

# **Shady Oak Primary School**

## **SCHOOL POLICIES / PROCEDURES FOR PARENTS**

**2016 / 2017**

**600 Main Street  
Richmond, TX 77469  
281-344-1291**



Dear Parents,

I would like to welcome you and your child to Shady Oak Primary School. It is very important that you understand our philosophy of education and the policies involved in planning our curriculum and in the organization of our school.

Certain policies and procedures are necessary to maintain the high quality of education and care that we offer at Shady Oak Primary. It is for this reason that this policy and information manual has been written and given to you.

We are looking forward to spending a wonderful year with you and your children. Please contact me if you have any questions concerning the information presented in this manual.

Sincerely,

Debbie Elder  
Director

**PHILOSOPHY OF EDUCATION**

At Shady Oak Primary School, your child is involved in a total developmental program that focuses on the student's individual needs. This is possible through a well thought out curriculum together with carefully selected hands-on materials.

Our goal is to provide a warm, stimulating environment, offering a variety of opportunities through which the students can learn. We pride ourselves with the development of the whole child – the academic, intellectual, social, physical and emotional needs of each student in our school.

Because each student has his/her own needs, desires, strengths and weaknesses, they should be allowed to progress at their own pace. A wide variety of activities are offered which gives the students opportunities to explore and discover, while learning a sense of responsibility to him/herself, as well as to the group. The manner in which our program is set up allows the teacher to work with the children in small groups as well as individually. Teachers are continually assessing the student's level of understanding and capabilities.

Shady Oak Primary School provides a safe, positive and comfortable learning experience for each student so they can learn and develop at their own pace.

We feel that there should be a close relationship between the school and home to guide the student smoothly through their school years and provide a feeling of consistency. Parent involvement is a proven ingredient in student success. We welcome your feedback and urge you to join us at any time. Please contact us if you have a question, need information, or wish to discuss any matter.

# **Admissions**

## **Admissions Procedure**

Shady Oak Primary School has rolling admissions, and makes every attempt to include interested students in our school. General enrollment procedures are as follows:

1. Parents
  - Attend a school tour
  - Complete an application and submit the required application fee
  - Complete and submit records request & recommendation forms
  - Participate in an interview with the prospective teacher
2. Students
  - Participate in a morning school visitation
  - Participate in an assessment with the prospective teacher

The Admissions committee evaluates the application, assessment, and other recommendation forms and makes an admission decision.

At that point, parents submit the signed and dated enrollment contract, along with the applicable payment; thereby completing the enrollment process.

## **Acceptance Policy**

The first six to eight weeks of school is a transition period for all students. During this time, our staff will closely watch new students to assess the fit between the child and the school environment. Respect, manner and cooperation are needed to function well socially within the classroom. Although most students thrive in the Shady Oak setting, it may not be the best fit for certain personalities or learning styles. Likewise, you as a family may decide that our environment is not a match for your child's individual needs.

As necessary, your child's teacher or you as parents can call a meeting or send a note to discuss any concerns and develop an action plan. The Director will likely attend the meeting. Immediate dismissal may result from especially uncooperative, disrespectful or physically aggressive behavior.

In accordance with Shady Oak's educational philosophy and practice, we seek to develop and balance the needs of the whole child, working with the intellectual, spiritual, emotional, and physical development of the individual within a social context.

## General Policies

### Attendance / School Closures / Holidays:

There will be no reduction of fees/tuition due to absences of any kind, including illness, vacation, holidays or weather conditions.

**Holidays:** Labor Day, Fort Bend County Fair Day, Thanksgiving Week, LCISD Winter Break, Martin Luther King Day, Presidents Day, LCISD Spring Break, Good Friday and Easter Monday.

If inclement weather conditions force LCISD school closures, Shady Oak Primary School will also close. Shady Oak Primary School will use the Director's discretion on all other inclement weather closures.

### Academic Attendance

We ask that our students do their best to attend school on time, and ready to learn each day. Should a student be absent, he/she may be required to make up work based on a specific concept taught during their absence. Any assigned make up work will be at the discretion of the teacher. We appreciate your cooperation in ensuring all required work is complete in a timely manner.

Please notify the school office via email if your child will be absent from school that day.

### Early Release Days

To ensure that the quality of our program is maintained, Shady Oak Primary School Staff meets monthly as a group for in-service training and planning. We have scheduled five early release days throughout the year to allow us to come together for this purpose. The scheduled early release days for 2015/16 are: **Oct. 10, Nov. 14, Feb. 7, and Apr. 18.** (Early Release days fall on Mondays during the fall semester and Tuesdays during the Spring semester)

On early release days, Primary will meet in the morning as usual. Children will be released at **11:30 a.m.** Please make arrangements to pick up your child promptly at this time.

### Before or After School Care

Shady Oak Primary School does not provide after school care for students at this time. After school care for children up through grade 3, is available at our sister facility, Shady Oak Christian School. Academic support for grades 3-5 is available at "Set Them Up for Success". Please inquire for more information.

## **Dropping off and Picking Up Your Child**

School hours are from 8:30 am to 3:15 pm. The building is open at 8:00 a.m. for early drop off; children will go outside for supervised play at 8:00am. Please have children here no later than 8:20 so they can participate in the daily prayer & pledge. At dismissal, please use the carpool lane on 6<sup>th</sup> street to pick up your child. **Shady Oak Primary School is not responsible for your child after 3:30 pm.**

Remember to check the student's weekly folder thoroughly for teacher notes, class work, etc. **Folders go home each Friday.** Please remove your child's work and discuss it with your child. If you have questions, contact your child's teacher for clarity.

## **Persons Other Than Parent or Guardian Picking Up Children**

We will release your child only to persons whom you have authorized in writing on your emergency papers (in enrollment forms). You must notify us **in person or in writing** if a person is not listed on your authorization form.

Please note that we will require approved state identification, such as a valid driver's license, if we do not recognize the person picking up your child. We may also ask a parent for an approved state ID if we have not met the parent. We trust you realize the importance of this policy.

## **Clothing**

We ask that students dress appropriately in comfortable, washable clothing. Shoes with closed toes & heels are preferred—**No Flip Flops**. Your reassurance that he/she may participate in all school activities will help them to be happier at school. The school may take exception to a student's appearance if it's distracting. Our desire is to foster an environment where we can all learn. Teachers will communicate with parents about clothing that does not fit the guidelines.

## **Toys and Electronic Devices**

Toys, electronic games & devices **are not** permitted at school. If your child has a cell phone, it must be kept on silent and in their backpack. If you need to get in touch with your child, please call the front office.

## **Animal Policy**

Pets are not allowed at school without prior approval of the Director. If allowed, the school will notify parents via email at least 24 hours before arrival. All animals must be brought to school in a latched crate, and kept on a leash. Keep in mind that many children have dog/cat allergies; some get highly anxious or are fearful of different animals.

**General Policy Information (continued)**

**Medication**

Absolutely no medication will be given by the staff without your signed authorization.

If your child requires prescription medication be given during the school hours, you are required to fill out a form authorizing us to dispense the medication to your child. **Medication must be in the original container, clearly labeled with your child's name, prescription number and dosage.**

Separate forms for the administration of fever and pain reducing medications are available in the office and must be signed by the parent before appropriate dosage can be given.

**Health Policies**

In compliance with communicable disease criteria of the Texas Department of Health, policy states that no student who is known to have a communicable disease shall be received or allowed to continue in school unless the following conditions are met.

**CHICKEN POX** Seven days have elapsed since the first crop of vesicles, or all blisters have crusted over.

**HEPATITUS** Your child has a doctor's written permission to re-enter school.

**IMPETIGO** Your child has doctor's written permission to re-enter school.

**MUMPS** Your child has doctor's written permission to re-enter school.

**REBOLA (Mumps)** Your child has doctor's written permission to re-enter school.

**RUBELLA (German Measles)** Your child has doctor's written permission to re-enter school.

**PEDICULOSIS (Head Lice)** Your child has been treated with medicated shampoo or lotion specially formulated for head lice and the Director has examined the child's head.

**BACTERIAL and/or VIRAL CONJUNCTIVITUS (Pink Eye)** Your child has doctor's written permission to re-enter school or the eye(s) is/ are clear.

**RINGWORM OF THE SCALP** Treatment has begun and the area is covered while at school.

**SCABIES** Your child has doctor's written permission to re-enter school and prescribed treatment has begun.

**STREPTOCOCCAL INFECTIONS (Strep throat and Scarlet Fever)** Twenty -four hours have elapsed since and antibiotic treatment was started and the fever has elapsed. (Children with Scarlet Fever must have a doctor's excuse to return to school.)

**TUBERCULOSIS** Your child has doctor's written permission to re-enter school.

**FIFTH DISEASE** The fever has subsided and your child has a doctor's written permission to re-enter school.

**INFECTIOUS MONONUCLEOSIS** Your child has doctor's written permission to re-enter school.

## **ILLNESS POLICY**

Per Texas State regulations, **children must remain at home until symptom free and fever free for 24 hours if they manifest the following conditions: illness, fever, vomiting, diarrhea.**

After contracting an infectious condition, such as pink eye or strep throat, the child can only return to school with a doctor's note that states he/she is no longer contagious.

If a condition arises that seems out of the ordinary, or unhealthy, Shady Oak Primary School will discuss with the parent. A doctor's note confirming that the condition is allowable at school will be requested if the child is to continue attendance.

**If the child leaves the school due to fever (100.2 or above), vomiting or diarrhea, Texas State Law requires their absence for a 24 hour period. This means fever free without using a fever reducing medication, such as Tylenol, Advil, etc.**

**A Student is not allowed to remain in school if he/she complains of any of the following:**

- \*A fever of 100.2 or higher
- \* A suspected contagious disease
- \* Vomiting
- \* Diarrhea
- \* An undetermined rash
- \* Feeling too ill to remain in school.

**To prevent exposing other students to disease, a student should not come to school if he/she has the following symptoms:**

- Vomiting or Diarrhea before school
- An undetermined rash
- A fever of 100.2 degrees or higher within the past 24 hours

## **Student Behavior Issues**

### **Policy on Inappropriate Behavior**

1. The parents will be notified if a teacher notices that a child exhibits inappropriate behavior that is **consistent or frequent**.
2. Teacher, parents and Director will meet together to discuss ways in which parents and school can work to redirect these behaviors into more appropriate channels of conduct.
3. School personnel will suggest outside counseling if deemed necessary in order for the child to continue attendance.

### **Refusal of Continued Attendance**

1. A child who causes frequent disturbances and/or bodily harm to other children, to adults, to themselves, or to school property will be dismissed from Shady Oak Primary School.
2. A child who is deemed unable to learn in the school environment will be dismissed from Shady Oak Primary School.
3. A child who causes the teachers to place so much attention to his/her negative behavior that less attention is given to other children in the classroom will be dismissed from Shady Oak Primary School.

### **Parents Must Come for the Child Immediately**

The following behaviors will result in the child leaving the school for the remainder of the day. Parent will come for the child immediately if the child is:

- Harmful to self, to other children, or to staff members.
- Destruction of school property.
- Continually causing disruption of a class.
- Using inappropriate language or interaction with other students or staff.

**We have an obligation to provide a safe, secure and happy environment for each child enrolled in our school.**

## Parental Involvement

“Hygge” is Shady Oak’s word of the 2016-17 year! Pronounced “hoo-ga”, it is a concept borrowed from Scandinavia, denoting a calm, comfortable time with people you love; a complete absence of frustrations or anything emotionally overwhelming. Often enjoyed with good food and drinks, warm blankets and candlelight. This is happiness!

### Communication

We constantly strive to keep parents well informed about what is happening at Shady Oak Primary School. Please look for the following venues to keep your family updated:

- The **chalk board** outside the front door is updated with weekly reminders. Please check it daily.
- The **Friday News and Updates** will be sent home each Friday, by email as well as a hard copy in the Friday folder. It will alert you as to what’s happening in the following week or two.
- **ShadyOakPrimary.com**, the school website has information, updates, and a year long school calendar.
- **Shady Oak Primary School Facebook Page** has great photos of what is happening in the classroom and playground. Please friend us, and enjoy seeing the fun and the learning your child is having at school. Extended family is also welcome. This is a great way for your relatives to keep up with your child’s adventures in school.
- **Remind App:** This handy phone app lets us send you quick messages that may require your immediate attention. A separate informational sheet on how to install and use can be found in your Orientation Packet.

**Please make sure the school has your current phone number and email address.**

### Opportunities for Involvement

We have many ways in which you can involve yourself in the life of the school. Some are purely social, some are educational, some are for fundraising, and some are just plain fun! More information as well as sign ups will be available at our annual September Block party.

- **Christmas Event:** This is our number one fundraiser for the year, done in conjunction with Shady Oak Christian School. The committees include: 1.) Silent Auction 2.) Breakfast food 3.) Crafts 4.) Cookies With Santa 5.) Festival of Trees. Please attend our school **Block party** in September for more details.

## Shady Oak Primary School

- **Coffee Morning at Josephs:** Approximately twice monthly, a no host coffee takes place at Josephs located at 202 Morton Street, just after morning drop off. It's a great time to meet other parents & chat.
- **Field Trips:** Shady Oak Primary does not own a school bus, so we depend upon our parents/grandparents to help drive and chaperone our students on our field trips. (See Field Trip Policy) Generally, there are 3-4 trips held during the school year.
- **Room Parents:** Help organize class parents to help with special projects or events at school, such as Teacher Appreciation and the Class Christmas Tree.

### Parent Education

Shady Oak Primary offers numerous Parent Education opportunities throughout the year. We expect our families to attend a **minimum of two**. We believe that parenting is another one of your professions. We know you continue your training to maintain your expertise at work; we want to offer the same opportunity as you continue on your parenting journey. We maintain a list of "Recommended Reading" on positive parenting, available upon request.

### Field Trip Policy

Shady Oak utilizes parent volunteers to help on all field trips in the capacity of chaperones and drivers. To ensure the safety of all participants, the following field trip policy will be closely followed.

Written notification of field trips will be given to parents at least 24 hours in advance. Exception is made for walking field trips within four blocks of the school.

All children taken on field trips will wear a nametag with name and phone number of school printed clearly on the front of the name tag. In addition, children will be encouraged to wear school shirts on all field trips.

On September 1, 2009 a law from the Texas Department of Public Safety took effect. This state law requires that all children **younger than eight (8) years old, UNLESS taller than 4'9", be in child passenger safety seat system**. "Child passengers safety seat system" includes traditional care seats with harnesses AND booster seats—both high-back and backless versions. The law also requires all safety seats and booster seats to be installed according to the instructions of the manufacturer of the safety seat system. Additional information can be found online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).

In the event that a child's parent does not drive on a field trip, **that child's safety seat must be properly installed in the driver's car by his parent**. The safety seat must be clearly labeled with the child's name. Any child, who by law requires a safety seat, without one will not be able to go on the field trip.

Each child's emergency card will accompany him in the car in which he is riding. Those cards will be given to the driver in a sealed brown envelope and will remain in the envelope unless they are needed in the event of an emergency. The cards will be returned by the driver to the teacher or administrator upon returning to the school.

While on the field trip, the driver will check regularly by name for the children that rode with him/her. In addition, teachers will regularly check for children from a class list.

All drivers will have cell phones in their vehicles with the school number and the cell numbers of other drivers easily accessible to them at all times. All cars must be equipped with a fire extinguisher and a first aid kit with the following items: multi-size adhesive bandages; adhesive tape; water proof, disposable gloves; gauze pads; tweezers; scissors; cotton balls; an antiseptic (such as hydrogen peroxide); and a thermometer.

\* All Drivers must have completed the sign-up form at least 24 hours prior to departure. Sign-up forms will be posted in the front office foyer. Information provided on the Field Trip Sign-up form includes, but is not limited to, the following:

- Name of Driver and Driver's License Number with expiration date.
- Number of Children car can safely transport (seat belts are required for each passenger).
- Make, model and color of vehicle being used.
- License plate number of vehicle being used.

\* The Director-in-charge must approve all changes to either the driver or the vehicle at least 24 hours prior to departure. Last minute changes are at the discretion of the Director in charge.

\* All drivers will submit to a criminal background check once every two years. This background check must be completed at least 48 hours prior to the field trip.



## **School Success Begins at Home!**

### **Successful students:**

- Start each day with a nutrition breakfast that includes protein.
- Eat a nutritious snack and lunch daily. (If you want some great snack and lunch ideas, contact the school and we will send you some great suggestions for even the pickiest of eaters.)
- Participate in the preparing of their snack and lunch daily. This is especially helpful for difficult to feed children.
- Have a meaningful discussion about their day at school and answer specific questions about their learning. The newsletter is a great source of information that you can draw on to inquire about specific learning your child has experienced in the classroom.
- Review spelling words, math facts and assignments with their parents each afternoon.
- Receive a minimum of 8 - 10 hours of sleep each evening.
- Participate in a cooperative household and are offered plenty of opportunities to contribute on a daily basis.
- Deserve a balanced and stress free environment, where they have plenty of time for reflection, connection and quiet play.

## **Nutrition & Wellness**

***Please make sure the staff is aware of any food allergies your child may have.***

### **Breakfast**

Your child's work at school is directly affected by the nutritional quality of their meals. Please provide them with a nutritious breakfast daily. A high protein breakfast that includes a generous portion of meat, eggs, cheese, nuts or beans is essential to their development, learning and enjoyment at school.

Read the labels of the foods you buy, and avoid sugar, high fructose corn syrup, artificial sweeteners, flavorings and dyes. Most nutritionists believe that these substances interfere with a child's ability to learn as well as regulate their behavior. Donuts, pop tarts, pre-sweetened cereals and other fast foods may be convenient but do not contain the necessary nutritional value for productive learning.

Good nutrition habits directly affects a child's health, concentration and behavior. Our staff always knows when a child has not had a nutritional breakfast by their academic work, their attitude and their behavior.

### **Lunch and Snacks**

All elementary students bring their lunches from home. Nutritious foods, (whole grains, vegetables, fruits, cheese, and meat) are to be brought in reuseable containers. Healthy snacks are permitted, and are eaten at morning recess.

### **Lunch & Snack Suggestions**

Proteins: Chicken, fish, beef, boiled egg or egg salad, yogurt, cheese, natural nut butters on whole grain bread, beans & rice, tofu, seeds and nuts

Grains: Whole grain breads, tortillas or crackers

Vegetables: A wedge or slices of one or two different fresh vegetables, raw or cooked, such as carrot, celery, cucumber, lettuce, pea pods, peppers or avocado

Fruit: One or two different fruits, such as kiwi, banana, apple, pear, orange, grapes, or berries.

### **Fast Food Lunches are not permitted**

McDonalds, Taco Bell, Chic-fil-a, Whataburger, etc. are not acceptable foods for a strong, healthy body or mind. Please refrain from sending candy, carbonated drinks, hot pockets, lunchables or other highly processed, “convenience” foods.

Teaching your children the importance of good eating habits while they are young will benefit them for the rest of their lives. It is very important to practice these food habits in the home for the sake of consistency and for your child’s well being.

### **Birthday Celebrations/Birthday Books**

Birthdays are always a cause for celebration at Shady Oak. Because of the upsurge in food allergies, as well as nutritional concerns, we ask you to refrain from bringing in birthday sweets. Instead, the gift of a Birthday Book would be appreciated. Your child can choose their favorite book to give to the class, with their name & photograph displayed in the inside cover. They may choose to have a teacher or parent read the book aloud to the class, or read it themselves; the book will be on display in the library for the month. Please bring the book at least one week before their birthday in order to insure that it is prepared.

If your child is having a birthday celebration outside of school, please mail or e-vite invitations to the homes of the invited guests. When the entire class is invited to a party, you may bring invitations to school for distribution.

## Enrollment & Fees

### Non-Discrimination Policy

Shady Oak Primary School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational or admissions policies, or any other school administered programs.

### Enrollment

Enrollment procedures require that we have the following information **on or** before the first day of your child's enrollment:

1. Application Fee and authorization forms, completed and signed.
2. Physician's report attesting to your child's good health and/or health records.
3. Immunization records.
4. A signed and **notarized** Emergency Medical Care forms
5. A Non-refundable Application Fee of \$275.00.00 per child.

**APPLICATION FEE:** There is a one time **\$275.00** Application fee for **NEW** Students, **which is non-refundable**. A discount of \$50 for new student sibling application fees. **These fees are non-refundable.**

### **Tuition and Payments**

Tuition for the 2017-18 school year..... **\$9,450.00**

Twice Yearly Supply Fee, due Aug. 1 & Jan. 1.....**\$175.00**

Payment Type	Amount	Due	Duration	Notes:
In Full for 3% discount	\$9,166.00	August 1	One time	No additional sibling discount
10 Months	\$945.00 monthly	1 <sup>st</sup> of each month	Initial payment (non-refundable) upon enrollment, then September 1- May 1.	Credit Card required
12 Month	\$790.00	1 <sup>st</sup> of each month	Initial payment (non-refundable) upon enrollment, June 1 – April 1.	Credit card required

## **Delinquent Account Late Fees and Insufficient Funds**

- *A charge of \$50.00 will be assessed for each delinquent account, late payment and/or each insufficient funds charge. If you are delinquent, your child will not be able to attend classes until the account is paid up-to-date. **No Exceptions.** Final records, transcripts and report cards will be released only when accounts are paid in full.*

## **Tuition Information / Credit Card Forms**

Shady Oak Primary School makes every effort to keep tuition fees as reasonable as possible while continuing to maintain a quality education experience for students. It is important that all fees are paid when due in order for Shady Oak Primary School to meet its financial obligations.

Those entering the school during the school year will be assessed tuition based on the portion of the school year yet to be attended.

**Tuition is for the school year, not for a specific day, week or month that a child attends, and is non-refundable.**

There will be no fee reduction due to absences of any kind, including illness, vacation, holidays or weather conditions. Shady Oak Primary School reserves the right to close when there are hazardous weather conditions.

- **Delinquent accounts will be reviewed on a monthly basis by the Director. Shady Oak Primary School reserves the right to administratively withdraw or prevent a child from attending class with past due accounts until the account is brought up-to-date.**
- Parents with past due accounts that drop their child off will immediately be called to pick up your child.
- Final records, transcripts and report cards will not be released until all accounts are paid in full.

If a family is experiencing financial difficulty which may prevent timely payment of tuition, it is the parent's responsibility to schedule an appointment immediately with the school Administrator to discuss and resolve.

**Re-enrollment for the following year will not be accepted until the student's account is paid in full**

## VI. ACKNOWLEDGEMENT AND AGREEMENT

**By my signature below, I acknowledge and agree to all of the information contained in the Parent Handbook. I have read all of the information in the handbook and have initialed the items requested.**

**Signature:** \_\_\_\_\_  
**Parent/Guardian**

**Date:** \_\_\_\_\_

**Shady Oak Primary School Administrator:** \_\_\_\_\_

**Date:** \_\_\_\_\_