students in Pre-K and Toddler **School Day Program**

Dismissal

2:50 – 3:15 – Transitional Kindergarten for students **in the School Day Program**

3:00 – 3:30 – Pre-K and Toddler **School Day Program**

3:30 – 6:30 – For students in the **Full Day Program**

THE EARLY CHILDHOOD PROGRAM (ECP)

THE FULL TIME PROGRAM

Our students in this program can arrive as early as 6:30 a.m. and leave at 6:30 p.m. Early morning extended care students may bring breakfast from home to eat during morning extended care. Children arriving after 8:00 a.m. should eat breakfast before arriving at school. We serve a morning and afternoon snack; however, students staying after 5:00 p.m. may bring a light snack pack or juice from home.

Children may be picked up at your convenience in the afternoon but **no later than 6:30 p.m.**, after which a late fee will be charged in accordance with the **Late Pick-Up Fee schedule set forth in the Financial Responsibilities section of this handbook.**

The School Day Program

The Early Childhood Program offers a School Day program for all classes. All TK students arrive between 7:45- 8:15 a.m. and are dismissed at 2:50 – 3:15 p.m. All Pre-K and Toddler students in the **School Day Program arrive by 8:30 a.m. and are dismissed by 3:30 p.m.** **Please note that there is no extended care available with this program and a late fee of \$30.00 will be charged after 3:45 p.m.**

THE THREE DAY PROGRAM

For the convenience of many families we also offer a **3 day program, which include extended care hours of 6:30 a.m. to 6:30 p.m. The 3 day options are Monday, Wednesday, Friday or Tuesday, Wednesday, Thursday.**

FRONT DESK HOURS:

6:30 a.m. – 6:30 p.m. ECP (Early Childhood Program)

7:30 A.M.-4:30 P.M.– ES/MS desk

7:30 a.m. - 4:00 p.m. - Business Office (White House) hours

TELEPHONE SWITCH BOARD

The ECP telephone number is 281 – 265-7888

The ECP fax number is 281-265-7880

VISITORS ON CAMPUS

All visitors must wear a visitor's badge and sign in at the front desk. All parents must sign in at the front desk after 8:30 a.m. and 3:30 p.m.

LEAVING THE CAMPUS DURING SCHOOL HOURS

Teachers sign children in upon arrival and sign them out at the time of departure on the **face to name attendance sheet**. Any student leaving the campus and upon his/her return must be signed in and out accordingly. The parent should take the child to the home room teacher to be checked in.

MORNING/AFTERNOON SNACK

All ECP students are provided a nutritious daily morning /afternoon snack. Students who wish to bring their own snack and/or water have the option of doing so. We provide healthy snack choices, so please do the same when sending snacks to school.

LUNCH

Our students can bring lunch from home or set up an account each semester with The Healthy Lunchbox, a catering company that serves hot lunches at our school. The company is known for using fresh products (nothing processed or frozen) to cook food each day. They can also be reached at **281-844-8444**. The lunch menu is sent home each month and is also available to be

viewed on our website. A vegetarian option with a choice of milk/juice is provided. Parents of children with dietary restrictions and allergies should bring meals from home.

Please note that there is no on-site food preparation.

PEANUT FREE POLICY

Due to the increased incidence of peanut allergies in children and in light of our responsibility for the safety of all children in our school, The Honor Roll School has adopted a “peanut free” policy. We do not serve any food items containing peanuts, peanut butter or peanut derivatives or cooking in peanut oil. **All of our parents are asked to refrain from sending food items like cookies or chocolate containing peanuts, peanut butter or peanut derivatives in goody bags for birthdays and class parties.**

NAP/REST TIME

As per licensing, students in the Toddler and Pre-K classes are required to take a 2 hour nap each day. Children in Transitional Kindergarten take an hour of rest time each day. We provide each child with a plastic mat and parents are responsible for bringing a small blanket and child size sleeping bag. **Please inquire about our nap mats at our front desk. We sell them for \$30.00.** Every **Friday** the blankets and sleeping bags must be taken home and laundered before being brought back to school on Monday.

LIBRARY

Parents in Pre-K and TK may check out library books for their children on a weekly basis. Parents are responsible for the books checked out in their family’s name. Students will receive weekly reminders of all over-due books. If a book is lost, the family is expected either to purchase a replacement book or cover the cost of a replacement. Failure to do so may result in the withholding of progress reports or report cards.

EMERGENCY CLOSING

In the event of severe weather conditions or other emergencies, The Honor Roll School will either cancel or delay the opening of school. This decision will be made as early as possible and broadcast on **TV Channel 2 and radio FM 99.1**. We will follow the emergency closure of Fort Bend Independent School District in most instances. The School will contact you through JupiterEd’s text messaging system. You must log in to opt-in to receive text messages from us. **Please ensure your cell phone number on file is up to date by logging into JupiterEd and making any updates to your phone numbers.**

LOST & FOUND

Labeling items of clothing and other personal items is encouraged. Found items will be maintained in the “lost and found” cabinet in the Dining Hall for at least a calendar quarter. Any item not claimed after that time will be donated to a charitable cause.

CHANGE OF PROGRAM FORM

If you would like to change your child’s current program (Full Time/School Day/3 days) to a different one, please fill out the change of program form and submit to our front desk. **The first change is free, but subsequent changes cost \$200.00. A two weeks’ notice is required for all changes.**

AUTHORIZED PICK-UP PERSON

Please fill out the emergency form for your child with the names of authorized pick up person(s). We request you call the front desk or inform the teacher by email/phone if there

is any change in the pick- up person. A driver's license is required to be shown at the front desk for any new pick- up person.

FIELD TRIPS for students in Transitional Kindergarten

TK students are scheduled to go on three trips a year and the **cost is included in the Supply & Activity Fee.** We transport our students in our school bus and van which are equipped with seat belts.

Teachers must receive permission slips signed by the parents prior to the field trip in order for the students to participate. At the time of departure, all teachers must have an accurate list of students who are in the vehicles. Students must follow proper rules/laws for seat restraints and follow the teachers' directions at all times.

SPECIALTY CLASSES

We have many specialty classes to enhance our curriculum:

TK specialty classes include Art, P.E., Spanish, Music, Computer, and Library.

Pre-K specialty classes include Art, P.E. and Spanish.

Toddler specialty classes include Art, Physical Education and Spanish.

DISCIPLINE

Our learning experience should be both fun and productive. Therefore, behavioral problems that disrupt learning are dealt with appropriately. Parents will be informed of concerns and any disciplinary action in writing.

In the case of persistent inappropriate behavior or instances of extremely disruptive classroom behavior, the Administration has the right to inform parents that their child may not remain enrolled at The Honor Roll School. The ECP conducts a review after the first 40 days of a child's enrollment in the ECP to determine whether continued enrollment is appropriate but retains the right to dis-enroll a child during the 40 day period should circumstances warrant.

POLICIES ON ABUSE AND HEALTH

ALLEGED CHILD ABUSE AND NEGLECT POLICY

The ECP follows the principle that all students have the right to be protected from neglect or abuse, whether verbal or physical. The ECP requires all employees, volunteers and anyone acting on behalf of the ECP, to conduct themselves in a manner which promotes the best interest, protection and well-being of students. Accordingly, The ECP has implemented prevention/awareness programs for its staff regarding the identification of neglect or abuse and their duty under the law to report any reasonable grounds for suspecting a case of abuse to Child Protective Services and the Administration for investigation and appropriate action.

HEALTH

The health of all the students at the ECP is of primary importance and we depend on all of our families to follow our school policies and procedures in this area. Parents are urged to be mindful of this important fact.

Based on Texas early education law, parents are reminded that no student may start school until all appropriate health forms have been submitted to the ECP Front Desk or the Nurse's Office.

All students entering the ECP are required to bring in a physician's health report and a copy of their immunization record. The school nurse can provide information on state immunization requirements or a list may be found of all immunizations needed for school by logging onto www.dshs.texas.gov/immunize/public.shtm. All reports and records must be submitted prior to the student's first day of class and all information must be current and up-to-date. Acceptable evidence of documentation includes English translated, legible records with the signature or stamp of the physician/designee, and or public health personnel; official record from state or local health authority; or record received from school officials. All vaccines shall include the month, day, and year each vaccine was administered. It is important for returning students to update their health information on an annual basis or whenever there is a change of information. **Your physician may fax your child's records to 281-265-7880. Please ensure that the physician puts the child's name on the fax.**

Exemptions: The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Up-to-date list of students with exemptions will be kept, as they may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com. Once the request is faxed it will take 7-10 days to receive the affidavit. Only completed, original notarized form will be accepted as proof of conscientious/religious exemption. Religious and conscientious exemptions will be valid for only two years.

Medical exemptions must be signed by an MD or DO that is licensed to practice in the U.S. In the statement it must state that the vaccine required is medically harmful or injurious to the health and well-being of the child. Unless it is written in the statement that a lifelong condition exists, the exemption is only valid for one year from the date the physician signed it.

Students who are ill and/or have a fever should remain at home..

Should a student exhibit any symptoms of any illness, the parent will be notified by the ECP (typically by the Nurse) and asked to pick up the child. If parents cannot be contacted, emergency contacts will be notified. Students must be picked up within an hour of notification.

The nurse will decide whether or not a child is well enough to attend class. The nurse's decision is final in these matters.

A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMITING, OR DIARRHEA FOR 24 HRS WITHOUT THE ASSISTANCE OF MEDICATION.

The regulations of the Texas Department of Health require that all students must be fever free (100.4F) **without the benefit of medication for more than 24 hours** before returning to school.

When a student contracts a contagious disease, the parents must inform the nurse immediately.

It must be understood that the ECP has the right to exclude any student, who for whatever reason, has not been inoculated against contagious illnesses.

PERSONAL HYGIENE:

We expect our students to come to school bathed and dressed in clean clothes. The ECP reserves the right to send any child home that has not practiced good hygiene.

All children should bring two sets of clean clothes, including underwear and socks, for use in case of accidents. (These clothes should be clearly marked with the child's name).

All bedding, pillows, stuffed toys etc. must be taken home each Friday and returned freshly laundered on Monday.

MEDICATIONS

ECP personnel are not permitted to dispense medication of any kind unless the student's parents or guardian provide written or documented telephone permission from a physician.

The clinic will **NOT** furnish any medication. All medication must be provided to the clinic by the parent or guardian. The school nurse may refuse to administer medication if, in their best clinical judgment, they believe that doing so would be unsafe for the student. Please see below for medication guidelines.

- Students are not allowed to carry any type of medication on campus for any reason (including bringing medication to the nurse's office). All medication (over the counter and prescription) must be stored in the clinic except Epi-Pens will be stored in the classroom. The only exception will be a student with asthma, diabetes or a life threatening allergy events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider.
- All prescription medication must have written instructions and be signed by the parent/guardian AND the physician. Physician orders are valid for one school year. A physician's written order is required for any medication change.
- All prescription medication **MUST** be in the original container with pharmacy prescription label. No more than **one month's supply** of medication, in a prescription labeled bottle,

shall be brought to the clinic at one time. ALL prescription medication will be counted and documented upon arrival to the clinic.

- Over the counter (OTC) medication **MUST** be in the original container with the student's name on the container. Over-the-counter medications that are given **more than 10** consecutive school days will need an order from the physician. Due to limited storage, no more than a **30 count container** shall be stored in the clinic. There must be a medication administration permission form on file with the parent's signature in order to give the medication. Clinic personnel will only follow the dosage directions on the bottle/box unless a physician order states otherwise.
- A student **MAY NOT** share medication with another student. **SIBLINGS MAY NOT** share medication.
- Medications prescribed or requested to be given three (3) times a day **or** less are not to be given at school unless a specific time during school hours is prescribed by a physician or the school nurse determines that a special need exists for an individual student.
- Narcotics will not be routinely administered at school.
- Any expired medication will be discarded at the correct expiration date and unclaimed medication will be discarded at the end of the year.
- The school nurse or any other school employees will not administer dietary or herbal supplements.

ALLERGIES

Please inform your child's teachers if your child has any food or environmental allergies. All EpiPens must be stored in the classroom.

FIRST-AID:

Injured students are taken to the Nurse's Office. The Nurse keeps a record of any minor injuries. An accident report is prepared for more serious incidents and a call to the parents is made either by the nurse or homeroom teacher.

The teachers, the Nurse and office staff are capable of administering immediate simple first aid to the students when injuries occur. If a serious injury occurs on school property, the Nurse will decide on treatment. Parents and/or emergency contacts will be notified immediately in case of serious injuries. If a child is unconscious for any reason, an ambulance will be called.

VISION & HEARING TESTS

Annual vision and hearing tests are conducted for new students and for students in grades TK aged four and above by September 1st of the current school year. Referrals may be

recommended to the parents based on the test results. A report of the examination will be requested.

ILLNESSES: EARLY SIGNS AND READMISSION REQUIREMENTS

Condition	Signs	Exclusion From School and Readmission Requirements
Chicken Pox	Fever and rash consisting of blisters that may appear on the head first and may spread to the body.	Immediate removal of child from class. After 7 days from onset of rash and only with a physician's note.
Common Cold	Runny nose, watery eyes, fatigue, coughing, and sneezing.	Immediate removal of child from class if fever greater than 100.4° F. Fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Conjunctivitis (Pink Eye)	Red eyes, usually with some discharge or crusting around eyes.	Immediate removal of child from class. After 24 hours of antibiotic treatment and with a physician's note.
Fever	Oral temperature of 38° (100.4° F) or greater.	Immediate removal of child from class if fever greater than 100.4° F. Fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Fifth Disease	Redness of the cheeks and body. Fever does not usually occur.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Gastroenteritis (Stomach Virus)	Nausea, vomiting, and/or diarrhea. Fever does not usually occur.	Immediate removal of child from class. At least 24 hours from last episode. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Head Lice	Itching and scratching of scalp, head, ears, and/or nape of the neck. Pin point-sized eggs that will not flick off the hair shaft.	Immediate removal of child from class if live lice are found. After one medicated shampoo or lotion treatment has been given. A second treatment is recommended after 7 days. No nits or live lice visible.

Impetigo	Blisters on skin that open and become covered with a yellowish crust.	Immediate removal of child from class. After 24 hours of beginning treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Influenza (Flu)	Rapid onset of fever, headache, sore throat, cough, chills, lack of energy and muscle aches.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Meningitis – Bacterial	Sudden onset of high fever and headache, usually with vomiting.	Immediate removal of child from class if suspected. Must be under physician’s care. Able to return to school with a physician’s note.
Meningitis - Viral	Sudden onset of high fever and headache, usually with vomiting.	Immediate removal of child from class if fever greater than 100.4° F. If fever presents, must be fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Mononucleosis	Fever, fatigue, swollen lymph nodes and sore throat.	Immediate removal of child from class if fever greater than 100.4° F. Must be under physician’s care. Able to return to school with a physician’s note as well as fever free.
Ringworm	Slowly spreading, flat, scaly, ring-shaped lesions on skin. The margins may be reddish and slightly raised.	Child must keep lesions covered.
Scarlet Fever	Sore throat, fever, and a fine raised red rash that feels like sand paper. Rash appears on neck, chest, elbows, and inner thighs.	Immediate removal of child from class if fever greater than 100.4° F. After 24 hours of antibiotic treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).
Strep Throat	Fever, sore throat, swollen lymph nodes, rash, nausea, and vomiting. If untreated, can result in Scarlet Fever.	Immediate removal of child from class if fever greater than 100.4° F. After 24 hours of antibiotic treatment and fever free for 24 hours without Tylenol (acetaminophen) or Motrin (ibuprofen).

Employee vaccination requirement

The health of our students and staff at The Honor Roll School is of utmost importance and we depend on all of our families to follow our school policy and procedure in this area.

Staff: While it is not mandatory for our staff to obtain vaccinations, teachers are encouraged to wash their hands often and sanitize toys to stop the spread of communicable disease. All bedding is sent home for washing every Friday. We have a full time janitor who keeps the bathrooms and classroom areas clean during the day and a night crew who vacuum rugs, mop floors and clean the building at night.

SCHOOL POLICIES

ATTENDANCE INFORMATION (TRANSITIONAL KINDERGARTEN)

Tardiness

Students in TK are considered tardy after 8:30 am. A student who is consistently tardy (3 times in a week) will be referred to the Principal of the ECP and a parent conference will be arranged. Chronic tardiness may affect eligibility for enrollment in Kindergarten.

Absences

Parents must inform the class teacher if a child is absent from school. A letter to the Principal is requested for all travels longer than a week. Parents should take careful note of the minimum attendance policy below.

Minimum Attendance

One of the cornerstones of successful academic performance is regular attendance at school. The ECP school year has 176 days. Excessive absenteeism will result in a parent conference with the Principal of the ECP, who will determine if the absenteeism prevents the child from progressing to the next program level. The school reserves the right to withhold academic credit from a student who misses more than 15 days and who thus is in attendance for fewer than 161 days.

The School may consider special extenuating circumstances for waiving this rule, but any such request must be made in writing to the Principal well in advance of the end of the school year.

Students not meeting the minimum attendance requirement of 161 days may be requested to one or more of the following in order to make up for the work missed.

- Attend summer classes
- Tutoring at school

Make-Up Work for Absences for TK Students

Students in TK are allowed to make up reports, assignments, tests, etc. missed during an absence in the same amount of time as the absence.

Make-up work is the responsibility of the student/parent and includes obtaining, completing, and returning assignments in the allowed time frame. Teachers may extend the time limits if they deem it appropriate.

PARKING/TRANSPORTATION POLICY

As per school policy, teachers are not allowed to transport students to and from their homes.

Car Drop Off and Pick Up

Because the safety of our students is of paramount importance, we sincerely ask parents to cooperate with the ECP and the Fort Bend Constable by following the basic rules during the scheduled car drop-off and pick-up times.

In the interests of safety and smooth traffic flow, we shall have staff on duty to direct you and we shall also have police officers in attendance at certain times of the year. Please follow their instructions and remember that the police officers have the authority to issue tickets for parking in a Fire Lane or in a handicapped parking space without the appropriate sticker.

Parents should enter the second entrance off 2808 Alcorn Oaks Drive (coming from Sweetwater Blvd.) and follow the arrows to either park or turn left to the drive through lane.

- During drop-off and pick-up please follow the school zone speed limit of 20 mph during the hours of 7:45 a.m.-8:30 a.m. and 2:50 p.m. to 3:30 p.m.
- All students must wear their seat belts and TK students should learn to put them on and take them off.
- For a.m. curb-side drop-off, all cars should pull up to the end of the drive on Alcorn Oaks Drive, designated by the red curb where staff will be waiting to escort children to their classrooms. Your child's bedding/backpack/lunch kit etc. must be at the back seat and not in the trunk of the car. Please remain seated at all times to expedite the curb-side drop off process.
- If your child is not ready for curb side drop off, please find a parking spot and walk your child in.
- Please display your name tag for afternoon pick-up between 2:50 – 3:30 p.m. Vehicles not displaying a carpool tag will be required to provide further identification.
- Curb side pick-up ends at 3:30 p.m. after which time parents will have to park and come in to the building.
- For the safety of all students/staff/parents, do not leave your car unattended at the red-curbed fire lane. An emergency situation can arise at any moment, and the first responders MUST be able to access our building; however, when cars are parked at the fire lane it prevents the ambulance and fire trucks from entering our curbside parking lane. Please remember it is illegal to park in the fire lane.
- Never leave your child unattended in a car.
- No cell phone calls during drop-off and pick-up for safety reasons.
- Please do not park in the paid parking spaces.
- If you are parked in a Handicapped parking space, please display your handicapped sign.

The ECP reserves the right to take action against those drivers who consistently ignore these safety rules.

School Day students remaining after dismissal time will be required to attend extended care and pay a late pick-up fee of \$30.00. Upon the third late pick-up, the parent may automatically be charged full extended-care fees for the month.

All students picked up after 6:30 p.m. will be charged a late fee in accordance with the **Late Pick-Up Fee** schedule set forth in the **Financial Responsibilities** section of this handbook.

EARLY DISMISSAL DAYS

11:30 a.m.: Transitional Kindergarten (before Winter break/last day of school)

Students will eat lunch at their scheduled lunch time prior to dismissal. On early dismissal days, all after-school extracurricular activities are cancelled.

Children who are not picked up on time will incur a late fee beginning at 12:15 p.m. in amounts corresponding to the Late Pick-Up Fee schedule set forth in the Financial Responsibilities section of this handbook.

SECURITY AND SAFETY POLICY

The safety and security of the students is our primary concern. Hence, the ECP is not open for anyone to walk around the building. The front door is kept open at specific times – morning drop off and afternoon pick-up. Please ring the doorbell for all other times. Visitors must sign in and out and must wear a visible visitors badge while in the building. All parents must sign in after 8:30 a.m. and 3:30 p.m. The use of side doors to exit the building is restricted. Only the main door is to be used at all times for the safety and security of our students. We hope our parents understand the need for such a measure and cooperate fully.

Only authorized pick up persons are allowed to pick up your child. Please fill out the Authorized Pick up Person Form and inform the front desk or the class teacher of the name of the pick-up person if you are unable to pick up your child. All authorized pick-up persons must show their driver's license at the front desk. Strangers will not be allowed to pick up students and the ECP may ask for proof of identity from anyone whom it does not recognize.

FIRE, SEVERE WEATHER DRILL AND LOCKDOWN DRILLS

For safety purposes, the Honor Roll School periodically conducts fire, severe weather and emergency drills. In the event of an emergency, students will remain in a safe area until the arrival of a parent or guardian.

Lock-down Procedure: In the event of an intruder, a hostage taking, a shooting or similar crisis, it may become necessary to “lock down” the school. All staff and students remain where they are until instructed by police or a school official to move. Students in class are to get down low, move below the window sill and remain silent. Students outside should get to the nearest covered area or inside a building. Teachers should lock down their area and turn off the lights.

During a lock down drill all doors will be locked and parents on campus should wait for the “all clear” message to enter the building.

Parents and visitors at school during a Drill must respect it too, and leave the buildings as directed.

EMERGENCY SCHOOL CLOSING

In the event of severe weather conditions or other emergencies, THRS will either cancel or delay the opening of school. This decision will be made as early as possible and broadcast on TV, Channel 2 and radio FM 99.1. The school will follow the emergency closure of Fort Bend ISD in most instances. Parents will be notified through JupiterEd Emergency Alerts Notification system. You must opt-in in order to receive text messages by logging into your Jupiter account and selecting the checkbox under Text Messages for Emergency Alerts.

PEST CONTROL

The ECP will apply pesticides both inside and outside the buildings once a month on a Friday afternoon after the end of the school day, as needed.

PROGRESS REPORTING

TK students receive two progress reports and two report cards to assess the progress the students are making during the school-year.

Skills Rating

E = performs above expectations

G = good

S = performs satisfactorily

I = improvement needed

U = unsatisfactory

Academic Level (TK only)

1 = above grade level

2 = on grade level

3 = below grade level

TK Progress Reports

These are issued in October and March to communicate a student's progress prior to the report card.

TK Report card

These are issued in December and May.

The Toddler and Pre-Kindergarten students are issued a progress report and a report card in December and May.

Awards

Awards for Best Reader, Best Math Skills and Most Improved Student are given to Transitional Kindergarten students at the end of the year.

COMMUNICATION WITH PARENTS

GENERAL INQUIRIES & CONCERNS:

The ECP believes communication with its parents to be of prime importance. As a general rule of thumb, any questions should be addressed with the person in closest contact to the question or

concern. If further resolution is required, an administrator should be involved. Please seek help from the Principal of the Early Childhood Program, should you otherwise be unable to resolve your concerns. The Head of School will become involved only when all other avenues have been exhausted.

We have an open door policy regarding communication with our parents and the ECP Principal, Elizabeth Romo. Mrs. Romo is available for a conference at any time during the school hours. She can be contacted at 281-265-7888 ext. 1010. She can also be reached by email at Elizabeth.Romo@nlcinc.com

Ms. Janet Williams, our Administrative Assistant, and Ms. Cinnamon Baldwin, our Student Activities Coordinator, are a great source of information and often will be able to either provide you with an answer immediately, or direct your queries.

For questions concerning financial matters, parents are asked to contact the Director of Finance, Ana Trackwell at ext. 1020.

ECP Teachers are the initial contacts when concerns arise over classroom performance or behavior. While we want to be as helpful as possible, we would ask you to set up a conference time with the teacher to give you enough time to discuss your concerns instead of talking to them during class time. All employees are instructed to return letters, telephone calls, voicemail messages and e-mails as soon as possible.

Phone conference- with your child's teacher is available as needed. Parents may leave messages for teachers and administrators using voice mail or e-mail.

Below are the communicate tools we use with our parents:

1. **MONDAY FOLDER-** Each Monday a folder with pertinent information is sent home with students. This folder is our main method of communicating with parents on school functions, events and news.
2. **Early Childhood Express-** The Early Childhood newsletter is sent out from the ECP each month. It is also available on-line.
3. **Emergency Alerts Text Messaging-** Text messages are sent to all families for emergency school closings. Parents must opt-in by logging into their ALMA account.
4. **Parent Teacher Conferences-** Once in the fall and in the spring THRS sets aside a day specifically for parent/teacher conferences in TK through 8th grade. Pre-K and Toddler conferences are held mid-November.
5. **Daily picture of your child** - You will receive daily pictures of your child at work or play through Tadpoles. To sign up, you can download the Links to Learning app on your mobile device and use the same email our Business Office has on file.

THRS COMMUNICATION PLAN

ALMA – Please note all communications will be emailed through our ALMA platform. All email addresses need to be correct in ALMA so you will receive all THRS communications.

Social Media – Please follow us on Facebook (@HonorRollSchool) and Twitter (@HonorRollSchool).

Weekly Dolphin Days Newsletter – This newsletter is our main source of communication for our school. This will be sent to ALL THRS families each week. This is sent in a “S’more” which is an electronic newsletter. Families will simply click the link to catch up on all the news, future events and all things THRS. Please make sure you read our weekly “Dolphin Days”!

Post Cards – Occasionally, when there are big events / happenings going on at THRS, you will receive an electronic post card. This will highlight a specific event that THRS wishes to showcase at different times during the year.

Message from The Head of School – When there is an important message we need to get to our families, this will be sent with the subject line: “Message from the Head of School”. These items will contain information that we want to be sent and received separately so it is not missed. There will be video messages from The Head of School with mid-year and end-of-year updates as well.

End of Year Report Card – An annual end-of-year report card for our school will be sent at the end of each school year.

One Stop Shop: All communication will be housed at a teacher/parent friendly website for ease and convenience for all. Website: THRSDolphinDays.com

CONTACT NUMBER

Please make it top priority to ensure that we always have the most current and accurate information as to where you can be reached in the event of an emergency. All emails, cell phone and emergency contact numbers must be current.

UNIFORM/DRESS CODE

GENERAL DRESS & GROOMING

Students are asked to maintain a clean and neat appearance. Shirts are to be worn tucked inside shorts, pants, or skirts.

Each child should bring 2 changes of clothing (pants, shirt, underwear, and socks) to be kept at school. Please label each item clearly with your child’s name.

All TK students should wear their formal uniform on Monday and casual uniform on Tuesday-Thursday. Friday is free dress day.

All students must wear tennis shoes and socks to school daily. **In order to avoid accidents and injuries, open toed sandals and flip flops are not permitted at school. Also for safety reasons, jewelry such as earrings, necklaces, bangles and rings are not allowed.**

Outer Wear – Sweaters / Jackets

THRS coats and sweatshirts may be worn in cold weather and may be worn in the building as necessary.

Everyday jackets (not school issue) may be worn to school.

Please see visit School Uniforms by Tommy Hilfiger for specific grade level clothing items <https://www.globalschoolwear.com/default/>

Free Dress

Friday is free dress day. Students may wear appropriate, neat, regular clothes. Shirts may not have inappropriate slogans, etc. Parents / Students are to use good judgment in dressing for free dress days.

Theme Dress Days:

Some days are designated as theme dress days. Students may dress appropriately for the theme that day (i.e. crazy hair day, pajama day, etc). Parents/Students should use good judgment in dressing for theme dress days.

Inappropriate Dress:

Students inappropriately dressed will be asked to call home so that appropriate clothing may be brought to them.

PROCEDURES FOR FINANCIAL RESPONSIBILITY

METHODS OF PAYING TUITION

Payments may be made by using a credit card, check, money order or cashier's check. All credit card payments are made by filling out a Credit Card Authorization Form. Families must select a payment plan at the time they sign their Tuition Contract.

Annual Payment - One payment due on August 1st;

4 Payment Plan -***Only for Transitional Kindergarten:** Four payments due on August 1st, October 1st, January 1st and March 1st;

Monthly Payments – **First and last month's tuition is due on August 1st.** The subsequent eight tuition payments are due on or before the first day of each month and considered late after the 5th of the month, at which time 5% late fee will be assessed. No reminders will be sent home for this method of payment.

For all Toddler and Pre-K families, the first and last month's tuition is due on or before August. 1st.

Tuition payments are due on or before the first working day of each month. The ECP provides a five-day grace period for tuition payments. It is important to apprise the Director of

Finance should a problem arise regarding a tuition payment. Changes in payment plans may be made only at the end of the first term.

RETURNED CHECKS

There will be a \$25 charge for each returned check.

If a check has been returned, subsequent tuition payments must be made by money order, cashier's check or credit card.

NOTICE of DELINQUENCY

The ECP will send a notice of delinquency by email when payment is not received in a timely manner.

When payment is made after the 5th day of the month, the account will incur a 5% penalty fee per week until payment in full has been collected. **Report cards, progress reports and school records will be withheld as a result of delinquent accounts.**

CONSISTENTLY DELINQUENT ACCOUNTS

Payments are due no later than the 5th day of the month. Consistent failure to pay tuition and fees will eventually result in the dismissal of the student from THRS. THRS may insist that only advance payment will ensure continued enrollment. THRS will also take all appropriate steps to recover all unpaid tuition and fees.

LATE PICK-UP FEES

Students who are picked up after 6:30 p.m. will be billed the following amounts:

- \$30 from 6:31 – 6:45 p.m.; and an additional
- \$30 from 6:46 – 7:00 p.m.; and
- \$25 every 15 minutes beginning at 7:01

WITHDRAWAL

The Finance and Admissions Office must receive a two-week written notice of withdrawal in order to provide a refund of any tuition. If a student withdraws after the first day of the month, a full month of tuition will be used in the calculation for the last month, regardless of the actual days of attendance. All refunds will be mailed out within 30 days of withdrawal and THRS will withhold 20% of the tuition refund for administrative fees.

Parents who pay monthly are responsible for the full monthly tuition, even if the student withdraws from THRS in the middle of the month. THRS reserves the right to withhold or continue charging tuition if a student withdraws from the ECP without written notification. Before the transfer/release of any student records, a student account must be without an outstanding balance and all textbooks, library books and/or other school property must be returned in good condition.

REFERRAL DISCOUNT

The Honor Roll School offers enrolled parents a discount, to their account, in the amount of \$250.00 for each child they refer. This discount may only be used as a credit on the account, not as a cash refund. The application of the referred child must state the referring parent's name. They must also be enrolled and have paid their first tuition payment, before the discount is applied.

EXTENDED-CARE AND HOLIDAY CARE

TRANSITIONAL KINDERGARTEN

Extended-Care and Holiday Care are available for students in the TK program. There are specific fees and guidelines for each of these programs and information may be obtained from the Early Childhood Front Desk.

The Extended-Day program for Transitional Kindergarten is available from 6:30 a.m. until 7:40 a.m., and from 3:30 p.m. until 6:30 p.m. during the school week. Holiday care is available from 6:30 a.m. until 6:30 p.m. during some school closings and will operate on a pre-registration basis at a cost of \$55 per full day.

Extended care is available for the **academic year only**, which runs from the first day of school through the last day of school. There are specific financial obligations that occur when there is a late pick-up of students. Please see the section on Late Pick-up Fees (above).

The Honor Roll School does not provide a “drop-in” care program. In case of an emergency, a child will be placed in extended care for \$30. Any child using this service more than 3 times in the school year will be asked to enroll in the extended care program.

Pre-Kindergarten and Toddler Full Time Program include extended care and holiday care.

Emergency Preparedness Plan for Emergency Evacuation and Relocation

Emergency Evacuation and Relocation Plan: In the event that it becomes necessary to evacuate our building, the decision to do so will be made by our Head of School, Tom Heinly in conjunction with Sugar Land Police and Fire department. Immediately following the decision, we will do the following:

- Walk the children to the evacuation site
- Take with us the emergency binders with all parents’ contact information, emergency medical attention releases for each child as well as the face to name attendance sheet.
- Take emergency supplies including snacks, water, a first aid kit, flash light, diapers, cell phone
- Take books, puzzles, crayons, paper for students to keep the children occupied
- Activate our emergency phone system through Alma and notify parents.
- Post a notice of the relocation address on our front door

Relocation address: We will evacuate to the following location with our students and staff if evacuation becomes necessary.

Sweetwater Christian Church

4141 Sweetwater Blvd
Sugar Land, TX 77479
Phone # 281-980-4141

A diagram of the emergency relocation site is included in the emergency binder.

We will walk to the relocation site. As soon as the decision is made to relocate, the three teachers from each Toddler classrooms, the school management team and support staff will assist children 24 months or younger to the emergency relocation site.

Continuity of care until children are released – At the relocation site, all teachers will account for each child in their care by counting the children and taking attendance on the face to name sheet immediately upon arrival. Administrators, teachers and assistants will supervise the students at the relocation site through the duration of the evacuation. The administrative team will be responsible for transporting emergency supplies to the relocation site and distribute food/water etc. to the children. The teachers will engage students in singing songs, working on puzzles, looking at books at the evacuation site until their reunification with parents.

Reunification Plan- We will document the reunification process of all students released to their parents on the face to name sheet.

The Honor Roll School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.