

Parent Handbook Summer Program 2020



Country Day School of Arlington

www.cdsa.org

1105 W. Randol Mill Road Arlington, Texas 76012

Office: 817-275-0851

Extended Day: 817-253-9994 Fax: 817-275-0263 Email: admin@cdsa.org

The last page MUST be signed and submitted to the Front Office at your earliest convenience. Thank you

ACTION NEEDED

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School Mission

The mission at CDSA is to educate the whole child; thus, we endeavor to nurture every heart and challenge every mind through the experience of meaningful inquiry.

Summer Program Philosophy

The CDSA Summer Program is designed to provide children with an active and safe environment blending academics, arts, science and physical activities. Through thematic units and special programs, our goal is for students to make friends, learn new things, and most importantly, have a great time.

Nondiscriminatory Policy

Country Day School of Arlington admits qualified students without regard to race, color, and national or ethnic origin.

Summer Program 2020 - Important Dates

Monday, June 1st: First Day of Summer Program Friday, July 3rd: Independence Day holiday observance – No school nor extended day Friday, August 7th: Last Day of Summer Program 2020

Registration

For each child, the Summer Program Registration Form must be accompanied by a \$70 non-refundable registration fee. Please indicate your preference for payment method on the backside of the registration form. An Extended Day Agreement Form must be submitted, even if "Drop In" care is all that is required. Please note: *You may modify your registration to add weeks/days – as long as space is available, and notice is given at least 2 weeks in advance. *After registration is received, you're only allowed to cancel one week, however you can switch weeks when space is available. Please contact the Front Office for assistance with any modifications.

Absence Policy

If your child is sick, going to be late or otherwise absent, please email <u>admin@cdsa.org</u>, or call the front desk (**817-275-0851**) by 8:15AM. If absences are anticipated before they occur, please notify the school. Make-up days for days missed will not be permitted.

Accidents

In instances where children are hurt, parents will be contacted as soon as possible by the school. An accident/incident report will be filled out by the attending teacher and emailed. A hard copy will be given to the parents at pick-up. If <u>emergency medical attention</u> is needed, students will be sent to the particular hospital the parent listed on the "Authorization for Emergency Medical Attention" within the Application for Admission to CDSA.

Arrival and Dismissal

<u>Students should be dropped off and picked up from either the Main Building, or The Suite each day, whichever is appropriate</u>. Please ring the doorbell upon arrival. Before entering the building, a staff member will greet your child on the porch, take their temperature and escort them to class. In addition, they'll log their time of arrival into our Procare computer system. All students are to arrive no earlier than 8:00AM. The <u>Main Building</u> does open, however, at 7:00AM for staff and Extended Day students. When a child arrives prior to 8:00AM, they will be considered a Morning Extended Day student that day and the Business Office will submit an invoice. **Under no circumstances should parents allow students to walk unescorted to or from The Suite**. No food or drink may be brought into the classrooms at morning arrival.

In order to ensure a safe and secure dismissal, the school requires driver's license identification numbers of the parents and/or any individuals permitted to pick up each child at the end of the day. Parents will give the school their child's regular pick-up routine upon enrollment into the Summer Program. Please notify the school in writing if there will be a change in the regular pick-up routine for your child. So we can have your child ready for you at pick up -- when you pull into the parking lot, please text CDSA at **817-253-9994**. If you are late picking up your child, he/she will automatically join the **Extended Day** program, and you will be invoiced on a per-minute basis (10 cents per minute).

Behavior Expectation Policy

When a child is having a problem in the classroom, we use redirection to guide the child to a new activity, conflict resolution techniques to solve the problem, and positive reinforcement to encourage the appropriate behavior. At times, it may be necessary to remove the child to a quieter place in the room, so he/she can calm down before joining the group again. In these circumstances, the responsibility is placed back on the child to decide when they feel they are ready to rejoin the group. Children are encouraged to label their feelings and are helped to find appropriate ways to handle different situations.

Birthdays

Students are celebrated on their birthday by having the "*CELEBRATION OF LIFE*" ceremony. Parents are welcome to join the class in this celebration; please coordinate with the teacher at least one week in advance before the ceremony to schedule. If the birthday falls on a weekend or school vacation day, the student will be acknowledged on the next attended school day. The ceremony is held in the morning during circle time and typically lasts about 15 minutes. Invitations to birthday parties off campus may be distributed in class only if all students in the class are invited.

Communications

Summer Program communication and updates will be made available through:

- Email: admin@cdsa.org or to Head of School joyce.hunt@cdsa.org
- Parent bulletin boards in foyers
- Montessori Compass to communicate directly with the teacher

Montessori Compass is the online parent-portal used by teachers to communicate weekly summer activities. From any web-enabled device, parents can direct message and email their child's teacher, view classroom photos, and access their child's activity reports and progress reports. Please allow 24 hours for teacher replies as they will view Montessori Compass during their afternoon planning periods.

Montessori Compass is the preferred parent-teacher communication method. Parents are encouraged to check Montessori Compass to stay abreast of their child's progress and classroom activity.

Discipline

Discipline will be consistent, and appropriate to the level of child's understanding. Praise and encouragement, reminding, redirecting and separated time-outs will be methods used.

Extended Day

Morning Extended Day is available from 7:00 –8:00AM. Afternoon extended day is offered from 3:30 - 6:00PM. You may enroll in extended day for the months of June & July, or as a drop-in, as needed (rate is ten cents per minute).

In order to ensure appropriate coverage, children **may not be dropped in without confirming a space** with the front desk in advance. You may reserve a space up to 3:00PM the day that care is needed, as long as space is available. The safety of all our children relies on manageable ratios (as well as ratios that comply with State of Texas standards). If your child is not picked up on a timely basis and must be taken to extended day, the drop-in rate fee applies.

Parents picking up their children after 6:00PM will be charged \$1 for every minute after 6:00PM.

ED Snacks

Afternoon snacks are typically served between 4:00 & 4:15PM. They are provided daily for Toddler/Transitional through Primary age K/2 students. Morning care students are allowed to bring breakfast when they arrive before 7:45AM. *Regarding the <u>Infant/Young Toddler</u> class snack - ALL FOOD, is to be provided by parents.*

ED Discipline

The discipline system applies in Extended Day. Extended Day privileges may be revoked for repeated violations of Summer Program rules.

ED Emergency

The Extended Day Staff can be reached by cell phone (817-253-9994) after the main switchboard is closed at 4:30PM.

Financial Policy

Options for Summer Program tuition payment are to pay monthly or to pay in full. If selecting to pay in full, tuition will be billed in May. If selecting to pay monthly, tuition will be billed by the following schedule:

- Weeks 1 5: will be billed in June
- Weeks 2 10: will be billed in July

Hours – Office

Summer office hours are Monday through Friday from 8:00AM to 4:00PM. If you need to reach a member of our staff after hours, you may call **817-253-9994**, and a member of our Extended Day staff will assist you. There is a "Parent Communication – from Parent to Front Office" wall bin, just to the left of the Front Office window. At any time, you may leave communication / documentation inside this bin for the office.

Hours – Summer Program

Full Days: 8:15AM - 3:30PM

Half Day: Infant / Young Toddler students are dismissed at 12:00PM

Half Day: Transitional, Primary, & K-1 students are dismissed at 12:30PM

It is very important to arrive promptly at 12:00/12:30PM if your child is a half-day student!

Illness

If a child reports he/she does not feel well and/or has a fever of 99.5 degrees or higher, the child will be removed from the classroom and parents will be contacted from the Emergency Contact Information Form to come pick the child up.

A child should not return to school until he or she has been free from fever for **at least 24 hours without** the aid of a fever-reducing product. They must also be diarrhea-free for 24 hours without medication

A child should be kept at home if he/she shows any signs of illness (fever, diarrhea, sore throat, vomiting, green nasal discharge, etc.). If a student has an infectious illness, a note from the doctor is needed stating the child is free from contagion and is ready to return.

Please refer to Medicine section for policies regarding medication.

Lice

In order to prevent infestation, students who are found to have lice must remain home until they are nit-free. Additionally, children who have previously been sent home will be checked for infestation upon return to school. Parents of all students in a classroom where lice have been detected will be notified immediately.

Lunch / Snacks

* LABEL (first name & last initial) ALL food and beverage containers including thermos, lunch box, Tupperware, snacks, cold packs, etc.

The way you pack your child's lunch can make a difference in how much is eaten and how much is thrown away. A very important thing to remember is to not pack more than your child will eat.

Important lunch/food tips:

- → Please use cold packs/icepacks to keep lunches cool. We are very limited in refrigerated storage space for lunches.
- → ★Daily All Primary K-2 students should bring a labeled thermos for water. When playing outside, they will take their thermos to ensure they are getting proper hydration.
- → Help your child make healthy choices for breakfast, and make sure that breakfast is finished <u>before</u> entering the classroom.
- \rightarrow Please send your child's lunch in easy-open containers.

Regarding snacks - in addition to providing a lunch daily, parents are asked to provide a light snack for consumption mid-morning. This snack is not intended to provide breakfast for your child. This is simply a "little something" to tide them over until lunch time. We suggest graham crackers, fruit, Goldfish, or some other type of light snack. *With regard to the <u>Infant/Young Toddler</u> class snack - ALL FOOD, is to be provided by parents.*

CDSA is not responsible for the daily nutritional requirements of students.

Healthy Foods = Healthy Kids!

Due to students with severe nut allergies, please do not send foods that contain peanut butter.

Morning Snack

Parents are asked to provide a *light* individual snack for consumption mid-morning. This snack is not intended to provide breakfast for your child. This is simply a "little something" to tide them over until lunchtime. Please avoid sending cookies, cakes, chips, or sodas.

Lunch

Suggestions for packing your child's lunch and other food tips.

To make your morning a little less hectic, let your child pack his own lunch. Many of the items mentioned can be individually wrapped and some frozen to be popped into a lunch box. Getting children involved in this sometimes increases their interest in lunchtime.

The way you pack your child's lunch box can make a difference in how much is eaten and how much is thrown away. A very important thing to remember is to not pack more than your child will eat. A healthy lunch box includes the following:

- A protein rich food
- A fruit or vegetable
- A special treat
- Drink (non-carbonated)
- Please do not send candy

For many children, the least favorite category is protein. A key to success in this area is to make it as much fun as possible.

Sandwiches of all kinds become more interesting if they are cut into different shapes. Try cutting them into bite-sized squares or circles (use the center part of a donut cutter). Also try your cookie cutters for some fun shapes.

Here are some ideas of protein foods other than sandwiches:

- Tuna salad
- Chicken or turkey (cubes or drumsticks)
- Meatloaf slices
- Cheese spread in celery sticks
- Egg salad
- Meat pieces, slices or cubes (You can freeze the meats and they will be thawed in time for lunch)
- Hardboiled egg
- Lunchables and frozen dinners are *not* recommended.

Good drinks for your child's lunch include:

- Fruit juice
- Milk
- Water

Other important lunch/food tips:

- Please use cold packs/icepacks to keep lunches cool. We are limited in refrigerated storage space for lunches.
- Do not pack lunch boxes in backpacks.
- Help your child make healthy choices for breakfast, and make sure that breakfast is finished before entering the classroom.
- Please send your child's lunch in easy-open containers. This promotes independence!

The following is a list of ideas for fruits and vegetables (remember to pack small quantities):

Pickles

- Banana
- Cherry tomatoes
- Seedless grapesOlives

Apples

Cubed watermelon

Cucumber slices

- Carrot sticks or coinsApplesauce in a container
- Mandarin orange slices
- Vegetables and dip
- Small salad in a container
- Green pepper strips
- PeachesCanned fruit

Dried fruit

OrangesPineapple chunks

The special treat in your child's lunch is often the first thing eaten. It can be fun, good tasting, and good for them. Here are some ideas:

- Raisins
- Granola bar
- Sunflower seeds
- Popcorn in a bag
- Cheese & crackers in a package
- Pretzels
- Finger Jello (recipe follows)
- Banana muffins (recipe follows)

Cookies with some "redeeming value" include Fig Newtons, graham crackers, and oatmeal cookies.

Recipe for finger Jell-O:

(1) 3 oz. package of Jell-O, 1 package unflavored gelatin, ½ cup boiling water, 2/4 cup cold water. Dissolve both gelatins in boiling water. Add cold water. Pour into lightly oiled 8" square pan. Chill at least 2 hours. Cut into squares. (This will not start to melt for several hours)

Recipe for Banana muffins: Mix by hand ½ cup shortening, 1 cup sugar, 2 eggs, 2 cups flour, 1 tsp. soda, pinch of salt, 1 cup mashed ripe banana. Fill paper lines muffin tins ½ full. Bake at 350• for approximately 20-25 minutes.

Medical

All students must have current medical information on file, no exceptions! The Medical Information & Consent Form must be signed by your child's pediatrician.

Insect Repellent

CDSA will provide insect repellent for all students except for the students in the Infant / Young Toddler class. Infant / Young Toddler parents must provide their own insect repellent for their child.

Medicine

In some instances, a student may need medication during the day.

- Prescription medication must be clearly labeled in its original container and accompanied by a statement signed and dated by the doctor explaining dosages.
- Over the counter medication may be dispensed with signed permission from the parent/guardian. Parents need to sign the Medication Authorization Form located at the front desk.
- All medication is administered by a lead teacher or administrator. Signing the medical authorization form is mandatory.
- Children are not allowed to have possession of any prescription or non-prescription medication in their belongings.
- Telephone calls concerning any of these matters will not be considered sufficient.
- Any student needing the use of an inhaler must provide a note from the doctor to be kept on file at the front desk. The inhaler must be kept with all other medications to be administered. It will be made available as needed per the doctor's instructions.

Personal Items

Parents must label all clothing, backpacks, lunch kits and all <u>Splash Day</u> items. Please remember that other students may possess some of the same items. Please periodically check Lost and Found located outside the gym.

Students are not allowed to bring radios, cameras, or other electronic items such as iPad, CD players, Nintendo DS systems, iPads, MP3 players, or other expensive items onto campus. This includes cell phones and pagers. Toys are not allowed at school, except at a teacher's request. Students are never allowed to bring toy weapons or replicas on campus.

Phone Calls/Messages

Phone calls for staff will not be transferred during the day (8:00AM to 3:30PM) unless there is an emergency. Parents may leave a message with the front desk.

Tardiness

Summer Program activities begin at 8:15AM. We will not postpone special events for students who are late.

Weather Related Closing

In the event that inclement weather forces the closing of school or a delayed opening, the following television stations will broadcast the announcement at regular intervals:

- KXAS Channel 5
- WFAA Channel 8
- KTVT Channel 11

Please listen to the stations to secure information regarding the closing or delayed opening of school. Decisions regarding open, closing, or delaying school will be made by 6:30AM. Additionally, school closings will be posted on our school website by 6:30AM.

Website

CDSA's website (www.cdsa.org)

If you have any questions or concerns about the policies and procedures, please feel free to contact Joyce Hunt, Head of School, at 817-275-0851 or joyce.hunt@cdsa.org

Country Day School of Arlington (CDSA) is Texas state licensed facility. If at any time there is a licensing concerns regarding this facility contact the Texas Department of Licensing: 1501 Circle Drive #310, Fort Worth, TX 76119 ph:817-321-8607.

CDSA's most recent licensing inspection and a copy of the Minimum Standards for Child Care Centers can be viewed at the Texas Department of Family Protective Services (TDFPS) website: http://www.dfps.state.tx.us/ and in the School Office.



Revised: 04/22/2019

► IMPORTANT: All items must be labeled with the student's first name and last initial

Infant / Young Toddler Students: ALL FOOD TO BE SUPPLIED BY THE PARENTS

- O Extra set of clothes labeled and in a clear, shoe boxed-sized container
- O Diapers weekly
- O Wet wipes weekly
- O Box of Kleenex
- O Insect repellent labeled *** Teachers will apply as needed
- O Sunscreen labeled *** Please apply and teachers will re-apply as needed
- O Lunch Box or Bag labeled to hold all food containers for the day
- Morning snack, lunch, sippy cup and additional drink labeled
 *** IMPORTANT: please label, label, label....several children have the same cups!
- O Ziploc Brand Bags (one box each) sandwich-size box & gallon-size box
- O Infant Care Plan completed monthly

Toddlers / Transitional / Primary Students:

- O Nap mat with (preferably) attached blanket (for full-time students) labeled
- O Extra set of clothes labeled
- O Diapers/Pull-Ups or extra underwear
- O Wet wipes
- O Box of Kleenex
- O Sunscreen labeled *** Please apply and teachers will re-apply as needed
- O Morning snack, lunch, sippy cup and additional drink labeled
- Lunch Box or Bag labeled to hold all food containers for the day (size not to exceed 9" x 11" x 4")
 *** IMPORTANT: please label, label, label....several children have the same cups!
- O Ziploc Brand Bags (one box each) sandwich-size box and quart-size box
- O CDSA will provide insect repellant

Kindergarten – 2nd grade:

- O Box of Kleenex
- O Sunscreen labeled *** Please apply and teachers will re-apply as needed
- O Extra set of clothes (2) labeled
- O Morning snack, lunch, water bottle and additional drink labeled
- O Lunch Box or Bag labeled to hold all food containers for the day (size not to exceed 9" x 11" x 4")
- O Ziploc Brand Bags (one box each) sandwich-size box and quart-size box

Geenerways Organic - Bug Repellent

CDSA will provide and apply Geenerways Organic Bug Repellent for all students (exception: Infant-Young Toddler students) during outdoor activity. Please remember to apply sunscreen at least 30 minutes before arriving to school; as a time-delay is needed for application and effectiveness.



Greenerways Organic insect repellent is the first certified organic repellent for sale in the US!

Our USDA certified bottling facility ensures the formula remains in an unadulterated state, eliminating the need for additives that may lessen effectiveness and ensuring it remains a truly organic product.

- Provides peace of mind for safe use with young children, adults, pets, and around the home.
- Made from a DEET-free, non-toxic blend of organic plant-based essential oils, including citronella, lemongrass and cedar oil that are known for their natural bug repelling properties and safe use.
- Contains no added chemicals, alcohols, scents, plant surfactants, soaps or glycerin, making it gentle and safe for even the most delicate skin and especially those who are chemicallysensitive.
- Natural ingredients such as citronella and cedar oil ensure that it smells great with no artificial perfumes!







Summer Program 2020

Scheduled Splash Days: Every other TUESDAY

- Week 2 Tuesday, June 9th
- Week 4 Tuesday, June 23rd
- Week 6 Tuesday, July 7th
 - Week 8 Tuesday, July 21st



We salute those who fought for freedom then, and now.



CDSA will be closed Friday, July 3rd Extended Day is <u>NOT</u> available

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Initials

Extended Day Registration

Teacher In-Service

August 11 - 14, 2020

REGISTRATION FORM DUE ON OR BEFORE JULY 2nd

Child's Name:

Class:

Please check the boxes for the days/times your child will need care:

Monday, August 10th: <u>NO</u> SCHOOL / <u>NO</u> EXTENDED CARE AVAILABLE (Facility Maintenance)

Tuesday, August 11th:

Yes, my child will attend 8:15 a.m. – 3:30 p.m. (\$30)	
Yes, my child will attend 1/2 Day 8:15 a.m. – 12:30 p.m. (\$20)	
My child will need Extended Hours from 7:00-8:00 am (\$.10/minute)	
My child will need Extended Hours from 3:30-6:00 pm (\$.10/minute)	
NON CDSA Students – attending 8:15AM – 3:30PM (\$40)	
Wednesday, August 12 th :	
Yes, my child will attend 8:15 a.m. – 3:30 p.m. (\$30)	
Yes, my child will attend ½ Day 8:15 a.m. – 12:30 p.m. (\$20)	
My child will need Extended Hours from 7:00-8:00 am (\$.10/minute)	
My child will need Extended Hours from 3:30-6:00 pm (\$.10/minute)	
NON CDSA Students – attending 8:15AM – 3:30PM (\$40)	П

Please telephone the ED cell to speak with staff during Extended Day: 817-253-9994 PLEASE COMPLETE BOTH SIDES OF FORM

Thursday, August 13th:

Yes, my child will attend 8:15 a.m. – 3:30 p.m. (\$30)	
Yes, my child will attend ½ Day 8:15 a.m. – 12:30 p.m. (\$20)	
My child will need Extended Hours from 7:00-8:00 am (\$.10/minute)	
My child will need Extended Hours from 3:30-6:00 pm (\$.10/minute)	
NON CDSA Students – attending 8:15AM – 3:30PM (\$40)	
Friday, August 14 th :	
Yes, my child will attend 8:15 a.m. – 3:30 p.m. (\$30)	
Yes, my child will attend 1/2 Day 8:15 a.m. – 12:30 p.m. (\$20)	
My child will need Extended Hours from 7:00-8:00 am (\$.10/minute)	
My child will need Extended Hours from 3:30-6:00 pm (\$.10/minute)	
NON CDSA Students – attending 8:15AM – 3:30PM (\$40)	

If your child is attending extended day, **please** remember to provide a lunch for him/her. <u>Lunch is not provided</u>.

A pre-registration form must be completed and returned to the Administrative Assistant by the designated deadline stated above. In order to maintain ratios, *no drop-ins* will be allowed. Thank you!

You will be invoiced for any holiday/early dismissal extended day for which you register, whether or not your child actually attends.

Parent Signature

Date

Please telephone the ED cell to speak with staff during Extended Day: 817-253-9994

Reminder:

"Meet the Teacher" is Friday, August 14th from 4:00 - 5:00PM



Country Day School of Arlington PLEDGE, WAIVER, AND RELEASE

Childcare facilities, including Country Day School of Arlington (CDSA) pose an inherent risk that viruses will spread amongst students and staff, including but not limited to COVID-19. While CDSA cannot eliminate this risk, it has adopted the CDSA COVID-19 Mitigation Plan (the "Plan") to help reduce this risk. The Plan is attached to and incorporated into this Pledge, Waiver, and Release. CDSA is committed to complying with protective measures and sanitation protocols enumerated in the Plan. In order for the Plan to be most effective, CDSA staff and all families with students attending CDSA must comply with its terms. Consequently, as a condition of attendance and participation, CDSA is requiring all families enrolling students in CDSA on or after June 1, 2020 to:

1) Promise to comply with the Plan as well as all applicable local, state, and federal laws regarding COVID-19;

2) Acknowledge that there is inherent risk of dissemination of COVID-19 in childcare and education facilities located in Arlington, Texas including CDSA, and agree to assume the risk of contracting COVID-19 as a condition of enrolling in any and all CDSA programs; and

3) Recognize that even if CDSA, its students, and their family members all comply with the Plan, such preventative measures may be insufficient to prevent the spread of COVID-19 within the CDSA community.

While CDSA strives to maintain the sanitation and safety of the school from viral infection, CDSA staff members may make MISTAKES or inadvertently act NEGLIGENTLY in trying to do so. In exchange for attendance and participation in CDSA programs, attending students and family members of those students (and anyone that could legally stand in their place) agree to release, indemnify, and hold harmless CDSA (and its past, present, and/or future board members, administrators, officers, employees, volunteers, agents, attorneys, insurers, representatives, designees, and assigns) from all liability or claims arising from CDSA's NEGLIGENCE or MISTAKES, whether involving inherent risks or otherwise, related to students' and families' exposure to the COVID-19 virus and CDSA's attempts to mitigate the spread thereof. These assumed risks include but are not limited to illness, bodily injury.

By enrolling a student in the CDSA program and signing this Pledge, Waiver, and Release, you represent that you fully understand and agree to CDSA's terms as set forth above, and accept CDSA's terms on behalf of your student. This Pledge, Waiver, and Release is limited to the dissemination, contraction, and exposure to COVID-19 and the consequences thereof and is in no way intended to reduce obligations CDSA has to its students regarding general student welfare and safety under federal or Texas law.

Name of Parent (Print):	Γ	Date:	/ /	1

Parent (Signature):

Joyce Hunt Head of School Country Day School of Arlington 1105 W Randol Mill Rd, Arlington, TX 76012 817-275-0851 / www.cdsa.org

Revised: 05-29 - 2020



Handbook Acknowledgement Form

Summer Program 2020

I, ______ (Parent or Guardian), hereby confirm that I have personally read the Country Day School of Arlington *2020 Parent/Student Summer Handbook*. With this signature, I acknowledge my understanding and acceptance of the policies set forth in this publication.

Student Name(s):

Parent/Guardian's Signature

____/___/____ Date

REQUIRED: PLEASE RETURN TO THE FRONT DESK