



SUMMER PARENT HANDBOOK 2025



COUNTRY DAY SCHOOL OF ARLINGTON

1105 W. Randol Mill Rd.
Arlington, TX 76012
www.cdsa.org
admin@cdsa.org
Office: 817-275-0851
Cell: 817-253-9994

MAY 27- AUG. 1, 2025



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 academic, 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.

Important Dates

TUES, May 27th: First Day of Summer Program

WED, May 28th: On-site Field Trip: Petting Zoo

TH, June 19th: Juneteenth holiday observance – No school nor extended day

WED, June 18th: On-site Field Trip – Arlington Symphony

FRI, July 4th: Independence Day holiday observance – No school nor extended day

WED, July 30th: On-site Field Trip with the Bubble Truck at 10:30AM

FRI, August 1st: Last Day of Summer Program 2025

Hours

Full Days: 8:15AM – 3:30PM

Half Day: Infant students are dismissed promptly at 12:00PM / Toddler & Primary students are dismissed promptly at 12:30PM

Extended Day: 7:00AM – 8:00AM and 3:30PM – 6:00PM

Registration

For each child the Summer Program requires a \$70 non-refundable registration fee. Please indicate your preference for payment method on the summer program registration. An Extended Day Agreement Form for summer must be submitted, even if “Drop In” care is all that is required. *Please note: ***To receive reimbursement**, you may modify your registration to change dates if written notice on the **Summer Change of Schedule form** is given at least 2 weeks in advance. The Change of Schedule form is available on our website under the summer links on the left or can be requested from admin@cdsa.org.*

Absence & Tardiness Policy

If your child is sick, going to be late, or otherwise absent, please email admin@cdsa.org, or text (817-253-9994) by 8:15AM. If absences are anticipated before they occur, please notify us via email at admin@cdsa.org. Make-up days for days missed will not be permitted. Activities begin at 8:15AM. We will not postpone special events for students who are late.

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 or in their tote bag. If emergency medical attention is needed, CDSA will recommend to the emergency medical personnel, the hospital listed on the “Authorization for Emergency Medical Attention” within the Application for Admission to CDSA.

Arrival and Dismissal

Students should be dropped off and picked up from the Main Building. Please ring the doorbell upon arrival. A staff member will greet your child and escort them to class. Summer hours are 8:15-3:30PM. When a child arrives between 7:00 - 8:00AM, they will be considered a Morning Extended Day student that day and the Business Office will charge for morning ED. Advance notice is requested if your child is not registered for Morning Extended Day.

Under no circumstances should parents allow students to walk unescorted to or from The Suite. During Summer, the students in “The Suite” will start their day with morning recess. Students will come to the front playground gate and enter the playground upon arrival.

When the authorized guardian arrives to pick up the child, he/she should text the CDSA cell phone at 817-253-9994. The time that you text for your child is the time your child is clocked out on Procure not the time we bring them to the front as often they may be cleaning up etc. 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).

In order to ensure a safe and secure dismissal, the staff member exiting the child may request to see the driver's license of the individual picking up the child, if the adult is not known to the staff member.

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.

Behavior Expectation & Discipline 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 move 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 and taught via modeling, how to speak to another child about a conflict. Children are also given options and helped to find appropriate ways to handle different situations.

Birthdays

Students are celebrated on their birthday by having the “*CELEBRATION OF LIFE*” ceremony, that lasts about 15 minutes. Parents are welcome to bring a store bought, healthy treat. Please coordinate with your child’s teacher via Montessori Compass, at least one week in advance before the ceremony to schedule as we strive to have only one celebration a day, so that child feels special. Invitations to birthday parties off campus may be distributed in class only if all students in the class are invited.

Communication

- **Email:** admin@cdsa.org / Head of School - joyce.hunt@cdsa.org / Assistant Head of School - kathryn.mcnorton@cdsa.org
- **Phone:** (main office) 817-275-0851 (cell) 817-253-9994
- **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 messages and email their child’s teacher, view classroom photos, and access their child’s activity 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.

Extended Day (ED)

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). To ensure appropriate coverage, children may not be dropped in without confirming a space with the front office in advance via emailing admin@cdsa.org. You may reserve a space up to 3:00PM the day that care is needed, if space is available. If your child is not picked up by 3:30 p.m. they will join Extended Day; the drop-in rate will apply. Parents picking up their children after 6:00PM will be charged \$1 for every minute after 6:00PM.

Extended Day (ED) Snacks

Afternoon snacks are typically served between 4:15 & 4:30PM. They are provided daily for all children except the Infant Class. Morning care students are allowed to bring breakfast when they arrive before 7:45AM.

Financial Policy

Summer Program tuition payments may be paid monthly or in full. If selecting to pay in full, tuition will be billed in June. If selecting to pay monthly, tuition will be billed by the following schedule:

- Weeks 1 – 5 summer fees will be drafted June 16th.
- Weeks 6 – 10 summer fees will be drafted July 15th.
- If combined with 2025-26, Weeks 1-5 will be drafted June 16th, and Weeks 6-10 will be drafted July 15th.

- The Summer Program ED monthly plans are offered during June and/or July only – for students attending all weeks of each month. **May 27-30th extended day will be billed as drop in.**

Illness

If a child has a fever of 99.5 degrees or higher, the child will be separated from the other children and parents will be contacted 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 the 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

Jason's Deli is not offered – all students bring lunch every day during the Summer Program. Please label (first name & last initial) ALL food and beverage containers including thermos, lunch box, Tupperware, snacks, cold packs, etc. Please use cold packs/icepacks to keep lunches cool. We are very limited in refrigerated storage space for lunches. Please send your child's lunch in easy-to-open containers. Please pack food items your child enjoys and quantities that are feasible for him/her to consume.

All Toddler and Primary students should bring labeled thermos for water. When playing outside, they will take their thermos to ensure they are getting proper hydration.

In addition to providing 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.

Infant Class children are only served food provided by the parent. Please make sure your child has an up-to-date Infant Care plan that will advise the staff on their eating habits.

Some students have severe nut allergies. CDSA is a peanut free school. No peanut butter products are allowed.

Medical

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

Insect Repellent

CDSA will provide insect repellent for all students except for the students in the Infant Class. CDSA utilizes Organic Bug Repellent. Infant parents must provide insect repellent for their child. If insect repellent is desired for infants, you may provide it. Be sure to label.

Sunscreen

In addition to bringing sunscreen so that it can be reapplied at the end of the day, please send your child to school with sunscreen already applied so they are protected during morning recess.

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 will only 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 CDSA staff member, following the directions on the medical authorization form.
- 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 have a completed Student Asthma Action form, including the doctor's signature. The inhaler must be kept with all other medications to be administered. It will be made available as needed per the doctor's instructions.

>> Students with **Food Allergies** must submit a **FARE Form** (Food Allergy Research & Education) which will provide CDSA staff with an [emergency care plan](#) for food allergies and anaphylaxis response. This form is REQUIRED, and a healthcare provider authorization signature is needed, along with a parent/guardian authorized signature. This form can be provided by the Front Office, or visiting www.foodallergy.org

Personal Items

Parents must label all clothing, backpacks, lunch kits, etc. Please remember that other students possess some of the same items. Students are not allowed to bring electronic items nor expensive items onto campus. Toys are not allowed at school, except at a teacher's request. Students are never allowed to bring toy weapons or replicas on campus.

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

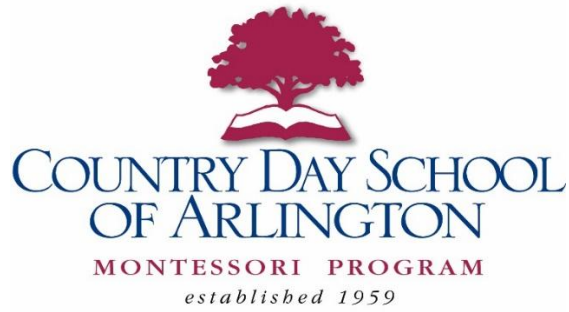
Please listen to the stations to secure information regarding the closing or delayed opening of school. Decisions regarding opening, closing, or delaying school will be made by 6:30AM.

Additionally, school closings will be posted on our school website and via Montessori Compass by 6:30AM.

Additional Information

If you have any questions or concerns about the policies and procedures, please feel free to contact Joyce Hunt, Head of School or Kathryn McNorton, Assistant Head of School. Country Day School of Arlington (CDSA) is a Texas state licensed facility. If there is a licensing concern 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: 05/12/2025



Handbook Acknowledgement Form

Summer Program 2025

I, _____ (Parent or Guardian), hereby confirm that I have personally read the Country Day School of Arlington *2025 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 CDSA