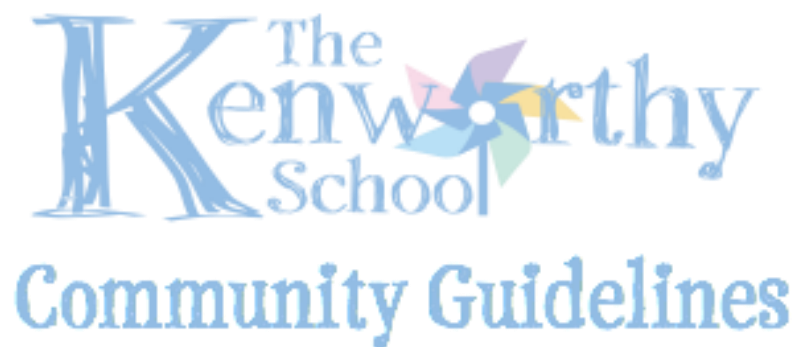




Worthy Ways





The Kenworthy School Mission Statement

The Kenworthy School partners with families in a high quality educational preschool setting to ignite a love of learning, cultivate resilience and embrace joy!

The School Name

Maria (pronounced Mariah) Kenworthy (Magee) and her husband, James Francis Magee, both educators, emigrated from England to Illinois in the last half of the 19th century. Maria and James settled in Rock Island Illinois, where Maria helped establish the first public school. James continued an outstanding and nationally recognized career as a teacher, professor, and school superintendent. Pictures of Maria and James, a scattering of James Magee’s credentials are on display in The Kenworthy School.

In tribute to ancestors whose legacy of teaching endures, and with special regard and respect to Maria, who, after marrying, was no longer eligible to continue her life’s passion of teaching – our school bears the Kenworthy name. As Maria’s direct descendants, (great granddaughter and great great granddaughter), we continue her legacy of work she began over 100 years ago: the education of young children!

The School Campus

The Kenworthy School is custom designed with safety and high quality preschool experiences the priority. The classrooms and playground flow easily and children have abundant space to move about, to play, to learn, and to experience joys of childhood. Located at 880 W 28th Street in the Greater Heights, the school has easy access from popular arteries.

School Structure and Organization

The Kenworthy School, established in 2017 by Charlotte MacVane and Jean Hassen, brings the educational expertise, substantive curriculum, highly qualified and experienced faculty and experienced leadership required for a successful high quality preschool.

The Kenworthy School Organization and Leadership

Charlotte Lange MacVane, Co-Owner and COO, brings her business and legal acumen as well as her passion and keen understanding of what families of young children need and want to the founding and directing of The Kenworthy. Family centered as well as committed to her important career, Charlotte believes that with a little support from a school community, career moms and dads can “have it all.” With this as her goal, and partnering with her aunt, Charlotte chooses to invest time, resources and commitment to operating a premier high quality preschool. To learn more about Charlotte, go to www.kenworthyschool.com/whoweare.

Jean Hassen, Co-Owner and Executive Director of The Kenworthy School, enjoyed eleven years as Headmistress and Principal of two prestigious private schools accredited by the Southern Association of Colleges and Schools (SACS). In 1991 with a partner she established The Kenworthy School, a private preschool and elementary school in Maitland, Florida. In 2004 she sold her share of the school because of the untimely death of her business partner and retired for the first time.

Mrs. Hassen’s unique combination of experience as a teacher, public school counselor, and educational diagnostician, and school principal combined with her academic specialization in curriculum development and educational leadership results in her success in creating create a high quality learning environment with substantive learning experiences for children. To learn more about Jean, visit www.kenworthyschool.com/whoweare.



The Kenworthy School Advisory Board

In addition to Charlotte and Jean's hands-on leadership and development of the school, a highly qualified Advisory Board is invited to serve in support of the mission statement of the school and bringing outside perspective, individual and unique talents, focus, and insight to both short and long term goals of the school.

Kenworthy Communication

Communicating and Notifying Parents

When The Kenworthy School has information to share about a particular child, the teacher or assistant teacher or a director will make a phone call or send an email to the parent. When a face to face conversation will be helpful the teacher, assistant teacher or director invites the parents to campus and schedules a time for the conversation.

When The Kenworthy School has information to share about school events, school notifications, policy changes, weather situations, emergency opening and closing of school, evacuation to safe location, the school notifies parents via email. The information is also posted to www.kenworthyschool.com

The Kenworthy School publishes newsletters and information about seminars and school events at www.kenworthyschool.com. Families who prefer a soft copy of these documents may request a copy by calling The Kenworthy School. 713.818.8286.

Connecting to find recent announcements and general information through www.kenworthyschool.com is another way to learn about upcoming changes in policy, upcoming event announcement, parent seminars, etc.

Technology for Communication

Technology at The Kenworthy School provides the opportunity for parents, teachers and school to best share details that help build the school family and support the needs of individual families. We encourage our families to use The Kenworthy School family portal to communicate with the director, classroom teacher and owners of the school.

Want More?

Preschool parents are welcome to call to check on their young child. The school provides up-to-the-minute reports on health, student participation, and apparent adjustment to the day's routine. Please call a director to get more information.

Cameras at The Kenworthy School

You can also check in using The Kenworthy School camera system. The Kenworthy School invests in state of the art, highly secured classroom camera system so that parents may visit their child at any time throughout the day.



Kenworthy School Concierge Services for Our School Families

The Kenworthy School is proud to offer a one-of-a-kind *Kenworthy Concierge Service*.

For an affordable, flat monthly fee, you can opt in to the following offerings:

- Pick up / drop off your dry cleaning
- Purchase toys and gifts for upcoming birthday parties
- Goodwill and recycling center drop-offs
- Returns of mail-order items to certain clothing stores
- Other time and hassle saving options

The Kenworthy Concierge will refine its services to suit parents' needs, and reserves the right to modify its offerings accordingly.

Kenworthy School Publications

Noteworthy: The Kenworthy School Annual Report

Provides information about school goals, the use of tuition, faculty lists, the school calendar and other school community information and is available at the end of every school year at www.kenworthyschool.com

Standards and Guidelines for The Kenworthy School

Worthy Ways: published on the website www.kenworthyschool.com, parents find community guidelines, details, procedures, and standards. Parents are expected to read and follow guidelines included in Worthy Ways, affirm receipt of the information, and pledge to cooperate with school guidelines.

School Directory

The Kenworthy School publishes a Family Directory each September that includes names and contact information of enrolled families. *Any family who wishes to have this information excluded from this directory should communicate this preference to the school administration in writing prior to the school opening.*

Partnering to Explore Problem Solving and Find Solutions

Productive communications between family, the faculty, staff, administration, and owners of The Kenworthy School is a priority. Toward that goal, the following guidelines are in place for solving problems addressing concerns and issues in this school community.

- The curriculum, schedule and faculty are carefully selected by the Kenworthy School educators with the best interest of our children the primary consideration.
- Reasonable and conscientious efforts are made by The Kenworthy School decision makers to inform parents of changes or modifications to the faculty or curriculum.
- Concerns or complaints involving safety issues are attended to immediately and officially. Please address safety concerns to the Director, Director of Family Services, a teacher or the Executive Director.
- Parents with concerns in areas other than safety are invited to speak privately with the teacher when the class is not “in session.” Additionally, parents are invited to schedule a time to speak to the teacher about concerns. Personal conferences are usually more satisfying and productive than written communication when an issue is addressed. Parents are generally asked to speak to the teacher, and then if the concerns are not satisfied, the parent is encouraged to schedule a conversation with the Director of Family Services or Executive Director. An exception of course



is when the parent would like to discuss teacher or teacher assistant behaviors, choices, or practices, in which case the parent is encouraged to call and schedule a face to face meeting with the Executive Director or Director of Family Services.

Questions, Concerns, Comments?

The Kenworthy School partners with families in establishing two-way communication about the care and education of children, school policies, school procedures, school events, etc. Faculty and directors of the school are available to visit with parents about questions, concerns, information and comments. With attention to the fact that the first priority of teachers and staff is the care and education of children, such communications are best managed by prearranged time. Anytime immediate communication is necessary, parents are encouraged to contact a director of the school by phone, text or email.

Please know too that the owners of the school are available for conversation and invite parents to call, or schedule an appointment for a general conversation, or to address questions, concerns, comments. [713.818.8286](tel:713.818.8286).

Parents are Welcome

The Kenworthy School welcomes parents to our campus and to step into our classrooms at any time. Mothers of infants are welcome to join their child in one of the Beginner 1 classrooms where a glider is available for breastfeeding mothers. Furniture supportive of nursing will be available in other areas of the school as well.

When arriving on campus, parents check in at the front office before they go into their child's classroom. Or any classroom. Parents are welcome to observe in any area of the school, and parents are welcome to volunteer at The Kenworthy School. To become a Kenworthy Volunteer who is on campus on a regular basis, parents must comply with minimum standards that apply to employees, including background checks.

Parent Seminars

Informational seminars conducted by guest speakers and Kenworthy School experts are offered during the school year to expand parent understanding of our curriculum, student behaviors, student needs, and student growth and development. Additional seminars that offer details and guidelines regarding our behavior management program assist parents and teachers in teamwork toward agreed upon goals for behavior management skills.



ENROLLMENT AND WAIT LIST

Selecting the best educational setting for your child is challenging. The Kenworthy School partners with you to make your decision making and enrollment process straightforward and collaborative. An important part of enrolling your child is a visit with one of the two owners – Charlotte MacVane or Jean Hassen, who is also the Executive Director. You can reach them at 713.818.8286 to share information about your child and your family needs. During this conversation it is our goal that you gain an understanding of our school’s mission and why we chose to establish this community. This is an opportunity for you to ask questions and share your expectations with us. Together, we will determine if your child will be successful here and if you will be satisfied with all The Kenworthy School has to offer.

We promise to manage your application information with respect, good intentions and confidentiality. We also extend an invitation to visit our campus when the building is complete and see for yourself the wonderful learning spaces we create for children. As is appropriate, we will invite you to bring your child (two years and older) for a visit to the school campus as we prepare for our Fall 2017 opening.

During the construction phase of The Kenworthy School campus, parents are encouraged to complete the Enrollment Process and secure classroom place for their child for Fall 2017 with the knowledge and understanding that our first day of school is a “moving target” and that an **actual start date cannot be guaranteed as part of the enrollment process.**

The Kenworthy School Enrollment Process

The curriculum of The Kenworthy School provides high quality care and educational advantages in the preschool for *children from six weeks to five years*.

Before enrolling a child at The Kenworthy School, parents visit with the Executive Director. If there is an appropriate spot available, the parent will be invited to enroll. When the parent decides to enroll in The Kenworthy School, he or she visits www.kenworthyschool.com and selects “Enroll Now” to complete the Enrollment Form. The parent must also meet the financial commitment for enrollment in order to secure the child’s placement, and sign a Tuition Agreement. The financial commitment for pre-enrollment is a Registration Fee. Upon receipt of the completed Enrollment Form and financial commitment, the Kenworthy School will issue a Notice of Enrollment. Prior to the start of classes, additional paperwork may be required to satisfy school policy and licensing standards. We can help you satisfy these requirements and complete your child’s file.

Required Records for Attendance at The Kenworthy School

Before children who are enrolled can attend The Kenworthy School, the child must have on file:

- Enrollment and Admission information
- Statement of the child’s health from a health-care professional
- Current immunizations records from a health care professional (For additional information please visit <http://www.dshs.texas.gov/immunize/school/child-care-requirements.gov> or <http://www.dshs.texas.gov>)
- Tuberculin testing information, if applicable
- Hearing and vision screening results, if applicable (A signed and dated statement from the health care professional that such screening is not necessary meets this requirement.)
- Medication administration records when applicable
- A copy of any health-care professional recommendations or orders for specialized medical assistance to the child
- A copy of health care professional statement of allergies and emergency procedure for allergic reactions



- Parents of Beginners (6 weeks to 11 months) receive and affirm understanding of the Safe Sleep guidelines (See Appendix).

The Kenworthy School Wait List

Before the school opens in the Fall of 2017, parents may choose to place their child on the Wait List for delayed enrollment consideration. *Placement on the Wait List before opening does not guarantee enrollment at opening.* Before placing a child on the Wait List parents visit with the Jean Hassen, Executive Director or Charlotte MacVane, owner.

The Kenworthy School Wait List does not operate like other area schools. We accept only an extremely limited number of students onto the Wait List – the number of students we truly expect to be able to admit to a given class within a twelve month period. Prior to opening, this number will fluctuate somewhat in response to hiring and training processes for faculty and staff. As we near full enrollment, certain classes may only have two or three students on the Wait List at any given time. That means if you are placed on our wait list, you will be offered a spot within 12 months, or you will receive a refund of your Wait List Deposit.

Requirements for adding a child to the Kenworthy Wait List:

- Completed Enrollment Application and signed Wait List Agreement
- \$500.00 wait list fee (non refundable but applied to first month's tuition)

Pre-opening **Wait List families will be offered any unfilled placements within the first year after opening.** Parents on the Wait List are informed when there is a classroom enrollment opening and have reasonable time to secure that classroom enrollment with payment of the balance of one month's tuition, registration and supply fees, and submission of all required documentation.

The Kenworthy School Contact List

Parents not ready to get on Wait List may register for the Contact List at no charge. Families on this list will receive information, notices, and updates about the school community, construction progress, and specific opening dates. When and if Wait List spots open up, parents on the Contact List will be able to register for the Wait List in order of registration on the Contact List.

Sometimes life develops in unexpected ways. As such, we have also instituted a policy that a family gets one "free pass" on the Contact List. This means that, if you are offered a spot on the Wait List that you can't take for whatever reason, you can "pass" on that spot one time without losing your Contact List registration date. We simply call the next family. However, if when you are called a second time, you are still unable to accept the spot, your Contact List registration date will be changed to reflect the date of your second deferment.

Annual Re-enrollment

Invitations to re-enroll a child for the coming academic school year are extended to families in February of each year. A returning child is "enrolled" for the coming school year at The Kenworthy School and an enrollment placement *secured in a class when the annual Registration Fee and the annual Supply Fee accompanied by a completed Re-Enrollment Application and a signed Tuition Agreement* for the coming year are received by The Kenworthy School. When The Kenworthy School receives all required documents and fees, the child is enrolled for the coming school year and an enrollment place assured.

A family whose account is not current at the time of re-enrollment must bring the tuition account current before the Re-Enrollment is complete. The child may be placed on the Wait List until the account for the current year is current.



Alternate Options for Preschool

Membership in The Kenworthy School community is a privilege accompanied by individual and family responsibility to support and participate in their child's best interest. The Kenworthy School is an *appropriate high quality learning environment for a child and family who cooperate with the guidelines and standards of the school community*. The school is founded and guided by best practices research and the practical experience in quality school leadership of Jean Hassen.

Families may be asked to find another school setting if the family cannot support the guidelines and philosophy of the community, the curriculum choices of the school, the behavior management of the school, or when a child's behavior repeatedly suggests that The Kenworthy School is not a safe and appropriate placement for the child.

Payment of School Tuition

The Kenworthy School offers parents choices for payment of the annual tuition. Parents may pay monthly, annually or semi-annually in advance. On some occasions other arrangements may be made for more frequent payment of tuition. The decision for payment preference is made when the parent signs the Tuition Agreement at the time of enrollment or re-enrollment.

Tuition accounts paid monthly are due on the first of each month. Parents are encouraged to pay the tuition through Tuition Express. A late fee is charged for tuition paid after the 2nd of each month. Parents may pay by EFT, Debit Card or by check. Parents receive a reminder of late fees and past due tuition if tuition remains unpaid after the 3rd of any month. If tuition is not current by the tenth of any month, the student may be withdrawn until all tuition and late fees are paid.

Parents sign a *Tuition Agreement that requires a month's notice of withdrawal*. Tuition is due for the month's notice time if the student withdraws without notice. When a student withdraws from The Kenworthy School, all tuition and charges must be paid in full.

School Supplies

Parents pay an annual Supply Fee to The Kenworthy School which the school uses to provide high quality materials in good condition for use by faculty and staff. The Kenworthy School invests a significant percentage of supply fees in the purchase of equipment, curriculum materials, library books, learning resources, and other instructional materials.

Kenworthy School Operational Policies

(As required by DFPS Texas Administrative Code, Title 40, Division 4 Chapters 746 and 747)

The School Year, Hours, Days and Months of Operation

The Kenworthy School is open **Monday through Friday and operates year round**. The school is **open 7:00 AM until 6:00 PM**. We close for a limited number of holidays each year, which are published prior to the start of the academic year. The Kenworthy School includes calendar information and notes on the website at www.kenworthyschool.com.

Access to the Kenworthy School Classrooms and Offices

Students and parents enter and leave The Kenworthy School through the front (North) door. For safety reasons doors on the perimeter of campus are not in use except for evacuation emergencies. During morning drop off time of 7:00-8:30, the door at the South side of the building is unlocked and faculty and staff assist children two years and older into the school.

Parking on the south side of the building is limited and parents who accompany their child into the building are asked to use the north side entrance.



Procedures for Release of Children

- Students arriving late stop by the front desk to sign in.
- When individuals other than parents pick up children, they must be granted permission in writing by the parents and must present photo identification at time of pick up. After being identified by administration, individuals other than parents take a pick-up slip to the classroom teacher.
- All individuals who regularly enter the school to drop off or take children from the Kenworthy School have individual, protected codes or biometric data to gain entry into the school building.
- Children are released only to individuals authorized by the parent on the Enrollment Application.
- Kenworthy School faculty and staff may ask for photo ID at anytime they have not met the parent or are unsure of the identity of the person asking to take the child from the school.
- Parents notify The Kenworthy School that an authorized person other than the parent is taking the child from the school on a specific date. This notice happens EACH time a person other than a parent will take the child from the school.
- The photo ID that matches the name of persons authorized to take child from school must be presented at the time the person is taking the child from The Kenworthy School.
- For the safety of all students who leave before 3:30, parents are required to sign out at the front desk.

Legal Issues and Custody

Any parent reporting a legal issue regarding custody, removal of a child from the center, restraining orders, etc., must present an official copy of the documents that support that report to the School before the child may attend The Kenworthy School.

Student Comfort, Health and Safety

Parking and the Safety of Our Kenworthy Kids

- All members of The Kenworthy School community are expected to model safety, courtesy, and consideration for all children and for one another when arriving and departing The Kenworthy School property. Please leave the handicapped parking spots for those with handicapped designations. This courtesy and respect is important lesson for our children to learn. Parents must keep children with them at all times on the parking areas and driveways of The Kenworthy School. Children may not run ahead of parents when exiting; students may not stand behind parked vehicles or cut between parked vehicles when exiting.
- Parents are encouraged to visit with one another at the front entry near the stairs and to avoid visiting with others on the parking lot as it may leave our Kenworthy Kids at risk. Faculty or staff members in the area may intervene if students are not with parents.
- Students may not leave the buildings without an adult.
- Parents entering the parking lot may not to stop on the entry ramp to wait for a parking place. Stopping near the entrance to the drive can leave cars behind in a traffic lane vulnerable to collision. Pull onto the school property if at all possible while you await a parking spot.
- Time, energy, and resources are invested in the appearance of property and the safety of our children. Please do not park in areas marked no parking.
- Remember never to leave a child, a computer, briefcase, or handbag unattended in a vehicle.

Firearms and Other Weapons

(DFPS Chapter §746.3707. Subchapter S, Safety Practices Division 1, Safety Precautions): Only law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of The Kenworthy School. Additionally, all toys that explode or that shoot things, such as caps, BB guns, darts, or fireworks, are prohibited as toys for children at The Kenworthy School. This includes all facsimiles of guns, knives, swords, or bows and arrows.

Fire and Tornado Drills

At least once each month, The Kenworthy School evacuates all buildings during a fire drill. Children are taught how to exit the buildings quickly and safely and to stay with their class once outside of the building. Infants are evacuated in cribs. A record of these fire drills is posted in the entry hall.

The Kenworthy School is equipped with a weather alert radio. Students practice evacuation to a safe area during regular tornado drills. This training is used to prepare students and teachers for moving quickly to the safest area of the school during dangerous weather.

Hurricane Warnings and School Closing

The Kenworthy School *opens or closes with the Houston ISD emergency schedule*. When a hurricane comes ashore with the likelihood that this immediate area will likely have at least Tropical Storm level winds, lightning, tornadoes, etc., some school schedule modifications are likely. For example the time of opening may be delayed. Class groupings may change based on the teachers' ability to get to school. When a hurricane comes ashore during the night, or bypasses the area, a reasonable attempt to open at 7:30 AM is made if Houston ISD schools open. The School does not open with an immediate threat of a hurricane coming ashore in the coastlines nearby. Emergency plans are in place in case the pre-hurricane weather causes tornadoes or other extreme weather conditions. Each child's safety is an imperative. Information will be posted at www.kenworthyschool.com provided that electronic communication remains available.

Liability Insurance

As required by Texas DFPS, The Kenworthy School maintains a liability policy that meets the standards required to operate a child care center. For more detailed information, please ask the Executive Director or Director of Family Services.

First Aid and CPR

Faculty and staff members are certified in first aid and infant and child CPR.

Emergency Medical Procedures

(DFPS Subchapter B, Administration and Communication Division 2, Required Notifications December 2010)

First every effort is made to stabilize the child and emergency services are contacted. Then, The Kenworthy School notifies the parents that their child is injured and the injury requires medical attention by a healthcare professional. At that time the Kenworthy School informs the parents whether EMS has been called or whether the injury or illness can be attended to by the parent's healthcare profession. If the child has a sign or symptom requiring exclusion from the child-care center.(specified in Subchapter R of this chapter (relating to Health Practices) the child remains in the Kenworthy Clinic and is supervised until a parent arrives.

The Kenworthy School notifies parents of the child when their child has been involved in any situation that placed the child at risk. For example, a child left in an unsupervised situation; has been involved in any situation that renders Kenworthy School unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.

The Kenworthy School notifies the parent of less serious injuries when the parent picks the child up from the Kenworthy School. These less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment faculty and staff.

The Kenworthy School notifies all parents of children in the Kenworthy School in writing within 48 hours of becoming aware that a child in the school or member of the school staff has contracted a communicable disease deemed notifiable by the Texas Department of State Health Services as specified in 25 TAC 97, Subchapter A (Relating to Control of Communicable Diseases).

Student Accidents, Illness, and Exclusion Criteria

At The Kenworthy School, educators understand the demands made on the time, energy, and resources of families. The Kenworthy School is an educational environment that is safe, comfortable, enjoyable, and worthwhile. To ensure the safety and comfort of all participants in the community guidelines are in place that provide each child a safe and appropriate school.

Please know that when a child shows signs of illness, with an oral temperature above 101 degrees, behavioral changes or other signs or symptoms of illness, an armpit temperature above 100 degrees accompanied by behavior changes or other signs or symptoms of illness or symptoms, the parent is notified according to prearranged preference either by phone call, email, text to take the child from the Kenworthy School. The child may return to The Kenworthy School when fever free without medication for 24 hours or with a statement from a health care provider that it is safe for the child to return to school.

Illness

The Kenworthy School guidelines state that children may not attend school when the child is significantly uncomfortable or lethargic; illness or injury may prevent the child from participating comfortably in school activities including outdoor play; or if the illness results in a greater need for care than The Kenworthy School can provide without compromising the health, safety and supervision of other children.

What We Do

When a child becomes ill while at The Kenworthy School, the teacher or teacher assistant notifies the office and we contact the parent to take the child from the school, we separate the child from classmates, and place the child in the clinic with supervision and care until the parents arrives at the center to take the child.

Additionally the faculty and staff provides extra attention to hand-washing and sanitation and redoubles efforts if the child has diarrhea or vomiting, mucous etc...

If critical illness or injury requires immediate attention of a physician, The Kenworthy School will contact emergency medical services or take the child to the nearest emergency Room; and or give the child first -aid treatment or CPR when needed; contact the physician identified in the child's record and immediately contact the child's parent.

Once the child is in the clinic and in the care of alternative supervision, the teacher or assistant teacher returns to the classroom to continue the day's activities.

The child may return to school when fever free without medication for 24 hours, and when a health-care professional declares in writing that the child is healthy and may return to school.

Guidelines to help Protect Children from Vaccine Preventable Diseases for Employees

The Kenworthy School requires faculty and staff to receive vaccination against influenza. For more information visit www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.com. Faculty and staff must provide a statement from a health care professional that affirms the date and administration of the vaccine.

Faculty and staff may provide a statement of exemption from the vaccine by a health care professional for the following reasons:

- (A) Medical conditions identified as contraindications or precautions by the Centers for Disease Control and Prevention (CDC);
- (B) Reasons of conscience, including a religious belief; (continued) Minimum Standards for Child-Care Centers Texas Department of Family and Protective Services.

The Kenworthy School requires an employee exempt from a required vaccine to protect The Kenworthy School children from exposure to disease, and requires the use of protective medical equipment, including gloves and masks, when dealing with close up and personal contact with children including diapering, hand washing, face washing and other personal activities. The Kenworthy School prohibits discrimination or retaliatory action against an exempt employee, except that required use of protective medical equipment, including gloves and masks, may not be considered retaliatory action for purposes of this section.

The Kenworthy School maintains electronic and soft copy personnel records that include the record of immunization, the statement of exemption and a signed affirmation that the individual exempt from vaccines will comply with protective medical equipment when in personal contact with children in the school. Compliance with Kenworthy School guidelines for protecting children from Vaccine Preventable Diseases for Employees is an imperative. At the first instance of neglect of the requirements of the guidelines, the faculty or staff member receives additional training in expectations and a record of this retraining is created and signed by the trainer and the participant. At the second event of non compliance, the faculty or staff member may be reassigned, placed on unpaid leave a minimum of five days, or is dismissed from The Kenworthy School faculty and staff.

When We Suspect a Communicable Disease

The ill child stays in the Kenworthy Clinic and is supervised until parent or other designated person takes the child from the school. Well children are in separate from the ill child. The Kenworthy School immediately informs parents so that medical advice can be sought. In the best interest of all children and adults at The Kenworthy School, the school adheres to the exclusion and readmission requirements of the Department of Health. The faculty and staff of the Kenworthy School observe the appearance and behavior of exposed children and are alert to the onset of disease. The Kenworthy School suggests pregnant women avoid contact with individuals *suspected* of having chickenpox, cytomegalovirus, fifth disease, influenza, measles and rubella. Seek medical advice if exposure occurs. In addition to the conditions described here, the following symptoms might indicate an infectious condition; consider excluding or isolating the child:

- | | |
|----------------------------------|--|
| Irritability | Difficulty breathing |
| Extreme sleepiness | Crying that doesn't stop with usual comforting |
| Vomiting two + times in 24 hours | Mouth sores |

Lice, etc

The Kenworthy School notifies all school all families in a group in writing within 48 hours when there is an outbreak of lice or other infestation in that group. The school will notify all parents by email of this outbreak. Parents who do not have an email on record with the school will be notified with a note from the school.

Incidents and Accidents

Bumps, scrapes, and bruises occur as children grow, learn, and play. At The Kenworthy School faculty and staff members are diligent in their watchfulness to help children avoid accidents. When those regrettable “spills” occur, a written record is made of the incident, and parents are asked to read and sign the incident report. The teacher or staff member present when the incident happened is available to discuss the situation. If

the child's injury appears to need medical attention, a parent is contacted immediately, and in emergency situations, medical services are immediately obtained.

When a child at The Kenworthy School has an accident or minor injury that does not require outside medical attention, the Kenworthy School uses first aid as appropriate to care for the child. TLC and Magic band-aids are abundant at the school, and often may calm the child.

In the event that the injury was the result of interactions between children, professionals at the Kenworthy School are happy to describe the interaction (some details are included on the Incident Report), however in the best interest of all children, the Kenworthy School doesn't include information about the other child involved in the incident.

Procedures for Dispensing Medication

Medicine may be administered to children during the school day. Parents "sign-in" the medication in the original container and with the child's name and date of prescription, and complete the *Authorization for Medication form*, used in the dispensing of medication and available for review. Parents complete a new form each week if a child is on an extended regime of medication. "Over the counter" medications must also be in the original container and marked with the child's name.

Like prescription medication, these "over the counter" medicines must be checked in with the administration, and an "Authorization for Medication" form must be completed. Please see www.kenworthyschool.com for online forms that can be completed.

Children may not have prescription or "over the counter" medications in their possession on campus at The Kenworthy School. For the safety of all children all medications need to be "signed in" at the office and dispensed by the staff.

Written Permission to Administer Medication

The Kenworthy School Authorization to administer medication to a child must be completed by the Parent and signed and dated as an affirmation of authorization. When this is done on line, the form is retained by the school, and must be *updated and reauthorized on a weekly basis when a child is on an extended regimen. In certain exceptional situation a parent may authorize The Kenworthy School by telephone to administer a single dose of a medication.*

The Authorization to administer medication expires on the first anniversary of the date the authorization is provided and when the label on the medication is in the past.

The Kenworthy School does not administer medication in excess of the label's medication dosage or frequency of dosage.

In an emergency situation where a child's life and/or physical safety is in danger, The Kenworthy School may administer an unauthorized medication according to prescribed, directed and intended use to a child to prevent the death or serious bodily injury to that child.

Medication at The Kenworthy School is administered according to the stated label directions; as amended in writing by the child's health-care professional.

Medication must be in the original container labeled with the child's full name and the date brought to the Kenworthy School. The Kenworthy School only administers the medication to the child named on the label; only administers medication if the name of the medication is on the label, and will not be administered after the expiration date.

Discipline and Behavior Guidelines for All Kenworthy Faculty and Staff

The Kenworthy School offers each child experiences and activities to grow and develop intellectually while at the same time teaching specific skills to help navigate the social and emotional world, skills that lead to self regulation and resilience, compassion, helpfulness and strong problem solving capabilities.

Here, each child experiences time with teachers who are not judgmental, but positive and supportive, *moving away from the traditional “compliance” model of discipline associated with threat and force*, to a relationship-based school family which develops and relies on higher order thinking skills and helps equip each child with skills for effective self regulation and problem solving.

Statement of Discipline and Guidance Policy for The Kenworthy School.

(As required by DFPS Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L. Discipline and Guidance)

Parents affirm in the Enrollment Form that they have a copy of the discipline and behavior management guidelines of the school as follows:

The Kenworthy School faculty, staff and employees have been trained and implement the behaviors and guidelines of Conscious Discipline by Dr. Becky Bailey. www.consciousdiscipline.com. Discipline is individualized and consistent for each child; appropriate to the child’s level of understanding; and directed toward teaching the child cooperative behavior and self-control and to build skills for problem solving and resiliency.

A Kenworthy faculty or staff member may only use positive methods of discipline and guidance that encourage positive self-esteem, self-control, and self-direction, which includes using noticing, connection, praise and encouragement of good behavior instead of focusing on unacceptable behavior; reminding children of behavior expectations daily by using clear, positive statements and by modeling the expectations; redirecting behavior using positive statements and invitations to the safe area; and teaching each child about calming skills, choices, and problem solving to resolve frustration. The faculty and staff member are required to engage with the child with a calm demeanor and positive intent to assist the child in refocusing energy and self-regulation.

The Kenworthy School does not use “time out” as part of the behavior management program. Rather, children who cannot self-regulate and are not able to make helpful choices have the opportunity to go to a supervised “Safe Place” and use the manipulatives available there to breathe, calm down, self-regulate, and to decide when to rejoin the group. Age appropriate tools for calming are included in this area. The teacher or the assistant teacher may assist the child in regaining control while the other professional continues working with the class. Each child in the school enjoys specific teaching and practice of the skills and usefulness of spending time in the Safe Area in a meaningful and helpful way. This experience is designed to be supportive and never punitive.

At the Kenworthy School we avoid punishment of any kind, no harsh, cruel, or unusual treatment of any child for any reason. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child’s mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Using hostile humor or sarcasm with a child;
- (8) Subjecting a child to harsh, abusive, or profane language;
- (9) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (10) Requiring a child to remain silent or inactive for long periods of time for the child’s age.
- (11) Discussing a child in a negative manner or unkind tone with another individual

Rough Play and Fighting

At The Kenworthy School students are encouraged to use words and kind, age appropriate problem solving strategies to deal with aggravations and problems. Teachers invest time and energy in modeling and supporting good problem solving techniques. At the same time, children are discouraged from playing rough, play fighting, karate kicking, and other aggressive behaviors that often result in hurt feelings or hurt bodies. Toys that convey violence and aggression are not included in the school inventory.

The teacher, program director, and principal, counsel students who engage in physical combativeness to solve problem or vent anger in a manner that teaches strategies that develop skills to minimize aggressive behavior. We “turn back time” and look at alternative ways to interact with our friends and we gain cooperation through language development around acceptable behavior.

Food Services and Nutrition

- The Kenworthy School provides two tasty and nutritious snacks and a balanced lunch each day for all children ready for table food. Here we believe that well-balanced meals provide the food children need to grow, think, fight infection, and fuel their busy bodies.
- Children are expected to eat food prepared and served at school. Food is served in the classroom, family style, and as is developmentally appropriate children participate in setting the table and other meal preparation activities. Children with “host” duties and who handle plates and utensils wear plastic gloves.
- Water is offered regularly throughout the day and water fountains and/or pitchers of water are available in all classrooms.
- The Kenworthy Menu is published weekly on the website www.kenworthyschool.com and is posted weekly near the entrance of the school and in the Kenworthy Kitchen.
- The Kenworthy School does not serve beverages with added sugars, including carbonated beverages, fruit punch, sweetened milk. With permission (based on frequency) these usually excluded beverages may be served at special occasion such as holiday or birthday celebrations.
- At The Kenworthy School food is never used as a reward or as a punishment!
- Children may not bring food into the school from other kitchens except for birthday parties and other special occasions. These special events are pre-arranged with the teacher as well as Director of Family Services.

Food Allergy Emergency Plan

Parents include on the enrollment form a list of their child’s known food allergies their child has. Additionally, during the “Getting to Know You” conversation the parent reports physician diagnosed food allergies to the teacher and known symptoms when the child is exposed to a food included on the list. The parent also provides the school and the teacher the emergency plan for allergic reaction signed and dated by a healthcare professional in case the child has an allergic reaction while at school. The Directors, the kitchen and the classroom teacher and assistant teacher maintain a list of all children with allergies for easy review when preparing food or allowing food to be included in celebrations.

Gum

Students at The Kenworthy School do not chew gum while on campus or at school related activities. Please dispose of gum in a trash or garbage can before joining classmates in a classroom.

School treats and birthday party favors may not include gum.

Transportation

The Kenworthy School does not transport children.

Field Trips

The Kenworthy School may schedule group outings that include parents and children as a school family event. The Kenworthy School may invite guests to bring special experiences and events to the school. However, The Kenworthy School does not include Field Trips as part of the school program.

Water Play

The Kenworthy School may include hose and splash play activities on the playground appropriate to the developmental level of the participants and to the season and weather. The Kenworthy School does not include swimming pool, lake or other deep water activities.

Animals

The Kenworthy School does not permit live animals on campus (with the exception of service animals). This guideline supports the goal of health for allergy prone children and adults.

Faculty and Staff

A qualified, dedicated, and professional faculty is the foundation of The Kenworthy School. And the inclusion of highly qualified and experienced teachers assures that we do provide the best in high quality preschool education. Only those rare educators who have high positive energy, a child centered philosophy, exceptional teaching abilities, and an understanding of and a commitment to all that is good and right for the education of children are selected to teach Kenworthy Kids. *Every educator at The Kenworthy School is charged with igniting learning, cultivating resilience, and embracing joy as part of the teaching agreement.*

Teachers are interviewed and hired by the Executive Director with the assistance of program directors and faculty members. Professional qualifications in educational preparation, experiences, judgment, character, and commitment to successful teaching are carefully observed and evaluated before a position can be offered.

Faculty Credentials

Teachers at The Kenworthy School have degrees in education, child development, or in a special area such as music, art, physical education, or languages. Some teachers hold Texas Teacher Certification; some hold teacher certification from other states.

Faculty and Staff members have good references, and like public school teachers, all Kenworthy faculty and staff are screened through the required DFPS abuse registry. A local law (background) check is completed on every faculty and staff member.

Faculty Compensation

Faculty compensation at The Kenworthy School is based on experience and education. For all full time faculty and staff members, benefits include major medical health insurance with life insurance, paid holidays, annual paid leave days, dependent scholarships, professional development, and reimbursement for successful completion of related, state mandated, or educational classes. The Kenworthy School provides faculty members with a generous classroom budget and reimburses teachers for out-of-pocket classroom expenses.

Faculty salaries remain competitive with other private school salaries and incentive awards are made for longevity at the two, five, and ten-year anniversary of the employee and for other identified and announced participation in the school family.

Curriculum

The Kenworthy School curriculum *ignites learning, cultivates resilience and embraces joy.*

The curriculum is a combination of what we know about how to best support the positive development of children in the preschool years. It uses brain development research as the framework for instruction in all domains of human growth and development.

Strong daily routines that develop key social and emotional skills (Conscious Discipline) help children learn to feel safe, included and able to self regulate. Intentional instruction is carefully balanced with child directed play and teacher inspired play. All of the opportunities included value individual differences with daily activities that are comprehensive, integrated, thematic and appropriate for the developmental age.

The activities encourage teacher and child interactions to develop rich oral language and vocabulary as well as those essential social and emotional connections. Read more about our excellent curriculum at

www.kenworthyschool.com.

The Enrichment Program

Students at The Kenworthy School enjoy daily experiences with music, art, physical education, Spanish, and American (as opposed to Baby) Sign Language. The Kenworthy School invests in professional educators with expertise in these subjects to provide an enriched curriculum that challenges the gifted more capable learner and broadens learning opportunities for all learners.

Substantive experiences in these subjects are essential for the successful Kenworthy student. In support of the goal of developing independent and responsible learners, all students in the Elementary grades earn grades in all enrichment subjects.

Physical Education

The development of a strong, fit and healthy body and the ability to participate in physical recreation are important to a child's achieving his or her greatest potential. Well-planned activities are provided daily by educators with a specialty in physical education. Yoga experiences are included as a part of a well rounded physical education program.

Spanish

The ability to speak more than one language and to understand and appreciate other cultures contributes to a child's personal growth and development. Daily activities in Spanish culture and spoken Spanish are included as a part of each child's curriculum.

Art

Like music, art is an imperative to a life well lived. Early experiences in art activities that free children to explore and create rather than copy and match are essential to preparing a child to find joy in the results of his or her individual attempts. Projects that result in matching the teacher's model are included in The Kenworthy School curriculum, the Art Enrichment program assures that children experience the joy of expression through art media. The activities in the Art Enrichment program are designed and presented by an experienced Art Educator.

American Sign Language

The ability to speak more than one language and to understand and appreciate other cultures and the diversity of people and the importance of communication to inclusion while contributing to a child's interpersonal successes. Daily experiences with American Sign Language promotes language development and gives children facility in a third language.

Music

The enjoyment of singing, rhythmic expressions and the appreciation of music as an important part of life supports our school family in embracing joy. Well-planned daily activities with a music educator are included daily for children beginning at the Beginner level. Additionally much of our specific curriculum is music based as we believe music creates neural pathways and cements learning. And increases smiling.

Technology in the Classrooms

The faculty and staff at The Kenworthy School value every moment with your child, and we believe we have much to offer to enhance your child's development. Our daily schedules are filled with developmentally appropriate play and teacher directed intentional instruction. Learning, singing, painting, reading, and playing, we are busy and we commit to using each child's time wisely. We prefer that parents to make the decision about how much "screen" time your child is exposed to; consequently, children at The Kenworthy School rarely use electronic media including television, ipads, electronic games, etc.

There are those special occasions when paying attention to world or local events invites us to use television in the classroom; those times are rare.

Open House

Each year the administration, faculty, and staff invite parents to attend an evening Kenworthy School Open House. The meeting provides an opportunity for parents to meet the teacher, hear about his or her credentials; review with the teacher the academic and social goals of the school year; review with the teacher procedures for homework, managing student behavior and communication; and to view curriculum materials and equipment.

Enrichment teachers present program goals and an overview of the curriculum for music, physical education, and Spanish. Additionally, parents enjoy the opportunity to meet and visit with other parents. The opportunity to schedule a personal conference with the teacher is included.

Meet The Teacher

Each year, students and parents visit The Kenworthy School campus and meet the new teacher before school begins. Parents and students are notified by telephone or written invitation of the day and time.

Progress and Participation Reports

For preschool students *Progress and Participation Reports* inform parents about the child's experiences. Daily reports are shared for our youngest learners and include specifics about food, diapers, etc. Progress and Participation Reports are shared weekly for Primary, Prekindergarten, and Kindergarten students; daily for Beginner 1, 2, and Nursery.

Student Portfolios

The classroom teacher maintains a student portfolio that includes samples of work in each area of the curriculum. Students may be involved in selecting work for the portfolio. The portfolio is maintained across preschool and is a longitudinal representation of student learning. Children also bring home products of some of their experiments and learning experiences.

Parent-Teacher Conferences

A student's school success is closely associated with parent-teacher communication. Teachers at The Kenworthy School visit with parents regularly and schedule parent conferences upon request. Parents request personal or telephone conversations with the child's teacher at any time, and are encouraged to visit with the teacher before scheduling a conference with the Director or Exec Director. A written record of the Parent

Teacher Conference includes comments by both parents and teachers. A copy is given to the parents and a copy is maintained in the student's school file.

Developmental Milestone Assessment

Beginning with three-year-old children in the Primary Class and Prekindergarten (four year olds), teachers complete a *Developmental Checklist* for each student. The *Developmental Checklist* is used to record a student's accomplishment of major developmental milestones expected in the physical, cognitive, and social development of three, four and five year old children.

The *Developmental Check List* is not a summary of all skills and concepts presented in The Kenworthy School preschool curriculum but rather an age appropriate overview of typical milestones. The checklist provides information that can be used by parents and teachers to support the child's development. Parents are invited to review the *Developmental Checklist* with the teacher at least twice each academic year.

Outside Evaluation and Support for Students

Occasionally, a Kenworthy child may need special support services or adaptive experiences and lesson plans, and parents may be encouraged to seek an outside assessment in the best interest of the child. Jean Hassen's experience as an Educational Diagnostician and School Counselor can offer insight in partnership with the classroom teacher to guide parents to seek the psycho-educational evaluation in support of the child's school success. When the teacher, program coordinator and executive director suggest such an appraisal, the parents are invited to schedule the appraisal in a timely manner with outside professionals and to share the results with The Kenworthy School so that the school can continue to best meet the needs of each child.

Progression to the next level

At The Kenworthy School children celebrate annual progress as a group when they move to the next level late August of each year, rather than moving to the next level near their birthday. Each student progresses annually to the next level of preschool when the student consistently demonstrates successful mastery of learning goals, physical goals, and social goals appropriate for success at the next level.

The student achieves mastery when parents and teachers agree that the child will be successful at the next level. Sometimes the teachers, program directors and executive director recommend that the gift of time is important to successful development and encourage families to leave a child at the same level deferring advancement to the next level.

Student Placement with Teachers

A panel of teachers, the program director, the school principal and executive director meet annually to make placement decisions with an emphasis on a good match of child and teacher. Much time, energy and professional understanding are invested in these recommendations. A good match of teaching style and personality with a child's learning style and personality enhance the potential for student success in the school setting. Professional judgment and educational expertise based on knowledge of each student in the school environment are invested in placing a child where he or she can achieve his or her greatest potential.

Accelerated Advancement

Educators at The Kenworthy School believe that students gain important experiences and learning at every level and usually discourage accelerated placement. Additionally educators recognize that learning ability is not limited to language or literacy, but instead encompass a multiplicity of concepts, experiences, social and emotional experiences as well as cognitive maturity. A most significant criterion for an accelerated placement is the student's social level, acquisition of behavior management and problem solving skills and likelihood of social success at the next level.



When a faculty member or parent believes that a child would benefit from advanced placement, the consideration is discussed and an assessment of the child's readiness for a more challenging placement is determined.

Outside evaluation may be required. When educators and parents agree that advanced placement is in the child's best interest and an appropriate placement exists, the student is advanced to the appropriate placement.

Personal Items

Children at The Kenworthy School are encouraged to bring books and items related to classroom activities to share with classmates. Parents and students are encouraged to write the child's name on all items brought to school, and The Kenworthy School pledges their best effort in keeping the item damage free and returned. However no guarantee that these items come home in the condition that they were in leaving..

Students at The Kenworthy School may not bring toys, back packs, lunch boxes or clothing that include superhero motifs such as power rangers, ninjas, etc., or any character that communicates aggression and fighting as a primary means for solving problems. Students may not bring electronic games, toys, or listening device to school.

Show and Tell and Sharing

In preschool a book or an item brought from home can be an important addition to a lesson and an opportunity for the child to build language and social skills during the sharing of the item. Treasures brought from home must have the child's name clearly marked and must go home the same day unless special arrangements are made with the teacher. Students in may not bring toys, books, or replicas of action figures, weapons, electronic games, or toys.

“Blankies and Lovies”

Children are may bring “blankies,” “cuddlies,” and other “loviess” that give comfort and security during the day and especially at nap time. (Please note that infants may not have any items in their cribs with them, however.) Items must be marked with the child's name. Any pillows that come to school must be small, crib sized pillows rather than standard size pillows. Additionally The Kenworthy School partners with parents to supply sheets, blankies, and security toys, lightening the load for the morning drop off.

The Kenworthy School Uniform

Membership in The Kenworthy School provides the security of a small nurturing community. The high standards of behavior and good decision-making are better preserved and the security and safety of community best maintained when children in Nursery, Prekindergarten and Kindergarten wear The Kenworthy School uniform. Students who are required to wear uniforms are required to have all components of the uniform.

The Kenworthy School Community Celebrations and Events

Special School Events & Parties

Parents are encouraged to share celebrations with The Kenworthy School, and the faculty and staff cooperate to assure an appropriate and memorable time at seasonal celebrations and for children's birthdays.

Please check with the teacher and the director before planning any celebration, surprise, or party for a student, teacher, or class. The classroom teacher or the director of family services can provide information about the number of children in the classroom and the best time for the celebration.

When inviting children to off-campus celebrations parents are advised that the school can distribute invitations only when every child in the classroom is invited.

Parties and celebrations must be approved by the Director of Family Services and placed on the school calendar to make certain such celebrations are successful! The classroom teacher can assist parents in

making this happen. In the interest of the feelings of children and their family, when delivering party invitations to The Kenworthy School for distribution, all children in a class are invited. When all classmates are not invited parents extend the invitations privately, through the mail or telephone calls away from The Kenworthy School.

Halloween

Children at The Kenworthy School may enjoy the songs, treats and in some grades the costumes associated with Halloween. Children and teachers may wear Halloween costumes, masks, and or makeup that is whimsical and fun. *Costumes depicting violent, aggressive, or horrifying characters are not a part of The Kenworthy School Halloween celebrations. Spider man, ninja turtles, monsters, weapons, and other characters of social aggression are not appropriate.*

Parent Contributions to Classrooms

The quality of the school program and curriculum is enhanced when parents share talents, time, and treasures with the classroom and with the school. Teachers appreciate contributions of special treats, party refreshments, surprises, and household discards as requested for special projects. Parent contributions to the classroom or to teachers are approved by the administration and become the property of The Kenworthy School.

Birthday Books, Thank You Gifts & Memorial Books

Parents are invited to celebrate their child's birthday with the gift of a birthday book to the child's class. On the child's birthday, the teacher reads the gift book to the class and then presents the book to the child to place in the classroom library. A bookplate with the date and the child's name is placed inside the book.

APPENDIX 1 General Information

Information included in Appendix I is provided by *Texas Department of Family and Protective Services*; the Kenworthy School includes it here believing it to be important information and in compliance with DFPS requirements for a preschool.

DFPS Child Care Minimum Standards for Child Care

The Kenworthy School is by mission statement and purpose a high quality school for young children with child care wrapped around it, and as such operates licensed by and within the Minimum Standards for Child Care Centers regulated by the Department of Families and Protective Services. A copy of the current version of the Minimum Standards for Child Care is available in the office of the directors of the school and online at www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.com.

The most recent visit and inspection by The Department of Child Care Licensing is on display near the entrance of the school.

The telephone number of the the nearest child care licensing office is 713.940.3009. This number is also posted near the entrance to the school as are other important telephone numbers including DFPS child abuse hotline 800.252.5400; Poison Control Center 800.222.1222.

Call 1 800 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith

Reporting Abuse and Neglect

F2958-0000

Texas law requires all administration, faculty and staff to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

DFPS Requirement for Preventing and Responding to Abuse and Neglect of Children

The prudent care and safety of all children is a priority requirement for children in The Kenworthy School family with attention to the following:

Faculty and staff meet all DFPS requirements for annual training in the area of abuse and neglect of children. At least one clock hour of the annual training hours focuses on prevention, recognition, and reporting of child abuse and neglect, including: (1) factors indicating a child is at risk for abuse or neglect; (2) warning signs indicating a child may be a victim of abuse or neglect; (3) procedures for reporting child abuse or neglect; and (4) community organizations that have training programs available to child-care center staff members, children, and parents.

Because The Kenworthy School provides education and care for children younger than 24 months of age, one clock hour of the annual training hours covers the following topics: (1) recognizing and preventing shaken baby syndrome and abusive head trauma; (2) understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and (3) understanding early childhood brain development.

Additionally The Kenworthy School coordinates with community organization through communication and support regarding methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect including resources available through DFPS professionals and programs.

Raising children is not an easy child, and occasionally even the best of parents need support and help. The Kenworthy School provides annual seminars for parents and ongoing information through our Conscious Discipline Curriculum that support parents in developing skills that give parents alternatives to shaming, intimidating, threatening and more aggressive interactions that may occur when parents or others involved in the child's life become tired, frustrated and out of resources for dealing with difficult children.



Finally, The Kenworthy School partners with parents of a child who may be a victim of abuse or neglect to find assistance and intervention outside The Kenworthy School. All conversations about the potential or concern about child abuse and/or neglect are confidential and only those professionals who must be notified (DFPS and Abuse Hotline 800.252.5400) are included in the sharing of information.

Gang Free Zone

According to the Texas Penal code any area within 1000 feet of a preschool child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

This information is posted near the front entrance of the school. Requirements Regarding Gang-Free Zones for Child Care Centers Child Care Licensing/jr DFPS 8/31/2009

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my child's school?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so preschools and child care centers should begin sharing information regarding gang-free zones immediately. *For further information please contact your licensing representative or your local licensing office.*

DFPS Requirement for center specific information to be available to parents

As a parent of a child enrolled in The Kenworthy School, you are entitled to see the following information. You may ask the director to show you the most recent copy of

- The Minimum Standards for this Licensed Center (*also available on the web at www.dfps.state.tx.us or at your local Licensing office*),
- The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office*),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report, and
- The Licensed Center's operational policies.

Keeping Children Safe

F2958-0000

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. **Call 1 800 252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith

PROTECTING CHILDREN

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

Sudden Infant Death Syndrome, or SIDS is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.

Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States consumer Product Safety commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

KEEPING CHILDREN HEALTHY

Protect children from illness and disease:

- Wash your hands and children's hands often
- Immunize children
- Keep ill children at home
- Learn CPR and First Aid
- Make sure that children drink plenty of water
- Discuss special-care needs with caregivers

APPENDIX 2 Forms and Affirmations

Documents Required for Attendance at The Kenworthy School

Before children who are enrolled can attend The Kenworthy School, the child must have on file at the school:

Affirmation of receipt of copy of *Worthy Ways and school policies and guidelines*.

Affirmation of receipts of Safe Sleep (parents of infants six weeks to eleven months)

Signed Behavior Management Guideline Acknowledgment.

See Worthy Ways www.kenworthyschool.com, and click I have a copy of school behavior management guidelines.

Provide a Copy of:

Parents' driver's license

Child's Birth Certificate (copy or original)

Child's current Health Record

Child's Immunization Record

Enrollment and Admission information

Statement of the child's health from a health-care professional,

Current immunizations records from a health care professional

Tuberculin testing information if applicable

Hearing and vision screening results, if applicable

Medication administration records when applicable

A copy of any health-care professional recommendations or orders for specialized medical assistance to the child.

A copy of health care professional statement of allergies and emergency procedure for allergic reaction.

Parents of Beginners (6 weeks to 11 months) receive and sign to affirm understanding of our Safe Sleep guidelines. (See Appendix)

Tuberculin Testing

Children for whom tuberculin testing is required must provide a dated and signed statement from the health care professional that the child has been tested and is clear.

The child's immunizations must be current at all time as required by the State of Texas. For additional information please visit <http://www.dshs.texas.gov/immunize/school/child-care-requirements.gov> or <http://www.dshs.texas.gov>

Hearing and Vision Screening (Prekindergarten)

A record from the child's health care professional documenting vision and hearing screening must be on file at The Kenworthy School. A signed and dated statement from the health care professional that such screening is not necessary meets this requirement.

Immunization Requirements for Attendance

For a child to attend The Kenworthy School, a current record of required Immunizations from a Health Care Provider must be on file at The Kenworthy School.

Parents may send by email or may bring to the school a signed record of the child's immunizations to The Kenworthy School.



Sleep Policy and Guidelines



Minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents review this policy upon enrolling their infant at The Kenworthy School, and this copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS)

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

All staff, substitute staff, and volunteers at The Kenworthy School will follow these 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):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and 747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at:
<http://www.dfps.state.tx.us/policies/privacy.asp>

This safe sleep policy is reviewed on _____ (Date)

Child's Name _____

Signed by Parent _____

The Kenworthy School Director _____
Date Signed _____

Kenworthy Faculty or Staff _____
Date Signed _____



**INFANT-SLEEP EXCEPTION
HEALTH-CARE PROFESSIONAL RECOMMENDATION**

Purpose: When a health-care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child-care center, licensed child-care home, or registered child-care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8). The standards for these operations require the operation to:

- follow the directions of an infant's health-care professional to provide specialized medical assistance to the infant; and
- maintain, while active, this form and any other directions from the health-care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(9)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health-care professional's instructions.

Directions: This exception will not be effective until all sections and signatures are complete. Once completed the exception is acceptable for use by the child-care operation.

INFANT'S INFORMATION		
Infant's Name:	Infant's Date of Birth:	Infant's Age:
Parent/Guardian's Name:		
Address:		
Home Phone:	Work Phone:	
Fax:	Email:	

The infant's health-care professional must complete the following section.

WAIVER OF LIABILITY

- I affirm and acknowledge that the below-named child-care operation has provided me with the operation's safe sleep policy.
- I further authorize the child-care operation and its caregivers to place my infant in an alternative-sleep position, restrictive device, or swaddling at the recommendation of my infant's health-care professional, as described above.
- I, as the parent or guardian of the above mentioned infant, release and hold harmless the below-named child-care operation, its officers, directors, caregivers, and employees from any and all liability whatsoever associated with harm to my infant due to Sudden Infant Death Syndrome (SIDS).

Parent or Guardian’s Signature:	Date Signed:
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An authorized official with the child-care operation must complete the following section.

CHILD-CARE OPERATION INFORMATION AND SIGNATURE

Name of Child-Care Operation:	Operation Number:
Operation Representative's Signature:	Date Signed:

PRIVACY STATEMENT

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<http://www.dfps.state.tx.us/policies/privacy.asp>.

Parent Affirmation of Understanding of The Kenworthy School Guidelines in Worthy Ways

I have read, understand, and agree to cooperate with guidelines in “Worthy Ways”. I agree to support The Kenworthy School Community, and I agree to bring concerns, and questions to directors and owners in a spirit of communication and problem solving.

Parent’s Signature: _____



Date: _____

Please sign, date and return to the Kenworthy School Director.