

Full S.T.E.A.M. Ahead!

Wonderland Private School



Parent Handbook

WONDERLAND PRIVATE SCHOOL

“A Child Goes Forth”

5724 Calhoun Rd.

Houston, TX 77021

We welcome you and your child to the Wonderland Private School and to the partnership we will share during these school years.

The need for quality child care programs is great. To help meet this need, the Wonderland Educational Program was established. The goals of Wonderland are:

To provide a loving environment and model educational program for young children.

This booklet is intended to explain our program to you. We hope you will read it carefully and keep it for future reference.

We solicit your cooperation and support and welcome your comments and suggestions.

Sincerely,

The Wonderland Educational Estate Association



OUR PROGRAM

Wonderland Private School has a capacity of 60 students and serves ages 18 months up to 5 years old.

Every child is a unique and total person. So, Wonderland offers children varied opportunities to learn in all areas: physical, social, emotional, and intellectual.

Although the program may appear informal, the curriculum and environment are the result of careful and detailed planning based on the best available knowledge of child growth and development. In planning, the staff considers the group needs of the children, but is ever mindful that each child is a distinct individual with unique needs, ideas, and interests.

Because we know that young children learn best through activity and experimentation with actual objects, the major emphasis is on learning through play. Large blocks of free, uninterrupted time are made available and each child is free to choose from a wide variety of thoughtfully chosen materials and experiences. Warm and understanding staff members are always available to give any needed help in moving forward with learning. Children move from one learning center to another as their interest dictate, both indoors and outdoors.

There is opportunity for vigorous activity, such as running jumping climbing, digging, and building. There are materials for self-expression, such as, blocks, clay, paints, paper, paste, woodworking, tools, water, sand and mud. There are activities and materials available which will enable the children to lay some basic foundation skill in such academic areas as language arts, science, social studies and mathematics. Singing, dancing, puzzles, stories, games; all these and many more activities are available each day. Field trips are planned frequently to extend the children's knowledge of our world.

Although the program is relaxed and informal, there is a dependable sequence to such events as eating, toileting, and play so that the children have the security of knowing "what happens next". To prevent fatigue and promote the general well-being of the child, the day is planned with an alteration of quiet and active play.

HISTORY

Wonderland Private School was founded by Mr. Thomas and Mrs. Beatrice Mayes, Sr. in 1966 and employs a regular staff to provide continuous care and learning activities for its students. Staff members are trained in child development and early childhood education and continue their training through in-service, workshops, and conferences.

All staff members work closely together to provide maximum learning for each child. Our staff makes every effort to help children who may have adjustment problems with the routine of school. However, if the child is disruptive to the program, Wonderland Private School reserves the right to require withdrawal of the student after consultation with the director, teachers and parents. Our current staff members are:

GENERAL INFORMATION

745.501.1 Wonderland Private School is a twelve month school. Our regular academic session is from August to May. The School's operating hours are Monday through Friday from 6:30 a.m. until 6:00 p.m. Although the center is open for a twelve hour day, we strongly urge that a child be left no longer than eight (9) hours when possible.

OUTSIDE PLAY

Activity in which large muscles are used in outdoor play is beneficial to a child's development and health, so outdoor time is planned daily unless the weather does not permit. The length of time outdoors will vary according to the weather.

All children will go outdoors. If a child is healthy enough to be at school, he/she is healthy enough to go outside for activities.

CONFERENCES

Each nine weeks, each child is evaluated by his/her teacher in each area of development. Parent-Teacher conferences are planned in order to discuss the evaluation and parental concerns. You will be notified of the scheduled conference time with your child's teacher. Parents should feel free to discuss concerns with their child's teacher or request a conference at any time during the academic year.

DIRECTOR CONFERENCES

745.501.17 Should a parent want to meet with the Director, to discuss question or concerns regarding policies and procedures of the school, they may contact the director during normal operating hours of 8:30 a.m. until 2:00 p.m.

ENROLLMENT PROCEDURES

745.501.12 Wonderland Private School accepts applications for admissions year round and will accept students based upon the availability of space as governed by Child Care Licensing. An application for admissions will be filled out by the child's parent or legal guardian. An application is considered acceptable for submission when the following forms are filled out in their entirety and submitted to the school's office:

Student Application

Parent Contract

Acknowledgeable of Receipt of "A Guide to Day Care"

Financial Committee Form

Orientation

Food Program Application

Food Program Eligibility Form

Parents will also need to submit the following documents: the child's birth certificate, social security card and immunization records.

FOOD AND NUTRITION

Good nutrition today means a stronger tomorrow! Building for the Future with CACFP (Children and Adult Care Food Program). This school receives support from the CACFP to serve healthy meals to your children. Meals served here must meet USDA's nutrition standards.

745.501.8 During the regular program day, 7:30 a.m. – 4:30 p.m., Monday through Friday, children will be provided nutritious meals and snacks as follows:

Breakfast- 7:30 a.m. – 8:00 a.m.

Milk, Protein Food or Bread or Cereal

Morning Snack- 9:30 a.m. – 9:45 a.m.

Milk or Fruit Juice, Protein Food or Bread or Cereal

Lunch- 11:00 a.m. – 12:00 p.m.

Milk, Meat or Meat Substitute, Vegetables and/or Fruit, Bread or Bread Alternate

Afternoon Snack- 3:00 p.m. – 3:30 p.m.

Milk or Juice, Fruit or Vegetable, Bread or Cereal

The lunch meal is prepared by the school to maintain quality nutrition. Each day milk, fruit, vegetables, a protein dish and bread are served for lunch. Only milk and fruit juices are offered as beverages at mealtime and snack time. Children are encouraged to enjoy food, but are not forced to eat.

A nutritious snack is served mid-morning and a hot lunch offers a variety of foods. A mid-afternoon snack is also a part of the plans for the day.

Specifically, our goals are to give children the opportunity to:

- ✓ Feel important, achieve success, initiate ideas, become more independent and feel good about them.
- ✓ Build strength, muscular coordination and develop physical skills.
- ✓ Develop sound habits of eating, resting, elimination and play.
- ✓ Learn to respond comfortably and happily to people, peers, and adults.
- ✓ Grow in the ability to express emotional constructively.
- ✓ Appreciate music, art and literature.
- ✓ Develop imagination and express ideas, feelings and needs creatively through music, movement, dramatic play, art, and language.
- ✓ Grow in understanding of natural and social environment and of spatial and number relationships.
- ✓ Build sound concepts and develop good intellectual habits, such as the ability to solve problems, persist in the face of difficulty, concentrate, become absorbed, make choices and think creatively.

All Wonderland Educational Estate Association educational programs and services are conducted without discrimination by sex, race, color, national origin, or handicapping condition.

DISCIPLINE POLICY

745.501.7 Working cooperatively with children and developing a sense of belonging reduces discipline problems. We help a child to learn to discipline himself/herself. We have rules that must be followed for safety reasons and to promote good health. Each teacher is aware of methods that are acceptable and unacceptable in guiding children's behavior.

- Corporal punishment, sarcasm, and yelling are not acceptable means of discipline at this school.
- Reward, positive comments, praise and maintaining a positive environment are methods used to promote good behavior.
- The Time-Out Method is also used. This is a strategy which encourages the child to discipline himself/herself. A timer used to signal the child when he/she may return to the group or activity.
- Children will not be subjected to punishment of a physical nature such as shaking, biting, spanking or cruel treatment.

- Children will not be subjected to punishment of a psychological nature such as humiliation by derogatory or sarcastic remarks about the child's family, harsh or profane language or actual implied threats of physical punishment.
- Children will not be treated in a punitive manner or shamed when a bathroom accident occurs.
- Children will not be denied food or rest as punishment, nor will they be forced to eat or rest.
- All children are entitled to the kind of discipline which results in self-control, in emotional stability and in moral values that contribute to the development of the total person.

UNIFORM AND DRESS CODE

A standard code of dress will be enforced for all students at Wonderland Private School. Wonderland Private School exceeds beyond academic learning abilities. Students taught how to build their character and self-awareness. By establishing an acceptable appearance, a student is compelled to be acknowledged and competitive in all aspects of life. There is a sense of pride and tradition in being readily identified with our school. This dress code also creates a structured, controlled atmosphere conducive to learning.

It is required of all students to adhere to the dress code. We have made preparations for our children to purchase uniforms from Levine Uniforms. To ensure your child has met the uniform requirements, uniforms can be purchased from Levine Uniforms according to the published uniform dress code list on their website. You may contact Levine's Uniforms at www.levinesstores.com.

The school's spirit T-shirt can be purchased from the office and must be worn on Fridays only.

Permanent identification must be placed on all sweaters and other personal garments. Wonderland Private School is not responsible for lost articles of clothing.

NOTIFICATIONS/COMMUNICATION

745.501.6 In an effort to help parents stay connected to the school and stay abreast of pertinent information and dates, information regarding academics and operations are posted outside on the parent board as you enter the school, at the sign in/out station, and outside each teacher's classroom. Information is also relayed to parents in the student's homework folders and sent via email. The information will also be available on our website.

PARENT PARTICIPATION

Wonderland Private School's parents are exceptional people in that they usually combine full time careers with demanding family life. One of our functions as an educational program is to support families who are very busy and whose extra time is often limited. Parents have the

opportunity to enhance the children's program by volunteering to go on field trips, bring snacks to special events, help plan special events, help plan special activities and attend PTO meetings.

HEALTH

745.501.3 Every effort will be made to promote the physical well-being of all children. Since we do not have facilities to accommodate those who are ill, we know you will be careful not to bring or send your child to school when he or she is sick. Parents will need to make other arrangements for day care in cases of sore throats, rashes, impetigo, upset stomachs, diarrhea or other communicable diseases. If your child is ill, please notify the school and tell us of the type of illness your child has.

In accordance with Texas Licensing Requirements, the parent or guardian must submit a statement certifying the date of the last physical examination of the child, the child's immunization records, a list of special health needs and the name, address, and telephone number of the child's physician. Each of these items must be completed BEFORE the child's first day of school.

IMMUNIZATIONS

745.501.9; 10 Required immunizations include:

Polio

Diphtheria

Measles (Rubeola)

Mumps

Whooping Cough

Tetanus

German Measles (Rubella)

These must be kept up to date for each child and a periodic check by licensing officials will be made to ensure that each child's immunizations are kept current.

Tuberculin testing- At the present time, Harris County Health and Human Services does not require Tuberculin testing.

REST

Periodic quiet times and activities will be scheduled throughout the day to provide adequate rest for students. A rest period of approximately 1.5 hours will be scheduled in the early afternoon. During this time, all children will be placed on their individual mats. Although the children are not required to sleep during this time, the environment will be conducive to rest. We simply ask that each child remains quiet and still and do not disturb the other children who may be resting. Mats are disinfected after each nap.

Each child will provide a sheet from home for rest periods. Please label the sheet with your child's name. Sheets will be taken home on Friday for washing and should be returned on Monday.

HEALTH CHECKS

746.501.26 Upon the arrival of each child, temperatures are taken and each child is instructed to wash their hands. They will be given a health check for symptoms of colds, fever, contagious diseases, etc.

The staff will be on the alert throughout the day and should any signs of oncoming illness be noted, the child will be isolated from the other children. The parents will be called to pick up the child. If parents cannot be contacted, the school staff will notify the individual(s) noted on the child's application as the emergency contacts. Upon return to school, after 24 hours of no symptoms/fever with not medication, along with a doctor's statement stating that the child can return back to school.

VACCINE FOR STAFF

746.501.27 Staff are required to receive an annual influenza shot which must be verified by documentation such as proof of immunization such as the employee's immunization record or letter signed and dated by employee's physician stating the employee received the immunization.

Employees are exempt due to CDC's identified medical conditions which are contradictions or precautions and due to reasons of conscious. Documentation for the exemption must be provided and can be a signed and dated letter from the employee for the exemption by conscious.

HEARING AND VISION SCREENING

745.501.11 Vision and hearing test will be provided for all children at the age of 4 years old by the school nurse. A copy of the results will be sent home and a copy maintained in the child's records.

MEDICATION

745.501.4 If a child needs medication, the parent or guardian will sign an authorization form in order for staff members to administer the medication. Each time a new prescription is given, the medication information must be updated. All medication must have a label with the child's name on the bottle and instructions for dispensing it to include the name of the medication, the dosage and length of time the child is to take the medication.

Over the counter medications can be given only with specific instructions on a medication card and label with the child's name on the bottle.

No medication will be given without written authorization. Out of date medications will not be given.

Parents are responsible for picking up medicines. When possible, please only bring the amount necessary for that day. Children should not be entrusted with bringing in or picking up the medicine.

MEDICAL EMERGENCIES

745.501.5 In case of severe injury or acute illness, the child will be transported immediately to:

Texas Children's Hospital

6621 Fannin

Houston, Texas 77030

832-824-1000

At the same time, the parent or guardian will be called, advised of the injury or illness and where the child has been taken. If the parent cannot be reached, a person listed on the application or emergency medical form will be called.

A staff member will accompany the child to the hospital and remain until the parent arrives and is informed of the situation.

Written report of all accidents will be submitted to the parent by the staff. The accident will be discussed with the parent and a copy of the report will be placed in the child's folder.

EMERGENCY PREPAREDNESS PLAN

Fire Drills are administered on a monthly basis.

745.501.23 In the event of a fire, each class is to follow the emergency evacuation plan route which is posted in each individual classroom. The PreK2 class is to exit the side door and walk to the church. PreK3 class is to exit their classroom in front of the building, walk through the

parking lot and then walk down the sidewalk toward the funeral home to a safe distance away from the building. PreK3 class is to exit the back of the building and walk toward the church and meet PreK2 class. PreK4 is to exit through the front of the building, through the parking lot and down the sidewalk toward the funeral home. They are to meet up with PreK2 class at the church.

Each teacher will take their grade book and U.S. Flag to the designated meeting points. Once there, each teacher will call roll and relay any issues to the Fire Drill Coordinator.

In the event of a weather issue, the school will notify parents or guardians of the specific weather related issue and solution via emails, phone calls, and text messages. If the school is being closed, parents will be notified of such and asked to pick their children up. If a parent cannot pick their student up, but will send someone, we will use policy as stated in the "Release of Children" section, 746.501.2.

FINANCE

Fees- Please refer to the "Wonderland Private School Fee Structures and Policies".

Tuition covers 100% of Wonderland Private School's operating expenses. Tuition payments **MUST** be paid in advance by check, money order, or credit card online. **NO CASH PAYMENTS.** The school strongly encourages online payments.

Tuition is payable no later than the close of business on Friday of each week for the upcoming week's tuition fee or close of business on Monday of the week of service. Payments may be paid at the school by submitting the payment in a n envelope provided. Make sure to include the student's name on the physical check or money order as well as the envelope to ensure proper crediting to the appropriate account. Do not postdate or backdate checks. Payments will be credited when it is received.

LATE FEE POLICY- There will be a late fee of \$35 for failure to pay by 9:00 a.m. on Tuesday during the week of service. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payments will be denied childcare until the account is made current.

ACADEMIC FEE- A registration fee is charged to all parents of Wonderland Private School. This fee is assessed for each academic year. The fee provides liability insurance, books, activities, and field trips.

Tuition fees are due weekly; however, they can be paid bi-weekly or monthly. Tuition fees continue regardless of absences. Tuition fees are paid for school closed holidays or weeks such as but not limited to Thanksgiving Holiday, Christmas Holiday, Spring Break, and bad weather days.

CHARGES FOR LATE PICK UP- An overtime charge will be made when children are not picked up by the closing time of 6:00 p.m. The charge will begin at 6:01 p.m. with a fee of \$20 with \$5.00 for each additional five (5) minutes.

ABSENCES- There are no reduced rates for children who are ill for one or two days. If a child has an extended illness, please contact the director to discuss financial arrangements.

If your child will not be in attendance on a particular day, please call the school as early as possible so the staff can properly plan accordingly.

If you plan to take your child out of school for a vacation during the year, you will need to contact the director. However, you are expected to pay the regular weekly fee as if your child was present. Tuition fees are not prorated for absences.

If you plan to withdraw your child from school, a **two week notice** is required.

ABUSE OR NEGLECT

746.501.25 Staff receives yearly training on recognizing the signs of abuse or neglect. Staff is instructed to notify the Director if they suspect abuse or neglect of any of their students. The Director will notify appropriate agencies. Parents will receive information regarding abuse and neglect during quarterly PTO meetings. Parents will also be informed to contact appropriate local authorities if they are a victim of abuse or neglect.

RELEASE OF CHILDREN

745.501.2 No child is to be released from the school if the parent or guardian has not signed a release form stating the name of the authorized person that is allowed to pick up the child. Children will only be allowed to leave the school with those individuals listed on the "Pick Up Authorization Form".

In case of emergency, the parent or guardian must call the school to let staff know who the authorized person is that will pick up the child. The person authorized must show a valid state issued picture ID which will be photocopied and notated with the date and time the child was picked up.

ARRIVAL AND DEPARTURE

Short-term parking space is available in front of the building for use when delivering or picking up your child. When parking in this area, please be certain to TURN OFF the car engine and REMOVE the keys before leaving it, even if only for a few minutes. The extra time and gasoline it might require to restart the engine are far less valuable than the life of a child. If dropping off or picking up your child between the hours of 8:00 a.m. and 4:00 p.m., you will need to watch for children and parents who may be getting in or out of parked cars. To drop off or pick up

your child, drive in front of the building and park in designated areas. Child must be supervised by a parent to the school door where a staff member will receive the child.

Children must be escorted to the door of the school upon arrival and departure by a responsible adult where they will be received by a staff member. Children will only be allowed to leave the school with those individuals listed on the "Pick Up Authorization Form".

TRANSPORTATION

745.501.13 The school will provide transportation for all field trips by leasing a bus service company. There will be a cost to parent or guardian who will be attending the fieldtrip. A form will be sent a week prior to the field trip stating the destination and price.

WATER ACTIVITIES

745.501.14 The school does not provide water activities. However, if this were to change, parents will be notified by letter.

FIELD TRIPS

745.501.15 Field trip notifications will be provided on the website and posted on the school bulletin board. All parents or guardians will be notified by flyer and email.

ANIMALS

745.501.16 At the present time, Wonderland Private School does not have any animals in its care.

PARENT VISITATIONS

745.501.18 All parents are welcome to visit the school. We have an open door policy. However during the time of this COVID season, we request a notification to make proper arrangements. We are highly diligent regarding the safety of staff and students.

MINIMUM STANDARDS INFORMATION

745.501.20 The procedures for parents to review a copy of the minimum standards and the school's most recent licensing inspection report is as follows:

Each teacher has a copy of the minimum standards book in their classroom. The parent or guardian is welcomed to view the minimum standards book at any time.

A copy of the most recent licensing inspection will be posted in plain sight in the center for all view at any time.

CONTACTING LICENSING

745.501.21 Instructions on how a parent may contact the local licensing office, DFPS child abuse hotline, and DFPS website is located in plain view on the school's information board.

GANG FREE ZONE

745.501.22 Under 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 penalty. This information is posted on the information board, is communicated during the entrance interview with the director, and is placed in the enrollment packets.

BIRTHDAYS

Birthdays are special times for young children. If you would like to provide a birthday snack or surprise for your child, please plan this in advance with your child's teacher. Birthday parties usually take place during the afternoon snack period.

THINGS FROM HOME

Teachers may have a time for SHOW & TELL. During this time, if your child wishes to share books, records, insects, flowers and other such items, these maybe brought to school. These things can enrich the program and give the child an opportunity to share something special with others.

Coloring books, crayons, markers, pencils, food such as candy and gum, money, trucks and cars, and guns should be left at home.

BREASTFEEDING

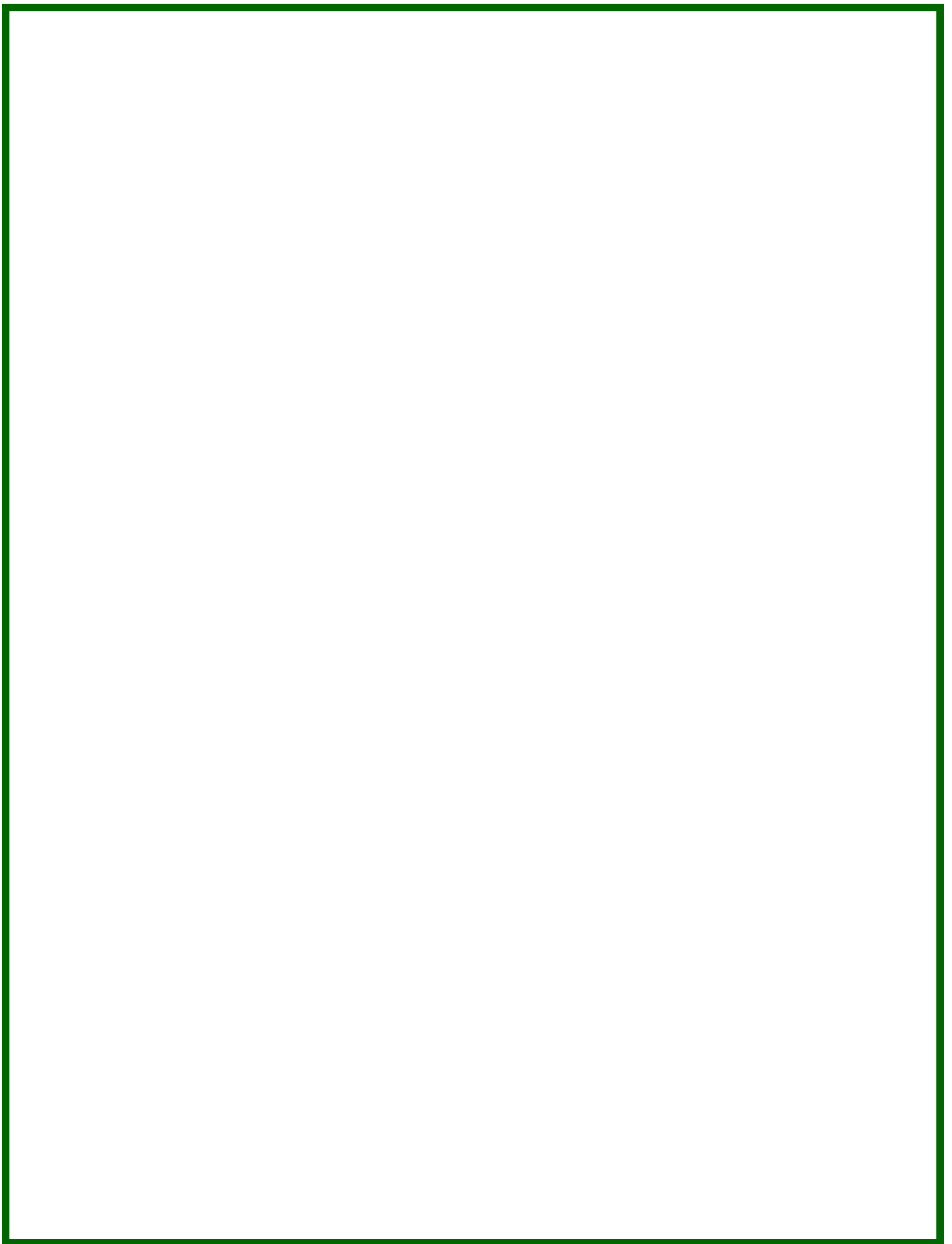
746.501.24 You have a right to breastfeed or provide breast milk for your child enrolled at Wonderland Private. Should you need to breastfeed your child, you may do so comfortably in an empty classroom or in the Director's office. Please alert staff if you need to breastfeed so that we may accommodate you with an area and seat.

BAD WEATHER

Wonderland Private School will be open only if Houston Independent School District's schools are open. School closings are announced over the radio and television. Parents will be notified of schools closings via text messages, emails, website and TV.

CONCLUSION

We hope you have found your questions about Wonderland Private School have been answered. If at any time you have questions concerning your child's academic career, please do not hesitate to contact the director. We are here to provide quality education and enrich your child's day. **We thank and appreciate you!**





Wonderland Inc.