

Student & Parent Handbook

Children's University

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Arlington, Texas 76017

817-784-6655

childrensuniversity.com



**CHILDREN'S
UNIVERSITY**

PRIVATE PRESCHOOL – ELEMENTARY

Children's University is an Equal Opportunity Employer.

Children's University is a Gang-Free Zone.

Children's University is a smoke free campus.

Mission Statement

Children's University endeavors to provide children with an education that incorporates high academic standards within a global perspective and nurtures a natural inquisitiveness that makes them lifelong learners and achievers.

Children's University Starlight Students Exhibit:

Self-Discipline

Team Player

Attitude

Responsibility/Respectfulness

Leadership

Integrity

Generosity

Helpfulness

Truthfulness

Founded: 1995

School Colors: Red, White & Blue

Mascot – the Eagle

ADMISSION

POLICY

Children's University admits students of any race, color, gender, and national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Children's University does not discriminate on the basis of race, color, gender and national and/or ethnic origin in administration of educational policies and school administered programs.

ADMISSION REQUIREMENTS

Admission is based on the following:

1. Student Assessment screening results
2. Classroom space availability
3. Parent Interview/Questionnaire
4. Possible observation in a classroom
5. Consensus of the Admissions Committee

Parents are notified regarding status of acceptance to Children's University and space availability.

Upon acceptance, the signed Contract/Tuition Agreement and Registration Fee must be received by the school. Newly enrolled students must provide at the time of registration: a copy of Birth Certificate, copy of all Immunizations, the completed Enrollment Packet, and a cumulative record request form for students previously enrolled in any other school (K-6).

HOURS OF OPERATION

When the school campus is open, the Main Office is open from 7:00 am – 6:00 pm.

Our regular school hours are:

PS I- PK	8:00 am – 2:30 pm
K- 2 nd	8:00 am - 3:00 pm
3 rd – 6 th	8:00 am - 3:30 pm
Extended Care	6:45 am - 6:30 pm

Please refer to the academic calendar for specific dates regarding holidays, non-academic days, breaks and the start/ending dates for the school year. During non-academic breaks, the campus remains open for child care. If the hours are shortened on any day, the calendar will so indicate. Specific academics are not taught during non-academic days. However, a modified curriculum, embedded learning opportunities is prepared. Our campus remains open during the summer and offers a program which is designed to enrich student learning while incorporating many fun filled events.

FINANCIAL POLICIES

REGISTRATION

A yearly registration fee is due upon signing each new contract.

INITIAL PAYMENT

The Initial Payment is due upon receipt of the tuition agreement.

FAMILY DISCOUNTS

If two or more siblings with the same sponsor are enrolled, a 10% sibling discount will be applied to the lesser priced tuition.

HOLIDAYS/ IN-SERVICE DAYS

Tuition is calculated on an annual basis and therefore additional discounts are not allowed for holidays, vacations, in-service days, or closure due to inclement weather.

LATE PICK-UP FEES

Children's University's normal hours of operation are between 6:45 am and 6:30 pm daily. A late pickup fee of \$5 per minute/per student, will be added to your account for students remaining on campus beyond these hours.

TERMINATION OF CONTRACT

The sponsor may terminate this contract upon a minimum of 30 days written notice to the school. A termination fee equal to two months billing shall be immediately payable to the school if this contract is terminated at any time prior to the final academic instructional day. Termination of this contract shall not relieve any amounts otherwise owing at the date of termination by sponsor, including tuition, field trip fees, activity fees, or other charges.

LATE PAYMENTS

Tuition is due on the 1st day of each month. A 5 day grace period will be allowed prior to assessing a 5% late fee on the unpaid balance. Any tuition charges remaining unpaid by the end of the second week after billing will result in mandatory Tuition Auto Pay (TAP) enrollment. If tuition and/or fees are not paid within 10 days of the due date, the student will not be allowed to attend school.

PARENTS RESPONSIBILITY

Children's University reserves the right to revoke/void a contract if parent behavior is deemed unacceptable or disrespectful towards administration, faculty, staff or students.

Sponsor will be responsible for any loss, damage, or destruction by enrolled child of any Children's University property, and for any damages (amounts and costs) for which the school becomes liable or chargeable because of enrolled child's actions.

BINDING AUTHORITY

Sponsor agrees that this agreement obligates both yourself and the student, and you hereby agree to indemnify the school for all damages, amounts, and costs for breach of this agreement by you or the student. Upon withdrawal from school, all student's school records will be held until such time that all fees or damages have been paid in full. Records will then be forwarded to the requesting school.

ATTENDANCE

Students must attend school regularly with as few absences as possible to fully benefit from his/her education.

Therefore, parents are asked to:

- Make all medical and dental appointments outside the school day whenever possible.
- Guard academic time by avoiding disruption of the daily schedule with early pick-ups or late arrivals.
- Schedule family vacation time to coincide with student breaks or times outside the academic school year.

Official daily attendance is recorded by the teacher in each CU program and the instructor in the Elementary School Continuing Education, and Summer Camp programs. Attendance records are on file in the Business Office.

TARDIES

Tardiness affect the student's education, interrupt the classroom and interfere with the learning environment for all students. A student is considered tardy when they arrive ten (10) minutes after the designated time that their class is to begin.

Excessive tardiness could interfere with the learning process.

At the beginning of the school year, the teacher will send home a Daily Class Schedule. This schedule will reiterate the time that the class begins. Since circle time, opening exercises, or planning for the daily activities are scheduled for the beginning of each day, it is important that your child arrive in class on time.

Ten (10) tardiness within one school year prohibits a student from receiving perfect attendance.

Please refer to Hours of Operation which states the time your child's class is scheduled to begin. Classes begin promptly at this scheduled time.

LEAVING SCHOOL PREMISES/APPOINTMENTS

A student is not permitted to leave the school premises at any time without permission of the parent. No student will be excused from school without the parent personally picking him/her up at the school office. If this responsibility is delegated to a third party, the parent shall notify the office **IN WRITING** prior to the student being released. If a child must leave school during the day for an appointment, the parent must sign the child out in the office before the child will be allowed to leave.

Do not pick- up your child at the classroom.

ARRIVAL AND DISMISSAL PROCEEDURES

For SAFETY MEASURES, all students are dismissed through the office, with the dismissing staff, or their teacher.

Children are signed out and allowed to leave Children's University ONLY with their parent or person designated in writing by the parent on the Emergency Contact Form. Any person requesting to pick-up a child must be listed on the Emergency Information Form, however, emergencies may arise that require that your child be picked up by a person other than those listed on the Emergency Form. Should this occur, please contact us as soon as possible or before dismissal time. The parent must supply Children's University staff with pertinent information about the person(s) arriving to pick-up their child.

Any unknown person picking up a child is asked to show proper picture identification before the child will be released. The child will not be released without sufficient identification.

SAFETY BEFORE AND AFTER SCHOOL

Students who arrive between 6:45 am and 8:00 am will be supervised in our buildings. Only parents and those designated in writing by the parent may sign students out from school using the electronic attendance monitor. Attendance in our after school program will be taken immediately, and at the end of the school day.

Students may participate in a variety of on-campus after-school activities. The school has processes in place to monitor and track students after the school day. Students are not to leave a location without the permission of the staff member in charge.

FAMILY VACATIONS

We respectfully request that vacations not be taken while school is in session. The school calendar provides time for vacations during our fall, winter, spring and summer breaks.

START AND END OF THE DAY

The first and final minutes of the day are as important as any other minute of the day. At 8:00 am, teachers must be able to give their full attention to their students. Likewise, at the end of the day, we ask that parents wait in the hallways for the teacher to open the door for dismissal. This end of day organizational time is critical time, no matter the grade level. Thank you for your cooperation.

STUDENT DRESS CODE

We strive for student success by focusing on Life Skills, teaching students to take responsibility for their education and maintaining a suitable atmosphere for learning without the distraction associated with clothes or fashion. The following student dress code is mandatory and to be followed each day. We reserve the right to request that parents bring appropriate clothing to school if their child is not dressed to the following guidelines:

DRESS CODE FOR PRE-SCHOOL AND PRE-KINDERGARTEN

It is important that a complete change of clothing be sent DAILY in the bin in case of an accident.

Please check your child's backpack daily to insure there is always a clean change of clothing.

Children should arrive at Children's University dressed comfortably. Clothing must be easy for the child to manage without help.

Please remember:

ALL CLOTHING THAT IS BROUGHT TO SCHOOL, INCLUDING OUTER-WARE SUCH AS COATS, SWEATERS, MITTENS, AND GLOVES MUST BE LABELED WITH THE CHILD'S NAME IN PERMANENT MARKER.

Shoes

To insure the safety of every student in outdoor activities, please send your child in comfortable, supportive shoes.

The fall zone on the playground is pea gravel. Your child will benefit from a sturdy shoe due to nature walks, outdoor play, P.E., etc. Please do not send your child in sandals, thongs, or "jellies".

FOR THE SAFETY OF YOUR CHILD, NO PLATFORM OR "FAD" STYLES ARE ALLOWED AT ANY TIME.

UNIFORM STANDING PROTOCOL

All children are expected to adhere to common practices of modesty, cleanliness, and neatness.

DRESS CODE FOR STUDENTS K-6TH

Children's University Governance Board states that notice will be given to parents of any student attending CU out of compliance with the designated school uniform. Failure to comply within the allotted time will result in immediate dismissal from Children's University.

Students may be excluded from any special activity or event until properly attired.

All shirts must be tucked into pants, shorts, skirts, and culottes at all times. Belts must be worn with pants, shorts, and all clothing items with belt loops.

DESCRIPTION OF PIECES

- **Navy/Khaki Pants and Shorts**

- **Skirts, Culottes, Jumpers, Kilts - Length**

Skirts, culottes, jumpers, and kilts may be no shorter than 2" above the knee.

Skirts, culottes, jumpers, and kilts may be no longer than 1" below the knee.

- **Polo Type Shirts**

CU Uniform polo type shirts bear the Children's University logo monogram. The RED shirt is the designated "informal" field trip shirt. The shirt tails are tucked in at all times.

- **Oxford Cloth Shirts**

The white shirts are available in long or short sleeves. The shirt tails are tucked in at all times.

- **Turtleneck Shirts**

Turtlenecks bear the "CU" monogram on the collar. The shirt tails are tucked in at all times.

The shirt tails are tucked in at all times.

- **Cardigan Navy Sweater with the CU shield, Red Sweater Vest, and Red Polar Fleece jacket with CU monogram**

The designated CU outerwear: navy sweater, red sweater vest, and red polar fleece are appropriate for the classroom and outdoors. Other coats, jackets, windbreakers, sweatshirts, or fleece-ware may be worn outdoors as needed. However, the jackets, windbreakers, sweatshirts, or fleece-ware that are non-uniform items are not worn in the classrooms.

- **Braided Belt**

The braided belt must be worn with all uniform clothing items with belt loops.

- **Personal Monogramming**

If you desire, uniform items may be monogrammed with student's initials only.

- **Shoes**

Appropriate Shoe for INFORMAL Field Trips and Daily Attire

Loafer, Oxford, Athletic Shoes are worn daily and for 'informal' field trips such as Fort Worth Zoo, Pumpkin Patch, or Dallas Arboretum.

Appropriate Shoe for FORMAL Field Trips and Special Events

Loafer and Oxford; these types of shoes are worn on 'formal' field trips such as to Casa Manana, to Nursing Homes, and CU special events such as Grand Parent's Day, Mother's Day Tea, or other designated special school events.

***FOR THE SAFETY OF YOUR CHILD, NO 'OPEN TOE' SANDALS,
NO PLATFORMS, OR FAD STYLE SHOES ARE ALLOWED AT ANY TIME.***

- **Socks**

Ankle socks in navy or white

Knee-high socks (opaque or cable knit) in navy or white

Tights (opaque or cable knit), are acceptable in navy or white

No lace, logos, or decorations on socks.

Girls Uniform Requirements

Grades K-2

Peter Pan Blouse – White

Plaid Jumper with navy Modesty Shorts

Knit Shirt with monogram - Short Sleeve with monogram – RED

Long Pants – Navy

Cardigan Sweater with emblem – Navy

Shoes–Loafer, oxford, or Mary Jane–Brown, Black, Navy–Athletic shoe–Solid color only–Black, Navy, White

Grades 3-4

Sailor Middy Blouse Short Sleeve – white with Navy Tie

Knit Shirt with monogram Short Sleeve with monogram – RED

Long Pants - Navy

Culottes Split Skirt – plaid

Cardigan Sweater with emblem – Navy

Shoes–Loafer, oxford, or Mary Jane–Brown, Black, Navy-Athletic shoe–Solid color only-Black, Navy, White

Grades 5 & 6

Blouse $\frac{3}{4}$ length sleeves – White

Kilt Wrap Skirt – Navy – with Navy Modesty Shorts

Knit Shirt with monogram Short Sleeve with monogram – RED

Long Pants - Navy

Cardigan Sweater with emblem – Navy – Navy OR VARSITY CARDIGAN WITH ARM STRIPE

Shoes–Loafer, oxford, or Mary Jane–Brown, Black, Navy-Athletic shoe–Solid color only-Black, Navy, White

Girls Uniform Optional Pieces

Grades K - 6

Knit Shirt with monogram Short Sleeve or Long Sleeve – Navy or White

Knit Shirt with monogram Long Sleeve – Red

Turtleneck with monogram – White – with Cuffed Sleeves

Shorts, or Long Pants - Khaki or Navy (requires Brown or Navy braided belt)

Jacket – Polar fleece with monogram – Red Sweater Vest –v-neck – Red

Boys Uniform Requirements

Grades K-6

Oxford cloth shirt Short Sleeve – White with Tie – Navy

Navy Pleated Pants (requires Navy braided belt)

Knit Shirt Short Sleeve with monogram – RED

Cardigan Sweater with emblem – Navy - (OR 5th& 6th only - Varsity Cardigan with arm stripe)

Shoes – Loafer or oxford – in Brown, Black or Navy - Athletic shoe –solid color only - Black or Navy

Boys Uniform Optional Pieces

Grades K-6

Shorts without a cuff – Navy or Khaki

Long Pants without a cuff – Khaki (requires Navy braided belt; requires Brown braided belt)

Knit Shirt with monogram – White or Navy Short Sleeve or Long Sleeve, or Red Long Sleeve

Turtleneck with monogram – White – with Cuffed Sleeves

Jacket –Polar fleece with monogram – Red Sweater Vest – V-neck – Red

SPECIAL THEME DRESS-UP DAYS

In order to celebrate special events on campus, on designated days students and staff are encouraged to wear a particular color, costume, or creative outfit. Denim pants (not torn) are allowed. If a student is not in the designated theme, the regular dress code must be followed.

Kindergarten and Primary grades on-Uniform Days – Certain Fridays are denoted as “free-dress days”. If students wish, they may wear appropriate clothing on that day, or they may wear the school uniform.

When not wearing the school uniform, students are expected to keep themselves well-groomed and nearly dressed. The shoulders and back are always covered. As with our uniform culottes and shorts, street skirts, shorts, etc., may be no shorter than the length of the uniform culottes/shorts.

Any form of dress deemed distractible or disruptive to the purpose of conduct of the school is not permitted.

ACADEMIC PROGRAM

Children's University is built on rigorous academic standards, an emphasis on character education, and teachers working in partnership with parents-all of which leads to a culture of excellence. We continue to build upon our strong foundation by offering accelerated and traditional academic programming, Life Skill character development, and an emphasis on STEAM (Science, Technology, Engineering, Art and Mathematics), a variety of core specialty and enrichment classes, field trips and guest speakers, all of which provide a rich learning experience for our students.

SCHOOL ACCREDITATION

CU offers preschool, pre-kindergarten, kindergarten and primary grade classes. Children's University is accredited by the SACS, Southern Association of Colleges and Schools. Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards.

Review of state licensing inspection reports and state mandated minimum standards are available at your request. Please contact the business office. You may contact TDPRS licensing office at 817-321-8604 or online at www.tdprs.state.tx.us

ENGLISH, LANGUAGE ARTS AND MATHEMATICS PLACEMENT

Incoming Kindergarten and transfer students are assessed in English, Language Arts, and Mathematics. The results of this assessment, along with parent and teacher recommendation and support, place the student in the appropriate class. Every teacher teaches to the highest level, differentiates for each student and utilizes assessment results to guide instruction, identify areas for academic support, measuring learning and ensuring mastery of standards.

Students in accelerated classes do not skip grade level content; as all students must master grade level content standards.

ACCELERATED LEARNING

Differentiated instruction is designed to allow each Children's University student the best opportunity for their particular learning style, abilities, aptitude, and maturity. Across both accelerated and traditional classes, teachers make sure students of each grade level are given access to the same content; however, the way in which content is delivered will vary depending on the class. Classes may move slower, faster, more teacher-directed, or more independent as needed by the students – teachers are continuously adjusting their pace for student success.

Teachers employ the following ways to accelerate high achieving students:

Pace – students may move quickly through a topic allowing for enrichment activities to deepen their understanding.

Delivery – students will be working independently, less-teacher directed practicing their skills on more difficult material.

Product – students may be asked to create a product of their learning using art or technology or something of their choice.

Depth – students will be asked to become “experts” on a topic or to focus on problems or issues beyond just memorization of basic fact information.

Breadth – students will be asked to make connections between ideas, subjects and concepts, expanding a topic across several areas such as math, science and writing.

ACADEMIC PROGRAM AND CORE SPECIALTY CLASSES

Children's University students enjoy a rich academic program. All students have classes in English Language Arts, Mathematics, Social Studies, Science, Physical Education and Spanish.

TEXTBOOKS

Textbooks are on loan to the student for the year. Each textbook has been numbered so that it can be easily identified. Students/parents will be responsible for replacing textbooks that are lost or damaged.

STUDENT SUPPLIES

A list of supplies will be provided prior to the start of school. Students are expected to come to class prepared with all items beginning the first day of school and each thereafter.

HOMEWORK

Homework is meant to reinforce prior learning and to foster and promote habits of independence. It is not expected that parents teach concepts. Rather, parents should provide the time and place for students to complete their homework, helping students learn responsibility for assignments and their own learning. Reading outside of the homework assignment should be a daily routine.

LONG-TERM ASSIGNMENTS

Throughout the year, students may be assigned long-term projects. These assignments are an excellent opportunity for students to learn time and project management. We ask parents to help guard against procrastination.

MAKE-UP OF MISSED SCHOOL WORK

Students are expected to make up work missed during an absence. Students will be allowed one day to make up missed assignments for each excused day absent. Any work after this period of time may not be accepted. Since it is not possible to make up the vital classroom instructional time, it must be recognized that make-up work does not replace actual classroom learning experiences.

Parents can report student absences and request missed assignments through the school's front office. Upon request by the parents, the teacher will send work to the office for pick-up during a child's absence. If the request is received prior to 11:30 am, teachers will have until 3:30 pm on the day of the request, to get any missed work to the office. If the request is not received in this timely manner, the student will be held responsible for getting the assignment following the absence. After an excused absence and especially after a lengthy absence, students should arrange a time to speak with the teacher regarding a plan for making up the various assignments. If a student is expected to be absent for three days or more, please notify the teacher at least one week in advance and up to one week of work will be provided. The work is due on the first day of the students return. Students are responsible for missed material.

COMMUNICATION STUDENT PROGRESS

Teachers will make every attempt to keep parents aware of student progress throughout the semester, especially if an expected semester grade drops below a B or if there is concern that the child is not proficient in a particular area of learning. Parents will be notified by one of the following methods:

- E-mailing or a phone call
- Parent signature on a graded test or assignment
- Note in students daily planner
- Sending home a note

EDUCATIONAL FIELD TRIPS

Off campus field trips may be taken throughout the year. These field trips are an extension of the curriculum and are designed to promote real life learning and hands-on experience.

Teachers will provide trip information and prices for all field trips planned for the year. No student may go on a field trip without written permission on a original permission slip.

High behavioral standards are established for field trips. All students rules are in effect during off-campus field trips.

The cost for the field trips is not included in the amount of tuition or extended childcare.

LEARNING ENVIRONMENTS

As future citizens of the world, Children's University students gain an early understanding and respect for other cultures. Our campus building features art and collectibles from around the world, Immersed in an area's art, culture, economy and history, students enjoy a rich educational experience as they learn tolerance for others.

Surrounded by supportive teachers and exceptional campus resources, our students take on a new and exciting, and complex projects such as producing a video, winning an "Olympic" medal, preparing for space travel, planting and harvesting beans, exploring pioneer life or creating computer animation. These hand-on lessons give students the self-confidence to attempt new tasks and the experience to see things through. As part of our science program, CU has animals on site. State regulations prohibit pre-school and pre-kindergarten students from touching the animals.

In our safe, creative and positive environment, children of all abilities learn and practice the tools they need for continued academic success. Our innovative programs identify and promote each child's natural gifts and talents through our stimulating facility.

STUDENT DISCIPLINE

Each staff member at Children's University accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff request parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Therefore any unwelcome physical contact, verbal or written indignity may result in suspension or expulsion.

GENERAL RULES

1. Students are to be honest, obedient and responsible. Respectful behavior towards teachers, staff and peer is mandatory.
2. Students are expected to use only appropriate language, no profanity or obscenity.
3. Students are not allowed in the classroom at any time without the teacher's presence.
4. Students should be in their assigned play area during recess and lunch.
5. All students will be responsible for the protection and preservation of school property. Restitution is expected for any damage.
6. Students are not to ride bicycles, skateboards, rollerblades, skates or roller shoes on school grounds at any time.
7. All students, regardless of grade, are to assist in keeping the grounds and facilities free of paper and other debris.
8. Drinking fountain's, play equipment and school buildings and grounds are to be used with safety and cleanliness in mind.
9. Students may not play or loiter in the restrooms or other areas without direct supervision.
10. Students may not roughhouse or otherwise participate in activities which may result in injury.
11. Students may not leave the school grounds at any time during the school day without written permission from parent and clearance from the office.
12. Anything dangerous (i.e. knife sharp objects, etc) or that can be used as a weapon is not allowed and will be confiscated.
13. Glass containers, gum, sunflower seeds, pistachio with shells are not permitted on the school grounds at any time.
14. Spitting and other actions which affect food hygiene are not permitted.
15. All types of electrical equipment, sports equipment, toys and other valuables are not permitted at school without permission of the Head of School or Teacher. When this permission is given, the school will not accept responsibility for the damage or loss of these items.
16. Severe disruption: If a student causes a severe disruption (for example, a fight) the student will be sent to the office immediately. The consequences may be suspension, which could ultimately lead to expulsion.

STUDENT BEHAVIOR STANDARDS

The goal of the staff is to work with students so they learn appropriate behavior. Counseling will occur to help the student understand how to change his/her behavior. If a particular behavior is severe or continually repeated, in-school or home suspension may be warranted, parents will be notified by the administration should a suspension be deemed necessary. The following behaviors are considered serious and will be given immediate administrative attention.

- Bullying
- Harassment (racial, gender, sexual)
- Actions that can cause injury to the person or damage to property
- Fighting
- Destruction of Property
- Disruption of School Activities
- Inappropriate Language
- Disrespect toward any staff member
- Academic dishonesty ;plagiarism or cheating
- Possession of alcohol, drugs, weapons, or a facsimile of such.

*This list of behaviors is not exhaustive in nature is not a limitation of administration to handle behaviors that are counterproductive to learning and safety for all students and/or staff.

STUDENT BEHAVIOR CONSEQUENCES

We must fairly and consistently maintain a safe and positive environment in which students can learn. Each teacher has a classroom management plan consisting of class rules, incentives and consequences. When students make inappropriate choices, one of the following may occur:

- Counseling
- Written or verbal apology
- Problem solving
- Phone call to parents
- Scheduled conference with parents
- Development of a behavior support plan
- In-School suspension
- Out-of-School suspension
- Dismissal from School

If students accept responsibility for their behavior, parents may not be notified at the time of the incident. Part of the independence we want for these young people is to allow them to resolve some of their own problems, If problems persist, the students will be asked to complete a behavior form an/or the Head of School may be asked to work with the student.

SCHOOL ANTI-BULLYING/HARASSMENT POLICY

Children's University is committed to providing a learning environment that is free from harassment in any form.

Harassment of any person in the school community is prohibited. The school will treat allegations of harassment seriously and will view and investigate such allegations in a prompt, confidential and thorough manner. Harassment, occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical, emotional or intellectual disability, gender or sexual orientation. Harassment can occur at any time during school or during school related activities. It includes, but is not limited to any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written works, drawing gestures.
- **Sexual Harassment:** Includes unwelcomed sexual advances, and other verbal or physical conduct of a sexual nature
- **Cyber Harassment:** Using email, instant messaging, chat rooms, social network websites, video game systems, cell phones, texting, or any form of technology to intentionally and repeatedly hurt or harass others.

It is the responsibility of Children's University to:

1. Make all faculty, staff, students and parents aware of this policy and the commitment of the school towards its strict enforcement
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
3. Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to a teacher or the Head of School
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

A charge of harassment shall not, in and of itself, create the presumption of wrong-doing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Anyone found to have filed a false, or frivolous charge will also be subject to disciplinary action, up to and including dismissal.

COMMUNICATION

EMERGENCY CONTACTS

It is essential that you complete the Emergency Contact Form for your child/ren, as well as keep the contact information with school administration up to date. We must have the names and phone numbers of "reachable" relatives or others who can assume responsibility for the student if the parent cannot be reached when necessary. Please update your Emergency Contact Form when there is a change of information.

HOME – SCHOOL COMMUNICATION

We feel it is extremely important to maintain a high level of parent-school communication. Please understand that teachers must supervise students while they are on campus. In order for parents to have the full attention of the teacher when talking about their student, we ask that an appointment be set with the teacher to discuss academic or behavioral concerns.

LINES OF COMMUNICATION

In order to keep the channels of communication clear and direct, and to assist us in having an effective open school-parent partnership, we as the following:

- Contact your child's teacher if there is any problem concerning academic progress, behavior, classroom procedure, or teacher-pupil relationship
- Contact the Head of School if there is a concern about the general administration of the school or the communication with a teacher is unsatisfactory.

CONTACTING TEACHERS OR STAFF

Telephone messages for the staff and administrator are delivered to them directly. Teachers and administrators make every attempt to return calls within a 24-hour period. Parents are strongly encouraged to use the e-mail system to contact any staff member. Staff will return e-mail correspondence within a 24-hour period. During weekends and academic recesses such as Winter Break or Spring Break, please do not expect a quick response.

IOWA TESTS OF BASIC SKILLS

The ITBS is a Norm-Referenced test, meaning your child's performance is compared with a nationally representative sample of students who took the tests. These students are referred to as the "normative sample." The tests can be used to measure growth in fundamental areas of school achievement: vocabulary, reading comprehension, language, mathematics, social studies, science, and other sources of information. The achievement standards represented by the tests are crucial in educational development because they can determine the extent to which students will benefit from future instruction. Example: A 95 percentile ranking means the student scored higher than about 94 out of each 100 students who took the and 5 students out of each 100-tested scored higher than the student.

The Grade Equivalent is an estimate of where the student is along a developmental continuum. It is important to remember that the GE is not directly tied to a curriculum. The grade equivalent score does not tell you what grade a student should be in or that a student has the skills to do work beyond his or her grade level. This is because all grade equivalent scores are based on test content specific to the level which was administered. A GE of 4.7 means the student scored similar to a typical student in the 7th month of 4th grade.

PARENT-TEACHER CONFERENCES

Parent, teacher, student conferences will be held twice per school year. The conferences are of critical importance as the teacher strives to get to know each family. For students, this may be used as an opportunity for goal setting and progress updates. Parents may also request a conference with a teacher when a need arises. Students are encouraged to communicate with teachers if they are experiencing difficulties or challenges concerning their class or any issue. Teachers are committed to supporting and guiding students to develop independent work habits and help them become confident learners.

As stated earlier in this handbook, it is very difficult for teachers to give you uninterrupted time regarding your child when they are supervising students or preparing for the day. We respectfully request that you leave a note for the teacher to call, or that you set an appointment so that you receive the dedicated time you need to talk about your child's education. It after meeting with the teacher, you are not confident that your child's needs are being met, please contact the Head of School.

PARENT INFORMATION NIGHT

We strongly encourage all parents to attend the Parent Information Night Back-to-School meeting for their student's classes. This is a very informative evening for which teacher prepare with great thought and effort. The evening is planned and prepared so that parents walk away understanding the curriculum objectives, goals for the class, classroom procedures and expectations.

PHOTO RELEASE

Children's University may use the name, photograph, video or likeness of your child on the video screens of the school, in the school newspaper, the school's website, and in DVD's that are available to parents, faculty and students of the school.

(A waiver form is available)

CHILDRENS UNIVERSITY MOBILE APP

Families are strongly encouraged to download our school app. "Children's University" is available for free for both Apple and Android phones. The app gives families easy access to their child's Gradelink account, school calendar, up-to-date news and announcements and staff emails.

EMAIL AND OFFICE CORRESPONDENCE

Emails containing calendars, information about the school including special events, are regularly sent home from the office. It is essential that parents and guardians read the information sent home. E-mail is the school's primary method of communication with families. Information may be requested to be included in the office email. The administration reserves the right to decide what is appropriate for inclusion in the email.

TELEPHONES

Students are allowed to call home from the school office phone, after they have received permission from the classroom teacher or a school administrator. If you need to leave a message during the day for our child, you can contact the office. Cell phones are not to be used at school without teacher permission and direct supervision.

STUDENT CELL PHONES AND PERSONAL ELECTRONIC DEVICES

To help our students succeed at Children's University, we remind parents that students are not to use electronics while on campus without teacher permission and direct supervision. Personal electronics are to be powered off, kept in their locker or backpack, and not in their hands or pockets. If a student needs to phone home, or if a parent needs to contact their child, please use the school office phone: 827-784-6655.

DELIVERIES

All messages and deliveries (lunches, backpacks, jackets, etc.) are made to the office. They will then be delivered to the student at an appropriate time by a staff member.

PARTY INVITATIONS

In consideration of and respect for all students, we ask that each family observe the following when planning to ask the school permission to distribute party invitations. You may pass out invitations at school for a party you are giving, only if the whole grade, or all boys, or all of the girls in the class are invited. Out of compassion, presents for those parties may not be brought to the school, nor may party attire for those celebrations be brought to the school.

SCHOOL CANCELLATION AND LATE SCHOOL OPENING

Should inclement weather arise, Children's University campus will follow the (broadcast) decision of the Arlington Independent School District regarding school cancellations.

AISD announcements are broadcast on:

WBAP Radio 820 AM

KRLD Radio 1080 AM

KXAS TX Channel 5

WFAA TX Channel 8

STUDENT SAFETY

FIRE DRILLS/ SHELTER IN PLACE DRILLS / LOCKDOWN DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, weather and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Fire drills are held monthly.

The purpose of holding safety drills is to educate and prepare students to know what to do in the event of an emergency such as fire, tornado, or school lockdown. Our goal is that our students (no matter what age) remain calm, aware and think pro-actively of their own personal safety and the safety of others. Knowledge is power.

PARKING LOT SAFETY

To ensure the safety of our students, all must adhere to the following rules of traffic safety – please review the following with your students and educate them as to how you will take and pick them up from school:

- Please drive slowly in the parking lots, no more than 5 mph
- Pedestrians are not to meander diagonally along in the areas cars are driving. Please treat driving lanes as a street and cross perpendicular to quickly get out of the way
- Please do not let your children run or walk unsupervised in the parking lots
- Please make sure you look back before backing up
- Please do not drive or walk between cars that are waiting in the drop off line to drop their child off
- Only let your child out on the driver's side of the car. This way the child is not walking out away from the building into possible traffic

STUDENT HEALTH

EMERGENCY FORMS

All emergency forms are to be kept current. This will ensure up-to-date and accurate records of each child's health during the years in attendance at Children's University.

ILLNESS

Students must be free of fevers, nausea, diarrhea, and rashes upon arrival in the morning. Students who come to school ill or become ill at school, will be kept in the office, and parents are required to pick them up in a reasonable time period (within 2 hours of notification). Students must be fever and symptom free for 24 hours (without medication) in order to attend school. Students sent home with a fever of over 100 degrees are not permitted to return the following day. Parents should call that absence into the office.

MEDICATION

Students must not, under any circumstance, keep medication in their desk or on their persons. All types of medication, prescription or non-prescription, must be turned in at the office. Children's University requires parents to make arrangements with the school office to administer ALL medications (including over the counter items) that are brought to school. All medications, including throat lozenges and cough drops, must be checked in at the front office by the parents, and are never to be sent with the students. **All medication must be in the original RX container with dosage and name of the child clearly visible.** The office will administer medication per directions. Parents must complete and sign a medication form before any medication will be administered. These forms are available in the nurse's office. At the end of every school year, any medication not picked up will be discarded.

TEMPERATURE/FEVER

Any child with a temperature of 100 or higher will be sent home. If a child has a temperature, please do not send him/her to school. **A child may not return to school until 24 hours after the fever has broken.**

COMMUNICAL DISEASES

The school office must be notified immediately if your child has contracted a communicable disease (i.e. chicken Pox, Measles, etc.)

HEAD LICE

The school office must be notified immediately should your child contract head lice. The school adheres to a nit free policy. Children who have had head lice will not be readmitted to school until their heads have no nits (eggs) visible.

If your child is found to have head lice, it is important to treat your child before he/she returns to school. Please begin treatment as soon as possible. Exclude your child from attendance at school until one day after their first treatment with a medicated head lice product (either over-the-counter or prescription). Your prompt action is requested so that your child can get back to school as soon as possible and not miss learning opportunities in the classroom.

MEDICAL APPOINTMENTS

Medical and dental appointments should be made, whenever possible, outside of school hours. When this is not possible, a written request for school absence is required.

If a child has an appointment during school hours, he/she should obtain a confirmation slip from the doctor/dentist office, stating the time of entry and departure. This should be presented to the school office upon arrival.

EXCUSED P.E. AND RECESSES

Students may be excused from P.E. and/or recess with a written note from the parents and/or doctor. During P.E the child will remain with the P.E. class, but will not participate in physical activity.

NUTRITION

SPECIAL NUTRITIONAL NEEDS

Children's University adheres to the nutritional guidelines set forth in the Minimum Standards and Guidelines, established by the state of Texas. This guideline regulates the kinds and amounts of foods to meet an established daily nutritional need. Food prepared for the children is nutritious and served in varieties and amounts adequate to ensure and maintain healthy growth and development.

Parents are welcome to share lunch time with their child on any day, however, remember to sign in at the front desk.

A menu is sent home with each child at the beginning of each month.

PK PROGRAM

Included in tuition price – provides a nutritionally balanced lunch with mild, Monday thru Thursday. Each Friday, please send a sack lunch with a drink. However, if you desire, your child may bring a lunch from home on days other than Fridays.

K-6th GRADE

CU lunches, which include milk, are available Monday thru Friday for \$2 per lunch. These charges are added to your monthly billing.

SUMMER CAMP PROGRAM AND CU SCHOOL HOLIDAYS

Lunch is provided Monday through Thursday. Please send a sack lunch with a drink on Friday. Milk and ice cream can be purchased any day. Please send foods need no preparation ONLY. We are unable to refrigerate or microwave food sent from home.

FOOD ALLERGIES

Specific known allergies experienced by your child and allergic situations must be communicated to the nurse and indicated in writing on the Student Medical Information form.

PLEASE CLEARLY INDICATE THE SEVERITY OF THE ALLERFY ON THE FORM.

If a child must be served a therapeutic or special diet, it is the responsibility of the parent to provide the food as well as written instructions from the physician or a registered or licensed dietician.

This information will be distributed to all persons preparing and serving the food. The guidelines will be kept on file with the nurse and in the kitchen as well as in the students personal file.

MISCELLANEOUS

LOST AND FOUND

If an item is missing, please check the C2 front office.

We encourage you to check for items, which may have been forgotten. Periodically, remaining items are donated to Mission Arlington.

LOCKERS

Lockers are assigned to students in the 5th and 6th grade. Students are responsible for their lockers. Lockers are not to be defaced with inappropriate notations, graffiti or stickers. There will be a locker checkout process at the end of the school year. Parents will be responsible for any damage to their child's locker.

CHILDREN'S UNIVERSITY PARENT ORGANIZATION –CUPO

CUPO is a democratic volunteer organization founded in September 1998. CUPO meetings are held August through May. The organization is focused on improving the welfare of CU students and provides input for Children's University administration from the monthly meetings.

Membership is open to all parents, grandparents, guardians and CU teachers. Activities include monthly FNO (Family Night Out), pre-packaged school supply sales, school uniform resale, and numerous fundraising projects.

CUPO extends to each of you this opportunity to get involved with your parent organization and to be an integral part of your child's educational experience.

RIGHT TO AMMEND

The school and the Head of the School retain the right to amend the Children's University Handbook for just cause. Parents will be given prompt notification if changes are made.

This handbook is prepared in an effort to give an overview of the many aspects of our school. However, not every detail or topic that may affect the work of the school is contained herein. If you have questions, please do not hesitate to ask.

Children's University Operational Policies

1. Campus Hours of Operation

Children's University School Instructional Day

August - August

8:00 a.m. - 2:30 p.m. Preschool – Pre-Kindergarten (Monday - Friday)

8:00 a.m. - 3:00 p.m. Kindergarten – Second Grade (Monday - Friday)

August - June

8:00 a.m. - 3:30 p.m. Third – Sixth Grades (Monday - Friday)

Continuing Education (Childcare) Program

6:45 a.m. - 8:00 a.m. Before CU school childcare

6:45 a.m. - 7:30 a.m. Before Public school

2:30 p.m. - 6:30 p.m. After CU and other elementary school childcare

School Holidays- Continuing Education (Childcare) Program

6:45 a.m. - 6:30 p.m.

Children's University Summer Camp Program (students having completed kindergarten)

June - August

6:45 a.m. – 6:30 p.m. (Monday - Friday)

2. Procedures for release of students

For the safety of your child as well as all students at Children's University please be prepared to show picture I.D. when picking up a student. Children are signed out and allowed to leave Children's University ONLY with their parent or a person designated in writing by the parent. The parent or designated person will sign out the child along with the time the child is leaving Children's University and place their initials on the appropriate line following the child's name. At the time of enrollment, the parent completes an Emergency Information Form. On this form is listed the names and telephone numbers for all persons given the responsibility of picking up your child from Children's University. It is the responsibility of the parent to keep the information current and accurate. Forms are available at the front desk for changes to any information needing to be on file at Children's University. Persons requesting to pick up a child should be listed on the Emergency Information Form. However, emergencies may arise that require that your child to be picked up by a person other than those listed on the emergency form. Before dismissal time, the parent must notify Children's University staff and supply pertinent information about persons arriving to pick up their child whom are not listed on the Emergency Information Form. Any unknown persons picking up a child will be asked to show proper picture identification before the child will be released. The child will not be released without sufficient identification. Before release of the child, said person may be subjected to having a picture taken with the student (to be kept on file at CU).

3. Illness and Well Child Policy.

Should you have questions about the health of your child, please call and talk to the office before bringing your child to school. Symptoms listed below would guide you to keep your child at home. If these symptoms should appear while your child is at Children's University, our nurse will contact you to immediately pick up your child: (1)Vomiting, (2)Two or more bowel movements, (3)An oral temperature of 100 degrees or higher, (4)Discharge from eyes, itchy eyes, red eyes, or crusted eyelids, (5)Listless/lethargic behavior, (6)Lack of appetite or refusal to eat or drink, (7)Extreme irritability, (8)Clearly unusual behavior, which persists over a time, (9)Swollen glands at the back of the neck, (10)A blotchy rash on the stomach and back or a fine red rash all over the torso, (11)Swelling on the jaw line or in front of the ear, (12)Very sore throat as indicated by refusing food and drink and possibly an upset stomach, (13)Body lice, head lice, or the presence of nits, (14)Small crusty blisters, fine blisters on the face, scalp, or body indicating the possibility of chicken pox. IF THE TEMPERATURE OF YOUR CHILD RISES OR SHOULD ANY SYMPTOMS OCCUR AFTER YOUR CHILD ARRIVES AT SCHOOL, THE STUDENT WILL BE ISOLATED FROM THE OTHER STUDENTS IN A QUIET SUPERVISED LOCATION TEMPORARILY UNTIL YOU CAN PICK UP YOUR CHILD.

COMMUNICABLE DISEASES When first detected, the parent is responsible for reporting any type of communicable disease their child may have contacted. When contagious illnesses are identified among children whom attend CU, a notice will be sent home to parents and posted at the front office. It will indicate the type of illness, symptoms to look for, and other information that may be helpful to parents, such as the incubation period for various diseases. Children's University administration and staff follow all necessary precautions to ensure the safety and well being of all children. Our procedures meet or exceed the standards established by the State of Texas, Arlington Health Department, and the Tarrant County Health Department.

4. CU Medication Guidelines

A Medication Form, available from the Pre-school Office, must accompany all/any medication left at the school to be administered during the school day. A note from home is not enough. MEDICATION MAY NOT REMAIN IN BACKPACKS All medication must be in its original container. Prescription medications must be labeled with the pharmacy label. The label must include the child's name, date, directions, and the prescribing physician's name. Non-prescription medications must be labeled with the child's name. Empty medication containers are returned to the parents.

5. In the event of a medical emergency

The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) In case of a serious accident or injury, 911 will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on your Emergency Form to make medical decisions for your child. If deemed necessary, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. A staff member will remain with your child until you arrive.

6. Parent Communication – Student Folder/Binder Teacher communication forms and parent notes are exchanged through the child's folder. Classroom Newsletter- CU teachers will communicate with parents by using a weekly class newsletter that briefly outlines the topics of study. It also includes dates of classroom/special events. Red Alert Messages/Memos- CU notes printed on red paper are RED ALERT messages. We request that you read them immediately. Eagle's Nest- created and published by CU students. Pig Tales- school wide newsletter distributed quarterly tells of upcoming events and campus updates. Lunch Menus- are distributed at the beginning of each month. Academic Report Cards- Parents receive Developmental Progress Reports and/or Academic Progress Reports: Each 12 weeks for children attending our preschool, pre-kindergarten, and kindergarten; each 6 weeks for primary grades with a three-week progress report. Standardized Testing- The Iowa Test of Basic Skills (ITBS) is administered to our kindergarten and primary grade students during the second semester. Kid Report, a technological communication system is sent home daily to students in our 18 month through Pre-Kindergarten classes. Our CU app is also available to download on Android and Iphone.

7 Discipline – A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-respect, and self-direction, which include at least the following: 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; 2) Reminding the child of behavior expectations daily by using clear, positive statements; 3) Redirecting behavior using positive statements; and 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. Classroom and Playground. The message Children's University wants to exhibit, through modeling and actions, is that our school provides a secure and safe environment. Within this environment, learning related to all facets of life, occurs. The relationship involved in the development of positive self-esteem, positive self-concept, and positive self-confidence has a direct correlation to achievement in school, on the playground, at home, or wherever children may be in the real world. Thus, we must establish an environment that is consistent in nurturing and honoring the special worth and value of each child attending Children's University. Children's University programs strive to build on each child's personal strengths, helping them develop a sense of responsibility. Children who grow in their acceptance of responsibility also strengthen a positive sense of self. Verbal praise and positive incentives are used to recognize the appropriate actions and behaviors of children. We promote the idea of children seeing themselves as a worthy person, engaged in a learning environment that encourages enthusiastic learners. The basic expectations (that must be followed in order) to protect each child's psychological and physical well-being are taught and reinforced daily. There are class discussions with proper modeling of the expectations. These guidelines establish an environment that allows children to learn and have fun. It is important that children participate in outside environments that are safe and secure, yet where learning and fun is enjoyed. Expectations for outside activities (including playground) are discussed by each teacher with the class. When a child chooses to: Disrupt their own learning, Interfere with another student's learning, Perform an action that may harm him/herself and/or others Is openly disrespectful or belligerent, the teacher will choose from the following options: 1) Talk with the child/children involved in the incident 2) Place the child in an area within the classroom where the child can think about making a better choice. 3) Limit the classroom or playground privileges. 4) The child may speak with an administrator. 5) Call and/or conference with the parents. The option chosen by the teacher will depend on the nature and severity of the child's behavior. Children's University administration and staff will always work with parents in solving behavior problems involving their child. However, if there is continued lack of self control and/or other related problems that interfere with learning or the safety to oneself or another, the child may be permanently dismissed from Children's University.

8 Nutritional Needs – Breakfast - Students in our Continuing Education Program are offered breakfast. Lunch - A menu is sent home with each child at the beginning of each month. Food prepared for the children is nutritious and served in varieties and amounts adequate to ensure and maintain healthy growth and development. Children's University adheres to the nutritional guidelines set forth in the Minimum Standards and Guidelines, established by the state of Texas. This guideline regulates the kinds and amounts of foods to meet an established daily nutritional need.

9. Immunization Requirements - Children's University requires that every student be immunized and remain current with the immunization boosters. As regulated by Texas State law, Children's University requires validated records of complete immunizations for all students. As soon as your child receives immunization boosters, please send a copy of the immunization records to the school nurse.

10. Tuberculin testing is not currently mandated by the state of Texas. However the tuberculin test may become required. All staff are required to receive the Tuberculin Test.

11. Vision and Hearing- When attending school, Texas state law requires both Vision and Hearing screenings be completed yearly for students ages four years and older. Screenings are provided on campus.

12. Enrollment Process is as follows: A brochure is sent to interested parents upon their request. Children applying for enrollment into Children's University will participate in an assessment. Admissions process is based on the following:

1. Student Assessment screening results
2. Classroom space availability
3. Parent Interview/Questionnaire
4. Possible observation in a classroom
5. Consensus of the Admissions Committee.

An enrollment packet is given to the accepted student. The completed enrollment forms and copies of personal documents are due to the Business Office within five (5) school days after the enrollment process is initiated. CU operational policies are detailed in our Children's University Parent Handbook and given to parents upon signing the enrollment agreement. Changes in CU policy will constitute the re-printing of the handbook. Upon receipt of the updated handbook, the change in policy will go into effect.

13. Transportation Policy All van drivers will follow the Children's University vehicle operation procedures and comply with all federal, state, and local ordinances regulating road safety. Regularly, the van drivers will review with the children the safety rules and student expectations. A fire extinguisher and a first aid kit are readily available on every Children's University van.

CHILDREN'S UNIVERSITY VAN SAFETY RULES

1. Every student riding on a Children's University van must have a current notarized Emergency Information Form/Permission to Travel form on file. copy of the form will accompany the student on each/every field trip.
2. Children should use their regular "speaking voice" when talking with their friends.
3. No food items or beverages are allowed on the van.
4. All children must remain seated while the van is in motion.
5. Individual seat belts are mounted in the seats and each child will have their seat belt securely fastened before the van moves.
6. No one is allowed to sit inside of an unsupervised van.
7. All van doors will remain locked while the van is in motion.
8. Boosters are provided for students 4'9" and under.

14. Water-play days may be scheduled throughout the school year; our preschool and prekindergarten classes may have water-play days. You will receive written notification prior to the event. Students may bring a swimsuit and towel. Parents are always invited to attend.

15. Field Trips Field trips are planned as an integral part of the CU school curriculum. They are an extension of the kindergarten and primary grade curriculum and provide activities that enrich the focus on units of study. The parent is notified through posted notices and notices sent with the individual student in advance of each scheduled trip. Parents are always welcome to attend the trips with their child's class. Permission slips and emergency forms are transported with the students on the Field Trips.

16. Animals As part of our science program, CU has animals on site. State regulations prohibit preschool and prekindergarten students from touching/handling all turtles, chickens, ducks and turkeys.

17. Parent Conferences with school administrators are available at anytime. Please call the Business Office to schedule an appointment. Teachers are available for parent conferences on campus or by telephone Monday through Thursday at the particular conference time of the teacher. Special arrangements for conferences at other times can be made with school administrators and teachers when the parent requests a specific date and time. There are two mandatory conferences during the school year.

18. Parent visitation Upon signing in at the front desk, you may observe or visit your child's classroom at any time. However, concerns or questions about the progress or behavior of my child will be discussed in private by appointment.

19. Parent Participation and involvement in school activities We invite all parents to participate as a volunteer who comes to the campus on a regular schedule. Parents may volunteer for special committees to assist with the following special events and/or projects: Yearbook, Classroom Room Parent, Fundraisers, Library, Grand friends, Children's University Newsletter, Spring Musical, Field Day, Gardening, Nature Trails, School Wide Educational Events, CUPO. Volunteer forms are available in the office

20. Review of Preschool and Prekindergarten state licensing inspection reports and state mandated minimum standards are available at your request. Please contact the business office.

21. Contacting DFPS licensing office:

Telephone – 817 321 8604,
PRS; Abuse hotline – 1 800 252 5400;
Website – www.tdprs.state.tx.us .

22. Gang Free Zone - A Gang Free Zone is an area within 1000 feet of Children's University where prohibited gang related activity is subject to increased penalty under Texas Law. The purpose of the Gang Free Zone is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. CU will inform our parents of any gang related criminal activity within 1000 feet of our facilities. A Gang Free Notification is posted in the Front Lobby.

23. Emergency Preparedness Plan - The plan has been deemed appropriate by Mr. Gary Pipes of the Emergency Management Team, City of Arlington, Texas, and is kept on file at the City of Arlington Emergency Management Headquarters. It contains explicit instructions that will be followed in the event of an emergency. A copy of the plan is kept on hand in each classroom. Fire Drills and Inclement Weather Drills - Fire drills are performed monthly throughout the school year. Fire drill/Fire escape routes are posted within each classroom. Procedures are explained to all CU students during the first week of the new fall term and reviewed several times throughout the year. Inclement weather drills are reviewed periodically during the school year. Procedures are posted in each classroom with the fire drill routes. Children's University has a weather alert radio. We will be aware of severe weather conditions. Should parents or visitors arrive at CU during the time of the drill, we ask that you please wait at the front desk. Drills take less than 5 minutes, and we will gladly assist you as soon as possible. Lock Down and Active Shooter Drills are practiced quarterly.

24. Breastfeeding - Children's University offers the principal's office to our mother's for breastfeeding. Parents may provide breast milk for their child.

25. Abuse and Neglect - Children's University requires annual training of teachers and staff on preventing and responding to abuse and neglect of children. CU post warning signs of child abuse and neglect and prevention techniques. Phone numbers to report abuse are posted on CU phones and at the front desk.

26. Health Checks - Everyday a trained staff member will conduct a health check of each child and whenever a change in the child's behavior or appearance is noted while the child is in our care. The health check will address: reported illness or injury affecting the child or family members since the last date of attendance; reported or observed changes in the behavior of the child or in the appearance of the child from the previous day at home or the previous day's attendance at CU; skin rashes, impetigo, itching or scratching of the skin, scalp or the presence of one or more live crawling lice; a temperature check if the child appears ill; other signs or symptoms of illness and injury. All illness will be documented in the nurse's office.

27. Health Checks – Vaccine-preventable diseases for employees, are not required at this time.

I have reviewed and understand Children's University Operational Policies.

Parent's Signature

Date

Child's Name