

# Private Education Programs (PEP)

An Island Foundation Project

Island Preschool  
After School Care Program  
Holiday Care  
Summer Care

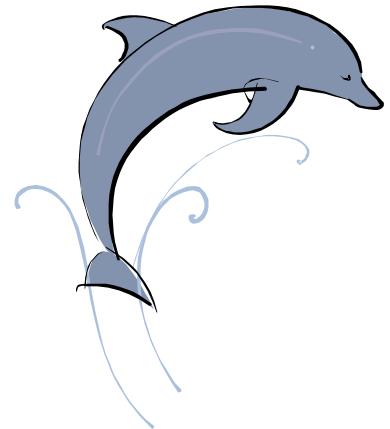
## Parent Handbook

**Physical Address:**  
15733 SPID  
Corpus Christi, TX 78418

**Mailing Address:**  
14493 SPID, Ste A, PMB 307  
Corpus Christi, TX 78418

**Phone:**  
361-949-1530

**Website:**  
[www.IslandFoundation.com](http://www.IslandFoundation.com)



Approved: July 28, 2008  
Amended 2/23/2009

*Dear Parents,*

*Attached is a copy of the handbook of the Private Education Programs (Island Preschool, After School Care, Holiday Care and Summer Day Camp). Please read and review the information.*

*Please acknowledge that you have received this handbook by signing the PEP acknowledgement page at the end of this handbook. Your signature is also required on the first page of the enrollment forms.*

*Thank you for allowing us to help educate your child in an innovative, creative atmosphere with a vision of creating lifelong learners. Through the team effort of parent, student and staff, we strive to make learning a positive experience for your entire family.*

*Your PEP Director,  
Heather Harkins*

PRIVATE EDUCATION PROGRAMS  
HANDBOOK

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## MISSION

The mission of the Island Foundation Private Education Programs is to provide a preschool program dedicated to developing self-esteem, confidence, and social skills in 3, 4 and 5 year-olds while delivering an educational curriculum which focuses on the whole child. This program serves as a growth program for the Island Foundation operations. Our After School Care program, holiday care and summer camp provide organized and well planned activities on a daily basis for children who would otherwise be left unsupervised while parents are at work.

## VALUES

In accomplishing our mission, we:

- Value each child's language, intellectual, social, emotional, physical and creative development;
- Value the dignity of each child, parent and staff member;
- Are guided by respect for self, for others, and for the environment;
- Affirm the joy of doing one's best;
- Enable the success of each person by providing a professional, caring and nurturing school;
- Provide an environment in which children develop their talents in a cooperative atmosphere;
- Value communication that is open, honest, and kind.

## VISION

We envision a school in which children love to learn, staff is open to professional growth and parents are actively involved. With a variety of experiences and backgrounds that parents contribute, they are a valuable resource. We see the parents, staff and board members modeling the very behavior they teach: cooperation, courtesy and respect. We see a school in which communication is open, honest and kind and where all participants are working to be their best. Our vision is that of a school that grows in enrollment because of parents' enthusiastic support.

We see a school in which our children are proud of their surroundings and take good care of them. We see them using natural materials, gardening, taking care of animals and working happily at their academic endeavors. We see a place where creativity flourishes and the spark of curiosity flames into a variety of academic projects.

## **PROGRAM DESCRIPTION**

### *ISLAND PRESCHOOL*

A full or part-time program is available for children from age three until they enter kindergarten which offers students opportunities to learn letters, numbers, colors, shapes, cooperation skills and self-help skills while discovering the world around them. Throughout the year, the curriculum revolves around central themes. Island Preschool operates on the same calendar as Seashore Learning Center.

### *AFTER SCHOOL CARE*

This program is a safe, professional environment designed to enhance leisure skills and provide academic support. Children experience a wide array of activities ranging from weekly arts and crafts projects, outdoor games and relays, and monthly themes that promote social interaction and community involvement. After School Care is available on all school days, including those that are half-day. Care is also available during the Thanksgiving, Winter, and Spring Breaks. After School Care is available to students enrolled in Island Preschool, SLC and SMA.

### *SUMMER CARE*

The Summer Care Program is a full-day program open to children ages three through thirteen regardless of which school they attend during the school year. Children experience a wide array of activities including arts & crafts projects, outdoor games and relays, and indoor activities correlating with weekly themes. Because of its full-day nature, it also incorporates field trips into its curriculum.

## *HOURS OF OPERATION*

The Island Foundation Private Education Programs offer care 7:30 a.m. – 6:00 p.m., Monday through Friday, year-round as per the calendar approved annually by the Board of the Island Foundation.

## **GENERAL INFORMATION**

### *RULES*

Listed below are the Island Foundation's rules for the treatment of the child by adults in the school.

1. The adult must never speak ill of a child whether the child is present or absent.
2. The adult must concentrate on developing and strengthening what is good in her/his self. Take constant care of the environment. Teach proper use of things and show the places where they are kept.
3. The adult must always be ready to answer the call of a child who needs her/him and always listen and respond to the child's needs.
4. The adult must respect the child who makes a mistake without correcting directly. However, the adult must stop any misuses of the environment and any action which endangers the child or other members of the community.
5. The adult must always treat the child with the best of good manners and in general offer the best she/he has in her/himself and at her/his disposal.

### *BOARD OF DIRECTORS*

The Island Foundation is governed by a Board of Directors made up of parents and community members. Duties of the board include fiscal responsibility, public relations, fund raising, and leading the Private Education Programs, Seashore Learning Center and Seashore Middle Academy in fulfilling its mission. Members serve for either a one- or three-year term. The Board includes the Private Education Programs Liaison, a one-year position. Interested individuals are invited to submit a letter of interest to the Board, indicating their position preferences and skills they

wish to contribute. The Board of Directors meets every month. Meetings are typically held on the third Monday of the month with an agenda posted on the Dolphin Building door no later than 72 hours prior to the meeting. Parents and other community members are welcome to attend.

## ***STAFF***

PEP staff includes the director, lead teachers and teacher assistants. The Director works with the Board to provide the best possible education for your children. Training and continuing education are offered to teachers and assistants throughout the year. PEP requires all staff to attend and to participate in various trainings.

## ***ADMISSION PROCEDURES***

Before admission, parents and children are encouraged to visit a class. Acceptance consideration will be given to qualified applicants regardless of race, religion, or creed. Upon admission, but prior to the child's first day of school, the following **must** be completed and returned to the school office:

1. Admission Form.
2. Enrollment & Tuition Agreement.
3. Tuition Policy Agreement
4. Copy of immunization records, which must be current.\*
5. Health Care Professional's Statement.
6. Emergency card.
7. Parent Handbook Receipt Statement.
8. Discipline and Guidance Receipt Statement.

\*: As of 1/1/2009, the Nueces County DSHS does NOT require TB testing. Upon notification of changes in this ruling, parents will be notified and given 30 days to comply.

## ***RELIGION POSITION STATEMENT***

The Island Foundation's Private Education Programs are non-parochial. We are not affiliated with any religious belief. We believe that it is the sole right and responsibility of parents to educate their children about religion. While we do not advocate any particular religion, we are tolerant of all religions.

## *LICENSING*

The Texas Department of Family and Protective Services gives the Island Foundation authority to operate PEP. The City and County Health & Fire Departments also inspect us regularly to ensure that we meet all requirements necessary for the safety of our children. There are copies of the minimum standards for child-care centers kept in the office.

A copy of the Island Foundation's most recent licensing inspections report, how to contact the local licensing office, the DFPS child abuse hotline, and the DFPS Website is located in the preschool office or you may contact: Local Child Care Licensing Office at DFPS 5155 Flynn Parkway Suite #451 Corpus Christi TX 78411 361-878-3451 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us). To report suspected child abuse please contact the Child Abuse Hotline 1800-252-5400.

## *NON-PROFIT STATUS*

Island Foundation is a 501(c) 3 non-profit organization under the Internal Revenue Code. Thus, only with Board approval may someone represent the school in any legal, financial, or public action. All donations to the Island Foundation are tax deductible.

## *FUND RAISING*

Because the Island Foundation is a non-profit organization, and in an effort to keep tuition affordable to all members of our community, we rely on fundraising to supplement and enhance our programs. Every parent has an opportunity to help either by direct monetary donations, or by participating in a variety of fundraising events. All donations to the Island Foundation are tax deductible.

## **CURRICULUM**

The Private Education Program nurtures the whole child through hands-on learning in a setting that encourages cooperative learning. The materials in the curriculum are designed to fulfill the child's curiosity and address the

appropriate level of readiness. A variety of materials are available to accommodate different types of learners. PEP utilizes multi-age grouping to facilitate both academic and social development. Field trips and guest speakers are encouraged and enhance the children's experiences.

## FINANCIAL INFORMATION

### *TUITION*

All monthly fees are due on the 1st of each month. A late fee of \$5 per day will be assessed for payment not received by the 5th of each month unless it falls on a Saturday/Sunday/holiday in which case it must be received by the next working day. A \$30 fee will be charged for any returned check that results in non-payment. A **written two-week notice** is required prior to withdrawal. All tuition and fees must be paid in full by the last class day in May or your child may be **refused** enrollment to any PEP program until tuition is paid in full. Please refer to the Tuition Policy Agreement for complete details on delinquent accounts.

### *AFTER SCHOOL CARE*

PEP offers care after school hours from 2:30 – 6:00. On days which SLC/SMA has early dismissal, the after school care program will start immediately thereafter and will close at 6:00. Licensing requires that children arrive and leave within the designated care hours. A child who is dropped off or picked up before/after the agreed hours will be charged a fine. (Please see page 15 in regard to the specified fee.)

### *HOLIDAY CARE*

During Thanksgiving, Christmas, and Spring breaks, PEP offers Holiday Care from 7:30 a.m. – 6:00 p.m. Staffing is determined by the number and age of children signed up by the designated deadline. If fewer than six students have registered by the deadline, care may not be offered. We may not be able to accommodate late requests. Parents are given ample time to sign up and cancel for Holiday Care. Fees are explained on our Fee Schedule.

**Private Education Programs  
Tuition & Fees Schedule  
2009-2010**

**PRESCHOOL**

Full Day Monday thru Friday 7:30 – 6:00

Registration Fee.....	\$100 (per year)
Materials Fee.....	\$325(per year)
Annual Tuition.....	\$4860
9 Monthly Payments.....	\$540

School Day Monday thru Friday 7:30-2:30

Registration Fee .....	\$100 (per year)
Materials Fee .....	\$140 (per year)
Annual Tuition.....	\$3915
9 Monthly Payments.....	\$ 435

**Part-Time Options**

Three Day Mon-Wed-Fri 7:30-2:30

Registration Fee.....	\$100 (per year)
Materials Fee...*	\$110 (per year)
Annual Tuition.....	\$2970
9 Monthly Payments.....	\$330
With After School Care .....	\$405

Two Day Tues-Thurs 7:30-2:30

Registration Fee .....	\$100 (per year)
Materials Fee ...*	\$75 (per year)
Annual Tuition .....	\$2475
9 Monthly Payments .....	\$ 275
With After School Care .....	\$325

\* Materials Fee for part-time after school care .....\$50

Second and subsequent children enrolled in Preschool receive a 15% discount on tuition.

**Island Foundation Private Education Program**

**Tuition & Fees Schedule 2009-2010**

**PEP Director: Heather Harkins 949-1530**

**After School Care**

At dismissal time from IPS, SLC, & SMA until 6:00pm

Registration Fee .....	\$ 75 (per year)
Materials Fee .....	\$140 (per year)
Monthly Tuition .....	\$160 1 <sup>st</sup> child; \$128 2 <sup>nd</sup> & subsequent

**Drop-in Care**

Registration Fee.....	\$15 per year
Daily Tuition.....	\$25 per day

**Holiday Care**

Registration Fee.....	\$15 per year
Daily Tuition.....	\$25/day 1 <sup>st</sup> child; \$15 2 <sup>nd</sup> & subsequent

**Summer Care 2010**

Registration Fee.....	\$125 per year
Tuition.....	\$125 1 <sup>st</sup> child/\$110 2 <sup>nd</sup> & subsequent WEEKLY
Summer Drop-In.....	\$30 per day

Summer Care is open to all children ages 3-13 (students are not required to be SMA, SLC or IPS students). Care will be provided June 1 through August 6, 2010. Note: Summer care will not be provided on July 4.

**Registration fee is per child. Students will be billed for the highest applicable registration fee. Students who change programs during the year may apply the previously paid fee to any new registration fee.**

**Materials fee is per program. If your child is enrolled in both Preschool and After School Care, you pay both materials fees.**

**After School Care, Drop-In and Holiday Care are available to children enrolled at SLC, SMA and IPS who have not yet reached their 14<sup>th</sup> birthday.**

IF Board Approved 4/20/200

## **GENERAL POLICIES AND PROCEDURES**

### ***ACCIDENTS***

If a child is injured at school, you will receive written notice on the day of the accident about what happened and the care given to your child. If a child visits a doctor or hospital following an accident at school, PEP is required to forward information to Texas Department of Family and Protective Services (DFPS) regarding the accident and the follow-up medical attention. DFPS will sometimes choose to call the parents at home to visit with you. They also visit the school and speak with the staff member reporting the accident and, depending on the child's age and verbal skills, with the child. DFPS wants to ensure that accidents that happen in our facility are handled properly.

### ***ADDRESS CHANGES***

Families who move during the school year must report their new address and/or telephone number to the office as soon as possible. Name changes pertaining to parents or students should also be reported immediately. Additionally, if the contact information for those people listed on your child's emergency card should change, the office should be notified as soon as possible.

### ***ANIMALS***

We will notify parents in writing when animals are or will be present on campus. We will ensure that caregivers and children practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

### ***APPEARANCE***

#### **Preschool**

TOPS: Blue, red, yellow, or white polo or plain style top  
Island Preschool T-shirt

**BOTTOMS:** Blue pants/shorts/skirt/scooter  
Khaki pants/shorts/skirt/scooter

**SHOES:** Tennis shoes /socks, no sandals, no flip flops, no Crocs

**JEWELRY:** Jewelry for young children is to be discouraged at school. Necklaces, in particular, are a safety concern for children ages 5 and under and will not be allowed.

Children are required to wear a Blue Island Preschool T-shirt on all field trips. Parent chaperones are asked to wear a blue shirt on all field trips.

All preschool children must keep a change of clothes at school which should follow the dress code. All clothing must be LABELED with the child's name and bagged. Federal regulations do not allow us to sort or rinse clothing soiled with bodily fluids. Soiled clothing is bagged and sent home to be washed.

### **After School Care**

Students are to wear the clothing they wore to school (SLC/PEP uniform or SMA dress code) with the exception of children who may change into scout, soccer, or other uniforms with a signed permission slip from parents.

### **Holiday and Summer Care**

No dress code with the exception of field trips. Students are asked to exercise good judgment in regard to dress, including appropriate bathing suits. Clothes need to be appropriate, safe, and designed for play and art activities.

### ***ARRIVAL AND DEPARTURE***

Our doors open at 7:30 a.m. Monday through Friday. While our staff may be in the building preparing for your child's day, your child may not be dropped before 7:30. All children are to be picked up by the end of their respective program, (i.e., Preschool ends at 2:30 p.m. and After School Care, Holiday Care and Summer Camp end at 6:00 p.m.). Picking your

child up late will result in a fine of \$10.00 for every fifteen minutes or fraction thereof that you are late.

### ***ATTENDANCE***

Attendance records must be maintained on all students at PEP. Being consistently late or excessively absent from school adversely affects the child's progress and integration in the class. If your child will be absent, it is suggested that you contact the PEP office to notify the teacher of such.

### ***BEHAVIOR***

PEP has developed its program to provide the optimum learning environment for all students. It is imperative that each student takes full responsibility for his/her own behavior and respects the rights of classmates.

The faculty and staff will be consistent in the use of logical consequence. Discipline is maintained through clear direction, a well-organized environment, and a pleasant, yet firm attitude from faculty and staff, and consideration of the dignity of the child. The normal disciplinary approach to an infraction is diagnostic and remedial. Corporal punishment or personal/physical indignities or the threat of it is not allowed under any circumstance.

The teacher will bring unacceptable behavior to the attention of the student in the classroom. Repeated offenses will result in removal from the classroom. A student will not be allowed to disrupt the classroom continuously. When the seriousness or frequency of the infraction suggests a need for other measures, the following serves as a guide in relating consequences to various degrees of offenses. In cases not precisely defined herein, the Board of Directors takes such actions as judged appropriate.

1. Willful and disorderly behavior or deliberate violation of school rules and policies will result in parental notification and/or meeting with student, parents, and faculty together.
2. Serious behavior problem, disrespectful speech, disrespectful or harmful actions, or willful destruction or defacing of property can result in up to three (3) days suspension plus compensation for any property damage.

3. Severe insubordination, chronic repetition of offenses cited above, or repeated failure to observe rules or policies may result in expulsion.

A student or parent has the right to appeal recommendation for suspension or expulsion. If a student or parent does not agree with the decision of the program director, a hearing before the Board of Directors may be requested.

### ***BRINGING ITEMS FROM HOME***

Most toys are a disruption in the school and should stay at home. “Show and Tell” types of items (which are not usually toys) are welcome contributions to the classrooms. If you have something to show the class, check with the teacher first so its presentation can be scheduled into the day.

### ***CHANGES IN SCHEDULE***

Changes in schedule will be accommodated whenever possible based on availability. All requests to change the schedule in any way need to be made in writing and taken to the office. Changes in schedule also affect the tuition agreement and may require additional materials fee.

### ***CLOSURES***

Should a weather-related emergency or another situation that would compromise the safety of our students, PEP will be closed. For pertinent information, we ask our parents/staff to watch KRIS-TV for school closure updates. **If SLC/SMA closes due to weather, PEP will close as well.**

### ***EVACUATIONS***

In the event of an emergency that requires evacuation, the children are relocated to the Tarpon South building of Seashore Learning Center. Should an evacuation occur, a note will be placed on the front doors of the Dolphin Building and the Multi-purpose Building as to the children’s location.

## *FAMILY AND PROTECTIVE SERVICES*

PEP is licensed by Texas Department of Family & Protective Services. They can be reached at 878-3451. The DFPS Child Abuse Hotline phone number is 1-800-252-5400, and currently, the DFPS website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## *FIELD TRIPS*

Educational field trips are strongly encouraged at Island Preschool and in the Summer Care Program. Teachers must secure written permission from the parent(s) before any child is allowed to participate in a school-related field trip. **DFPS regulates that all children must remain with their assigned chaperones.** Volunteer drivers are also chaperones. Their driver's licenses and insurance information must be on file with the school. All students will be in a seatbelt or car/booster seat as per state law while being transported in vehicles other than a school bus. On days of field trips, parents are asked to bring their children's car seats to the school, unless the children will be transported by school bus. You may choose to not have your child participate in a field trip. Unfortunately, due to increased staffing needs while offsite we may have to ask that you make other accommodations for your child during field trip hours.

## *HEALTH REQUIREMENTS*

Health information and immunization records maintained in the office must be up to date. Allergies must be documented by a doctor's note.

## *ILLNESS*

Please notify the school if your child is ill. Your child must stay home if he/she has had a temperature over 100°F, has been vomiting, or has had diarrhea within the last 24 hours. If a child has a contagious disease, please notify the school immediately so that parents of children in the class can be notified so they can take preventative action or watch for symptoms.

- I. An ill child must not be admitted for (or kept in) care if one or more of the following exist:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any of the following:
  - A. Oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicated that the child can be included in the facility's activities;
  - B. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours)), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
4. The child has been diagnosed with a communicable disease or condition, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

II. Any prescription medications brought by parents for their child(ren) must:

1. Be brought to the office and be administered by staff only.
2. Be in the original container.
3. Be labeled with the child's name.
4. Be labeled with the date.
5. Include directions to administer the medication.
6. Include the name of the physician prescribing the medication.

**\*\*Parents must also complete an Authorization for Dispensing Medication Form in order for any medication to be administered.**

III. Administration of Over the Counter (OTC) medication requires a doctor's written instructions for younger children. Your doctor

can fax this to us at 949-6762. All medicines must come to the office and **never** be stored in backpacks or lunch boxes.

### *IMMUNIZATION REQUIREMENTS*

Each child enrolled or admitted to PEP must meet applicable immunization requirements specified by the Texas Department of Health (TDH) as well as by the Corpus Christi-Nueces County Health Department. These requirements can be found at the Texas DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Students are encouraged to have a tuberculosis test for enrollment.

### *LUNCHES FROM HOME*

Lunch is a social experience and an opportunity to refine manners. It is a time to enjoy pleasant conversation and good food. At PEP, teachers have lunch with the children family style.

Parents are to provide nutritious lunches from home daily, therefore PEP is not responsible for the nutritional value of lunch time meals. You may choose to participate in the optional lunch program from Island restaurants on Fridays for additional fee. All meals are to meet standard nutritional requirements mandated by the Health Department. When you send a lunch from home, it should meet standard nutritional requirements outlined below. PEP provides morning snack around 9:00 a.m. and afternoon snack to those children who are in After School Care, Holiday Care or Summer Camp at 3:00 p.m.

In the spirit of educating the whole child, being aware of what we ingest is essential. Children are encouraged to eat healthy, balanced meals and snacks. Junk food is not appropriate. Soft drinks, candy, and gum are not allowed at PEP. No child will be denied a lunch. Therefore, if a child arrives at school without a lunch, we will first try and contact the parents to bring one, but we will provide the child with a supplemental lunch on an emergency basis if such a situation arises.

Although our children bring lunches, we do not eat out of our lunch bags/boxes. Wrappings are put into the lunch bags/boxes and removed from the tables before we eat. The children enjoy learning to prepare for, serve and clear away after a meal. They learn to wait for everyone to be ready

before beginning to eat. The children are encouraged to peel and pour for themselves.

Recommended lunches include nutritious soup, meat, fruit and/or vegetables, and breads. Please keep chips, candy, gum, cake, pies or cookies at home to give to your child at your discretion. Milk is provided. Each child is encouraged to eat only as much as his/her hunger requires. Food from home that the child has not eaten, within teachers' discretion, will be packed into the lunchbox and carried home as feedback for the parents. Because of this, sharing or trading lunch items is not allowed.

The following are the nutritional guidelines provided by the Texas Department of Family and Protective Services. These guidelines may help you provide your child with the recommended daily requirements for balanced nutrition.

**§746.3305**

**How do I know what a child's daily food needs are?**

The daily food needs for children two years through five years are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet 1/2 Daily Requirement	Serving Size
Milk	2/3 of One Serving	1	1 c. Milk or 2 oz. Cheese or 1 c. Yogurt
Meat/ Meat Alternative	2/3 of One Serving	1	2 & 1/2 oz. Cooked meat or 1 Egg or 1/2 c. Cooked beans
Vegetable	1	1 and 1/2	1/2 c. Raw or cooked vegetable or 1c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/4 c. Dried fruit or 3/4 c. Juice
Grains	2	3	1 Slice Bread or 1/2 c. Cooked cereal 1 oz. Ready to eat cereal or 1/2 c. Cooked pasta or rice or 3 to 5 Crackers

(continued)

The daily food needs for children six years and older are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet 1/2 Daily Requirement	Serving size
Milk	2/3 to 1	1 to 1 and 1/2	1c. Milk or 1 & 1/2 oz. Natural cheese or 2 oz. Processed cheese or 1 c. Yogurt
Meat/ Meat Alternative	2/3 to 1	1	3 oz. Cooked meat, poultry, or fish or 1/2 c. Cooked beans or 1/2 c. Tofu or 2 Tb. Peanut butter
Vegetables	1 to 1 and 2/3	2	1/2 c. Raw or cooked vegetables or 1 c. Raw leafy vegetable
Fruit	2/3 to 1 and 1/3	1 to 2	1/2 c. Canned or chopped fruit or 1 medium piece fruit or 1/4 c. Dried fruit or 3/4 c. Juice
Grains	2 to 3 and 2/3	3 to 5+	1 slice bread or 1/2 c. Cooked cereal or 1 oz. Ready to eat cereal or 1/2 c. Cooked pasta or rice or 4-6 crackers

*A significant number of a child's waking hours may be spent in child care; therefore, the child's home and the child-care center can work together to provide food that is adequate in amount and type to meet each child's individual metabolic, growth, and energy needs*

Please note that from time to time we have students with food allergies. Depending on the severity and type of allergy it may become necessary to request that certain items not be brought to school. In rare cases, it may be

necessary to completely eliminate certain food items. All parents will be notified in advance if this situation arises.

### ***MEDICAL EMERGENCIES***

If critical illness or injury requires immediate attention of a physician, PEP must:

1. Contact emergency medical services or take the child to the nearest emergency room;
2. Give the child first-aid treatment or CPR when needed;
3. Contact the physician identified in the child's record;
4. Contact the child's parent;
5. Ensure supervision of other children in the group.

### ***OBSERVATIONS***

Parents are always welcome to observe class at any time without a scheduled appointment or prior approval. There are specific guidelines available to keep this visitation from being disruptive to the class. When entering a room, please do so quietly. Make every effort to not interrupt work that is going on. If you need to talk with the teacher, please walk over and wait for her/him to finish before she/he can acknowledge you. Please do not call across the room to a child or adult. Be a good role model of respectful behavior.

### ***PLAYGROUND***

We have three well-equipped playgrounds designed for different age groups. The staff supervises children's behavior and safe use of the playground equipment.

### ***PROBLEM IDENTIFICATION***

Every effort will be made to identify learning and/or discipline problems early. The director must be advised of existing problems when the child registers. The teacher will cooperate with parents to clarify/resolve new or existing problems. Recommendations for outside professional help may be deemed necessary. The best interest of the child is of primary consideration always.

If a child seriously disrupts a class, takes an inappropriate amount of the teacher's time, or negatively influences other children, withdrawal of the child may be necessary.

### *PARENT-TEACHER CONFERENCES*

In the Preschool program, parents meet with teachers twice a year. Also, a parent-teacher conference may be initiated by either the parent or the teacher at any time.

### *RELEASE OF CHILDREN*

All children are only released to the people listed on their emergency card. For your family's safety, we do ID. If you have planned a play date with a currently enrolled child, you must write a note releasing the child into that parent's custody for the day.

### *PARENT VOLUNTEERS*

Parent involvement is very important for both your children and the school. Children do not always see or appreciate your efforts in paying tuition. However, when your children see you volunteer your time and energy to the school, they do see how important their education and care is to you.

Opportunities for involvement include Seashore Parent Association (SPA), fundraising, assistance with lunches and parties, driving on field trips, board membership, and others. Parents may also assist by assembling materials and assisting in building/playground maintenance and repairs. Please contact the PEP Director with any ideas or projects you think will enhance the school. Parent volunteers who make a consistent presence in the school, will require a background check and other paperwork per the State requirement.

### *SEASHORE LEARNING CENTER*

Both Private Education Programs and Seashore Learning Center are part of the Island Foundation. Students in the Island Preschool will participate in various activities with Seashore Learning Center such as Spring into Seashore – a kindergarten open house. However, Island Preschool is a private program while SLC is a public charter school. Therefore, **in accordance with Texas law**, enrollment in Island Preschool in no way

affects acceptance into Seashore Learning Center. All students, whether enrolled at Island Preschool or not, must follow the admissions procedure for Seashore Learning Center. Admissions guidelines and enrollment forms are available at the Seashore Learning Center office located in the Porpoise Building. Mailing address: 14493 S.P.I.D., PMB 307, Corpus Christi, TX 78418; phone: 361-949-1222; website: [www.IslandFoundation.com](http://www.IslandFoundation.com).

### ***SEASONAL PARTIES***

Throughout the year, the preschool will have seasonal parties. For each of these, parents will have an opportunity to sign up to bring an item. As always, nutritional and allergy considerations are in order.

### ***STUDENT PROGRESS***

Written progress reports are prepared twice a year for our preschool students. These reports will be discussed with both parents whenever possible, during a scheduled conference time.

### ***TESTING***

Hearing and vision testing are required by the state for children age 4 and older. Testing will be performed by trained professionals.

### ***WATER ACTIVITIES***

We maintain DFPS ratios for water activities. Children are required to wear appropriate clothing for water activities including water shoes or closed-toed shoes, NO FLIP-FLOPS. Children must also have their own sunscreen labeled with their name. Only children whose parents have signed permission for water activities on the enrollment form will be able to participate.

### ***WEB SITE***

The Island Foundation has a web site that includes information about the Private Education Programs. To view the web site, go to

[www.islandfoundation.com](http://www.islandfoundation.com)

and click on Private Education Programs.

We would like to include pictures of the children during program hours both in school and on field trips. We will not use any names to protect the privacy of our families. We will only include pictures of those children for whom we have permission slips on file.

### *WITHDRAWAL*

A 2-week written notice is required for withdrawals. If a child withdraws from school, arrangements must be made through the office. Many fees are not refundable, as explained in the registration packet and the tuition agreement. Parents will continue to be billed and are responsible for all incurred fees until the school is notified, in writing, that the child is withdrawing.

### *DISPUTE RESOLUTION*

In order to provide a fair and efficient procedure to facilitate the resolution of disputes, and to preserve the integrity of Private Education Programs, the following guidelines have been established: A “dispute” may include any disagreement or conflict between individuals or with the policies of Private Education Programs or any disagreement with actions or decisions of administration.

A student who has a dispute with another student or with a teacher has the following course of actions:

- Resolve the dispute in an amicable manner with the other person
- Bring the dispute to the attention of the teacher
- Discuss the dispute with his/her parent
- Hold parent, student, and teacher meeting
- Parent and/or student may discuss the dispute with administration

A parent who has a dispute with a teacher, administration, or a parent who disagrees with a policy of Private Education Programs should:

- Bring the matter to the attention of the teacher or administration and attempt in good faith to work out the dispute directly with the person in question.

- If the dispute remains unresolved, or if the dispute relates to a policy of Private Education Programs, then the matter should be brought to the attention of the PEP Director.
- If the dispute remains unresolved or the person disagrees with the decision of administration after consulting with administration, then the person may communicate the dispute or disagreement orally or in writing to the PEP Liaison.
- The PEP Liaison may either resolve the matter or refer the matter to the Island Foundation Board of Directors for resolution. If the matter is referred to the Board of Directors, its decision will be final.

Any member of the staff, administration or parent of a student of the school who has a dispute with administration, or who otherwise disagrees with a policy of the school after consulting with administration, must communicate directly with the PEP Liaison or full Board in accordance with the aforementioned procedures and not with any individual Board member.

I have received the Private Education Programs Parent Handbook and agree to comply with the policies and guidelines therein. In addition, I understand that participation in any PEP program does not guarantee enrollment in Seashore Learning Center.

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Parent/Guardian Signature

Date

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Child(ren)'s Name(s)

**Please return this sheet to the PEP office.**

\*Updates of this handbook will be sent home with enrolled children as needed.