



Handbook for Families

2025-2026

May 1, 2025

421 Custer Road
Richardson, TX 75080
972-690-0095 ext 301
www.epiphany.school

Mission Statement – The Episcopal Church of the Epiphany

Servants for God, our parish, and the community.

Mission Statement – The Epiphany School

Our mission is to partner with parents to provide exceptional care to children while fostering each child's intellectual, social, emotional, physical, and spiritual development.

Our Philosophy – The Epiphany School

We at The Epiphany School understand that early childhood is a unique and foundational time in the development of the human person.

We strive to provide a safe and welcoming learning environment that creates a sense of belonging amongst staff, students, and families so that together we may learn, grow, and share our God given gifts as individuals and as a community.

Contact Information

The Epiphany School	972-690-0095 ext. 301 (Voicemail)
Director, Sarah Jo Skinner	972-690-0095 ext. 103
The Episcopal Church of the Epiphany	972-690-0095

Hours of Operation

Child Care Regulation Minimum Standards 746.501A-1

School Office Hours

Monday-Thursday 7:30am-5:30pm; Friday 7:30am-2:30pm

School Hours

Monday-Friday 9:00am-2:00pm

Early Care and Extended Learning Hours

7:30am -9:00am and 2:00pm -5:30pm

Church Office Hours

Monday-Thursday 9:00am-5:00pm; Sunday 8:00am-1:00pm

TES is a 12-month school. We follow the RISD School Calendar and offer an 8-week program during the Summer months. (See Addendum C: School Calendar for scheduled holidays and closures.) TES follows RISD for all school closures. Unless otherwise noted, no refunds will be given for emergency closures due to weather or other emergencies. Parents may visit the school at any time during hours of operation to observe. Please note that for the safety of all, every guest must sign in/out, wear a visitor badge, and be escorted.

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Admission & Enrollment Procedures

Child Care Regulation Minimum Standards 746.501A-13

To be enrolled at The Epiphany School (TES), families must have the following items on file before the first day of school:

1. Enrollment Forms
 - Registration Form
 - Authorized Release Form
 - Handbook Acknowledgement Form
 - Medical Authorization Form
 - Current Immunization Records or State Issued Waiver
 - Getting to Know Your Child/Family
 - Financial Contract Form
 - Health Requirements Form (Includes Physician Signature)
 - Safe Sleep Acknowledgement (Infants 12-18 months)
 - Hearing & Vision Test Results (4+ Students)
2. Annual Enrollment Fee (non-refundable: \$250 school year; \$50 summer)

Enrollment priority is given on a first come, first served basis with current students placed first, next children of members of The Episcopal Church of the Epiphany, then children of staff and siblings of current students.

Amendments to school policies, including form updates and handbook revisions, will be shared via Brightwheel and email to all parents and staff of The Epiphany School.

Age Placement

Children will be placed in classes according to their age as of September 1st and developmental stage, as outlined by the Texas Department of Health and Human Services in *Minimum Standards for Child-Care Centers*. If parents, teachers, or the Director feel a child's developmental assessment warrants a change in placement, all parties will be notified, and a conference scheduled. Developmental progress will be reevaluated throughout the school year.

2025-2026 Class Options	Available Class Days
Toddlers (12 months as of 9/1/25)	MWF, TTH, M-F
Pre-K 2 (2 yrs as of 9/1/25)	MWF, TTH, M-F
Pre-K 3 (3 yrs as of 9/1/25)	MWF, TTH, M-F
Pre-K 4 (4 yrs as of 9/1/25)	MWF, TTH, M-F

Non-Discrimination Policy

The Epiphany School extends to all students/families of any race, color, nationality, ethnicity, religious background, gender, identity, or family structure the rights, privileges, programs and activities made available to students at the school. TES does not discriminate based on race, color, nationality, ethnicity, religious background, gender, identity, or family structure in the administration of our educational and/or admission policies. All students will be expected to participate fully in the life of the school, including Christian formation. No exceptions or exclusions will be made for any student.

Assessment Policies

The Epiphany School is committed to meeting the needs of all students in our community. The curriculum at TES strives to foster growth for the whole child: intellectual, social, emotional, physical, and spiritual. The TES administration and staff work to make all decisions in the best interest of each individual child attending our school. Assessment is a vital tool in supporting a child's preschool experience. Many forms of assessment are used including, but not limited to, checklists and anecdotal records. These assessments are used to create and describe each child's developmental and learning progress.

Assessment begins at the start of the year with the *Getting to Know Your Child/Family Form*. Teachers will also use the *Developmental Milestones Checklist* periodically throughout the year. These results will be shared with parents. Families and teachers are encouraged to communicate often and schedule a conference whenever there is a concern about a child's development, behavior, or experience while at school.

If it becomes apparent that a student may have a physical, intellectual, language, or social/emotional need that cannot be appropriately met by the program of The Epiphany School, necessary assessments will be scheduled. A conference will be held to determine what referrals should be made.

For children or situations of persistent, serious, and/or challenging behavior, a meeting to create and implement a plan to support the child will be held. This meeting will include teachers, parents/guardians, and other professionals, as needed. The following are the steps for behavior or special need assessment:

1. The teacher completes the concern form and returns it to the director.
2. The director or designee will observe the child and consult with the teacher on how to best address the issues.
3. If needed, a conference will be scheduled with the parent/guardians of the child.
4. If needed, the teacher or director will refer the family to outside resources for help.

The Epiphany School is committed to the privacy and confidentiality of student records. As such, all records are kept in a secure location when not in use by the TES teachers and staff.

Attendance & Absence Policy

On time arrival helps your child feel prepared for the school day and helps with the flow of the morning activities for each classroom.

- Students must be checked in by 9:00am.
- If your student will be absent, please notify the office by 9:30am.
- Late arrival is not permitted, except in the case of a doctor's appointment.
- Please notify the office of doctor's appointments at least 24 hours in advance.
- Children may not return to school during nap hours (11:30am - 1:30pm).
- **There are no make-up days for any absences, school holidays, or closure due to weather.**
- Class spots are not held unless tuition is paid while away on extended absence.

Backpacks

Families are asked to send a backpack with their child on days they attend TES. All items sent to school should be clearly labeled. This bag should include:

- Nap Mat
- Change of Clothes (Seasonally Appropriate)
- Diapers (3+) or Extra Underwear
- Lunch and Healthy Snack **with cold pack** (See *Nutrition* section for more information.)
- **Reusable Water Bottle (labeled)**
- Milk or Breastmilk (optional)

Birthday Celebrations

Birthdays are an important part of celebrating a child's life. The Epiphany School staff wants to be a part of your child's special day!

- Each child will be honored with a community recognition, prayer and song on their birthday.
- Each student is invited to donate a book to the school library on the anniversary of their birth.
- The Epiphany School asks that you do not send birthday treats or goodie bags.
- Families may send party invitations for teachers to distribute only if each child in the class is invited and it is clear this is not a school function. If everyone in the class is not included, please do not distribute invitations at school.

Child Release & Carpool

Child Care Regulation Minimum Standards 746.501A-2

To maintain the safety and security of the school and church community, we ask that parents abide by our Child Release & Carpool Policies and Procedures.

Morning Drop-Off

- Drop-Off begins promptly at 8:45 am, unless participating in Early Care which begins at 7:30am.
- All children should be in their class by 9:00 am.
- All parents/guardians/authorized Pick-Ups must park in the designated school lot and walk their child to the door of their child's classroom.
- Parents/Guardians/Authorized Pick-ups must sign in their child using the Brightwheel App.
- If you need help at drop off or pick up, please message "Staff" in Brightwheel and one of us will come out to escort your child to and from your vehicle. Please allow up to 5 minutes as both students/staff arriving.

Afternoon Pick-Up

- Pick-Up runs 1:45-2:15 pm.
- All parents/guardians/authorized Pick-ups must park in the designated school lot and pick up their child at the door of their child's classroom.
- Parents, Caregivers and Approved Pick-Ups will need to be listed on documentation retained by TES as an approved person to remove a child from TES and may need to provide government issued photo ID.
- Parents/Guardians/Approved Pick-ups must sign out their child using the Brightwheel App.
- Pick up time is 2:00 pm daily, unless participating in Extended Learning.
- Extended Learning pick up time is 5:30 pm daily (child may be picked up earlier).
- Late pick-up after 2:15pm will incur the full drop-in fee for Extended Learning.
- If you need help at drop off or pick up, please message "Staff" in Brightwheel and one of us will come out to escort your child to and from your vehicle. Please allow up to 5 minutes as both students/staff arriving.

General Carpool & Parking Lot Rules

- Please maintain a safe speed of no more than 10 MPH in the parking lot.
- Talking or texting on mobile devices while driving is prohibited on campus.
- All vehicles must park in the designated school parking zone in the Custer Road Lot, located on the west end near the playground.
- Children must remain seated and buckled at all times while inside vehicles.
- When moving from vehicle to school building, we ask parents to hold their child's hand.
- Please DO NOT use the covered driveway near the church offices.
- **At the end of center hours, if we have been unsuccessful in reaching a parent or approved contact, we will contact Texas Health and Human Services to take custody of your child until a responsible family member can be located.**

Sick Siblings

- If your child has a sibling who is staying home from school due to illness, we respectfully ask that your ill child does not enter The Epiphany School during drop off or pick up.

- If you need help at drop off or pick up, please message "Staff" in Brightwheel and one of us will come out to escort your child to and from your vehicle. Please allow up to 5 minutes as both students/staff arriving.

If there is a need to have your child picked up by someone other than the on-file parent/guardian/approved pick-up, a new Authorized Release Form must be completed in Brightwheel by drop-off the day of. The new Authorized Release Form supercedes previous forms. Please be advised that proof of identity such as a valid, government-issued photo ID will be necessary before your child is released.

Separated or Divorced Families

Any family with temporary or final court-ordered custody arrangements will need to submit a copy of the legal custody arrangement documents to the Director of The Epiphany School. Any legal updates or changes to these documents will need to be submitted to TES in order to alter approved pick-up parent or caregiver. The Epiphany School cannot deny the request of a parent to sign-out their child unless there is legal documentation or the director has substantiated proof indicating that this action threatens the safety of the child.

Communication with separated or divorced parents will be conducted via Brightwheel or email whenever possible to ensure that both parents are included in all communications.

Child Abuse Prevention & Response Policy

Child Care Regulation Minimum Standards 746.501A-26

It is the responsibility of all TES personnel to protect the health and safety of students. Abuse of a child, whether physical, verbal, emotional, sexual or neglectful will not be tolerated at TES. TES will comply with the provisions of both the laws of The State of Texas and the guidelines established by TDHHS and the Episcopal Diocese of Dallas, and report any suspected abuse.

TES staff and administration are trained annually in the protection of children from abuse and neglect. In addition to state training resources, TES participates in the Episcopal Diocese of Dallas *Safeguarding God's People* training program.

To file a report and/or obtain further information please contact Texas Department of Family and Protective Services at 1-800-252-5400 or <http://www.dfps.state.tx.us/> or The Episcopal Diocese of Dallas at 1-214-826-8310 or www.edod.org.

Christian Formation

TES believes that spiritual formation is foundational for a healthy, well-developed child. Our goal is to instill in each child experiential knowledge of a loving creator who yearns to be in a relationship with us and the world. To achieve this goal, children are given daily opportunities to engage in worship, listen to God's Word in scripture, and respond to God's invitation.

The curriculum used for Christian Formation at TES is *Catechesis of the Good Shepherd*. More information on *Catechesis* may be found at www.cgsusa.org.

We believe that God and the child have a unique relationship with one another, particularly before the age of six; that growth of this relationship should be assisted by the adult but is directed by the Spirit of God; that children need their own place to foster the growth of that relationship; and that the child's spiritual growth is best served through tangible but indirect means. – CGS USA, 2023

Clothing, Diapers, Jewelry & Valuables

- Clothing should fit comfortably and be weather appropriate.
- Jackets in cold weather are strongly recommended.
- Closed toe shoes designed for outdoor play are required.
- Modesty shorts are required under all dresses/skirts.
- Each child should have one change of clothes including shoes in their backpacks.
- Please label all belongings.
- Costumes are not allowed except during special events, as determined by TES staff.
- Three or more diapers (pullups) should be provided each day for those children not yet potty trained.
- Each child requiring diaper cream must provide their own tube/container labeled with their child's name. (By state licensing guidelines we cannot share diaper cream.)
- All valuables, including jewelry, should be left at home.

Toys & Items from Home

- Toys and blankets should be left at home unless a teacher has an educational reason for requesting specific items be brought to class.
- Items from home will be placed in the child's backpack and remain there until the end of the day.
- Students may always bring educational items such as books, fossils, etc. to share with their class.

Communication

Child Care Regulation Minimum Standards 746.501A-6;

The Epiphany School is proud to partner with Brightwheel to provide families with an easy-to-use, seamless tool for enrollment, communication, and billing. During enrollment, you will be prompted to sign up and create an account for Brightwheel. Most of the communication between TES and families will occur in the Brightwheel app, including daily reports, teacher/parent communication, announcements, calendar updates, invoices, etc. In addition to Brightwheel, we periodically use email and cell phones for school communications. Please notify the school of any changes to contact information such as address, email, or phone.

Parents can expect daily communication from TES staff through the Brightwheel app, including:



- Daily Student Summary
- Diaper Usage or Potty-Training Updates
- Food Consumption
- Sleep Report
- Class Activities/Lesson Plans
- Pictures
- Enrichment Ideas for Home

Discipline & Guidance

Child Care Regulation Minimum Standards 746.501A-7; Child Care Regulation Minimum Standards 746.501A-8

TES carefully follows the Texas Health and Human Services outline for appropriate discipline and guidance listed in their Minimum Standards for Child-Care Centers publication.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control; and
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. For more information on discipline, please see Addendum A located at the end of this document.

Suspension

The administration and staff of The Epiphany School desire our community to reflect Jesus' love and care. As an extension of the Body of Christ, we work for unity and reconciliation in all circumstances, where possible. Issues will first be addressed in the classroom with the teacher and students involved. If troubling or disruptive behavior continues, teachers will reach out to include the parents and administration. All parties will discuss a plan of action that may include outside resources and interventions.

If challenges persist after previously listed interventions have been implemented, TES reserves the right to temporarily suspend a child for up to one calendar week. This break is intended to give the child time to reset their behavior. If challenging behavior continues, a second suspension is warranted, and a conference will be held with the child's teacher, parents/caregivers, and director

to determine a path forward. If challenges persist after the second suspension, TES reserves the right to expel the child from future attendance at TES. This determination will be made at the discretion of the director.

NOTE: Any form of physical aggression by a child is not acceptable and will be taken seriously. This includes hitting, kicking, biting, and spitting. If a child is causing harm to self and/or others, the director will be notified, and the child may be sent home early that day.

Expulsion

In rare cases, the Director may choose to expel a student for continued or egregious acts that harm students or adults in the community, are morally reprehensible, or violate legal, health, or safety standards. TES reserves the right to expel a child at any time if, in the judgment of the Director, the conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of school, is not in keeping with TES accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is due in full according to the terms of the child's enrollment.

Drug & Alcohol-Free School

The Epiphany School is committed to providing a safe, healthy, and efficient learning and working environment for all students and employees. As such, parents, guardians, and employees are expected to come to TES and surrounding property in an appropriate mental and physical condition and not under the influence of alcohol and/or drugs. If a parent, guardian, or employee has been prescribed medication that affects their ability to function effectively, please notify the director immediately so that an action plan can be devised.

Emergency Procedures

Child Care Regulation Minimum Standards 746.501A-5; Child Care Regulation Minimum Standards 746.501A-24

The administration of TES has worked with local police and fire as well as The Episcopal Church of the Epiphany to develop emergency procedures. These procedures have been put into place to ensure the safety of your children. Please note that the type of emergency determines the location of pick-up, if necessary.

Accident Reporting Procedures

At The Epiphany School, if a child or employee is injured, the supervising teacher or director must assess the severity of the injury. In the event of a head injury or any other severe injury, emergency services and parents or caregivers must be notified immediately. The severely injured person will be treated by the emergency personnel and/or be transported to the hospital for further treatment. Less severe or minor injuries may be treated according to standard first aid procedures. An Accident Report Form must be completed when a child or employee is injured at

TES and requires medical attention. One copy goes to the parent/caregiver or employee and one copy is retained in the individual's file.

Parents, please be advised that if your child is involved in an accident requiring a written report, you may be contacted by the Health and Human Services Child Regulation Department to give a statement. Additionally, your child may be interviewed by a Child Care Licensing Inspector as part of the investigation. You will receive a letter from the Child Care Licensing Inspector stating they were interviewed. Please be aware that you may or may not receive advance notice of the interview.

Medical Emergency

All TES employees are trained and certified in First Aid and Pediatric CPR. In the event of an injury, first aid will be administered, and the parents/guardian will be notified via phone call and/or Brightwheel. If the parent/guardian is not available, TES will notify the emergency contact listed.

In case of severe injuries, emergency medical professionals will be called, followed by a parent/guardian. If the parent/guardian is not available, TES will notify the emergency contact listed. **Your child must be picked up within an hour of notification. TES will continue to work to contact an approved adult.**

If TES experiences a health emergency, such as COVID or other pandemic, we will follow the direction of State and Local officials and church leadership.

Emergency Evacuation

- On-Site – Episcopal Church of the Epiphany – Bell Tower or Playground
421 Custer Rd., Richardson, TX 75080
- Off-Site –First United Methodist Church, 503 N. Central Expy, Richardson, TX 75080

In the event of an emergency evacuation, TES is prepared to care for your child until you can arrive. If students must be evacuated from the campus, the school will assume responsibility for ensuring safe travel of all students using all available strollers and any and all school and church staff to the evacuation site of First United Methodist Richardson. If walking is not an option due to extreme circumstances, children will be driven in teacher/staff cars with or without car seats to get them to a safe location in a timely manner. As soon as children are safely relocated, parents will be notified. The director or designee will contact local authorities as soon as children are safely relocated.

Homeland Security

In the event of a Homeland Security emergency, children will be kept in their classrooms if possible or in weather-safe locations if needed. The children will be released from this location only to the people listed on the *Authorized Release Form*.

Weather Emergency

TES will follow the Richardson Independent School District's inclement weather closing decisions. If a severe storm occurs during school hours, your child will be taken to the following location until the weather passes: PLC – TES Office & Workroom; Annex – Classroom/Hallway Restrooms. We will notify parents/guardians using all means necessary. Parents/Guardians may choose to pick their children up before dismissal time, but only those persons designated on the *Authorized Release Form* may pick up your child.

Campus Emergency

Campus emergencies may include such events as power or water outages, natural gas leaks, fire, or unknown intruders. Depending on the presenting emergency, the staff will evaluate the event to determine the course of action. If an emergency occurs in the geographical vicinity of the school, we may elect to “lock down” the campus for safety. Teachers will take all necessary steps to ensure that the children are secure in the building unless it is necessary to evacuate. On-Campus and Off-Campus evacuation sites may be utilized. Parents/Guardians will be notified of all campus emergencies.

Events

Throughout the year we invite our TES school families to participate in school or church-wide events. These events are optional but provide an opportunity for fun and engagement of the entire school and church community.

Open House – a come-and-go event for parents, students, and community members to come see and meet faculty, and staff, and tour the facilities.

Meet the Teacher – opportunity for a one-to-one meeting with your child and their teacher prior to the first day of school.

Coffee in the Café – Once a month gathering of TES parents after morning drop-off.

Blessing of the Animals – in honor of St. Francis’ Feast Day, families bring their stuffed animals or photos of family pet(s) to school for a blessing.

Trick or Treating - the week of Halloween, Church staff members and parents are invited to pass out parent-provided treats to the TES children as they walk around the church campus.

Fall Fest - an event typically held in October with food, games and a Trunk or Treat for the kids!

Christmas Program - the students will put on a short holiday-themed performance for their parents.

Christmas Eve Nativity Pageant – to celebrate the Christmas holiday, the children of Epiphany and TES are invited to participate in a Nativity Pageant during the early Christmas Eve service.

Easter Egg Hunt - occurs at 10am on Easter morning, all children are invited to bring a basket and join us to hunt some Easter Eggs. TES also holds their own Egg Hunt during school hours.

Crawfish Boil – an Epiphany tradition, Crawfish Boil is a community-wide food and art festival for members of the church, school, and wider community.

Spring Show – the students will put on a short end-of-year performance for their parents. Spring Show includes a time to recognize graduating students.

Vacation Bible School – A week-long event held each summer. Open to the church, school and wider community, VBS is an opportunity for children to grow in their knowledge and love of God while experiencing music, crafts, games and more!

Field Trips

Child Care Regulation Minimum Standards 746.501A-16

We are blessed at The Epiphany School to be part of a beautiful and welcoming church facility that includes a variety of spaces for worship, fellowship, and learning. We take full advantage of these facilities, using all parts of the campus for learning. State Licensing considers travel to and from the TES facility to church facilities an “On-Campus Field Trip” and therefore requires parent permission. Parent permission indicates an understanding that children will use all parts of The Episcopal Church of the Epiphany’s physical plant for learning and grants permission for travel to and from these adjacent church buildings and facilities. Please note that no roads or parking lots will be entered at any time and that the TES Staff will maintain state-mandated ratios and outdoor safety at all times. Areas used weekly:

- Servants Hall & Chapel
- Church Sanctuary
- Parish Life Center
- Community Garden (Including Garden, TES Garden Beds, Gazebo, and Gaga Ball Pit)

Gang-Free Zone

Child Care Regulation Minimum Standards 746.501B

The Epiphany School, in accordance with House Bill 2086, is required to inform families that gang-related activity or engaging in organized criminal activity within 1,000 feet of this facility is a violation of the law and is subject to increased penalties under state law.

Health & Safety Regulations

Immunizations

Child Care Regulation Minimum Standards 746.501A-11; Child Care Regulation Minimum Standards 746.501A-28

The State of Texas has *Minimum Vaccine Requirements* for Childcare and Pre-K Facilities. Enrollment requires documentation of current age-appropriate immunizations. Parents must keep these vaccinations up-to-date and provide copies for student files. A State of Texas Vaccine Affidavit is required as documentation if your child has a physician-approved modified vaccination schedule or exemption.

The Epiphany School encourages all employees to receive vaccine-preventable immunizations, including flu shots and tetanus boosters.

Medications

Child Care Regulation Minimum Standards 746.501A-4

The TES director or office staff will administer prescription medicine if prescribed three or more times a day as medically necessary. School staff will administer only the dose required during the school day. All prescriptions must be in the original container with a pharmacy label that includes the prescribing doctor. Medication will only be dispensed as directed on the original prescription. Medication must be signed into the front desk and must be taken home daily, except for Epi-pens and inhalers. A food allergy and anaphylaxis plan must be completed each school year.

Parents or caregivers will provide any life-saving medications that need to be given to a child in original packaging with a prescription. A medication form will be filled out by the parent or caregiver with specific instructions on how and when the child should receive their medications. TES staff will not be responsible for providing non-life-saving medications to children.

Recall & Safety Warnings

In order to stay informed about product recalls and safety warnings, we encourage parents to subscribe to The US Consumer Product Safety Commission website. Subscribing will allow you to receive news, updates, and recalls on a variety of products: www.cpsc.gov. A copy of recent recalls are also located in a binder at The Epiphany School Office for your reference.

Vision and Hearing Screening

Child Care Regulation Minimum Standards 746.501A-12

As part of the Health and Safety Code, Chapter 36, the Vision Screen Program and the Hearing Screening Program require that all children enrolled for the first time in any public, private,

parochial, or denominational school or in a Department of Family and Protective Services (DFPS) licensed child care center and licensed child care home in Texas, or who meet certain grade criteria, must be screened or have a professional examination for possible vision and hearing problems. This requirement applies to any child turning 4 years old by September 1st. Parents of students who meet this requirement must supply TES with proof of screening upon enrollment or by 4th birthday if already enrolled.

Illness & Injury

Child Care Regulation Minimum Standards 746.501A-3; Child Care Regulation Minimum Standards 746.501A-5
Our program is designed to care for well children. For the health and protection of everyone, please do not bring children to school **if they have currently or have had within the last 24 hours:**

- (1) Illness that prevents the child from participating comfortably in child-care center activities, including outdoor play;
- (2) Illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - (A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];
 - (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
 - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - (D) An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - (E) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
 - (F) Pink eye or other eye infection, head lice, skin infection, unknown rash; or
- (4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If there is any question about whether to bring your child to school, please contact your pediatrician's office. Children must be fever and symptom-free for at least 24 hours before

returning to school. (Fever-free is defined as having a normal temperature without the use of fever-reducing medication.)

If a child becomes ill during the school day, parents/guardians will be contacted. If we cannot reach the parent/guardian, the emergency contact will be called. **Your child must be picked up within an hour of notification.**

All TES employees are trained and certified in First Aid and Pediatric CPR. In the event of an injury, first aid will be administered, and the parents/guardians will be notified. Emergency medical professionals will be called if necessary in case of severe injuries, followed by a parent/guardian. If the parent/guardian is not available, TES will call the emergency contacts listed. For more information, refer to the section regarding emergency procedures.

Nutrition

Child Care Regulation Minimum Standards 746.501A-10; Child Care Regulation Minimum Standards 746.501A-25

- **TES is a nut-sensitive facility. No nuts, nut butter, or foods containing nuts allowed.**

Sun butter is allowed.

- For Infants, TES will provide mothers with a comfortable place to breastfeed, or you may provide breast milk/formula for your baby.
- TES will provide refrigeration of breast milk/formula as needed.
- TES does not heat/refrigerate lunches.
- Parents are solely responsible for the nutrition of their child's snack/lunch while at school.
- Recommended lunches include: ½ c. dairy (milk, cheese, yogurt), ¼ c. vegetable, ¼ c. fruit, 3oz. Protein (meat, eggs, beans), and grain (enriched bread, whole or multi-grain crackers)
- Parents should send food ready to eat in a developmentally appropriate manner.
- Possible choking hazards include whole or round sliced hot dogs, whole grapes, popcorn, raw carrot chunks, large chunks of meat, unsliced apples, and unpeeled oranges.
- No juice, candy, or soda.
- Please send daily with your child:
 1. Energy Brain Boost Snack (ex: cheese, granola bar, fruit, or multigrain bread item)
 2. Nutritious lunch
 3. Utensils & Napkin
 4. Ice/Pack or Thermos for cold/hot items
 5. Reusable Water Bottle (with name)

Pandemic/Emergency Closure Policies

Pandemic Tuition Policy

Should TES, a specific classroom or age group need to close for Pandemic/Emergency reasons, full tuition will be due for a closure of up to two weeks. If a closure of longer than two weeks is

expected, 50% of tuition will be due. In case of Pandemic/Emergency closing, parents may withdraw their children with a two week notice if full tuition is paid during that two week period. A full registration fee will be required to re-enroll in the program after closure if your family chose to withdraw.

Travel Policy

Parents/Guardians must notify TES if their family has traveled outside of the United States. TES has the right to exclude a child from care if they or a member of the household has traveled to a state or country the CDC identifies as “at risk”.

Parent’s Rights

Child Care Regulation Minimum Standards 746.501A-20

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation without advance notice.
- File a complaint against the childcare center.
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare center's online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the child care center's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center.
- Obtain a copy of the child care center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

Parental Concerns

Child Care Regulation Minimum Standards 746.501A-21; Child Care Regulation Minimum Standards 746.501A-23

The Epiphany School staff and teachers are honored to collaborate with our parents in the care and keeping of their children. Good communication is essential to the success of this partnership. In order to foster this, the director and staff of TES have an open door policy. Parental concerns are important and should be shared first with your child’s teacher. After the initial conference, if the concern remains, please seek an appointment with the Director.

TES staff and administration are trained annually in the protection of children from abuse and neglect. In addition to state training resources, we participate in the Episcopal Diocese of Dallas *Safeguarding God's People* training program.

To file a report and/or obtain further information please contact Texas Department of Family and Protective Services, Texas Abuse and Neglect Hotline at 1-800-252-5400 or <http://www.dfps.state.tx.us/> or The Episcopal Diocese of Dallas at 1-214-826-8310 or www.edod.org. Additional information regarding Texas Health & Human Services at <https://www.hhs.texas.gov/>. More information regarding Minimum Standards can be found here: [Texas Child Care Regulation - Minimum Standards](#).

A copy of our most recent inspection and licensing documents can be found in the TES Office.

Parent Volunteers

Child Care Regulation Minimum Standards 746.501A-22

Parent volunteers are an integral part of our life at The Epiphany School. Parents who would like to volunteer are required to complete The Episcopal Diocese of Dallas *Safeguarding God's People* training and a background check before serving on campus. While serving on campus, volunteers will be identified with a "Volunteer Badge".

Pets & Toys from Home

Toys from home are not allowed at school. The blankets and lovies policy can be found in the "Safe Sleep" part of this handbook. Except for Blessing of the Animals, pets are not allowed at TES and should not be brought on campus.

Physical Activity

Child Care Regulation Minimum Standards 746.501A-18

The Epiphany School strongly believes and supports the need for physical activity each day.

Benefits

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Duration

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each full day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each full day.

Opportunities for active play may overlap with outdoor play when weather permits.

Type of Activity

TES will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate daily in:

- occasions of active play outdoors when weather permits (two times if full day).
- structured or teacher-led activities or games that promote movement over the course of the day (two times if full day).
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Setting

Physical activity may take place in the classroom, library, indoor playground, or on the outside playground, when weather permits.

Clothing & Footwear

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

Weather Conditions

The Epiphany School is committed to outdoor play and education throughout the school year. This means we will be outside in most weather conditions. We follow RISD Guidelines for outside recreation. For extreme weather, our school will use our “rainy day” activity plans. Note that weather is considered “extreme” if temperature is below 36; if the Air Quality Index is above good/moderate, and if the Heat Index is outside the safe zone as determined by the National Weather Service Heat Index Level. For more information on RISD policies: [RISD Weather Guidelines](#).

Extreme Weather Activity

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or indoor playroom during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days”.

Outdoor Supervision

Child Care Regulation Minimum Standards 746.501A-19

TES staff will provide a minimum of two adults to supervise children during outside physical activity and while traveling to and from the playground. TES staff will NOT apply sunscreen or bug repellent to any children at school.

Potty Training

As a child-lead, developmentally based program, TES believes that toilet training should be an individually initiated and positive experience. Teamwork between home and school is essential for successful potty-training. Teachers should always be informed of a child’s toilet training progress. Because maintaining a safe and sanitary facility for both our students and staff is important, **TES has instituted a policy that a child must maintain a dry diaper or pull-up for 15 consecutive days before they will be allowed to come to school in underwear alone.** Any child in the process of learning to toilet must wear either pull-ups or underwear under or over a pull-up or diaper.

At TES a child is considered “potty-trained” or able to toilet independently when they can:

1. Alert staff members verbally when there is a need to use the toilet with a reasonable amount of notice that allows the staff member to help the child to a toilet without losing control of their bladder or bowels before reaching the toilet
2. Remove pertinent articles of clothing with minimal assistance, and replace clothing when finished using the toilet --we request elastic waistbands
3. Use toilet paper appropriately to wipe
4. Dispose of used toilet paper appropriately
5. Demonstrate aim and attention on the toilet
6. Wash hands with soap and water after toileting

Please send multiple extra clean, dry sets of clothes as accidents are expected while toilet training.

It is ideal at TES to have children potty-trained before entering the 3/4s class. Please note the 3/4s classroom does not have a toilet in their classroom and they use bathrooms in the hallway. Teachers and staff are unable to assist your child in the bathroom stalls due to safety concerns.

In the event of a toileting accident, the soiled clothing will be placed in a plastic bag and the child will be put in the spare clothes kept on site for them. The bag of soiled clothes will go home with the child that day, with a note in Brightwheel as to what happened and what clothing items need to be replaced.

Safe Sleep Policies

Child Care Regulation Minimum Standards 746.501A-9

To encourage good sleep habits and instill a regular school routine, each child is asked to bring their own nap mat. Nap mats will be sent home weekly for cleaning.

At TES, all staff and volunteers will follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). Texas Health and Human Services outlines safe sleep guidelines in their publication *Minimum Standards for Child-Care Centers*. For more information, see Addendum B located at the end of this document.

Smoking

The Epiphany School is a non-smoking facility, this includes electronic cigarettes and vaporizers (i.e. vape pens). According to Richardson City Ordinance Chapter 10, Article 1V, Section 10-97 : “Smoking shall be prohibited in all enclosed public spaces and enclosed places of employment within the city, including...” (18) “...within 25 feet of any door, operable window/vent or other opening to an enclosed indoor area.

Social Media

No photos taken during the school day of any students currently or formerly enrolled in The Epiphany School will be posted on a staff member/employee’s social media. Any photos of students posted to The Epiphany School’s social media accounts will follow the guidelines and preferences established in the student’s registration paperwork.

Any photos taken by parents while visiting The Epiphany School or downloaded from Brightwheel may not be posted to any social media if they contain the faces of children they are not the parents or guardians of, unless those faces are blurred or otherwise obscured.

All parents, guardians and/or family members of students enrolled at The Epiphany School are encouraged to not make friend/follow requests or accept friend/follow requests from your student's current year teachers. If necessary, the TES staff member may create a second account so that there is one for friends and family of the employee/staff member and a second for professional relationships. When the student is no longer assigned to the staff member's classroom, the employee may then, but is not required to, accept friend/follow requests from parents, guardians or family members of TES students. If a previous relationship exists between a TES employee and a parent, guardian or family member and a social media connection already exists, please be mindful that the employee/staff member is now a representative of TES and should act accordingly in their social media posts.

Special Needs Care

Child Care Regulation Minimum Standards 746.501A-30

TES is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early childhood intervention, speech, occupational, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

TES will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

TES will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with TES employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

TES will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

TES does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Teacher Qualifications & Training

The Epiphany School follows The State of Texas Minimum Standards for child-care centers and the Episcopal Diocese of Dallas for what qualifications and training the teachers of The Epiphany School should have. All TES teachers:

- are at least 18 years of age
- have a high school diploma or equivalent
- are CPR certified
- complete 24 hours annually of Professional Development focused on Early Childhood Education and Development
- have passed a background check and fingerprinting through Texas Health and Human Services and a second nationwide background check contracted by the Episcopal Diocese of Dallas through an independent service
- have completed 4 hours of Safe Church Training through the Episcopal Diocese of Dallas

Texas Child Care Regulation Requirements

The Epiphany School is a state licensed child care center. Specific health, safety and procedural guidelines are established by the State of Texas and TES is subject to annual inspections to verify compliance with all regulations. Inspections may include classroom visits, employee document verifications and student document reviews.

The Texas Department of Health and Human Services (TDHHS) handbook, Minimum Standards for Child Care Centers, documents work requirements for all TES child care staff. All TES staff must be familiar with TDHHS requirements. State staffing requirements may be accessed at:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>

Tuition 2025-2026

Registration Fee (non-refundable; per child)	\$250 or \$300 with Summer 2026
2 Day a Week (TTH)	\$315 per month
3 Day a Week (MWF)	\$430 per month
5 Day a Week (M-F)	\$660 per month

Founding Families will be billed at their originally agreed upon rates.

For families with multiple children enrolled, there will be a \$25 sibling discount per child on the annual Registration Fee.

Tuition and fees are due the first of the month. Tuition is auto-drafted from a bank account or credit/debit card beginning in August with last payment in May. If the student is continuing with summer enrollment, tuition will continue through July. Accounts not paid in full by the 7th day of the month will be assessed a \$25 late payment fee. Students whose accounts are not paid in full by the end of the month will not be allowed to return to TES until their account balance is settled.

- Tuition rates are reviewed and set annually by the Director, Vestry & Rector of Epiphany.
- All monthly tuition fees are charged and due regardless of vacations, illnesses, closures due to unforeseen circumstances, other absences, holidays, and inclement weather. There is no substituting of days if your child misses their regular scheduled day. There are no refunds or credits due to closures.
- There will be a \$25 administrative change fee for all enrollment changes.
- Tuition is paid monthly by automatic draft in Brightwheel via Credit/Debit Card or bank draft. (Note all credit/debit transactions will incur an additional 2.9% processing fee.)
- Dependent care statements are available in your Brightwheel account.

Early-Care, Extended Learning and Drop-In Rates

The Epiphany School offers Early Care in the mornings from 7:30am-9:00am. Children will spend this time indoors and will transition to their regular rooms between 8:30-8:45am.

2 day a week	\$75 per month
3 days a week	\$110 per month
5 days a week	\$180 per month

Extended Learning is offered in the afternoons from 2:00 - 5:30 pm. The location (classroom or Enrichment Room) will depend on enrollment. This time will include enrichment learning and outdoor play, weather permitting.

2 days a week	\$175 per month
3 days a week	\$260 per month
5 days a week	\$430 per month

Drop-In Care, both partial care and full day, is offered at the Administration’s discretion and the ability to accommodate the child. Drop-In Care should be requested a week in advance and no later than 24 hours in advance. In exigent circumstances, by 5pm the evening prior.

Pre-Care 7:30-9:00 am	\$10/day
Extended Learning 2:00-5:30 pm	\$25/day
Additional Day 9:00-2:00	\$40/day

Weapons

The Epiphany School prohibits anyone* (exceptions below) from possessing or carrying weapons of any kind on school property or at any school functions, on or off campus. This includes:

- Any and all firearms;
- Any form of weapon or explosive device;
- all illegal knives or knives with blades in excess of four inches in length.

*Exceptions only: Police officers, security guards, or other individuals who have been given consent by the director to carry a weapon onto the property.

Withdrawing from The Epiphany School

Two weeks' notice is required if a student will be withdrawing from TES. Tuition will be charged during the two-week period. Temporary withdrawals due to extended trips, etc. will require a \$50 re-enrollment fee. Spots will not be held unless tuition is paid while away on any extended absence.

Non-Applicable Child Care Regulation Policies for TES:

Child Care Regulation Minimum Standards 746.501A-14 (Transportation)

Child Care Regulation Minimum Standards 746.501A-15 (Water Activities)

Child Care Regulation Minimum Standards 746.501A-17 (Animals)

Child Care Regulation Minimum Standards 746.501A-29 (Unassigned Epi-Pens)

Addendum A – Discipline and Guidance

Minimum Standards for Child-Care Centers (9/2025, Subchapter L, p.167)

§746.2803. What methods of discipline and guidance may a caregiver use?

Subchapter L, Discipline and Guidance April 2017

Discipline must be:

- (1) Individualized and consistent for each child [Medium]
- (2) Appropriate to the child's level of understanding [Medium-High];
- (3) Directed toward teaching the child acceptable behavior and self-control [Medium]; and
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, [Medium-High] including the following: (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior [Medium-High];
(B) Reminding a child of behavior expectations daily by using clear, positive statements [Medium-High];
(C) Redirecting behavior using positive statements [Medium-High]; and
(D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. [Medium]

§746.2805. What types of discipline and guidance or punishment are prohibited?

Subchapter L, Discipline and Guidance March 2023

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited [High]:

- (1) Corporal punishment or threats of corporal punishment [High];
- (2) Punishment associated with food, naps, or toilet training [High];
- (3) Grabbing or pulling a child [High];
- (4) Putting anything in or on a child's mouth [High];
- (5) Humiliating, ridiculing, rejecting, or yelling at a child [High];
- (6) Subjecting a child to harsh, abusive, or profane language [High];
- (7) Placing a child in a locked or dark room, bathroom, or closet [High];
- (8) Placing a child in a restrictive device for time out [High];
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?) [High]; and
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age [High].

§746.2807. May my employees discipline their own children who are in care at my center?

Subchapter L, Discipline and Guidance September 2003

Yes, during operating hours an employee may discipline the employee's own child as long as the employee does not violate the requirements specified in this subchapter. [Medium-High]

Addendum B - Safe Sleep Policies

Minimum Standards for Child-Care Centers (9/2024, Subchapter H, p.144)

§746.2409. What specific safety requirements must my cribs meet?

Subchapter H, Basic Care Requirements for Infants April 2017

(a) All full-size and non-full-size cribs must have:

- (1) A firm, flat mattress that snugly fits the sides of the crib and that is specifically designed for use with the crib model number. The mattress must not be supplemented with additional foam material or pads;
- (2) Sheets that fit snugly and do not present an entanglement hazard;
- (3) A mattress that is waterproof or washable;
- (4) Secure mattress support hangers, and no loose hardware or improperly installed or damaged parts;
- (5) A maximum of 2 3/8 inches between crib slats or poles;
- (6) No corner posts over 1/16 inch above the end panels;
- (7) No cutout areas in the headboard or footboard that would entrap an infant's head or body;
- (8) Drop gates, if present, which fasten securely and cannot be opened by a child;
- (9) Documentation that each crib meets the applicable federal rules at Title 16, Code of Federal Regulations, Parts 1219 or 1220, concerning "Safety Standards for Full-Size Baby Cribs" and "Safety Standards for Non-Full-Size Baby Cribs," respectively, or documentation that each crib is a medical device listed and registered with the U.S. Food and Drug Administration; and
- (10) A label with the infant's name. As an alternative, you may label cribs with a number and have a number/infant assignment map available.

(b) You must sanitize each crib before a different infant uses it and when soiled.

(c) You must never leave an infant in the crib with the drop gate down.

Helpful Information

• *Research shows more babies die in incidents involving cribs than with any other piece of nursery equipment.*

• *Non-full-size cribs may be either smaller or larger than a full size crib, or shaped differently than the usual rectangular crib. The category of non-full-size cribs includes oversized, specialty, undersized, and portable cribs, but does not include any product with mesh/net/screen siding, non-rigidly constructed cribs, cradles, car beds, baby baskets or bassinets. For requirements for play yards, which are mesh or fabric sided products, see §746.2411 of this title (relating to Are play yards allowed?).*

• *Regarding paragraph (1), a mattress is too loose if there are more than two finger widths between the edge of the mattress and the crib side.*

• *Regarding paragraph (5) if a soda can fits easily between the slats on a crib, the slats are too wide.*

§746.2415. What specific types of equipment am I prohibited from using with infants?

Subchapter H, Basic Care Requirements for Infants April 2017

(a) You may not use the following equipment for infants, which has been identified as unsafe for infants by the Consumer Product Safety Commission and the American Academy of Pediatrics:

- (1) Baby walkers, which are devices that allow an infant to sit inside a walker equipped with rollers or wheels and move across the floor;
- (2) Baby doorway jumpers, which are devices that allow an infant to bounce while supported in a seat by an elastic "bungee cord" suspended from a doorway;
- (3) Accordion safety gates;
- (4) Toys that are not large enough to prevent swallowing or choking; or
- (5) Bean bags, waterbeds, and foam pads for use as sleeping equipment.

(b) Except for a tight fitting sheet and as provided in subsection (c), the crib must be bare for an infant younger than 12 months of age.

(c) A crib mattress cover may also be used to protect against wetness, but the cover must:

- (1) Be designed specifically for the size and type of crib and crib mattress that it is being used with;
- (2) Be tight fitting and thin; and
- (3) Not be designed to make the sleep surface softer.

Regarding paragraph (6), studies on SIDS support eliminating soft bedding materials, sleep positioning devices, and stuffed toys for infants under twelve months.

§746.2426. May I allow infants to sleep in a restrictive device?

Subchapter H, Basic Care Requirements for Infants April 2017

You may not allow an infant to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Helpful Information

- *Infants sleeping in restrictive devices are at risk for strangulation, injury, and positional asphyxiation. Documentation from a health care professional is required for an infant to sleep in a device other than a CPSC approved crib.*
- *Infants arriving at the center asleep in a car seat must be removed from the car seat and placed in a crib. You must not place the car seat in the crib with a sleeping infant.*
- *If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.*

§746.2427. Are infants required to sleep on their backs?

Subchapter H, Basic Care Requirements for Infants April 2017

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.

Helpful Information

- *Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep.*
- *If the infant was born with a birth defect, often spits up after eating, or has a breathing, lung, or heart problem, a doctor or nurse may recommend a different sleep position to use.*
- *Providing "tummy time" several times each day is important because it prepares infants for the time when they will be able to slide on their bellies and crawl. The caregiver needs to stay near and closely supervise the infant during tummy time.*
- *If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.*

§746.2428. May I swaddle an infant to help the infant sleep?

Subchapter H, Basic Care Requirements for Infants April 2017

You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

Helpful Information

If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.

§746.2429. If an infant has difficulty falling asleep, may I cover the infant's head or crib?

Subchapter H, Basic Care Requirements for Infants September 2003

No. Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Addendum C - 2025-2026 School Calendar

The Epiphany School - Proposed Calendar 2025-2026

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
1	Student/Staff Holiday
4-8	Professional Development
11	Meet the Teacher
12	First Day of School

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
16	Presidents Day - No School

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Labor Day

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
5	Ash Wednesday
8	Daylight Saving Begins (Spring Forward)
16-20	Spring Break (RISD follows Dallas College*)

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
4	Feast Day of St Francis
10	Fall Break - No School
13	Fall Break - No School
26	Fall Fest
31	Halloween

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
3	Good Friday - No School
5	Easter
6	Easter Monday - No School
27	End of Year Conferences (School is in)

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
2	Daylight Saving Ends (Fall Back)
3	Student Conferences - No School
4	Election Day - No School
11	Veterans Day
24-28	Thanksgiving Break

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
3	Mother's Day
22	Last Day of Classes
25	Memorial Day
25-29	Staff Vacation

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
11	TES Christmas Pageant
19	Class Parties
22	Christmas Break Begins
24	Epiphany Church Christmas Eve Pageant

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
1	Summer Classes Begin

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1-2	Christmas Break Continued
5	Professional Development
6	School Resumes
19	MLK Jr Day Observed - No School

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
3	No School
4	4th of July
24	Last Day of Summer Classes
27-31	No School

Family Handbook Acknowledgement 2025-2026

The Epiphany School Family handbook was created to promote understanding and foster communication regarding the policies and procedures at The Epiphany School.

The information in the Family Handbook applies to all enrolled children at The Epiphany School. It is vital that parents/guardians and their children are familiar with these expectations and community norms.

Please read the handbook completely. Your electronic signature acknowledges that you have received, read, had an opportunity to ask questions, understood and agree to follow the policies and procedures of our school community at The Epiphany School.

We have read, reviewed and understand the handbook and agree to abide by all policies and procedures discussed in The Epiphany School Family Handbook.

CHILD'S NAME (print): _____

PARENT/GUARDIAN'S NAME (print): _____

PARENT/GUARDIAN'S SIGNATURE: _____

DATE: _____