



Handbook for Families

2024-2025

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
Director, Sarah Jo Skinner	972-690-0095 ext. 220
The Episcopal Church of the Epiphany	972-690-0095

Hours of Operation

School Office Hours

Monday-Friday 8:30am-3:00pm

Parent’s Day Out Hours

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

Early Care and Extended Learning Hours

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

Church Office Hours

Monday-Thursday 9:00am-5:00pm; Friday 9:00am-12:00pm

Sunday 8:30am-12:30pm; 5:00pm-7:00pm

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.

Table of Contents

Accident Reporting Procedures	5
Admission Procedures	5
Age Placement.....	5
Non-Discrimination Policy.....	6
Assessment Policies	6
Attendance & Absence Policy	7
Backpacks	7
Birthday Celebrations	7
Carpool	7
Separated or Divorced Families.....	8
Child Abuse Reporting Policy	9
Christian Formation	9
Clothing, Diapers, Jewelry & Valuables	9
Toys & Items from Home.....	10
Communication	10
Discipline & Guidance	10
Suspension.....	11
Expulsion.....	11
Drug & Alcohol-Free School	11
Emergency Procedures	12
Emergency Evacuation Site(s):.....	12
Homeland Security.....	12
Weather Emergency.....	12
Campus Emergency.....	13
Health Emergency.....	13
Events	13
Gang-Free Zone	13
Health & Safety Regulations	14
Immunizations.....	14
Medications.....	14
Vision and Hearing Screening.....	14
Illness & Injury	14
Nutrition	15
Outdoor Supervision	16
Pandemic/Emergency Closure Policies	16
Tuition Policy.....	16
Travel Policy.....	16
Parent’s Rights	16
Parental Concerns	17

Parental Volunteers.....	17
Pets & Toys from Home.....	17
Physical Activity.....	17
Potty Training.....	18
Safe Sleep Policies.....	18
Smoking.....	18
Social Media.....	19
Special Needs Care.....	19
Texas Child Care Regulation Requirements.....	19
Tuition 2024-2025.....	20
Pre-Care, Extended Learning and Drop-In Rates.....	20
Weapons.....	21
Withdrawing from The Epiphany School.....	21
Family Handbook Acknowledgement 2024-2025.....	25

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.

Admission Procedures

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

1. Enrollment Forms
 - Registration Form
 - Authorized Release Form
 - Handbook Acknowledgement Form
 - Medical Authorization Form
 - Health Requirements Form (Includes Physician Signature)
 - Current Immunization Records or State Issued Waiver
 - Getting to Know Your Child/Family
 - Financial Contract Form
2. Annual Enrollment Fee (\$250 non-refundable)

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

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 and will be reevaluated throughout the school year.

2024-2025 Class Options	Available Class Days
Toddlers (12 months as of 9/1/24)	MWF, TTH, M-F
Pre-K 2 (2 yrs as of 9/1/24)	MWF, TTH, M-F
Pre-K 3 (3 yrs as of 9/1/24)	MWF, TTH, M-F
Pre-K 4 (4 yrs as of 9/1/24)	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 administration and staff of TES work to make all decisions in the best interests 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.
- There are no make-up days for any absences or school holidays.
- 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 and prayer on their birthday (half-birthday for summer birthdays).
- Each student is invited to donate a book to the school library on the anniversary of their birth (half-birthdays for summer birthdays).
- Due to food allergy issues, The Epiphany School asks that you do not send treats.
- Families may send invitations for teachers to distribute only if each child in the class is invited and it is clear this is not a school function.

Carpool

To maintain the safety and security of the school and church community, we ask that parents abide by our 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.

Afternoon Pick-Up

- Pick-Up begins at 1:45 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. (Late pickup may incur a \$10 charge for the first 5 minutes late and an additional \$1 per minute after.)
- Extended Learning pick up time is 5:30 pm daily. (Late pickup may incur a \$10 charge for the first 6 minutes late and an additional \$1 per minute after.)

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 classroom, we ask parents to always hold their child's hand.
- Please DO NOT use the covered driveway near the church offices or church parking spaces near the sanctuary.

If there is a need to have your child picked up by someone other than the parent/guardian/approved pick-up, please notify the school prior to pick up time. 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 Reporting Policy

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 The Epiphany School. TES will comply with the provisions of the laws of The State of Texas and the guidelines established by TDHHS, 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.
- 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

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. Please notify the school of any changes to contact information such as address, email, or cell phone.

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

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

A mobile device will be located in each classroom for parents or caregivers to sign in/out their students each day. This is the only device allowed to be used in the classroom, except in the event of an emergency.

Discipline & Guidance

Texas Health and Human Services outlines appropriate discipline and guidance in their publication *Minimum Standards for Child-Care Centers* (5/3/23, Subchapter L, p.158).

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 upon 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

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.

If challenges persist after previously listed interventions have been implemented, TES reserves the right to issue a temporary suspension of up to one calendar week. This break is intended to allow the child to have 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 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.

Expulsion

In rare cases, the Director may choose to expel a student for egregious acts that harm students or adults in the community, that are morally reprehensible or that violate legal, health or safety standards. The Epiphany School reserves the right to expel a child at any time if, in the judgment of the Director, 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

The administration of TES has worked with local police and fire as well as The Episcopal Church of the Epiphany to develop these 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.

If you are unable to pick up your child in a timely manner, 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 loaded and accompanied by a teacher and 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.

Emergency Evacuation Site(s):

- On-Site Outside - Episcopal Church of the Epiphany – Custer Road Cross or Playground
421 Custer Rd., Richardson, TX 75080
- On-Site Inside - The Episcopal Church of the Epiphany – Restrooms (Classroom & Hallway)
421 Custer Rd., Richardson, TX 75080
- Off-Site – First United Methodist Church, 503 N. Central Expy, Richardson, TX 75080

Homeland Security

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

Weather Emergency

TES will follow the Richardson Independent School District 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 *Student 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 intruder. 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.

Health Emergency

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

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 animals to school for a blessing.

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.

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

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!

Gang-Free Zone

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

The State of Texas has *Minimum Vaccine Requirements for Child Care & Pre-K Facilities*. Documentation of current age-appropriate immunizations is required for enrollment, must be kept up-to-date, and will be kept in student files. If your child has a physician approved modified vaccination schedule or exemption, documentation of that must also be on file.

The Epiphany School encourages all employees to receive vaccine-preventable immunizations.

Medications

Prescription medicine will be administered by the office staff as medically necessary. All prescriptions must be in the original container with a pharmacy label. 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.

Any life-saving medications that need to be given to a child will be provided by parents or caregivers in original packaging with 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.

Vision and Hearing Screening

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.

Illness & Injury

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:

- A fever of 100 or above
- Vomiting or diarrhea
- Persistent cough
- Shortness of breath/difficulty breathing
- Headache
- Colored mucus

- Sore throat
- An ear infection
- Pinkeye or any other eye infection
- A skin infection or unknown rash
- Communicable disease
- Head Lice
- A general sick feeling

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/guardian will be notified. In case of severe injuries, emergency medical professionals will be called if necessary.

Nutrition

- **TES is nut-sensitive facility. No nuts, nut butters or foods containing nuts 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 prepared, ready to eat in a developmentally appropriate manner.
- Possible choking hazards can include whole or round sliced hot dogs, whole grapes, popcorn, raw carrot chunks, large chunks of meat, unsliced apples, 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

Outdoor Supervision

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.

Pandemic/Emergency Closure Policies

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 will 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

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

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 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.

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

Parental Volunteers

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

Physical activity is critical for the development of the entire child. Each day at TES children will have both indoor and outdoor periods for both moderate and vigorous activity. Active play can be messy and requires comfortable and safe clothing and shoes (see *Clothing*).

Children are required to go outside each day, weather permitting. (During inclement weather, provisions will be made for indoor recreation.) During the hotter days of summer, early fall and late spring, there are frequent ozone alerts from the National Weather Service. There will be no outside activity when under a Red Ozone Alert, Orange Ozone Alert, Excessive Heat Advisory or when the temperature and/or heat index is 95 degrees fahrenheit or greater or 50 degrees fahrenheit or below. When weather prohibits outdoor play, students will use the indoor play/Enrichment room in The Epiphany School.

Outdoor play means exposure to the sun and outdoor pests like insects. TES staff WILL NOT apply sunscreen or bug spray. This must be done at home, before coming to school.

Parents can provide a written notice if you would like your child to remain inside on days other than listed above. This applies only to temporary circumstances. Longer term requirements for a student to remain indoors due to a medical condition require a note from the child's physician.

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. After success at home, it is appropriate for your child to come to school in underwear. Make sure to send extra clean, dry sets of clothes as accidents are expected.

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 as to what happened and what clothing items need to be replaced.

Safe Sleep Policies

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 for cleaning daily. In addition, parents are encouraged to send sleep sacks if their child requires additional warmth during nap times.

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* (5/3/23, Subchapter H, p.132). 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

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 years 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, but is not required to, then 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.

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.

Special Needs Care

TES will provide accommodations for students as is in compliance with TDHHS regulations. However, any specialized care that requires medical training, will need to be performed by a nurse or caregiver provided by the child and their family and will not be the responsibility of TES staff. A meeting between the Parents or caregivers, the Lead Teacher and the Director will be scheduled to make sure the appropriate accommodations are made for the student.

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>

Current files on all staff members are maintained in the TES office per TDHHS guidelines. Changes in employee information (i.e. phone number, address, etc) must be reported to the TES office in writing within one week (7 calendar days) of change.

Tuition 2024-2025

Registration Fee (non-refundable; per child)	\$250
2 Day a Week (TTH)	\$275 per month
3 Day a Week (MWF)	\$375 per month
5 Day a Week (M-F)	\$575 per month

Founding Families will be billed at the 2023-2024 Registration and Tuition 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.

Pre-Care, Extended Learning and Drop-In Rates

The Epiphany School offers Early Care in the mornings from 7:30am-9:00am, when the regular school day begins. Children will spend this time in the Indoor Play/Enrichment room and will transition to their regular rooms at 9am.

2 Day a week	\$75 per month
3 day a week	\$110 per month
5 day a week	\$185 per month

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

2 day a week	\$175 per month
3 day a week	\$260 per month
5 day a week	\$435 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.

Pre-Care 7:30-9:00 am	\$10/day
Extended Learning 2:00-5:30 pm	\$20/day
Additional Day 9:00-2:00	\$35/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.

Addendum A – Discipline and Guidance

Minimum Standards for Child-Care Centers (5/3/23, Subchapter L, p.158)

§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 (5/3/23, Subchapter H, p.132)

§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 twelvemonths.

§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.

Family Handbook Acknowledgement 2024-2025

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, and understood the policies and procedures of our school community at The Epiphany School.

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

PARENT/GUARDIAN'S NAME (print): _____

PARENT/GUARDIAN'S SIGNATURE: _____

DATE: _____