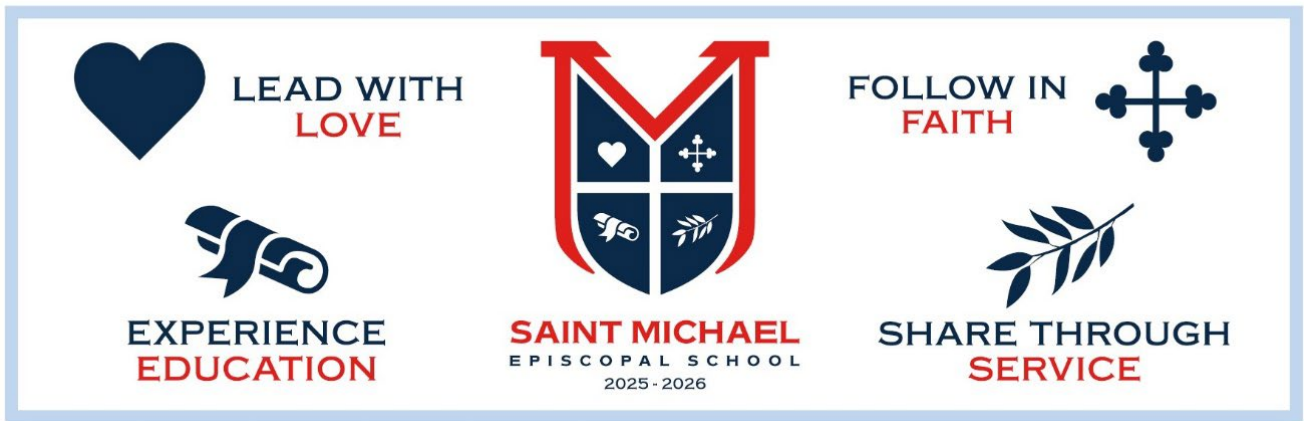




Saint Michael Episcopal School Parent Handbook

2026-2027

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MISSION STATEMENT

To provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars – love, faith, education, and service. We offer a curriculum to stimulate children’s intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

ORGANIZATION

Our school was established as a ministry of Saint Michael and All Angels Episcopal Church in 1986. At that time, it was solely

as a Mother’s Day Out program through two years of age. Over the years, our school has evolved into a thriving preschool. We now offer educational opportunities for children 12 months through kindergarten. Saint Michael Episcopal School is under the leadership of Netra Fitzgerald, Head of School and has grown into a high demand early childhood option for Saint Michael and All Angels (SMAA) members and north Dallas residents. SMES serves over 250 families and over 300 children each year.

Teaching teams in each classroom focus on success for all children. The combined service of all teaching faculty for SMES children is over 270 years. All teachers and staff participate in continued education training annually and are members of collaborative professional early childhood associations.

The Saint Michael Parent Advisory consists of the Director of Admission & Community Relations and SMES Parents. The committee meets monthly to provide support for school and ministry related activities. SMPA Advisory meetings are open to all SMES Community members.

The SMES School Board was established in 2011 to assist the Rector and Vestry in all matters relating to the school, including policies and procedures, fundraising, marketing and communications. The SMES board is comprised of the SMAA Rector, Interim Rector or Senior Warden or his or her designee. The remainder of the board are members in good standing of SMAA; parents and grandparents of students of SMES and/or members of the greater community. An SMAA Vestry liaison, the SMES Head of School and the President of the Parent Advisory shall serve as ex-officio, non-voting members.

PROGRAMS OFFERED

The SMES office is open Monday through Thursday, 8:15 a.m. – 3:15 p.m. and Fridays 8:15 a.m. - 12:00 p.m.

SMES offers classes for children 12 months (by September 1) through kindergarten. Those who are interested in admission must complete an online application. Priority admission consideration is given to siblings of current students and members in good standing of Saint Michael and All Angels Church. Final classroom placement is at the discretion of the Head of School.

Early Learning Program Dates

August- May per the school calendar

9:00 a.m. – 2:30 p.m.

Two days a week (Monday/ Wednesday OR Tuesday/ Thursday)

Twos Class 4- day week (Monday- Thursday)

Carpool begins at 8:40 a.m.

Snacks, toys, supplies, and crafts are provided. Parents are required to provide lunch, diapers, extra clothes, and a nap mat for their child each day. Lessons are planned around a monthly theme, with children actively engaged in hands-on learning. Children play and rest appropriately for their age.

Preschool and Kindergarten Program Dates August – May Per the school calendar

PreK 3 Half Day (3 years old before 8/31) 9:00 a.m. – 12:00 p.m. Monday-Thursday
Carpool begins at 8:40 a.m.
Enrichments classes offered Monday-Thursday from 12:00- 2:30 p.m. for an additional fee

Children must be toilet trained by September 1 (See Potty Training Addendum 2)

PreK 3 Full Day (3 years old before 8/31) 9:00a.m. -2:30 p.m. Monday- Thursday
9:00 a.m.-12:00 p.m. Friday
Carpool begins at 8:40 a.m.
Enrichments classes are included

Children must be toilet trained by September 1 (See Potty Training Addendum 2)

PreK 4 (4 years old before 8/31) 9:00 a.m. – 2:30 p.m. Monday- Thursday
9:00 a.m.- 12:00 p.m. Friday
Carpool begins at 8:40 a.m.
Enrichments classes are included

Kindergarten (5 years old before 8/31) 9:00 a.m. – 2:30 p.m. Monday -Thursday
9:00 a.m. – 12:00 p.m. Friday
Carpool begins at 8:40 a.m.
Enrichment classes are included

All SMES students enrolled in morning care can arrive beginning at 8:00 a.m.

All SMES students enrolled in after school care must be picked up by 4:30 p.m.

STUDENT PHOTOS, VOICE, IMAGES AND CREATIONS

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent also grants permission to the School to unconditionally use statements, articles, music, art, photographs, audio recordings, films, videos, classwork, and all other work created by the Student or originating from the School or from School-related activity, without compensation and without prior notice. Such authorization survives the term of this Contract and serves as authority to use such material both during and after the Student is enrolled at the School.

If the Parent wishes to revoke this permission, written notification must be submitted to **Elizabeth Keogh** at the beginning of the 2025/26 school year. Forms will be provided.

CARPOOL DROP OFF AND PICK UP PROCEDURES

The hours of the Early Learning Program are 8:40 a.m. to 2:30 p.m. PreK half-day hours are 8:40 a.m. – 12:00 p.m. PreK full day and Kindergarten hours are 8:40 a.m. to 2:30 p.m. Please be prompt in dropping off and picking up your children. **No children should arrive before 8:40 a.m.** as teachers need time to prepare for the busy day ahead.

Students enrolled in morning **Extended Day** children may be dropped off beginning at 8:00 a.m. and will be taken to their designated classroom at 8:40 a.m.

Drop Off Procedures:

Carpool begins at 8:40 a.m.

- PreK and preschool families with Early Learning siblings will drop off at the west (SMES) porte cochere.
- Early Learning, Kindergarten and Kindergarten siblings will drop off at the church just past the south porte cochere on Colgate, near the red chapel doors.

Pick Up Procedures:

- Carpool locations at 2:30 p.m. are the same as above.
- Pick up is at the main entrance at 12:00 noon for half-day PreK who are not staying for enrichments and Early Learners whose parents choose to pick up before nap time.
- Pick up is at 2:30 p.m. for kindergarten, full day PreKv4 and PreK 3, preschoolers staying for enrichment and Early Learners.
- Please be prompt in picking up your child. There is an additional fee for students picked up after Extended Day begins (approximately 15 minutes after carpool has ended). Please see the Late Pick Up Policy (**Addendum 4**).

Students enrolled in **after school care** must be picked up by 4:30 p.m.

FOR ALL PROGRAMS:

- **NO CELL PHONE USE DURING CARPOOL** – No driver shall be using a cell phone, PDA, laptop or other electronic device during carpool, from entry until exiting the school property.
- **We are unable to buckle children into their car seats.** Drivers are responsible for buckling their children's seatbelts at the carpool loading spot.
- **Parents must use the carpool line or designated SMES parking lot for carpool.** No parking is allowed on Colgate Avenue or surrounding parking lots.
- No child will be released to any person except a parent or other adult designated on the child's emergency contact list. Any other adult must be designated in writing by the parent and will be required to show picture identification.

WHAT TO BRING FOR EACH DAY OF SCHOOL

Each child should have one appropriately sized and personally labeled bag containing all items needed for the day. Older children will be expected to carry their belongings in from and out to carpool. **Please label all items.**

Early Learning Division

Please dress children in comfortable play clothes that can get dirty. This allows children to fully engage in messy, fun, educational experiences. Children need to wear close-toe shoes and socks. **(No Crocs, cowboy boots, or flip-flops.)** Outside play is part of the daily routine, so please send a jacket/coat/sweater if the weather warrants.

Additional items needed:

- Diapers and/or **RESEALABLE** training pants for Early Learners (disposable only)
- Lunch and a drink (if applicable)
- A nap mat
- A water bottle
- Child's blanket or any security item that **she/he** may need for nap time
- A complete change of clothes (including socks and shoes) for each child

Label all outside clothes (sweaters, jackets) and food and drink containers with the child's name. Also label bags, bottles, pacifiers, blankets, shoes and socks (shoes and socks are sometimes taken off during naps or for sensory experiences.)

SMES cannot be held responsible for items that are not marked. Please check your child's bag for all of his/her items before he/she leaves school. If you find something that does not belong to your child, return it to the school and we will try to find the owner.

Preschool and Kindergarten- UNIFORMS

Uniforms are required for preschool and kindergarten. You may order and purchase in person at the Risse Brothers location in Dallas. Online orders may also be placed at **www.Rissebrothers.Com**. Risse Brothers provides 10% of all sales for the year back to our school.

We ask that you please read through these guidelines carefully for a thorough understanding of these policies. The school kindly asks parents to label all appropriate uniform items to aid in returning lost items.

Logos of any kind (Polo, Under Armour, etc. are not permitted on any area of the uniform.

Girls

- **Dress** – Navy/white houndstooth button-up dress with Peter Pan collar. Collar will come with an SMES monogram. Modesty shorts (navy blue or white) should be worn under the dress.
- **Jumper** – Navy/white houndstooth jumper. Modesty shorts (navy blue or white) should be worn under the jumper.
- **Skort** – Navy/white houndstooth skort.
- **Top/Blouse** – Red cotton pique knit polo shirt or white Peter Pan collar blouse. Short or long sleeves are permitted.
- **Shorts/Pants** – Navy blue Bermuda-length twill shorts or trousers with elastic waistband. Cargo shorts or other styles are not permitted. Shorts and pants may be purchased at stores other than Risse Brothers, but please note the quality and durability of their products. Belts are not permitted.
- **Shoes** – **Solid white, navy or red Velcro** tennis shoes or sneakers. Keds or other solid white, navy or red shoes.
- **Socks** – Plain white bobby socks or knee socks. Low athletic socks are not permitted. Beads, ribbons, lace, etc. are not permitted.
- **Sweater** – Optional navy blue, red or white plain knit cardigan sweater. Sweaters may be personalized with a **simple** name or monogram. School embroidered sweaters will also be available from Risse Brothers uniforms.
- Coats and outerwear are not part of the school uniform and may be of your choosing.

Boys

- **Shorts/Pants** - Navy blue Bermuda-length twill shorts or trousers with elastic waistband. Cargo shorts or other styles are not permitted. Shorts and pants may be purchased at stores other than Risse Brothers, but please note the quality and durability of their product. Belts are not permitted.
- **Shirt** - Red or gray cotton pique knit polo shirt. Short or long sleeves are permitted. We ask that every family purchase at least one red shirt with the embroidered school crest. Monograms with the child's initials are not permitted on polo shirts.
- **Shoes** - **Solid black or navy Velcro** tennis shoes. Shoes may have a **white or dark sole**. **No accent colors (green, orange, red, etc.) are permitted.** Natives, sandals, or other shoes are not permitted for the safety

of our students.

- **Socks** - Plain, no logo, white crew socks. Low athletic socks are not permitted.
- **Sweater** - Optional navy blue, red or white plain knit cardigan sweater. Sweaters may be personalized with a simple name or monogram. School embroidered sweaters will also be available from Risse Brothers uniforms.
- Coats and outerwear are not part of the school uniform and may be of your choosing.

Accessories

- No jewelry is allowed except for small stud earrings or religious necklaces.
- Girls may wear navy blue, red or white hair bows or headbands. Bows may be personalized or monogrammed.
- Girls may wear navy blue, red or white leggings during colder weather months.

Spirit and Free Dress Days

- On designated Spirit days, children may wear the SMES cotton or SMES Under Armour t-shirt. These shirts are available for purchase at Saint Michael Episcopal School.
- Occasionally SMES will have free dress days, and advanced notice will be communicated.

Places to shop for items

Risse Brothers carries most items for the uniforms in stock. Additional accessories and Spirit Wear items can be found and ordered through the SMES website.

Additional Preschool and Kindergarten items needed:

- Water bottle
- Lunch and a drink (if applicable)
- A complete change of uniform clothes (including socks and shoes) for each child

FOOD AND BEVERAGE

Snacks are provided for all students. Parents are asked to provide a nutritious lunch. Please send food that your child can manage with minimal help from the teachers. Finger foods for all ages are the easiest for children and teachers. **We do not provide refrigeration for food nor are we able to heat food.** Please send food that needs to be kept warm or cold in thermal containers or include an ice pack in their lunchbox.

Should a child have a Life-Threatening Food Allergy, parents of other children in that child's class will be notified so that this allergen can be avoided for safety in the classroom. Our building is designated as an Allergy Aware Environment. Parents are asked not to send any snacks or foods containing peanuts or tree nuts for special occasions (ex: birthday celebrations). Parents are free to pack the food of their choice for lunch. There will be no classroom projects with peanuts or tree nuts.

ILLNESS POLICY

We take strong measures to prevent the spread of illness. Hand washing and sanitizing of toys and surface areas are completed multiple times per day to help prevent the spread of germs. Since no policy manual can cover every situation, SMES will update and implement new protocols whenever necessary.

If your child becomes ill, we follow the regulations established by the CDC, Texas Health and Human Services Child Care Regulation and the Southwestern Association of Episcopal Schools regarding children's illnesses as listed below:

1. The illness prevents the child from participating comfortably in childcare center activities, including outdoor play.
2. The illness results in a greater need for care than our teachers can provide without compromising the health, safety, and supervision of the other children in care.
3. If the child has any of the following symptoms, unless evaluated by a health-care professional and released to return or be included in the center's activities; the child must remain home.
 - A. Temporal (forehead) temperature of 100.4 degrees or greater.
 - B. Signs and symptoms of illness such as lethargy, abnormal breathing, diarrhea, vomiting, body rash, behavior changes, or other signs that the child may be ill.
4. A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that he/she is no longer contagious.

Upon the recommendations of the CDC and Texas Health and Human Services Child Care Licensing, a child will be excluded from school when any of the following conditions exist:

- Fever or temperature of 100.4 or above
- Cough (persistent)
- Shortness of breath or difficulty breathing
- Chills
- Headache
- Body Aches
- Sore Throat
- Vomiting or Diarrhea
- Common Cold/Runny Nose-from onset through one week.
- Any unexplained rash
- Skin infections
- Conjunctivitis or eye infections
- Any symptoms of childhood viruses such as Fifth's Disease, Hand-Foot-Mouth, Roseola, and RSV.

Children must be fever and symptom free for 24 hours without the use of fever reducing medications before returning to the SMES campus. We ask parents to be considerate of other children, families and SMES staff when deciding whether or not to send their child. If your child becomes ill, we will call, email or message you to pick up your child. This policy is to protect your child as well as the staff and other children in the school. If your child becomes ill with a contagious disease after attending school, please let us know so that we can take proper precautions to prevent the spread of illness.

Head Lice or other parasitic infections

Our policy on head lice follows the recommendations issued by the Texas Department of Health, the Academy of Pediatrics, Infectious Disease Committee, and the Centers for Disease Control. If your child has a confirmed case of lice (with live bugs), please notify the school nurse as soon as possible. The school nurse, in turn, will notify the parents in the child's classroom and/or enrichment class. Names are confidential and never shared. It is the parents' responsibility to ensure that the affected child receives appropriate treatment and returns to school bug and nit free.

MEDICATION

Prescription and over the counter medication will be dispensed by the school nurse after being evaluated on a case-by-case basis.

A SMES Medication Administration Form will need to be completed and signed by the parent for over-the-counter medications and a physician's signature for prescription medications. All prescription medications given on campus must have a prescription label attached to the medication bottle.

SUNSCREEN

SMES teachers/staff will not apply sunscreen (or insect repellent) to children. Kindly apply at home before school as needed.

VACCINATIONS

Texas law requires everyone under 18 to be immunized. No student may attend school without providing the school with immunization records that demonstrate that the student is immunized in accordance with state law. All students must provide their immunization records from their physician at the time of registration. These records must contain the month, day, and year of each immunization. The records must also be signed by a physician. **Parents are called to pick up their children if proof of immunizations is not provided to the school on or before the first day of class. In addition, students who are not in compliance cannot attend school until the requirements are met.**

***SMES does not accept State of Texas Affidavits for Reasons of Conscience per our Board of Directors.**

***SMES will accept a delayed immunization schedule that meets CDC guidelines with a written statement from your physician and prior approval from the Head of School.**

Required immunizations are set by the CDC. We must also have a *Statement of Health* signed by both your child's physician and you, the parent, stating your child is able to participate in the program. It is also necessary that we have a signed statement giving your permission for emergency medical care. Affidavits for medical reasons (as defined by the Texas Department of State Health Services) are decided upon on an individual basis at the discretion of SMES. To claim an exclusion for medical reasons, the parent/guardian must present to SMES an exemption statement for the child, dated and signed by a physician. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

For additional information regarding immunizations contact the Department of State Health Services at: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

Medical Forms

All enrollment and medical forms must be completed and signed by the child's physician and given to the SMES office by the designated due date indicated in the enrollment packet. If your child has recently had a state required immunization or booster, please inform the school nurse in writing.

Also, if you change your address or phone number, please update your information on your FACTS account immediately. It is a state requirement that we maintain updated records for your child.

HEARING/VISION SCREENING

All enrolled children who are 4 - 6 years old are required to have a hearing/vision screening. Your child must have these screenings performed at a physician's office. Please submit a statement indicating whether they passed/failed the screenings.

MEDICAL EMERGENCIES/ACCIDENTS

Parents will be notified of minor injuries in many ways including when the parent picks the child up from school, or a teacher or the school nurse by phone call, email, or message. Less serious injuries include, but are not limited to, minor cuts, scrapes, scratches and bites from other children, requiring first aid treatment by employees.

If an accident requiring emergency treatment occurs, immediate steps will be taken to secure prompt medical services and to notify parents. A licensing Incident/Illness Report will be filed for injuries that require medical attention by a healthcare professional.

COMMUNICATION TOOLS

Many exciting things happen each day at SMES. To keep parents informed, we utilize many forms of communication. The following are most common:

- Information on our SMES Instagram, class Instagram accounts and website www.smesdallas.org
- Direct communication from teachers through the Brightwheel app
- Parent/Teacher Conferences corresponding with formal student progress reports
- Email, Newsletters, Instagram, and other memos from teachers and the Administration office

INCLEMENT WEATHER POLICY

In cases of inclement weather, SMES considers other surrounding school closures and reports from our campus facilities department to help determine if a school closure is necessary. **SMES will communicate our school closure or delayed opening decision by 7:00 a.m.**

When there is inclement weather during the school day that could cause hazardous conditions for our families, teachers, and staff to leave campus safely, SMES may decide to release students early or cancel after school activities. This information will be communicated in the following ways:

- SMES generated alert texts
- SMES generated emails
- SMES Instagram
- WFAA channel 8

In the event we need to take shelter, such as when outdoor warning sirens sound, each class has a designated area on the first floor to remain during severe weather occurrences. The school will not dismiss any students until it is safe to do so, and only after the outdoor warning sirens have concluded.

FAMILY INVOLVEMENT

We believe a strong family community is vital to the success of our School. We encourage our families to attend SMES and Saint Michael Parent Advisory sponsored events and to take advantage of the many volunteer opportunities such as:

- Serving as Room Parent
- Hosting Class Parties
- Attending Family Thanksgiving Service
- Attending and/or Volunteering in the SMES and SMAA Christmas Programs
- Attending and/or Volunteering at the Annual SMES Barnyard Bash
- Attending and/or Volunteering for the annual Auction fundraiser

Birthday Celebrations - If you would like to celebrate your child's birthday at school, please notify the classroom teachers at **least one week** prior to schedule the time. You are welcome to provide birthday treats and a planned activity. We ask that you not provide individual treat bags for each child. Parents can also attend Chapel the week of your child's birthday celebration for a special birthday blessing that week.

CONCERNS OR ISSUE RESOLUTION

Strong communication between parents and SMES is vital to ensure a quality learning environment for all children. We have an open-door policy and invite parents to discuss any matters concerning the school with Division Directors or the Head of School. We will use all resources available to assess the situation and determine a resolution that will be beneficial to all concerned.

It is very important that there is a good fit between a child and the school. Assessing children's developmental progress is part of our daily observations. Occasionally, teachers may notice behavior that may be atypical of developmental milestones or age levels. Teachers may share their observations with their Director prior to sharing with the parent. The Division Director may then set up and facilitate a meeting with the parents and teachers and, if needed, develop an action plan to set in place. At the appropriate time, and as necessary, the Head of School will be involved in the team effort to benefit the child and family. For the benefit of the child, an outside/independent evaluation may be suggested or required (at the parent's expense) as we work through an action plan. Prior to students being observed on campus by outside evaluators, parents must coordinate with classrooms teachers and the Division Director. We want to ensure that each child enrolled has his/her optimal school experience.

CONTACT INFORMATION

Head of School	Netra Fitzgerald	214-692-3021	nfitzgerald@smesdallas.org
Executive Administrative Assistant	Charlotte Kelley	214-361-1224	ckelley@smesdallas.org
Director of Preschool & Kindergarten	Katherine Anderson	214-692-3024	kanderson@smesdallas.org
Director of Early Learning	Lesley Jordan	214-692-3012	ljordan@smesdallas.org
Director of Extended Programs	Jacynda Griego	214-692-3014	jgriego@smesdallas.org
Director of Admissions and Community Relations	Elizabeth Keogh	214-692-3023	ekeogh@smesdallas.org
Operations Manager	Elijah Stitt	214-692-3027	estill@smesdallas.org
Enrollment & Tuition Coordinator	Mandy Lohner	214-692-3019	mlohner@smesdallas.org
School Nurse	Rachel Carter	214-692-3003	rcarter@smesdallas.org

VISITATION AND SECURITY

SMES is a welcoming and inclusive community. Currently, parents can visit Saint Michael Episcopal School for special class and school events, scheduled volunteer opportunities, and parent/teacher conferences. The school routinely follows safety and security procedures throughout the community, so we must monitor all visitors on campus. Saint Michael Episcopal School uses the Raptor Visitor Identification System which requires all visitors to present a valid driver's license, which is then swiped into a scanner. The system checks databases, as well as other resources, and notifies the school of any concerns. Once successfully cleared, visitors are given a photo ID badge which must be worn for the duration of their time on campus. Our campus is closely monitored by a Dallas Police Officer and state of the art surveillance systems when school is in session.

DRILLS FOR CAMPUS EMERGENCIES AND DISASTERS

Faculty and staff are trained in procedures and protocols, and age-appropriate mock-emergency drills are performed. In keeping with best practice for student safety, SMES includes an "imminent danger" lockdown drill.

Emergency Notification: In case of an emergency, SMES will communicate via Alerts, through our texting system or email. Through Alerts, parents will be provided with any additional information and instructions necessary to ensure the safety and well-being of our students and community members. In the event of an emergency evacuation, due to gas leaks, fire, weather or security emergencies, the children will be relocated to a safe environment within the building or walk to: Christ the King Catholic Church, 8017 Preston Rd, Dallas, TX 75225, located directly across the street from Saint Michael on Douglas.

GANG-FREE ZONE

Any area within 1000 feet of a child-care center is a gang-free zone. The Texas Penal Code enforces a harsher penalty if criminal offenses occur in this designated area. Engaging in organized criminal activity or actions related to prohibited gang activity is a violation of this law.

CHILD ABUSE AND NEGLECT

Teachers are required to receive training on recognizing child abuse/neglect annually. Any person having cause to believe a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately report to the Director and the proper authorities as mandatory reporters. Texas law requires confidential reports to be filed with the Texas Department of Family and Protective Services or law enforcement. Their child abuse hotline is 1-800-252-5400 and the website is www.dfps.state.tx.us. The local Child Care Licensing phone numbers are 214-951-7902, 214-583-4253 or 1- 800-582-6036.

If alleged abuse by an employee is reported, the employee will immediately be removed from contact with any child or children pending an investigation.

A person commits an offense if that person has cause to believe that a child's physical or mental health or welfare has been adversely or may be adversely affected by abuse or neglect and knowingly fails to report.

PARENT RESOURCES/EDUCATION

The Saint Michael Episcopal School staff wants to help make your time as a parent of young children exciting, informative, and joyful. SMES staff encourage open communication, feedback and discussion of any matters important to our families. If you find newsletters, memos, videos, and articles which might be of benefit to our families, we encourage you to share them with us. For questions or to utilize our resources in early childhood matters, please contact your child's Division Director.

Parents are also invited to participate in various events from our Parent Education Series throughout the year.

The Saint Michael Episcopal School has access to the Minimum Standards Rules for Child-Care Centers (TDHHS) manual in the School Office. The Licensing inspection report is posted outside the office as well as other required information. If you have a concern, you may contact the Child Care Regulation Office (214) 583-4253 or access the DHHS website (https://www.dfps.state.tx.us/child_care/).

SCHOOL EVALUATION AND PARENT SURVEYS

SMES values our parents' engagement, thoughts, and insights. Parents will be given the opportunity on an annual basis to evaluate the quality of programs offered to each child and their family's overall school experience. The SMES Survey(s) will be sent via email links. We encourage all families to participate in school-wide surveys in an effort to continue parent involvement in developing future strategic plans towards providing a nurturing, individualized, inclusive early childhood experience based on our four pillars of Love, Faith, Education, and Service.

CONFIDENTIALITY/PRIVACY POLICY

- Access to a student's screening and assessment results is restricted to administrative personnel, teaching professionals, and that student's parent or legal guardian. Access is limited for purposes of supplementing the school's admissions process, supporting referral diagnostic services, and for use during parent/teacher conferences (if needed).
- Requests for access to a student's screening and assessment results coming from persons other than those listed above must be made in writing. Permission for access will only be granted upon receipt of a written release signed by the student's parent or legal guardian.
- Individual student records required by the State of Texas are kept confidentially in the school's administrative office. These records are housed in a locked office only to be accessed by the school's Administration. Teacher created portfolios/records are housed in secure cabinets within the individual classrooms.
- A student's individual screening results and assessment information will be thoroughly reviewed with the parent or legal guardian prior to representation, dissemination to, or use by another requesting party. Interpretation/representation of said records is done on an individual basis by the student's teacher or the Division Directors.

INCLUSION/NON-DISCRIMINATION POLICY

Saint Michael Episcopal School provides educational opportunities for all students without regard to race, color, sex, national origin, citizenship status, religion, or any other applicable protected classifications in the administration of its admission and education policies, financial aid programs, athletic programs and other administered activities. SMES prohibits all harassment, bullying, or discrimination on the basis of race, color, sex, national origin, or disability.

ADDENDUMS FOUND IN ENROLLMENT PACKET

ENROLLMENT CONTRACT – Addendum 1

POTTY TRAINING POLICY – Addendum 2

NAPPING POLICY – Addendum 3

LATE PICK-UP POLICY – Addendum 4

DISCIPLINE AND GUIDANCE POLICY – Addendum 5

PARENT HANDBOOK VERIFICATION – Addendum 6

BITING POLICY- Addendum 7

PARENTS RIGHTS-Addendum 8