

Wonderland School Parent/Student Handbook 2015-2016



Principal – Jim Fife

302 Country Estates Drive
San Marcos, Texas 78666
(512)392-9404
Fax (512)392-9048
Wonderland1965@hotmail.com
www.thewonderlandschool.com

MISSION

Wonderland School strives to provide a Christian atmosphere in which each student feels loved, respected, and challenged in a school setting, which nurtures the maximum intellectual, social, moral, and physical development.

HISTORY

Wonderland School, a privately owned, state approved school was established in 1965 by Shirley Fife. Increased enrollment since 1965 has caused the school to grow from 10 students in a dining room to approximately 200 children and a 14,000 sq foot building. We provide care for infants through 6th grade.

PHILOSOPHY/CURRICULUM

Through the development of a positive self image, each student becomes aware of his or her rights, privileges, and responsibilities to family, peers, community, and country. Our excellent certified and experienced teachers create a learning environment at Wonderland that is truly an adventure.

The mastery of all basic skill is stressed through a curriculum rich in experiences of discovery, aided by a process of guided learning which uses state adopted textbooks and follows state guidelines. Flexibility of subject matter and its method of presentation allows for individual differences in all children. Our program includes Reading, Language, Mathematics, Social Studies, Science, Writing, Music, Spanish, Physical Education, Computer Technology, and more. Our preschool education strives to ensure each child is meeting their age appropriate physical, social, and emotional developmental milestones, while encouraging individual advancement.

ADMISSION REQUIREMENTS

Enrollment is without regard to race, ethnicity, or religion. Christian principles are discussed and taught at Wonderland. All registration fees must be paid in order to reserve a spot for your child. Before the child's first day of school, we must have the admission form, signed policy form, DHS signed form, complete record of all immunizations or a notarized exemption document (see attached chart for state requirements), and a well-statement from the child's physician stating they are healthy to participate in a school program. Your child will not be able to start school without these documents. Parents will receive written notification regarding any changes to the operational policy. A new signed policy form will be required upon notification of the changes.

HEARING/VISION TESTING

By state law, we must provide hearing and vision testing to all new students, 4 years and older, within 90 days of their admission. Students will be re-tested in Pre-kindergarten, kindergarten, 1st, 3rd, and 5th grade. Parents will receive a copy of the testing results.

PAYMENT FOR TUITION, LUNCH, AFTER SCHOOL

Tuition and any lunch/after school charges are due by the 10th of the month. We accept cash and checks only. A late fee of \$25 will be assessed if not paid in full on time. There will be a \$25 returned check fee. CHILDREN WHOSE TUITION IS 30 DAYS PAST DUE WILL BE SUBJECT TO EXCLUSION.

SCHOOL HOURS

The regular school day is from 8:15am-3:00pm for grade levels. Daycare classrooms regular day is from 8:15am-2:45pm. We offer early care from 7:00-8:15am at a rate of \$15.00 per month. After school care is available from 2:45pm-6:00pm at a rate of \$2.25 an hour for Wonderland Students. There will be a \$1/minute late fee for any child picked up past 6:00pm. Fees are due upon pick-up.

RATES

Regular School Year:

Grades 1-6	\$420
Kindergarten	\$420
Preschool (2's, 3's, 4's)	\$420
Infants/Toddlers	\$615 ***FULL TIME CARE ONLY

PART-TIME RATES FOR PRESCHOOL

3 DAYS \$350

CARPOOL \$150/MONTH

pick-up from Crockett Elementary only

SCHOOL SUPPLIES

Each classroom will have a supply list at the beginning of each school year. Parents are responsible to supply these to the teacher. If you enroll after the beginning of school, check with your child's teacher as to which supplies are needed.

Kindergarten through 6th grade will also have a yearly book bill, including consumable workbooks, textbook use fees, and library fees and grade specific fees.

LIBRARY USE AND RULES

The library is to be used by Wonderland students only. It is not available for use during the summer program. The below rules are to be observed by all students and parents.

- 1) Absolutely, positively no unsupervised students allowed in the library. All students **MUST** be accompanied by a teacher or Wonderland staff member.
- 2) Students may check out two (2) books at a time.
- 3) Books are due two (2) weeks after check out date.
- 4) Students may renew a book a maximum of two (2) times. The student must have the book with them to renew it.
- 5) Overdue books are assessed a fine of \$0.10 per day.
- 6) Report cards and records will be held until all fines are paid and overdue books are returned.
- 7) Students and their parents are responsible for the replacement cost of the book if it is more than six (6) weeks overdue.

DROP-OFF AND PICK-UP PROCEDURES

All daycare parents must check their children into the classroom. These children are not old enough to get to their classroom alone.

The following procedures are for both morning drop-off and afternoon pick-up. We have three lanes that are available at the front of the school for drop-offs or pick-ups.

- The first two lanes under the covering are for drop-offs of grade level children. You may not park here.
- The outside lane that is not under covering is for parents to park for a short amount of time to walk their child to the door. Do not park here for an extended amount of time.
- You may park at the church next door to walk children in. **DO NOT PARK ON THE STREET UNDER THE TREES ALONG THE RAILROAD TIES OR IN PARKING SPOTS NEXT TO THE WONDERLAND BUS. THIS IS FOR TEACHERS ONLY!**

Upon admission, you will need to list those people that are allowed to pick-up your child. If they are not on this list, you must call or tell the principal in person or in writing that someone else will be picking your child up. They will be required to show a picture ID before they will be taken to the child's room.

LUNCH SERVICE

A catered hot lunch or sack lunch option is offered. Prices are subject to change at the caterer's discretion. **Lunch count is called in at 9:00am. If your child is not here by that time, you must call ahead to order lunch.** We do not have extra lunches to provide. Lunch charges will be tallied at the end of the month. These must be paid by the 10th of the next month. If lunch charges are not paid, parents will be responsible for providing their child's lunch. Children may bring their lunch. Do not send frozen items.

ATTENDANCE POLICIES

A. Tardiness---

Grade level students not inside the classroom at 8:40 will be counted tardy. If student receives more than 3 tardies in a grading period, a referral to the office will be sent to the parents.

Preschool students need to be at school no later than 9:00am to avoid disruption to the learning environment. Exceptions will be made for appointments.

B. Absences---In the event of an absence, the parent should call the school on the first day of the absence. Any classroom work missed due to the absences must be made up in a timely manner. According to state law, student must attend 90% of the school days in order to receive credit for that grade level. Exceptions to this regulation may be given due to extenuating circumstances. This will be reviewed on a case by case basis by the principal.

GENERAL SCHOOL RULES

1. Students must follow all classroom rules issued by their teacher.
2. Student must remain in the cafeteria before school begins. Students are not allowed to go to the classroom before or after school unless permission is granted by the teacher.
3. Public displays of affection, such as kissing, hugging, holding hands, or arms around each other is not allowed.
4. Running or yelling is not allowed anywhere within the school building.
5. The school will not be responsible for loss, damage, or theft of any personal items, such as jewelry, electronics, or toys.
6. Cheating or copying is a serious disciplinary infraction and will not be tolerated.
7. Chewing gum is not allowed on campus. Please see your child's teacher regarding snacks and drinks that are allowed in the classroom.

DISCIPLINE

We are a private school and therefore expect a higher standard for behavior. We will not tolerate inappropriate language or behavior from any student. Wonderland students are expected to show respect to their teacher, the staff, and all other students. Teachers will discuss and post specific rules and consequences for each of their classrooms. Students will follow these rules, as well as the general school rules listed in this handbook. More serious infractions will warrant the involvement of the principal. Consequences will include phone calls to parents, parent conferences, in school suspension, after school detention and out of school suspension. The principal reserves the right to expel a student if behavior is not corrected with the above procedures. If the parent has any questions regarding their child's behavior or repercussions of that behavior, please schedule a conference first with your child's teacher. If the behavior continues then the teacher will schedule a conference with the principal. Thank you for your partnership in nurturing and teaching your children to become well mannered and respectful students throughout our community.

DRESS CODE

We pride ourselves in teaching our students to have a good self image and to be a Christian example in our school as well as our community. One way to accomplish this is through our dress code. Students should follow the below criteria:

1. No clothing should contain any images or wording that is offensive or vulgar in nature.
2. Hats should not be worn during class time unless medically warranted. Winter hats may be acceptable and will be subject to the teacher's approval.
3. Tops or dress should be modest. Older girls must not wear any tops or dresses that expose the midriff, have low necklines, or are tight fitting. Spaghetti strap type camis are not allowed for older girls.
4. Shorts/skirts must be longer than fingertip length when arms are fully extended.
5. Sandals or open toed shoes may be worn on music days (T/TH). Appropriate clothing and tennis shoes must be worn for Physical Education (M/W/F).
6. Hair should be kept neat and clean and cut to a respectable length.

If teacher or principal determine that student's grooming or dress violates the dress code, the student will be required to call parent to bring an acceptable change of clothing to the school immediately. They will not be allowed back into the classroom until they have appropriate clothing. Repeated offenses will result in more serious disciplinary action.

USE OF ELECTRONICS

Any electronic device, such as Nintendo DS, iTouch, iPods, or phones are not allowed at anytime during the school day. They will not be allowed at lunch or recess. Teachers do have the option to take up all devices before class begins and return them at the end of the day. Consequences of use will be as follows:

- 1st offense: Teacher will ask the student to turn off and put in backpack;
- 2nd offense: Teacher will take the electronics device up until end of day; and
- 3rd offense: Teacher will take up the device and return device after conference with parent.

After 3rd offense, principal will decide disciplinary action on a case-by-case basis.

VACCINATION REQUIREMENTS AND POLICY

Each student must have a complete vaccination record from the student's doctor verifying that all required vaccinations have been given and are up to date. Please see the attached chart for requirements based on age. Your student must have this on file before the first day of class. There are also policies in place for our employees to ensure your student's health and safety. These include:

1. All employees that serve lunch/snacks, change diapers, assist with toileting or have any contact with bodily fluids must ALWAYS wear gloves.
2. Employees must also follow illness exclusion criteria to avoid spread of germs.
3. It is recommended that employees get yearly flu shots. This is not required as per our regional health department, but is recommended. Other vaccinations that are recommended are Pertussis and Hepatitis A. We require employees to furnish documentation from health care provider of these vaccinations, if received.

Should the requirements from our regional health department change, we will notify employees immediately of new standards for vaccinations. Parents will be notified of any changes through email, postings at school, and a hard copy of the new policy.

ILLNESS EXCLUSION AND READMISSION

A. Illness exclusion---The following are reasons why your child will be sent home or cannot attend school:

1. the child is running a fever of 101 degrees under the arm and accompanied by behavior changes or other signs of illness
2. rash with fever, mouth sores, or other signs of illness
3. uncontained diarrhea (2 episodes)
4. vomiting (1 episode)
5. illness resulting in greater need for care than caregivers or teachers can provide without compromising the health, safety, and supervision of the other children.

B. Pick up requirements

1. Parent will be notified as soon after illness occurs to come pick up child
2. Parent has 1 hour to come pick up their child. This is to protect the health of other students and staff.
3. A local contact must be listed on the admission form in case you are unable to pick up your child within the hour.

C. Readmission criteria---the following criteria must be met before the child can return to school.

1. After fever subsides (minimum 24 hours) **WITHOUT** any fever reducing medication like Tylenol or Motrin
2. If it is a communicable or contagious condition, we must have a written note from a Health care professional stating that they may return to school.
3. Vomiting and diarrhea are no longer present

MEDICATIONS

The school may administer medication to your child after the following conditions are met:

4. Parents must sign the medication log and include the times/amounts/name of medication to be given.
5. The medication must be brought in the original container labeled with the child's full name and date brought into center.
6. Medication will be dispensed according to labeling directions
7. Instructions on how to store medication is given to school.

Over the counter medications may be given for fever or headaches if consent form is signed.

MEDICAL EMERGENCY PROCEDURES

Minor scrapes and cuts will be tended to by our staff. We have a first aid kit to handle these injuries. If the injury requires more than basic first aid, i.e. the bleeding doesn't stop quickly, requires ice for any severe swelling, or is a more serious injury the parent will be notified by phone immediately. An accident report will be filled out and signed by the teacher, parent, and principal for each injury and placed in the office for a period of 3 months. If injury requires immediate medical attention and transport to hospital, we will first verify permission for such treatment and then call ambulance for transport to Central Texas Medical Center. Parent will be phoned for disclosure of injury and transport by ambulance. Licensing will also be notified of such injuries and situations. A release for medical transport to a hospital due to a life-threatening injury will be signed upon admission and placed in the student's file.

HOLIDAYS AND CLOSURES

The school will be closed during the following holidays---

Labor Day

Thanksgiving---Wednesday thru Friday

Christmas---two weeks

Spring Break---one week

Easter---Good Friday and the following Monday

August tuition will be pro-rated as 1/3 of the normal rate. The other nine months are a full month tuition regardless of any school closures. We do offer care 3 days (Monday thru Wednesday) during the Spring Break holiday for an additional fee of \$25 per day.

We will follow the decision of the San Marcos ISD for any unexpected school closures do to bad weather. You may call the weather hotline for the SMCISD at 393-6700 or watch you local Austin/San Antonio news channels for updates.

FIELD TRIPS AND WATER ACTIVITIES

Children must have written permission to attend specific field trips and/or participate in water activities. Parents are required to pay any field trip admission costs. Children will be transported according to the state law for age and size of the child. Parents will receive written notification prior to all field trips. If you are volunteering to drive on a field trip, you must carry children's contact information, a first aid kit, and a cell phone. Please see your child's teacher for further information on field trips for their class.

TRANSPORTATION

We have a 15 passenger bus that is available for field trips and is used for our after school car pool pick-up from Crockett Elementary School. All drivers must have taken the transportation safety class before they are allowed to transport children. All children and driver must wear safety belts. Driver will always load and unload children at the curbside or in a protected parking area or driveway. They must account for all children exiting the bus before leaving the vehicle unattended. The driver must have a list of all children on the bus and emergency contact information for each student. Before leaving the vehicle unattended, the driver must inspect each seat to make sure that all children have exited the bus. After inspection, the driver must press the electronic child safety alarm at the back of the bus. If this is not pressed an alarm will sound until vehicle is checked and button pressed. The driver must have a communication device with them in the vehicle. We require that at least one other adult be on the bus during transport. The drivers are trained in our emergency transportation plan. A fire extinguisher and first aid kit are located on the bus.

ANIMALS AT WONDERLAND

With permission, pets may be brought as part of a show and tell or "Student of the Week" activities. Parents must show proof of shots, including rabies, for any pet that comes on the Wonderland campus. Any animals brought on campus as an educational program must have current shots. Upon parent request, this information will be provided.

PARTIES

Due to our advanced curriculum, grade levels will limit their parties to Halloween, Thanksgiving Feast, Christmas, Valentine's, Easter, and end of year. Please see your child's teacher for classroom specifics. If your daycare child attends part-time, they may come to the party if it falls on a day they do not attend school.

GANG-FREE ZONE

According to the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties. This serves as our method of informing you of such law.

NURSING MOTHERS

Our infant classroom provides a quiet, private environment for you to nurse your infant. You have a right to choose to breastfeed or provide breast milk for your child while they are in our care.

NAPTIME

Each daycare classroom has a scheduled naptime. Parents must provide a waterproof mat for nap. These will be stored and cleaned at the school. If your child's mat becomes torn or damaged, it is your responsibility by law to provide a new mat. These mats are available at retail stores at the beginning of the school year. We have a small supply of them during the school year.

TOYS AT SCHOOL

We check our toys in our classroom monthly for damage or recall. Wonderland is not responsible for any toys that get lost or broken that your child brings from home. Please do not allow your child to bring a toy to school that he/she is not willing to share or that is a very special toy. Please check with your child's teacher for their classroom policy on toys.

SUMMER PROGRAM

Our summer program starts the Tuesday after Memorial Day and usually ends the first week of August. Activities such as gymnastics, swimming, bowling, special guests (zoo, magician, etc.) are offered for various age groups. All ages participate in arts and crafts. Regular school year curriculum is not offered during this program.

Registration fees: \$115 Kinder-6th grade
 \$50 4 and 5 year olds
 \$25 for infants through 3 year olds

Summer tuition fees: \$125 per week for Infants and Critter rooms
 \$105 per week for all other age groups
 \$100 per week for any additional children in same family

PARENTS' RIGHTS

It is your right as a parent to visit the child-care center at any time during the center's hours of operation to observe your child, the child-care center's operation, and program activities, without having to secure prior approval. We also encourage parental involvement in all our school's activities, such as science fair, field days, and other special days. The Wonderland Parent Association meets regularly to help provide the school with materials to enrich our children's educational experience. Please volunteer your time with this group and all fund-raising promotions. Parent Group officers are always posted on our website, www.thewonderlandschool.com

It is also your right to have access to the minimum standards for child-care centers for the State of Texas. Please ask the office anytime to review these as well as our most recent licensing inspection report.

Please call to schedule an appointment with our director/principal to have any questions or concerns addressed regarding the policies or procedures listed in this handbook.

To contact the local licensing office, you may call (512) 754-2233 or you can visit the Department of Family and Protective Services website at www.dfps.state.tx.us. To reach the DFPS abuse hotline, you can call (800)252-5400.

EMERGENCY PREPAREDNESS PLAN

Our emergency plan is designed to ensure the safety of children during an emergency. We will conduct monthly fire drills as well as an evacuation drill twice a year. For all evacuations, regardless of the type of emergency, teachers' first responsibility will be to evacuate the children safely according to the following procedures:

- 1) At first warning of an emergency, teachers will gather children, emergency contact numbers for each child, and the class sign-in log. The sign in log will have information regarding which children are signed in that day and are in attendance. We will also use this tracking system to ensure that each child is accounted for at the designated safe area and when they are picked up by parent. The emergency contact numbers sheet will also include the parent authorization for emergency care for their child while at school. They will make sure lights are off and all doors and windows are closed.
- 2) Teachers will remove the children to the designated areas in a safe, calm manner. Each room has a diagram of evacuation routes specific for that location in the building. Babies will be placed into two cribs that are set-up for evacuation and taken out to the designated areas. Toddlers and older children will walk out with the teachers to their designated areas. Any staff member not in an assigned room will go to the toddler and baby classrooms and assist regular teachers in evacuation.
- 3) Upon arrival at designated safe area, teachers must check for presence of each child in their classroom. They will need to check off on their log each child that is present.
- 4) Teachers will remain with children, until an all clear has been given to return to school. Teachers will call each child's contact information to inform parents of the emergency situation and guidelines for pick-up.

If an alternate shelter is needed in an emergency, we will relocate children to Grace Bible Church, next door, at 218 Country Estates Drive, San Marcos, Texas 78666.

Communication during an emergency:

- 1) In case of an emergency, the office will first call 911 to alert the fire department and any other emergency departments necessary. We will make sure that each teacher is calling their children's parents to inform them of the situation. Once we are evacuated, the safety of our children is addressed and the emergency is under control, the director will call licensing to inform them of the situation.
- 2) Parents may contact the director at the alternate emergency number if the main school number is not working (512) 557-6174.

We will use the following commands as adopted by the Hays County Emergency Response Team. These commands will be given by Mr. Fife on the walkie-talkie system. Each command will be repeated twice.

- 1) Lockout---threat is in the area but not on campus. Everyone comes inside to main building but carries on class as usual.
- 2) Lockdown---threat is on our campus. All classes lock doors, lights are out, stay quiet, out of sight. Everyone stays in their classroom until escorted out of classroom by law enforcement. No one leaves the campus or is allowed to enter the building. Main building will be locked down.
- 3) Shelter---there is a threat that requires students and faculty to take shelter. We will come out to cafeteria and face walls, with our head down sheltered by our arms.
- 4) Evacuate---this would be for a fire, natural disaster, etc. Currently, we would relocate to Grace Bible Church.

Email and phone will be used as means of contact during these situations.

ABUSE AND NEGLECT POLICY

We are very serious about the safety and well-being of the children enrolled in our school or daycare program. There are many things in place to ensure that our teachers are well trained in child abuse and neglect.

- 1) All staff must have at least one clock hour of annual training that must focus on prevention, recognition, and reporting of child abuse and neglect.
- 2) We will continue to remind teachers and parents of warning signs and issues regarding child abuse and neglect with periodic handouts and continuing education.

Abuse can be physical, emotional, mental, or sexual injuries. Neglect is failure to provide food, clothing, shelter, or medical care and/or leaving child in situation where they are at risk of harm. Any suspected abuse or neglect can be reported 24 hours a day by either calling the abuse hotline at (800) 252-5400 or online at www.txabusehotline.org

Warning signs of abuse or neglect can be as follows:

- 1) injuries that are frequent without explanation
- 2) complaints of pain
- 3) aggressive, disruptive, or destructive behavior
- 4) fear of going home
- 5) unreasonable clothing that may hide bruises or marks suggesting abuse
- 6) lack of cleanliness or nourishment
- 7) stealing food
- 8) frequent tardiness or absences
- 9) evidence of injury to genital area
- 10) difficulty walking or sitting
- 11) sexual comments, behavior, or play that seems to mature for their age
- 12) depression
- 13) difficulty making friends
- 14) behind normal development for their age.

Any person suspecting abuse or neglect of a child is legally responsible for reporting it. Should you have any questions or if your child is a victim of abuse or neglect, we are happy to help you get in touch with community organizations that offer assistance and intervention.

Acknowledgment of Handbook Policies

We have read and understand all the policies and guidelines within this handbook and have had our questions answered. We understand that by signing below we, as well as our child(ren) agree to follow all policies listed within this handbook. We also understand that we will be notified of any changes to this handbook by the school in writing.

Child(ren) name _____

Parent's signature _____

Child(ren) signature _____

Date _____

My child will be in the _____ classroom. I understand that my monthly tuition does not cover holidays such as Thanksgiving, Christmas, Spring Break, etc. Care is provided for some holidays at an additional fee.

My child will be in care each day until _____ (time of day).

I (do, do not) need early care (before 8:15am).

My child (will, will not) be in care after school (after 3:00pm).

This time is not binding but enables us to better staff our morning and afternoon classrooms.