

Alamo Heights Presbyterian Church

Day School

6201 Broadway
San Antonio, Texas 78209
Telephone: (210) 822-3213
Fax (210) 822-2196

E-Mail ahpcds@sbcglobal.net Web Site - ahpcds.com

AHPCDS Office Staff

Sharon Lastra Cruz, Director
Frances Salazar, Assistant Director
Liz Hernandez, Curriculum Coordinator/Special Events Coordinator
Claudia Stinson, Robinson House Supervisor

AHPCD School Committee Members

Scott Breen, AHPCD School Committee Chair
Sara Mayo, AHPC At-large Representative
Lissa Mitchell, AHPCDS Parent Representative
Jim Nelson, AHPC At-large Representative
Maurine Shipp, AHPCDS Parent Representative
Andrea Sitterle, AHPC At-large Representative

Alamo Heights Presbyterian Church

Rev. Dr. Richard O. Knott, Jr., Senior Pastor
Phil Lewis, Lay Minister

Our Mission Statement

The Alamo Heights Presbyterian Church Day School (AHPCDS) exists as an evangelistic outreach serving the community on behalf of Alamo Heights Presbyterian Church. The Day School is a non-profit ministry whose purpose is to provide children with a loving, secure environment for educational, emotional, physical, and spiritual growth. The staff and teachers of AHPCDS seek to witness to children and their families about God's love, therefore exhibiting concern for all children, families, and co-workers. We strive to demonstrate our faith and commitment to this ministry in all that we do and say.



Dear Parents:

Welcome to Alamo Heights Presbyterian Church Day School! This is an exciting time in your child's life and I am happy you have given us the opportunity to share in it. We have an exciting year planned for your children. Our excellent staff brings fun, creative, and challenging activities into each classroom. As a Christian based school, we strive to give your child exceptional care, an excellent education, with a Christian foundation. Our low child/staff ratio permits us to identify each child as an individual, and to better understand and meet their individual needs.

This handbook should answer many of your questions about our program. However, please feel free to ask for any information you do not find here. In case of policy changes, parents will be notified by way of written correspondence.

I thank you for this opportunity to share with you information about Alamo Heights Presbyterian Church Day School and look forward to a wonderful year together. Childhood is a journey, not a race. The staff of Alamo Heights Presbyterian Church Day School is ready to partner with you and your child on this journey. We look forward to a wonderful year of fun experiences and growth. Welcome to our family!

In Christ,

Sharon L. Cruz
Director, AHPCDS





In the beginning... each child will react differently to the prospect of a new school year experience. We invite parents to bring their child for a brief pre-enrollment visit. Classroom visitation/open house is scheduled prior to registration and again before the beginning of the school year. If you have any concerns or questions, please feel free to discuss this important transition with your child's teacher and/or office staff. We want to do all we can to ensure the success of your child's time at AHPCDS.

Absences: If your child is going to be absent, please let us know by calling (210) 822-3213 between 7:30am and 9:00am. If your child is absent due to illness, please make us aware so that we may inform other parents and teachers if necessary.

Admissions: Alamo Heights Presbyterian Church Day School provides care for children 6-weeks through 5-years of age, after school care for elementary age children, and a summer camp program for children 6-10 years of age. Children may register for full time care (Monday through Friday) or part-time care (Monday/Wednesday/Friday or Tuesday/Thursday). Days are non-transferable. Infant care is offered full time only. We do not discriminate on the basis of race, creed, origin, sex, or disability.

A student enrollment packet has been given to you. For registration to be accepted, you must return ALL four of the following documents to the school office

- COMPLETED registration form (front and back)
- Signed Discipline and Guidance Form
- Signed Criminal History Check
- \$150 (non refundable) registration fee

The medical forms must be turned in prior to the beginning of school, complete with doctor's signature and current shot record. For children age 4 on or before September 1st, a Vision and Hearing test must also be provided. Children will not be able to attend AHPCDS without complete and current records.

If your child is in our After-School Program, please indicate on the enrollment form that medical records are on file with the elementary school. Duplicate records are not necessary.

Children must be re-enrolled each year. After the protected in-house enrollment period has ended, any remaining openings will be available to the public. Registration fees must accompany completed applications or they will not be given due consideration.

Please keep us updated throughout the school year with immunization records, current address, email and phone numbers, and any additional information that is pertinent to your child.

Arrival/Departure: Your child's day will be most successful when they arrive by 8:30 am in the morning. When your child arrives early, they get the benefit of a transition into the day's activities and are more easily able to join in with their classmates. Circle time in most classrooms begins at 8:30 am and it is important for your child to be a part of this special time of coming together and planning out their day. **A child may not be brought to school after 9AM without prior arrangements with the school office.**

Your child's safety and security are our prime concerns. Upon arrival, your child must be registered on the class sign-in/sign-out sheet with your signature and time of drop-off. Each child should be placed directly into the care of his/her teacher. Children must never be dropped off in the parking lot, playground, at a doorway, or in the hallway. Children should never be allowed to walk around the building or grounds by themselves at any time or for any purpose.

Upon departure at the end of the day, please indicate on the sign-in/sign-out sheet the time your child is picked up along with your signature. Please do not allow your child to separate from you after you have signed him/her out. Running in hallways or up and down stairs is dangerous and prohibited.

Only authorized persons listed on your child's enrollment form will be allowed to pick up your child. If the person is on your list but unknown to the teacher, the individual will be asked to stop by the school office and a driver license will be requested for identification. We do realize that sometimes emergencies arise, therefore, if someone other than those initially listed on the enrollment form will be picking up your child, please stop by the office that morning and give us written authorization to release your child into the individual's care.

Bad Weather Closing: There are rare times when the school will be closed due to dangerous conditions on the roads such as ice, snow, or high water. Please understand that this will affect the opening of our school and sometimes call for an early closing. If Alamo Heights Independent School District (AHISD) is closed or closes early, we will as well. Please listen to WOAI 1200AM radio for information on AHISD closure.



Bed Times: Children should be in bed at a reasonable time. Most children need a minimum of 8-10 hours sleep to have a good morning. If your child consistently has a hard time in the mornings, you

may need to re-adjust his/her bedtime. A consistent bedtime also helps the child to adjust more easily for a full day of activities at school.



Birthday Celebrations: Birthdays are very special and may be celebrated by sending a special store bought snack for the entire class on or near your child's actual birthday. Please make arrangements with your child's teacher. Please make sure to bring an AM or PM snack in addition to a special birthday treat. Party invitations may be distributed in the classroom if all children are invited. Otherwise, please mail invitations.

Biting: Biting can be an uncomfortable issue for parents and teachers. Parents of a child who is bitten are often outraged and angry. Parents of the biter may feel embarrassed and frustrated. Sharing information about the causes of biting and what can be done to control the situation can help all involved to put things into perspective. Attached is an article printed by the Center on the Social and Emotional Foundations for Early Learning, (CSEFEL) Vanderbilt University. This is also the premise we follow at AHPCDS.

While we do our best to teach new behavior to our children, we may at times find it necessary to remove the child from the classroom for a time. A change of environment can sometimes provide a calming effect. If a child continues to harm another child, parents will be called to pick the child up. When parents have been called three times in regard to incidents, the family may be asked to relocate to another pre-school.

Blankets:

(For Preschool and Toddlers Only) Blankets can be helpful to children at naptime. Blankets will be kept with the children's nap mats and sent home at the end of each week to be washed. Please be sure to label your child's blanket and nap mat.

(For Infants 12 months of age and Younger Only) Licensing prohibits blankets in cribs for children younger than 12 months of age. (Licensing standard 746.2415 (6) *Soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads, and comforters must not be used in cribs for children younger than 12 months of age.*)

Breakfast: Please provide a healthy breakfast for your child at home. Sugary foods do not lend themselves to a successful day for most children. If you are running behind schedule, your child may bring his/her breakfast to school prior to 8:00 am. After 8:00 am, any unfinished breakfast will be picked up due to transitions in classrooms. A mid-morning snack will be served.

Calendar: An AHPCDS calendar will be provided to each family at the beginning of the school year. Classroom calendars will be sent home monthly indicating specific activities pertinent to your child's

class and school. If changes to the calendar become necessary, notices will be sent via email and a hard copy posted in your child's classroom.

Cell Phones: We ask that parents do **not** use their cell phones when picking up or dropping off your child. Children being dropped off or picked up want and need your undivided attention. There are times when a teacher may need to talk to you about your child and hesitate to interrupt your phone conversation.

Teachers are not permitted to use their cell phones in the classroom, but you may always reach them through the school office. Please do not call or text teachers' cell phone during school hours, please call the front office.

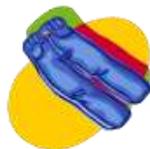


Chapel: Chapel is held every morning at 9:00am in the Sanctuary for children 1 through 5 years of age. During this time, the children experience the love and joy of the Christian faith through stories, songs, and various age appropriate activities. Chapel is led by our music teacher and AHPCDS staff. It is a special time together and gives the children a strong foundation for faith development. We ask that all children arrive prior to 9:00 am to participate in our daily chapel activities.

Child Abuse: All AHPCDS teachers are trained to recognize common signs of child abuse. Under law, we **MUST** report any suspicion of abuse. The abuse hotline is 1-800-52-ABUSE.

Texas Department of Protective and Family Service intake line is 337-3399. The Texas Department of Family and Protective Services web site is www.tx.childcaresearch.org.

Clothing Please send children dressed for a fun and active day. We cannot always prevent stains from occurring. A child's day may include messy activities or accidents that may call for a change of clothes. Every child needs a complete change of clothing to be left at school, in a plastic bag, with first and last name on the bag. If toilet training, please remember to include socks and shoes. Please include a sweater and short sleeve shirt in case of a change in weather. This bag will be kept in the classroom until needed. When a change of clothes is necessary, the dirty ones will be sent home in the bag. Please remember to supply another change for future use. Tennis shoes and closed toe and heel shoes are suggested for play. Please, for the safety of the children, no boots or flip-flops. While everyone enjoys "Crocs", they are very dangerous on the playground; therefore we ask that you not send your child to school in them. Strings in jackets/hoods are extremely dangerous and should be removed before worn to school.



Conferences: The teachers work throughout the year putting together a portfolio of your child's development. Parent/Teacher conferences are held twice a year - once in late fall, and again in late spring. All children are screened in the first month of their attendance. We use the *ASQ, Ages and Stages Questionnaires* tool as a developmental screening to assist staff on your child's development and help individualize their curriculum. Information will be shared at the Conference. The teachers will set up conference times directly with you. Other than the portfolio review times, if you would like to visit with your child's teacher, or Director, at length, please call the school office to schedule a conference time. It is difficult for a teacher to talk with you at length at drop-off or pick-up time because of their classroom duties and supervision of the children.

Curriculum: Our Infants and Toddlers individualize their curriculum for each child and provide intentional, responsive care. Their curriculum will promote children's development and learning through daily routines and purposeful play. It incorporates objectives for development and learning that are most predictive of future school success. It also intentionally plans while maintaining the flexibility to respond the changing interests and abilities of the very young children.

For our Preschool children, the *Creative Curriculum* provides exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and critical thinking skills. The Teaching Strategies *Creative Curriculum for Preschool* aligns with the Texas prekindergarten guidelines. Instruction is also individualized with daily opportunities to meet the needs of every learner. The Preschool Curriculum features **studies**, exciting and engaging firsthand explorations of topics that are relevant to children's everyday experiences. The study approach is a method of integrating content learning through children's in-depth investigations of a meaningful topic. Children raise questions about the topic, and through exploration and discovery they find answers to their questions. The hands-on experimental nature of studies taps into children's curiosity, resulting in a learning environment that is both fun and intentional! The staff and I are excited to share this with our children and families!

For our After School program, we will continue to provide time for students to complete their schoolwork; as well as, time to have fun with outdoor play, Bible stories, healthy snacks, and games in a Christian environment.

Daily Reports: Infants and Toddlers receive Daily Reports that can be found in their folders. The Daily Report consists of information on your child's general disposition, activities, food intake, lengths of nap, and diapering. Preschool families have a monthly calendar that encourages daily communication between teachers and parents. Teachers will also notify parents of anything special that occurred during the day or any supplies your child may be running out of. Check the classroom binders and bulletin boards for additional information pertaining to your child's classroom and school.

Discipline: AHPCDS uses discipline as a learning experience and a way to self-regulate. Teachers will often point out activities/behaviors that they like to see in order to build self-esteem and encourage others to do the same.

Example: "I like the way Mary and Johnny have cleaned up their center! Way to go! Who else is doing a good job cleaning up?"

Redirection is another important classroom tool.

Example: "I know you would both like to play with the toy, so let's take turns. Mary, you may play with it first, and Johnny would you like to play with the blocks while you wait your turn?"



When positive reinforcement, guidance, redirection, and thought provoking questions do not resolve the inappropriate behavior, the child may be asked to sit and watch for an appropriate period of time; they will then problem solve with the teacher. No corporal punishment, humiliation, embarrassment, or punishment involving food, napping, or bathroom privileges are allowed in our school. If your child causes harm to themselves, others or school property on a recurring basis, your child may be sent to the office. Parents must be involved in resolving behavior problems through communication and conferences with the teachers and Director. In an extreme case, you could be asked to pick your child up from school, your child may be suspended for a few days, or you may be asked to relocate to another center without any type of monetary refund. We encourage you to contact your child's teacher or the Director to discuss any problems you may perceive.

Emergency Procedures: Inside each classroom door you will find the evacuation plan for the particular room. We have safety drills once a month to assist the child and staff in evacuating their classrooms quickly and calmly. Fire extinguishers are checked monthly, as are smoke detectors and flashlights which are located in each classroom. A first aid kit is kept in each classroom and in the school office. In case of emergency evacuation, we will relocate children to Christ Lutheran Church of Alamo Heights located at 6720 Broadway (across for the Alamo Heights High School). The phone number is (210) 822-3394. In addition to fire drills, we also practice:

- “Duck and cover” drills - this emergency drill is for protection from high winds – as in tornadoes or hurricanes.
- Blocked exit drills – this emergency drill is during a regular fire drill. An exit is blocked on purpose and the staff/children must calmly and quickly find another exit route.
- Stranger Danger – in case of an unfamiliar or threatening person in our building, the staff moves into a lock down time. Teachers/children remain in classrooms, doors are closed and locked, blinds are closed and children are kept away from window areas.



Field Trips: Many of our studies will be enhanced with field trips. Parents are encouraged to accompany their child's class. At least one week prior to the field trip you will receive detailed information about the trip. While our enrollment forms provide a place for you to sign giving your consent for your child to participate in field trips, we still require you to sign a permission slip for each field trip taken. Safety is our #1 concern on all outings. With this in mind, siblings/friends may not accompany parents. Please realize that you are there to help supervise the children in your child's class; even an infant can be distracting from the children you are in charge of. If a child is in need of close supervision, a parent/guardian may be required to accompany the child in order for the child to go on the field trip. Parents volunteering to drive must provide proof of insurance and valid driver's license. Children are required to wear a school shirt on all field trips. Shirts are available in the school office for \$10. Adult sizes are also available. If you volunteer to drive on a field trip and find you are unable to participate, we must have 24 hours cancellation notice. If not, it is likely the field trip will have to be cancelled due to lack of transportation.

Part time students are welcome to attend the field trip with their parent, family member or chaperone during Field Trip hours on an unscheduled attendance day. We can only have two classes attend field trips at one time due to our after school program and space on the bus.

Folders: Every classroom has a place for children's personal folders. Please check your child's folder daily for reports, newsletters, class work, or other pertinent information.

Grievances: Concerns will always be addressed. We ask that you first conference with your child's teacher. If you do not find resolution, please set up a time that is convenient for you to meet with the Director. If you do not feel that the matter has been resolved or properly handled, please talk with a member of the Day School Committee. We respectfully request that you do not discuss issues or concerns about children or teachers in the classroom or hallways. We want to respect all children, parents, and staff, and maintain confidentiality. Please do not hesitate to discuss any matter in a conference. We are always looking for ways to improve our program and strive to maintain the high standards of AHPCDS.

Health/Illness: When a child becomes ill at school, he/she will be brought to the school office until a parent/authorized person arrives. We want to separate children who are not feeling well to hopefully prevent the spread of illness. Parents should arrange for someone to pick up their child as soon as possible (within 30 minutes). This is for the health and comfort of your child and the protection of others. Below are Texas Department of Family and Protective Services (TDFPS) standards that prevent a child from staying at school or coming to school

- Temperature of 100.4 degrees
- Symptoms of severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting within the past 24 hours, rash w/fever, mouth sores with drooling, etc.)
- Communicable disease (strep, flu, lice, pink eye, impetigo)
- Unable to participate comfortably in all activities including outdoor activities.

Your child must be free of fever and all communicable diseases at least 24 hours before returning to school. We ask for your cooperation in adhering to this request for the well being of your child and your child's classmates. Please do not jeopardize the other children by sending your child to school if he/she is sick.

Holidays: A school calendar is provided indicating holidays and special events. Occasionally we must make changes due to unforeseen occurrences. Changes will be shared via email and also posted on our classrooms.

Hours/Days: AHPCDS is open from 7:30 am until 5:30pm Monday through Friday. Curriculum classes begin promptly at 8:30am; therefore, we request that your child be in their classroom by 8:30am. Our policy is children **MUST** be in their class no later than 9:00 am. Your child and our staff have had a full day and are ready to go home by 5:30 pm. Late charges of \$5.00 per minute will be assessed for children remaining at the school after 5:30pm.

You have the option to register for full or part-time care. Once the decision has been made, it cannot be changed until the following school year. Under special circumstances we can allow a child to come to school on an unscheduled day. There will be a \$50 per day charge for any unscheduled day.

Hugs: AHPCDS follows Texas Department of Family and Protective Services regulations on appropriate behavior with children. Your child will become a part of our family and hugs will be given often.



Immunization Schedule:

The immunization schedule from the Texas Department of State Health Services is attached. All immunizations must be current for your child to enroll and attend AHPCDS. Parents are required to keep the school office furnished with updated shot records.

Incident Reports: An incident report will be filled out in case of minor accident or injury. Incident reports will also include both injuries to a child or from your child. These reports will also include any behavior documentation observed that needs your attention. You are asked to sign in acknowledgement of this report and will be given a copy. In the event of a head or groin injury, parents are called immediately. If your child is in need of medical attention, we will immediately call 911 and then you. Every AHPCDS employee is certified in CPR and First Aid.

Late Pick-up Fees: Picking up your child on time is extremely important. You must pick your child up by 5:30pm. If you pick your child up after 5:30pm, they will be in the office and a \$5 per minute late charged will be assessed to your account.

Multiple late charges are indicative that alternative hours of care are needed and you may be asked to relocate to another center without any type of monetary refund.

Licensing:

AHPCDS is a childcare facility licensed with the Texas Department of Family and Protective Services (TDFPS). We are licensed to provide care for 180 children. AHPCDS prides itself in maintaining a high rating with TDFPS over the years. Parents have the right to view the Minimum Standard Rules for Child Care Centers, licensing reports, fire inspections, health inspections, and all other official documents which insure the safety and care of your child. All licenses and inspections can be found posted on the bulletin board of the school office and in the Robinson House. Minimum Standards may be obtained in the school office or by going on line at www.txchildcaresearch.org. Child Abuse Hot Line is 1-800-52-ABUSE. Texas Department of Family and Protective Service Intake Line is 337-3399.

Lunch: AHPCDS does not have the facilities to prepare lunch for the children. You will need to send a healthy lunch and drink every day along with his/her eating utensils. TDFPS prohibits us from washing plastic spoons and using them again. Please pack the necessary utensils daily. Infant and toddler rooms have access to refrigerators and microwaves. Be sure to mark you child's name on bottles/Sippy cups/lunch box and/or containers you wish to have returned. AHPCDS requires 100% fruit juices for lunches and snacks. The 3-year-old and 4-year old classrooms do not have access to refrigerators or microwaves. Therefore, lunches need to be packed with a freezer pack or items that do not require refrigeration or heating.



Medication: Prescription and non-prescription medicines must be in their original container with the child's name, date, directions, and physician's name. Over the counter medicine will not be administered without written authorization from the child's doctor stating the frequency, amount, and medication name. Please sign the medication in on the Medication Form in your child's classroom. All medicine should be given to your child's teacher. Medication is prohibited in the bottle or Sippy cup. Please let staff know if you gave your child medicine in the morning so they are informed. Please let the staff member know if refrigeration is required. Medication is never to be left in a child's cubby, diaper bag, backpack, or lunch box. Our procedure is a state health requirement and a requirement of TDFPS.

Music Program: Our music program is part of our school curriculum. It supports children across all learning domains, helping them to achieve basic music competence. Research has shown that music also helps children with their language, cognitive, physical, social and emotional development. In addition to weekly music classes with a professional instructor, children will experience different genres of music in their classrooms on a daily basis.

Parent Information: Watch for parent information, important upcoming events and articles on our web site (ahpcds.com), e-mails, bulletin boards, in the school office, and on your child's classroom sign-in clipboard.

Parent Involvement:

AHPCDS has an open door policy where parents are welcome to come in at any time during the day. We encourage parents to participate in field trips – for your own enjoyment and for the safety of the children. We also have many events during the year that we try to schedule at a time convenient to our families and work schedules. Each classroom has two "Room Parents" to help with class parties, Fall Fling, and other class activities.

Potty Training:

Each two year old classroom has access to a bathroom with small, child size potties. We begin potty training in our two year old rooms by the spring of the school year. Some children are ready earlier and some might seem as if they are not interested at all. However, we have found that when several children begin to use the potty, they all want to. Staff will partner with parents to ensure consistency at school and at home.



Prayer: Prayer time is a very important and ongoing part of our day. The children attend Chapel every morning. In Chapel they listen to the days Bible story, sing songs and have a prayer for their day. During snack and lunch times, the children give thanks for their blessings. At times children will ask a teacher to pray for someone or something special. We take the children's request and offer it up in prayer.

A prayer the children use at snack/lunch time that you might want to encourage them to say at your dinner table is:

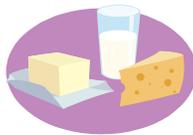
God, our Father. God, our Father.
We thank You. We thank You.
For our many blessings. For our many blessings.
Amen. Amen.

Quiet time: All children participate in Quiet Time. TDFPS requires a minimum of two hours quiet/nap time for all children after lunch. Teachers will do everything they can to make this time restful and a pleasant experience. Children are never forced to go to sleep, however, teachers require each child to stay on his/her own mat and remain quiet so that others in the room may sleep or rest. After one hour of quiet time, children who have not gone to sleep will be allowed to have a quiet activity on their mat. As all the children begin to wake, other quiet transition activities will be allowed. Each child needs a mat that may be purchased through the school office for \$25, or you may purchase a mat on your own. (No sleeping bags please.) Mats are sent home every Friday to be washed and brought back to school the following Monday.

Registration: In February/March we begin registration for the coming fall. Students must re-register every year. Current students, siblings and Church members are given priority. Siblings in our program are given a 10% discount after the protected enrollment period has ended, any remaining openings will be available to the public. The discount is given to the lowest tuition rate between siblings. We can only honor one discount per family. Registration fees must accompany completed applications or they will not be given due consideration. The registration fee is non-refundable. Children may register for full time care (Monday through Friday) or part-time care (Monday/Wednesday/Friday or Tuesday/Thursday). Days are non-transferable.

Room Parents: The responsibility of a room parents is very important and a well appreciated roll.

Room Parents help teachers organize and plan class events. This includes classroom parties, purchasing party goods, setting up for parties, assist in putting together class baskets for Fall Fling and contacting other parents in regard to classroom happenings. We ask for two volunteers from each class. This is a way to become even more involved in your child's time here at AHPCDS.



Snacks: All children attending AHPCDS, except the infant class and after-schoolers, take turns bringing a morning/afternoon snack for their class. You will receive a monthly snack schedule indicating which days are your responsibilities. Please bring enough snack and juice for each child to have a morning and afternoon snack. In accordance with state regulations and for the health and safety of all children, snack must be unopened and store bought. **If your child is sick, or you forget, please bring something non-perishable to replace the snack used on your day or you will be assessed a \$25 fee.** Please inform your child's teacher of allergies to any foods or other elements. We strive to promote good nutrition within our Day School. You can help us by providing healthy snack for your child's class. AHPCDS encourages 100% juices for snack. Below are some snack suggestions. Have fun and be creative! Introduce something new to the children. Choose a snack item that pertains to the unit study! (Remember that this is a light snack – not a meal.) Suggestions:



Fresh Fruit

Apple Slices/Applesauce
Berries of any kind
Melons of any kind

Clementines, oranges, kiwi
Peaches, nectarines, plums,
Fruit salad or fruit kabobs
Fruit juice popsicles
Fruit Smoothies

Cheese/Dairy

Cubed cheese and crackers
Yogurt
String Cheese
2 % Milk

Misc.

Guacamole
Hummus
Bean Dip
Muffins/Bagels
Trail Mix
Granola
Pretzels

Fresh Veggies



Special Event Fees 2014-2015

These fees are in addition to tuition and will be debited to your account August 1st. The fees cover your child's events throughout the school year. Fees are payable in August or may be split payable August 1st and January 1st. Part-time students are subject to all fees and are included in all events. However, for part-time students only, if your child does not attend an event on an unscheduled attendance day, your account will be credited back the fee for the event.

Extracurricular classes are separate from the AHPCDs program. They are optional and meant to enhance your child's learning program.

Infants

No Event Fees	
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Toddler's and 2-Year Olds

Halloween Party/Trick or Trunk	\$7.00
Thanksgiving Program/Reception/Party	\$10.00
Christmas Program	\$5.00
Christmas Party	\$5.00
Valentine's Party	\$5.00
Easter Egg Hunt and Party	\$5.00
Fiesta Parade and Party	\$5.00
End of the Summer Party	\$3.00
End of the Year Party	\$5.00

Event Fee for 2-year-olds \$50.00

3-Year-Olds

Above	\$50.00
Field Trips	\$15.00

Event Fee for 3-year-olds \$65.00

4-Year-Olds

Above	\$50.00
Field Trips	\$25.00
Graduation Celebration, Cap & Gown	\$25.00

Event Fee for 4-year-olds \$100.00

Halloween Party	\$5.00
Christmas Party	\$5.00
Valentine's Party	\$5.00
Easter Celebration	\$5.00
Fiesta Celebration	\$5.00
End of Year Party	\$5.00

Event Fee for After School Students \$30.00

Optional expenditures throughout the year

Class and Individual Pictures
Fall Festival
Original Art Works
Scholastic Book Fairs
Tile Wall
Extra-Curricular Programs:
Gymnastics-Mondays
Wee Dance-Tuesdays
Tiny Tigers-Wed. (2's) Thu. (3's & 4's)
Soccer Shots-Fridays
Tae Kwon Do- Wed. (K-2 nd)
Tae Kwon Do-Thu.(3 rd -5 th)

Special Events:

Part time children may attend special events/parties but must be accompanied by parent/caregiver on unscheduled days of attendance during the hours of 9:30 AM-12:30 PM or as posted in your child's classroom. Due to our ratios, we cannot accommodate more than the scheduled attendance for safety reasons and to comply with licensing standards.

We do want all children to experience field trips/special events but we must consider the safety of supervision and comply with licensing.

Special Needs: Please help us to better meet the needs of your child by discussing with the teacher and/or director any special needs your child may have. Our low child/staff ratios help in meeting the physical, emotional, and/or cognitive development of our children. While we are not medical professionals and will not diagnose, we do spend a great deal of time with your child and will make you aware of any concerns we have. We want to provide the best environment for your child and their friends in the class and we need to know the

Toys/Stuffed Animals: It is very hard for a child to share his/her own toy. We ask that you leave all toys and stuffed animals at home or in the car. Exceptions are made for:

- Show-and-Tell
- Items that pertain to the study
- Nap accessory

AHPCDS will not be responsible for damages or loss to toys brought from home.

Tuition: The Day School Committee of AHPC reviews and sets the tuition for the Day School yearly. Tuition is due on the 1st of the month and late **after the 5th**. Bills are not sent out, only late fee notices. You will be assessed a \$5 per day late fee **after the 5th**. You are responsible for fees every month, even if your child is absent. If the tuition payment is one month late, the school office will send a written notification to both parents. If a payment or acceptable arrangement is not made with the school office in writing within seven days from the notice, the child shall be subject to withdrawal from the Day School. Subsequent to withdrawal, any outstanding account will be brought to the attention of the Day School Committee for further action. We do not pro-rate tuition fees. If a check is returned, a \$50 fee will be charged to your account. After two returned checks, you must pay by money order for your child's future tuition.



Alamo Heights Presbyterian Church Day School

Fee Schedule 2014-2015

Class	FT	MWF	TTh	Event Fee	Registration Fee Currently Enrolled	Registration Fee	Staff/Child Ration
						New to Center	
Infants	\$780.mo.	n/a	n/a	n/a	\$150	\$150+1st mo. tuition	NM: 3/8 M: 3/10
1-Year-Old Class	\$730.mo.	\$455.mo.	\$330.mo.	\$50	\$150	\$150+1st mo. tuition	2 teachers/ 9 children
2-Year-Old Class	\$730.mo.	\$455.mo.	\$330.mo.	\$50	\$150	\$150+1st mo. tuition	2 teachers/ 9 children
3-Year-Old Class	\$655.mo.	\$440.mo.	\$310.mo.	\$65	\$150	\$150+1st mo. tuition	2 teachers/ 16 children
Pre-School Class	\$655.mo.	\$440.mo.	\$310.mo.	\$100	\$150	\$150+1st mo. tuition	2 teachers/ 16 children
After School Care	\$270.mo.	n/a	n/a	\$30	\$150	\$150+1st mo. tuition	2 teachers/ 24 children
NM= Non-Mobile Infants Mobile= Mobile Infants After School Full Day Care - \$40 additional fee per day After the 5th of each month, account will be charged a \$5/day late fee.							

Vacation: After a year of continuous full time enrollment your child will be eligible for one week’s “tuition free” vacation per year. The week must be taken at one time, not broken into individual days. “Vacation” means the child is not in attendance at school. Two weeks written notice is required regarding the date your child will be absent

Vision & Hearing Screening:

The Texas Department of Health Services requires vision and hearing screening within 120 days of admission for all children who are 4-years old by September 1st. AHPCDS requires written verification from your pediatrician or other medical professional with the following data reported:

- Child’s name
- Type of Screening
- Date
- Screener
- Screening results

Visitors: AHPCDS has an open door policy and parents are always welcome in our school. If the visitor is someone other than the parent, we ask that they sign in/out at the day school office when on campus.

Water Play: During the warm summer months, AHPCDS provides an area for the children to play in the sprinklers and splash in the water. During sprinkler/splashing activities child/staff ratios will be adjusted as required by the minimum standards. Permission for your children to participate in these activities is on your enrollment form. However, your child’s water day will be indicated on the monthly class calendar. You will be given a reminder to bring swimsuits, towels and water shoes for their special day. If for any reason you prefer your child not participate, another activity will be planned for them.

Withdrawal Policy: Should it become necessary for a child to withdraw from the Day School because of parental or an AHPCDS decision, tuition already paid for the month will not be refunded.

Alamo Heights Presbyterian Church Day School
Robinson House Lambs
Infant Program

In June of 2007 we were fortunate to be able to establish Robinson House, named in honor of Iris and Robby Robinson. The Robinson's have been long time members of Alamo Heights Presbyterian Church and active in children's ministry. With the establishment of Robinson House, the school was able to offer infant care for an additional 10 students, bringing our infant program to 16 families.

The house provides a homelike surrounding for our little ones. The love and care of the staff is second to none. With low ratios, our caregivers are able to spend one on one time with each child - holding, singing, reading, playing, rocking and nurturing the development of each.

We encourage our infant's parents to communicate daily with our caregivers regarding your child's schedule and individual needs. Upon arrival parents are asked to make note of last feeding and any pertinent information that will impact your child's day. We post each child's schedule on the classroom board and ask that parents update it once a month or more as needed. A daily activity sheet is filled out by the caregivers to enable you to share in your child's day, as well as to be informed of their activities, nourishment intake, diaper changes, sleep, etc. These reports and any other written communication will be found in your child's classroom folder at the end of the day.

Loving, nurturing, and verbal communication are a major part of your infant's security. Bottles will never be propped. Mobile infants are fed in high chairs. Once they are walking, we provide a small table and chair for their lunch time. This helps them to become more independent and to make a smooth transition into the toddler environment. Floor activities and other physical play promote the physical, social, and cognitive development of your child. Because infants are finding their motor skills, most objects will go directly to their mouths. We sanitize all toys and play area twice a day. The entire room is cleaned and sanitized every day before leaving.

Crib padding, blankets and stuffed toys are not allowed at AHPCDS because of current research on SIDS and child care licensing minimum standards. All bottles and caps must be marked with your child's name. All food should be covered and marked with your child's name. Bottles and food will be stored in the refrigerator upon your arrival. A cubby is provided for your child's belongings.

If you are breast feeding your child, we ask that you offer them a bottle at least twice a day before they begin their adventure with us. They will not readily accept the bottle, but please keep trying. We want to make sure we are able to give them all the nourishment needed during their day with us.

Items to be provided and labeled by parents:

Pre-made bottles

Food (prepared and ready for child to eat)

Bowl (with suction)

Diapers

Wipes

Several changes of clothes

Bottled water (if your child is drinking water)

Pacifiers (if used)

AHPCDS provides and launders crib sheets and blankets twice a week or as needed.

The phone number to the Robinson House is 832-0244. Please feel free to call and check on your child any time during the day.



**Alamo Heights Presbyterian Church Day School
After School Program**

At AHPCDS we are committed to providing a safe and loving environment for your child after a busy day in elementary school. Our program allows time for after-school snack, homework, outdoor play, and fun classroom activities. We follow the Alamo Heights ISD (AHISD) schedule for our After School Program.

Each year the dynamics of our groups change, and we must change accordingly.

Starfish-Kindergarten (Howard)
Giraffes-1st and 2nd Grades (Woodridge & Cambridge)
Whales-3rd-5th Grades (Woodridge & Cambridge)

Our bus picks up the children in school designated areas at the following times:

- Howard at 2:00 pm
- Cambridge at 2:50 pm
- Woodridge at 3:05 pm

There is no charge for early dismissal days. There is an additional charge of \$40 per day if your child is with us for the day when AHISD is closed. Please check the AHPCDS calendar and AHISD calendar for closures.

In order for us to provide a safe and healthy learning environment, we ask your help in the following areas:

- If your child is not to be picked up on a particular day, (i.e. ill at home, after school activity, etc.) please call the AHPCDS office before 1:30 pm. Our driver will not leave the elementary school until every child is accounted for. If we have to try and locate a child—only to find out they did not attend school-it causes us to be late picking up our next group. If we are not notified that your child is not riding the bus, there will be a \$25 fee charged to your account.
- It is very important that each child have updated phone numbers for the bus/school files.
- Please do not have your child bring electronics or they must remain in their backpack during program hours. AHPCDS is not responsible for damages or loss of items.

If you have any questions, please stop by the school office or give us a call at (210) 822-3213. We are looking forward to another great year!

