

# Glenwood Private School

## Operational Policies

The following is the Standard Operation Policy for Glenwood Private School. Please contact Abigail Brawner if you have any questions or concerns about these policies or any other matter concerning your child's care at Glenwood Private School.

1. **Hours of operation:** Monday – Friday, 6:45 am – 6:15 pm. \$1.00 per minute per child after 6:15pm paid in cash to the closing teacher. Glenwood Private School is open twelve months a year. We are closed on New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thursday – Friday Thanksgiving, Christmas Eve, and Christmas Day.

2. **Tuition payments:** Tuition payments are due promptly. Tuition that becomes past due will result in dismissal of the enrolled child. Full tuition is due from the starting date of the instructional year in August through the month of May. No discount is given for absences, illness, vacation, holidays or days that Glenwood is closed. Below are the late fees for past due tuition for Glenwood Private School.

A. **Weekly Payments:** Payments are due on Monday for weekly payers. Payments received after closing time on Wednesday will incur a \$10.00 late fee.

B. **Outstanding Balance:** If tuition is 14 days delinquent, the child's spot in the classroom will be dropped. Unpaid tuition is collected for Glenwood Private School by a local law firm. Legal fees are added to the full tuition that is due and that is the amount collected. We must enforce these late payment fees fairly, so no exceptions can be made.

3. **Arrival and Release of Children:** Children must be walked into Glenwood and checked in by the supervising staff member. Children will be released to their parents and any other adult the parent has listed on the child's pick up form. Parents need to notify Glenwood if any other person will be picking up their child. This person will need to show proper identification for your child to be released in their care.

4. **Illness, Accidents, Medication:**

A. If your child becomes ill at Glenwood, parents will be called to pick up their child. We will make them as comfortable as possible while waiting. Sick children should be picked up within one hour. Children may not be at Glenwood with an oral temperature of 100.4, diarrhea, vomiting, or

other signs of contagious illness. Children may not return to school the next day. They must remain fever and symptom free for a minimum of 24 hours. Please do not give your child Tylenol and send them to school, only to have their fever return during the day.

B. Minor scrapes and bruises will be tended to at Glenwood. An “Injury Report” will be placed in the child’s classroom mailbox. Serious injuries will result in parents being called to seek medical attention. 911 will be called if deemed necessary by supervising staff.

C. Medication is given at 12:00 noon and 4:00 pm. Please adjust dosage to meet those times. Medicine must be in the original container with child’s full name and date brought to Glenwood. Any medication must be age appropriate as suggested by the manufacturer. ALL MEDICINE MUST BE SIGNED IN ON THE MEDICINE CHART LOCATED INSIDE EACH TEACHERS’ CABINET DOOR.

5. **Discipline:** Teachers will redirect children’s behavior into a positive activity. If necessary, short time – out periods will be used. Children are never shaken, spanked, or talked to rudely. Parents will be notified if there are more serious discipline problems.

6. **Meals and Food Service:** Glenwood provides a hot lunch and 2 snacks daily. Hot breakfast or cereal and juice will be offered from 7:30 – 8:30 am. Outside breakfast MAY NOT be brought into the school. Please allow your child time to finish breakfast at home or in your car before arrival to Glenwood. Lunch may not be brought to school except for Kindergarten and older. If your child has food allergies or eating problems, please see Abby Brawner.

7. **Immunizations:** Children must be current on their immunizations. A physician statement is needed if there is a medical reason for a child to not be immunized. Please notify Glenwood to update your child’s immunization record. Tuberculin testing is currently not required for your child to attend childcare. However, should the Health Department change these state regulations, you will be asked to update your child with this immunization.

8. **Hearing and Vision Screening:** Hearing and Vision Screening is provided by Conroe Women’s Service League. This will be for all children who are 4 years old by September 1<sup>st</sup> and all new to Glenwood Kindergarteners. All First Graders and any new to Glenwood Second Graders will also be screened.

9. **Enrollment Procedures:** Parents will complete the required registration papers, including a current shot record. A physician’s statement is also required. Each family will be given a copy of Glenwood Private School’s Operating Policy. Any changes in policy will be sent in written form in the

children's classroom mailboxes and posted on the information board at the entrance of the school.

10. **Transportation:** Parents will be notified if a group of children are being transported to an activity. The school van and bus is equipped with seat belts, a first aid kit, and fire extinguisher. A permission to transport is included in the enrollment papers.

11. **Water Activities:** During the summer months, Glenwood offers several water activities for our students. Children ages 18 months through 4 years will have splash days that include small kiddy pools with ankle deep water, and sprinklers on the small playground. Children entering Kindergarten and older will take field trips to a separate pool facility on splash days. A permission slip to have your child participate in these activities is included in the enrollment papers.

12. **Visitation:** Glenwood has an "open door policy" to parents. You are welcome to visit the school at any time. Please check in with Abby Brawner upon your arrival to visit.

13. **Parent Participation:** There are many activities during the year that allow for parent participation. We post "sign up sheets" on classroom doors for parents to sign up for help during a specific holiday or activity. The school year calendar will identify these events.

14. **Nursing Mothers:** Anyone who would like to nurse or breast feed their child while attending Glenwood is welcome. We can provide a comfortable chair and privacy blankets if you would like.

15. **Information Board:** The information board at the front entrance of the school will include any change in policy. Information on the most recent fire inspection and health inspection will also be available. Parents may review the most recent licensing inspection report and the minimum standards for child care by going to the PRS website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

16. **Abuse or Neglect of Children:** Children are the most important part of our school, as is their wellness and wellbeing. Any and all signs of abuse or neglect of children will be addressed immediately and reported to Child Protective Services. All teachers and staff are required to have annual training on signs of such abuse or neglect. Parent awareness of these signs is encouraged and information is available on our front bulletin board located in the front office. Methods for increasing awareness and prevention techniques of child abuse and neglect are available at [www.txabusehotline.org](http://www.txabusehotline.org). Reports can be made 24 hours a day, 7 days a week to 1800-252-5400. If you observe anything that you would like to bring to our attention, please feel free to speak with Abby Brawner.

17. **Emergency Preparedness Plan:** In the event there is an emergency at Glenwood and we need to evacuate the premises, the children will relocate to The Jett Center located at 601 W Lewis Street at the SE corner of W Lewis and N Frazier. In this situation you can reach Abby Brawner at 281-788-2168 or Daniel Brawner at 281-773-4845.

18. **Gang – Free Zone:** Glenwood Private School is a gang-free and gun free zone. Any gang related activity is strictly prohibited and is subject to increased penalty under Texas Law. This includes all property associated with Glenwood School and any area within 1000 feet surrounding our center.

19. **Concerns and Complaints:** Please see Abby Brawner with any concerns about Glenwood Private School. Our goal is to provide the very best care for your child during the hours they are with us. We want to hear about the things we are doing well and the things we need to improve. We value your input and strive to have an open line of communication with parents. The local licensing office phone number is 936-756-1551. The Protective and Regulatory Service (PRS) Child Abuse Hotline is 1-800-252-5400 and the PRS website is [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

## Glenwood Private School Tuition and Fees 2017 - 2018

\* All Tuition includes a hot lunch, a morning snack, and an afternoon snack.

\* Annual Registration fee \$100 per child

Class / Age (Age at September 1 <sup>st</sup> )	School Supply ( August 1 <sup>st</sup> )	August – May Weekly Rates	Afterschool (Wilkinson, Giesenger, Reaves, BB Rice)	Summer Daily Rates	Class Only (9:00 – 3:00)
Infants (6 weeks – 17 months)		\$230			
18 months – 2 years	\$25	\$200		\$40	
3 years	\$50	\$180		\$40	
Pre – Kindergarten 4 years	\$50	\$180		\$40 Includes field trips	
Kindergarten	\$100	\$180	\$80	\$40 Includes field trips	\$160
1 <sup>st</sup> / 2 <sup>nd</sup> Grades	\$85	\$180	\$80	\$40 Includes field trips	\$160

Siblings receive a 10% discount off eldest child's tuition. Please see Abby Brawner for tuition amounts.