



Marvelously Made™
THE SCHOOL FOR YOUNG CHILDREN



PARENT HANDBOOK

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WHO WE ARE AND OUR PHILOSOPHY

Marvelously Made – the School for Young Children is a result of the professional passion and authentic respect for children which began brewing in the heart of its founder, Jennifer McCarville, over 28 years ago. The Marvelously Made Way (approach) values authentic learning and holds strong to a dedication of respecting the developmental needs of children with the first consideration being the individual emotional needs of each one. As a result, we offer young children a Christ-centered, play based, developmentally appropriate, early childhood experience while honoring the biological process of human development which has been designed by God.

Influenced by the works of Lev Vygotsky, Jean Piaget, Eric Erickson, Howard Gardner, Friedrich Froebel, Maria Montessori, David Elkind, Bev Bos, Rudolf Steiner, and many others and considering the standards set by the National Association for the Education of Young Children (NAEYC) our school is a place which inspires children to try new things, explore possibilities and gain knowledge as they develop skills at their own pace. Through a balance of planned and emergent curriculum our approach is experience-based and places the emphasis on the child's learning needs.

Marvelously Made – the School for Young Children began in 2010 at Helotes Hills United Methodist Church. The first four years the school offered mixed-age preschool classes for children 3 through 5 years old. Kindergarten was added in 2014. In 2015, having outgrown the church facility, MM relocated, to its current location in Old Town Helotes and has now expanded to third grade.

Marvelously Made – the School for Young Children admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.

MISSION STATEMENT

At Marvelously Made our mission is to EMBRACE every child as created by God, to HONOR children and the culture of childhood, to SUPPORT authentic learning through an experience-based Christian education, to EDUCATE others about child development and appropriate early educational practices, and to ADVOCATE for every child's right to a childhood which truly values his/her developmental needs.

PHILOSOPHY

We know that young children are active learners; therefore, we encourage each child to discover the world through hands-on, interactive learning and the richness of open-ended and purposeful play. This creates a solid academic foundation and a love of learning in the years to come. In an atmosphere of love and acceptance children develop positive self-esteems and confidence in their place in the group. Families are supported by our philosophy of sharing God's love, resulting in a community where we work together to create a wonderful place for children to thrive.

CHRISTIAN EDUCATION

Marvelously Made – the School for Young Children recognizes the Bible as the one true word of God and seeks to integrate a spiritual and Christian dimension in all areas of learning. Biblical principles are prevalent throughout the program. Within a Christian-values oriented environment the children hear New Testament and Old Testament stories, participate in daily prayer, and learn Bible songs.

OUR PROGRAM

“Body and Soul; I am Marvelously Made!” – Psalm 139:14

Our school embraces all children as unique and marvelously made by God. We know that young children are active learners; therefore, we encourage each child to discover the world through hands-on, interactive learning and the richness of open-ended, purposeful play. This creates a solid foundation for a child’s formal education and a love of learning in the years to come.

STUDENT DEVELOPMENT & PROGRESS

At Marvelously Made we are committed to assisting young children in the process of development and education. It is our belief that each child is designed by God and has gifts and attributes which are uniquely his own. We know that every child is an individual, and that development is an individual matter, therefore, we will never pressure a child to perform beyond his/her developmental level. At Marvelously Made we recognize that children do not develop at the same rate and age does not guarantee a certain level of performance or behavioral maturity. Chronological age is our guide for placement, but we encourage parents to consider their child's developmental age when considering advancement. The curriculum is developed by our staff with the intention of nurturing children to learn and grow successfully both independently and within the group.

CLASSES & CURRICULUM

In our School we offer two class options for preschool age children. A two-day class is offered on Tuesday and Thursday and a three-day class is available Monday,

Wednesday, and Friday. Each class is comprised of five teachers and a family volunteer (when available), and up to 34 children. Class times are 8:45am to 11:45am each day.

The K/1/2/3 class (kindergarten, first grade, second grade and third grade) meets Monday through Friday from 8:45am to 12noon.

We believe that well planned and aesthetically beautiful environments are paramount to the success of a child's growth and development. In order to meet the unique needs and interests of the children we teach, our curriculum is designed by our own staff with a balanced focus on spiritual development, readiness skills, pre-writing skills, fine and large motor skills, social skills, and self-help skills. Activities are designed to be age-appropriate and developmentally challenging. Our day consists of both teacher-guided and child-initiated indoor and outdoor activities. Your child will have the opportunity to build relationships and develop appropriate academic and problem-solving skills. Our learning environments are designed to support each child's need for independence and exploration. Learning varies based on age, and interest areas may include math, table games, home/role play, construction, writing, science, library, woodworking, art and sensory play.

Children explore math concepts as outlined by the National Council of Teachers of Mathematics. Science learning is nurtured throughout the curriculum as children participate in science experiments and/or activities on a regular basis. Children are exposed to and able to work on Art each day.

Language development is nurtured through the sharing of age-appropriate stories and poems, finger plays, songs, story dictations, and other language-play experiences. Children are exposed to letters kinesthetically, visually and verbally. In kindergarten letters are reinforced through playtime activities, oral story telling, and in other activities throughout the day. Children in the primary class build a strong understanding of phonics through teacher led instruction and are individually challenged as they build a strong foundation of language art skills. Language and literacy learning goals are aligned with the developmental milestones established by the National Association for the Education of Young Children.

SCHOOL CALENDAR AND HOURS OF OPERATION

SCHOOL CALENDAR AND HOURS OF OPERATION

Marvelously Made School starts in September and runs through late May. Preschool hours are 8:45AM until 11:45AM.

The K/1/2/3 class (kindergarten, first grade, second grade and third grade) meets Monday through Friday. Classes are from 8:45am to 12noon.

Stay & Play is an extended day option offered until 1:30PM on Wednesdays and/or Thursdays starting in October. Children bring a lunch from home to eat after school dismisses.

The School provides a yearly calendar for parents prior to the first day of school with a complete list of the planned holidays.

Should the NISD declare a closing or late start due to inclement weather (flooding, snow, ice) Marvelously Made will be closed.

Should our School closings ever differ from the NISD public schools, parents will be notified both on Facebook and by phone. No refunds are given for days deemed necessary for school closure, and missed days will not be made up.

FIRST AND LAST DAYS OF SCHOOL

The first day of school is the day after Labor Day of each year. School ends the Thursday before Memorial Day.

ORIENTATION

Parents of enrolled students will receive a letter in mid-August reminding them of the mandatory Parent Orientation on Thursday evening of the week before school starts. At this informational meeting, parents will meet the teachers and staff and review important information regarding the School and our policies. At this meeting parents are given the opportunity to meet the school staff, learn more about our philosophy, and meet other parents. Attendance at this meeting is required. Family and parent involvement and support are keys to a quality education and a successful year.

CHILDREN'S OPEN HOUSE

The Friday morning following Parent Orientation, the School will host Children's Open House. During this time a parent can visit the School with their child(ren) to see the classrooms, meet new friends and get acquainted with the Teachers.



11637 OLD BANDERA RD.
MELORES, TX 78027
PHONE: 210-338-5677
WWW.MARVELOUSLYMADE.SCHOOL.COM

AUGUST 2019						
S	M	T	W	Th	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12 School Office Opens
- 29 Parent Orientation
(parent meeting to the kick-off the year)
- 30 Children's Open House
(children visit the school in the morning)

SEPTEMBER 2019						
S	M	T	W	Th	F	S
		3	4	5	6	7
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

- 2 Labor Day
(School Closed)
- 3/4 First Days of School
- 14 Parent Workshop

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3/4 Pizza Lunch
- 14 Columbus Day Holiday
(School Closed)
- 15 Parent/Teacher Connect Day
(children's holiday)
- 24/25 Dad's Days

NOVEMBER 2019						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Staff Work Day
(children's holiday)
- 7 Parents Potluck & Powwow
- 25-29 Thanksgiving Break
- 30 Fall Work Day

DECEMBER 2019						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 Gingerbread Party
- 23-JAN 3 Christmas Break

1-3 Christmas Break

6 Staff Work Day
(children's holiday)

20 M.L. King Day
(school closed)

22/23 In House Registration

31 Alumni Registration

JANUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Registration Opens to Public

6 Parents, Potluck & Powwow

17 Presidents' Day Holiday
(school closed)

18 Staff Work Day
(children's holiday)

20/21 Grandparent's Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

5/6 Pizza Lunch

9-13 Spring Break

28 Art Show

MARCH 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/9 Mom's Mornings

10 Good Friday Holiday
(school closed)

23/24 Parent/Teacher Conferences
(children's holidays)

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Cornyal Parade & Picnic

7/8 Mud Days

18/19 End of Year Celebration
(Farmhouse)

20 End of Year Celebration
(Collage)

20/21 Last Days of School

MAY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Weather Closure Policy

IF NISD HAS A DELAYED START OR CLOSURE DUE TO BAD WEATHER, MARVELOUSLY MADE WILL BE CLOSED

STAFF CONFERENCES, VOLUNTEERS, AND VISITORS

STAFF

The School staff is crucial to the quality of our program. Our staff members come from a variety of educational backgrounds and experiences. Each teacher has been chosen carefully for his/her warmth and nurturing skills and dedication to providing excellent, early childhood programs within a Christian setting.

To provide the safest possible environment, our staff is CPR and First Aid certified. All teachers and staff participate in ongoing early education training in order to remain alert to the ever-changing educational research and trends.

PARENT/TEACHER MEETINGS

Meetings and conferences are held to help parents better understand their child's involvement in our program and to provide our teachers with an opportunity to learn ways to support individual children as they learn. It is best NOT to discuss problems concerning your child in front of him or her. We do not allow children to attend conferences. Conferences are held during previously arranged times and not during drop-off or dismissal times. The teacher's first responsibility is to her class.

If a child who has been admitted to our School is unable to benefit from our program, the School Director may hold a

conference with the parents and require that other arrangements be made for the child.

We welcome parent-teacher conferences any time during the year. If you would like to schedule a conference with your child's teacher, please contact him/her directly or call the School office to arrange a time.

CLASSROOM VOLUNTEERS AND VISITORS

Parent and family volunteers are vital to the success of our School. We believe partnering with parents is the only way to maintain an excellent early childhood program for their children. There are many ways to get involved. Some volunteer opportunities include assisting in the classroom, being a prayer partner, helping with fund raisers, serving as a volunteer substitute teacher, preparing classroom materials, sending baked goods to school for special events and working during fall and spring workdays. Please talk with your child's teacher or check in the School office to volunteer or obtain more information.

Marvelously Made has an open door policy. Parents are welcome and encouraged to drop in for informal visits and/or to observe class activities with or without invitations. However, adults are visitors in the school and must quietly sit in the classrooms either on the floor or at a table and support the children's learning. You may read to them or offer help if a child implies they need it. Adult conversations are not to take place in the classrooms (indoors or outdoors) or within earshot of the children. If the presence of any guest is causing a disruption in class activities, the guest will be asked to leave. Observers are expected to respect the children and their class schedules by not interrupting in their activities and lessons.

Please note Marvelously Made is a cell phone and camera free school. You may not use your take pictures while inside the school grounds (to include indoor and outdoor classrooms)

PHOTO AND VIDEO GUIDELINES

Our school staff uses cameras daily in order to record the children's learning and development. These photos are used in a variety of ways so that we can make learning visible to families and friends of the school. As a staff, we are extremely thoughtful in the ways we use our digital images. We obtain photo releases and work hard to protect the children whose parents do not wish them to be photographed, as well as, considering the wisdom of sharing images from the school digitally in any way.

Due to the vast use of digital cameras (cell phones, point and shoots, notebooks, iPads, etc.) and video recording by most people today, and in the interest of protecting the privacy of the children, staff, and MM program; we have found it necessary to implement the following policy regarding the recording and use of digital images taken while on the MM campus...

Marvelously Made is a cell phone and camera free school. The only time photos may be taken are before or after school outside the gates or the following events: Pizza Lunch, Art Show, Cornyval Parade & Picnic. Staff will take photos at special events that take place during school hours and make them available to all families.

Individuals are not allowed to photograph activities or curriculum we offer at the school without the written consent of the School Director. In the event that consent is allowed, any individual using photographs taken at MM online which shares curriculum ideas and/or content must reference the School and link such content to the school's website.

Images taken at school events may never be used in any way for the financial gain of any parent or school visitor. This includes blogs and other publications.

We strongly urge families who choose to post their photos and/ videos on blogs, Facebook, Instagram, and other social and digital networking venues to use extreme caution and good judgment when choosing to do so. You should never post a photo which includes a child other than your own without the expressed consent of the other child's parent. Our photo releases do not protect others from liability nor are we able to share which children we may not have the approval to photograph.

DROP OFF AND RELEASE OF CHILDREN

DROP-OFF OF CHILDREN

PRE-SCHOOL - Parents must personally bring their children and sign them in each day. Once a child had been signed in to school the parent should assist him/her using the restroom, washing hands, and finding a place to begin working. It is not necessary for your child to begin working where his/her small group leader is in, however, it is important that each parent greet the teacher when the child is dropped off. For the safety of the children, they must always be left in the care of a teacher.

KINDERGARTEN / FIRST GRADE / SECOND GRADE / THIRD GRADE

Parents and children should enter via the Green House gate on Antonio Drive. Parents must sign their children in on the sign-in clipboard and greet the teacher prior to leaving.

Our staff spends much time and attention preparing for teaching your children. Teachers use the time before class to prepare activities and to pray for the children and families each morning, therefore, the School door is locked until 8:45AM. If you arrive prior to this time you are welcome to gather outside the outdoor classroom gates until the doors are unlocked and the children can be properly welcomed for the day.

RELEASE OF CHILDREN

SCHOOL - All children must be signed out each day when they are picked up. Written authorization from a parent/

guardian is needed for other adults who will be permitted to pick up a child. The names of these individuals should be provided to the School office at the time of registration or in writing via letter, note or email during the school year. Children can be dismissed ONLY to those persons whose names appear on the registration form or in other written form as outlined above. Changes to the registration form must be made in writing by the parent and given to the school office to be placed in the child's file. Children cannot be released to siblings younger than 16 years of age.

Under no circumstances will an adult be permitted to pick up a child without authorization. In an *emergency*, a parent/guardian may call the School office and give authorization over the phone. The allowance of phone authorization is at the discretion of the office staff and is grounded in deep concern for the safety of all children.

Marvelously Made has no legal authority to refuse either parent the right to have custody of their child unless this is COURT ORDERED, and the SCHOOL OFFICE HAS A COPY OF THE JUDGEMENT. It is requested that non-custodial parents arrange visitation pick-up/return around non-school hours.

School dismisses at the Farmhouse at 11:45AM and the Cottage at 12:00PM. Parents should pick up their children promptly at the end of each school day. Any parent that has not arrived 10 minutes beyond dismissal time on any day, may pick up your child from the School office, and a late fee of \$5.00 per five-minute segment will be assessed and the family will be billed accordingly; time is based on www.time.gov.

ENROLLMENT, REGISTRATION AND SUPPLY FEES

At Marvelously Made we offer classes for children based on their ages as of September 1 of the corresponding school year. Children who celebrate their third birthday during the current school year will not be allowed to register for school until the following year. Exceptions to these policies are rare and will be made at the discretion of the School Director.

All enrollment forms must be filled out completely and returned to the school office before any child can be admitted to begin attending school. Registration takes place each winter/spring for the next school year. Currently enrolled students will have the first opportunity to register, followed by alumni families and then registration will open to the public. All families pay a registration fee, an annual supply fee, and preschool students pay the May installment of the coming years' tuition at the time of registration for each child.

Classes are filled on a first come-first served basis according to the date that required fees and May tuition are paid. Unless these fees are included with the enrollment forms, we cannot guarantee a place in the school for your child. All supply and registration fees are nonrefundable under any circumstance. In the event a child is withdrawn from the School during the year; a reimbursement of pre-paid tuition will be given only when the resulting vacancy can be filled immediately from the waiting list.

Registration is ongoing throughout the year based on space availability. Beginning in January of each school

year, supply fees may be prorated by the office personnel for newly-enrolled students. Registration fees are not subject to prorating.

If classes are filled when a parent inquires about enrollment, the child's name may be placed on the age-appropriate waiting list in the order in which the request is received. As vacancies occur during the year, they will be filled from the waiting list. The next person on the waiting list will be called as soon as space is available and given an opportunity to notify us of their interest in enrolling before we offer the space to someone else. The waiting list applies only to the current school year. Classes will be added, dropped or consolidated by the School Director based on available space as needed.

TUITION AND FUNDRAISING

TUITION

Marvelously Made is a non-profit corporation and is independently financially solvent. As such, it depends on fees, tuition and fundraising to operate. Tuition cost is established yearly and is based on the class a child attends. Tuition may be paid in one, two, or eight installments (preschool)/ nine installments (K/1/2/3). At the time of registering, families sign a Registration Agreement in which they choose their payment plan.

Tuition is determined based on the yearly calendar; no adjustments are made for holidays. Because tuition is an annual fee, and is built into the budget each year, no refunds are given for illness or family vacations. Families who withdraw a child during the school year are expected to pay the full balance of annual tuition unless the school office can immediately enroll a child from the waiting list to fill the resulting vacancy.

It is very important that tuition is paid on time. In the event that monthly tuition payments are not paid by the fifth day of the month, a \$10.00 late fee will be assessed, and tuition must be paid immediately. Each day after the fifth day of the month, an additional \$2 late fee will be assessed each day to overdue tuition payments. Tuition paid by a check returned for insufficient funds must be paid in cash along with a \$25.00 returned check fee and accrued late fees.

In an effort to assist families, payment plan options are made available when registration begins. Parents are

responsible for meeting payment deadlines as per the Registration Agreement completed when registering. Any fees which are not received by written deadlines imply a withdrawal of the child from the school and may result in a loss of enrollment of the child. Please contact the school office if your family needs special consideration of payment deadlines as we are happy to work with families within our capabilities.

The School reserves the right to make adjustments in tuition as may be required by increased/decreased enrollment, or increased operational expenses. Parents will be given a written 30-day notice of any tuition changes.

Families who do not pay tuition on time and in-full will be required to withdraw their children from the School.

Please make checks payable to: Marvelously Made. Payment should be turned in to the school office. **No tuition should be sent with children in children's totes or given to School staff.**

FUNDRAISING

Throughout the year, there will be opportunities to participate in fundraising for the School. Money raised through fundraising will be used to meet yearly budgetary needs, as well as, in a variety of ways including adding equipment to the classrooms and/or playgrounds, paying for teacher training and bringing resource visitors to the School. We expect all families to support the School by participating in fundraising opportunities. Parent volunteers are crucial to the success of our fundraisers. If you are able to help with fundraising please contact the office.

SNACKS AND BIRTHDAY CELEBRATIONS

SNACKS

- All children must be fed breakfast *before* arriving at school each morning.
- FOOD ALLERGIES SHOULD BE NOTED ON YOUR CHILD'S HEALTH FORM, ALLERGY EMERGENCY PLAN AND VERBALIZED TO YOUR CHILD'S TEACHERS.

Each child will bring his/her snack to school each day using the snack pail issued by Marvelously Made.

- Snack is offered during the morning work hour at the Farmhouse and is offered as the children move to the Outside Classroom at the Cottage.
- **We need a family volunteer to help with snack each day :)**
- Snacks must be chosen from the approved snack list which is provided to the parents at the Parent Orientation Meeting. We cannot serve snacks that are NOT on the snack list.
- No drinks please – we provide water.
- Avoid sending items with nuts or which have been processed in facilities which process nuts.

Snacks should be healthy, have high nutritional value and contain as little sugar as possible. All fruits and vegetables should be prewashed and cut before they are sent into the school. Grapes are of special concern due to the potential as a choking hazard. Grapes must be cut length wise or they will not be allowed to be eaten. The school provides water for the children to drink each day so you should not send a drink.

Due to the large number of children with nut allergies, Marvelously Made strives to provide a **PEANUT AND NUT FREE ENVIRONMENT**. We acknowledge that we can make no guarantee that nuts and/or nut products, etc. won't be brought into the school, however, we strongly request that snacks be free of nuts, and that snacks processed in factories where nuts are present, not be sent at any time.

Because we recognize that parents have a right to breastfeed or to provide breast milk for their child while away from home; any mother who wishes to nurse a child (enrolled in the School) during school hours will be provided with a comfortable place to do so.

BIRTHDAY CELEBRATIONS (A CELEBRATION OF LIFE)

Birthdays are important and exciting for young children. Each child at MM will be honored on her birthday at gathering time during a "Celebration of Life". At this time, the child will have the opportunity to wear the Birthday Cape and/or Crown and the teacher will read a narrative of his life which has been completed by his parents. Afterwards we sing a special and unique birthday song. All celebrations will be scheduled by the teachers and take place on the school day closest to the child's actual birthdate whenever possible. Children with summer birthdays will be assigned a celebration sometime during the school year as well.

PLEASE EMAIL OR PUT A STAMP ON THOSE INVITES...Staff, parents, or children are **not able to pass out invitations at school for birthday parties. We**

encourage you to use the School Directory for addresses & mail all party invites.

On Celebration Day...

- Parents are welcome to volunteer on their child's Celebration of Life day either all day or from drop-off until after Gathering Time. We ask that you do not just come for the celebration. Our schedule is flexible based upon the needs of the children and parents arriving mid-morning is disruptive for the class.
- Only children enrolled in the school are allowed to be at school on school days, please make other arrangements for siblings.
- Remember, we are a cell phone and camera free school. No photos may be taken.
- Families who wish to donate a book to the school in honor of their child's birthday are welcome to select one of their child's favorites from the Marvelously Made Amazon Wish List (search Amazon Wish List name: Marvelously Made School Birthday Books). If you would like to donate a book not on the list please check with the school office to ensure it is not already in our library. Bookplates are placed in each donated book and books are read by a teacher prior to being added to our library.
- Send snack with your child as you normally do. Our focus is on the celebration at Gathering Time rather than the food. **No cupcakes, no frosting, no kidding.**

PETS AT SCHOOL

PETS IN THE CLASSROOM

We have lots of pets at Marvelously Made! We have rabbits, goats, snails, hermit crabs, a hedgehog, fire bellied toads, a tarantula, a tortoise, a bearded dragon, chickens (which we hatched!), a miniature pig and a beta fish. All pets are in good health and receive appropriate vaccinations and veterinary visits. Other pets may be added to the school at any time. If your child has any allergies to any kind of pet or pet supplies, please let a teacher and the office staff know so we can ensure your child's safety and comfort while at school.

FAMILY PETS

There may be an occasion when the children are invited by the School to bring a pet to show the class. If/when this happens, only pets that have proof of up-to-date vaccinations and written confirmation of good health from a veterinarian will be allowed to visit the School. For the health and safety of all children attending our programs, this is the only time family pets can be allowed to be brought into the School.

If you allow or need your pet to travel with you to or from school plan to leave him/her in the car and make appropriate accommodations for the weather when doing so. Pets which have not been approved by the school personnel may not be brought onto campus either on or off a leash.

HEALTH AND WELLNESS POLICIES

HEALTH, ILLNESS AND INJURY

We can allow only healthy children to attend the School. WE DEPEND ON YOU TO HELP US MAINTAIN THIS POLICY. In the event that your child is ill and will be absent, a courtesy call to the School office (210-338-5699) is appreciated. In the event that a child becomes ill during the day, the parent/emergency contact will be contacted to pick up the child. In case of accident or sudden illness, we will immediately try to contact the parent or emergency contacts listed on the child's enrollment form.

A child who exhibits upon arrival, or develops throughout the day, any of the following symptoms will not be permitted to remain at school:

- An illness or condition prevents the child from participating comfortably in activities;
- An illness or condition results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of other children; or
- The child has one of the following, unless medical evaluation by a health-care professional indicates that the child can be included in the School activities:
 - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;

- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Symptoms and signs of possible illness, such as cold, runny nose (other than clear), severe cough, skin eruptions, sore throat, vomiting, or diarrhea, lethargy, abnormal breathing, unexplained skin rash, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be ill; or a health care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

Parents will be notified if a child has been exposed to a communicable disease or illness within the School in accordance with Health Department standards. Parents should likewise notify the School office when children are exposed to a communicable disease outside of school.

For the protection of all the children and staff, a child who is kept home or sent home due to illness, may not return to school for twenty-four hours after he or she is free of all symptoms *without* the use of symptom-control medications (Tylenol, Imodium, etc.).

SUNSCREEN & INSECT REPELLANT

Spending time outside is an important and healthy part of childhood! At Marvelously Made we are intentional about honoring the needs of the children who attend by providing them with amazing Outdoor Classrooms and allowing them to spend lots of time playing and learning in these spaces.

We also recognize that sunscreen and insect repellent are part of most lifestyles so we have the following policy in place to address this usage of these products.

With the exception of a medical need; which is documented appropriately in the school office, we do not apply sunscreen or insect repellent to children while at school. We do, however, encourage parents who use these products to apply them *before dropping their children off* for the day.

We often make insect repellent available on the sign-in benches for parents to apply on those rare occasions they forget prior to arriving at school. We do not assume any responsibility for the insect repellent made available to the families and encourage each parent wishing to use it to check the ingredients, etc. and be certain they are comfortable with applying it to their children.

When applying insect repellent at school please move away from others and apply at your own risk.

MEDICATIONS, EMERGENCIES AND PARENTAL NOTIFICATIONS

MEDICATIONS

School personnel cannot administer any medication to a child. Please do not ask your child's teacher or the Director to give over-the-counter or prescription medications for any reason. Asthma inhalers, epi-pens, or other rescue medications are the only exceptions to this policy, and permission and directions for administering these items must be given in writing by the parent/legal guardian.

Please make sure there are no medications stored in your child's belongings; any found will be disposed of by the staff.

MEDICAL EMERGENCIES

Our staff is CPR and First Aid certified. In the event of a medical emergency during school hours, efforts will be made to contact the parent(s). If a parent is not available, decisions related to securing medical assistance will be made by the School staff based on information provided on the child's registration forms. Please remember to keep your child's records updated.

If your child is seriously injured while attending the School, 911 will be called immediately for assistance, and parents will be contacted as soon as possible. CPR and/or the appropriate First Aid will be administered until help arrives.

OTHER EMERGENCIES

Our School does have an emergency preparedness plan in place to deal with emergent situations including, but not limited to: fire, severe weather, health emergencies, communicable disease outbreak, and volatile persons on the premises. This plan addresses staff responsibilities and facility readiness.

In the event that the children must be relocated from the property we have two designated relocation addresses. If we need to relocate within walking distance we will walk the children to:

First Baptist of Helotes Church
210-695-3143
14889 Old Bandera Road Helotes, TX 78023

If we must relocate further away we will transport the children

(using our personal vehicles) to:

Helotes Elementary School
210-695-3827
13878 Riggs Road, Helotes, TX 78023

PARENTAL NOTIFICATIONS

Parents will be notified in person, by phone, or in writing:

- if their child is injured and the injury requires medical attention,
- if the child has a symptom requiring exclusion from care,

- if the child has been involved in any situation that placed the child at risk,
- if there is an outbreak of any communicable disease/illness according the Health Department standards, or
- if any situation renders the School unsafe.

If a less serious injury or incident takes place, the parents will be notified at the time of pick up.

Parents will be notified in person, by phone, in writing, via email and/or through the use of bulletin boards:

- if there are any changes to policies or procedure, or
- if there is a change in the staff working with your child on an everyday basis.

IMMUNIZATIONS AND HEARING/VISION TESTS

IMMUNIZATION REQUIREMENTS

Each child enrolled or admitted to the School is required to have on file a health statement which includes a record of up-to-date immunizations and the signature of the child's attending physician or source of medical care or a signed and dated affidavit stating that the family, for whatever reason, has chosen to decline immunizations for their child. All immunizations required for the child's age must be completed by the date of admission to the School. Parents who have opted for an alternate immunization schedule for their children must provide such upon enrollment. It is the responsibility of the parent/guardian to ensure that children receive immunizations as needed and provide the School office with updated shot records as soon as immunizations are received.

TUBERCULIN (TB) TESTING REQUIREMENTS

TB testing is not required in Bexar County. We do recommend, however, that for the safety of all staff and children, parents consider having their child tested for tuberculosis. If you choose to have your child tested, we would appreciate having a copy of the test results submitted for inclusion your child's records.

HEARING/VISION TESTING

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for all children who are four years of age or older by September 1 of each year. These screenings must be completed within 120 calendar days from enrollment.

A present screening that has been conducted within one year prior to enrollment is acceptable. The School must be provided with the individual vision or hearing screening results.

OUTDOOR CLASSROOMS AND FIELD TRIPS

OUTDOOR CLASSROOMS

Our outdoor environment is a classroom. It is our desire to provide the children with engaging experiences and creative play opportunities while they enjoy time outside. Children will play outside everyday unless the temperature/chill factor is below freezing and deemed unbearable by the school administrators or the temperature/heat index is over 100 degrees. Children should be brought to school in clothing that will enable them to play outside in the outdoor classrooms. No child is allowed to stay in the office or with another class during this time. If a child has been ill and needs to be kept indoors, it is necessary that the child be kept at home until he or she is able to participate in all of the activities at school.

On occasion the children may take part in water activities. These activities may include sprinkler play and wading pool play. Water play will take place on safe, non-slippery surfaces, water equipment will be sanitized appropriately, and children will be well supervised during water play activities. If you do not want your child to take part in water activities, please notify the office of your request in writing.

FIELD TRIPS

While school trips are not common at Marvelously Made should the occasion arise, parents will be notified at least 48 hours in advance of any scheduled field trip. Field trips are taken with parent chaperones that assist with and

transport the children. Parent volunteers are crucial to keeping our children safe on field trips. Without an adequate number of parent volunteers, field trips will be cancelled.

Field Trip Drivers must:

- o Provide the office with proof of insurance that can be copied and kept in the office files;
- o Grant permission to the office to run a criminal background check on him/her;
- o Carry a mobile phone and provide the School office and classroom teacher with the telephone number of that phone where he/she can be reached; and
- o Have a working fire extinguisher in the vehicle which is used to transport children.

All car seat laws will be enforced when children are traveling for School field trips. It is the responsibility of each parent to secure his/her child's car seat in the vehicle in which they will be transported the morning of a field trip.

All children are required to wear a School T-shirt for identification on all field trips. Shirts will be available for purchase from the School office prior to any field trip.

BATHROOM, BACKPACKS, AND APPROPRIATE CLOTHING

BATHROOM POLICIES

Any child who attends the School is expected to be potty trained and should be independent in bathroom use. If your child is still in the process of mastering training he/she is required to wear a pull up and have additional pull ups in his/her tote each day. We do not have diaper changing equipment in the classrooms and, therefore, are unable to change diapers.

NO BACKPACKS

Children are not to bring backpacks to School. Rather, each child will be given his/her own tote before Children's Open House. Backpacks are very difficult for young children to maneuver independently and are not sized appropriately for children's artwork and other school paperwork. The totes provided by the school are easy for the children to get things in and out of and clean easily. Please be sure that your child brings his/her tote to school each day.

CLOTHING

Marvelously Made is an exciting and active place for young children to grow and learn! Your child's day will consist of outside activities and creative classroom experiences. No child should be concerned about soiling his/her clothes while participating in school activities. All children should be brought to school in comfortable,

washable, play clothes which parents are not concerned about becoming stained or soiled.

At least one change of clothes (including underwear, socks and shoes) must be provided every day to allow children who have accidents or get clothing excessively soiled or wet during water play an opportunity to change into dry clothes. **Please place clothes in a zipper-topped bag, clearly label it with your child's name.** All clothing and personal items should be labeled with your child's name. It is important to send your child with a sweater, jacket, or coat on cool mornings.

Young children are very active and still learning to maneuver in their environment and need good, sturdy footwear to enable them to run and play without fear of tripping or falling. Therefore, close-toed shoes are encouraged for all children and boots and sandals that are not secured to the foot, are highly discouraged for wearing to School.

At the Farmhouse it is required that all footwear be slip-on or velcro fastening in order to facilitate each child with removal and putting them on independently. The staff does not have the time to remove and tie shoes thirty-four times a day. :)

When visiting the school adults should be clothed for school activities not worried about clothing.

CHILD GUIDANCE AND DISCIPLINE

At the Marvelously Made, we strive to show God's loving kindness and to be Christ-like examples to each child every day. We use a positive discipline approach that fosters self-control and the development of self-regulation. Children will learn to make choices and begin to understand the natural or logical consequence of choices. There are many positive discipline strategies that we use based on the age and personality of each child. Through positive reinforcement, we teach listening skills, patience, orderliness, taking turns, sharing, politeness, proper manners and respect for others.

When conflicts arise, we teach the children to express their feelings and resolve issues through constructive words. We do not believe that corporal punishment is an acceptable method of dealing with the children in our school.

Redirection and verbal communication are some methods of discipline our staff may use. Your child will be treated with courtesy and respect. In the event that your child's behavior endangers others, he/she will be separated from the rest of the group for a sensible period of time.

Giving positive verbal rewards, which reinforce a child's good decisions and behavior, encourages acceptable behavior. Our staff places great emphasis on the need for children to express their frustrations verbally rather than physically. Those who do not yet possess physical constraint will be asked to stop, and the teacher or aide will explain the unacceptable behavior that the child is displaying. The teacher will discuss with the child other

acceptable behaviors that could be used in that particular situation in the future. The continuation of the unacceptable behavior may result in the child being removed to a “safe place” where they will have the opportunity to regain control of their emotions and calmly resolve the situation before they return to the group.

If behavioral actions surpass developmental norms, the parent may be asked to attend a conference with the teacher and/or School Director in order to discuss ways to support the child.

CONTACT INFORMATION

Child Abuse Hotline: 1.800.252.5400

Marvelously Made School Office: 210.338.5699

School Director: Jennifer McCarville

Email: jennifer@marvelouslymadeschool.com

Administrative Director: Allison Poole

Email: allison@marvelouslymadeschool.com

Administrative Assistant: Sandy Aley

Email: sandy@marvelouslymadeschool.com

Please contact the School office anytime you need help or have questions regarding any aspect of the program.

PARENT/SCHOOL AGREEMENT

Parents are expected to support and uphold School program policies. If at any time misunderstandings develop between the School and the home, it becomes the obligation of both entities to resolve those misunderstandings. All suggestions and comments from parents will be fully examined, and are welcomed and encouraged for the overall strengthening of the School program. Parents are encouraged to approach the School Director or their child's classroom teacher with any questions or concerns. Parents are welcome to make an appointment with the School Director to review and discuss program policies and procedures. Please stop in or call the School office to make an appointment.

Marvelously Made – the School for Young Children agrees to work closely with parents in the education and care of their child(ren). In cooperation with the School, parents are expected to attend conferences, fall & spring Powwow, and parent workshops as offered and/or requested and in order to actively support other planned activities, knowing that parental participation is critical to the education, health, and well-being of the child and the School.

Any parent who openly demonstrates to School staff, children, other parents or community members, a lack of support for the School policies or philosophy is undermining the School's positive intent and thereby hindering its effectiveness. A child's participation in the School programs may be terminated if the parent/guardian fails to honor the School policies and/or regulations or exhibits a lack of support and/or respect for School staff, philosophy or programs.

Termination of a child's enrollment in the program may occur if the School Director determines:

- that the program is unable to meet the needs of the child
- that it is not in the best interest of the program or other children enrolled in the School to have the child in attendance
- if the parent/ guardian exhibits lack of support for the school
- if the parent/ guardian fails to attend conferences, Powwows and requested meetings
- or if the family's tuition account becomes delinquent

The School Director and/or Board of Directors has the sole right and responsibility to determine the need for the termination of any child's enrollment in the School program.

Parents will be provided with a copy of the Parent Handbook and Operational Policies prior to the beginning of the school year or, in the event school is in session, at the time of enrollment. Parents must verify that they have read and understand all policies. If any policies or procedures are changed, the parents/ guardians will be provided with a written notice of this change and will be asked to sign another statement that they have read and understand the changes that have been made.

Marvelously Made – the School for Young Children is a non-discriminatory Christian school which admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and

loan programs, and athletic and other school-administered programs.

Parent Handbook Acknowledgement

I have received, read, understand and agree to comply with Marvelously Made-the School for Young Children Parent Handbook including those for:

Check each box and sign below:

- Discipline & guidance
- Procedures for release of children
- Suspension & expulsion
- Illness & exclusion criteria
- Emergency Plans
- Procedures for dispensing medication
- Procedure for parents to discuss concerns with the director
- Immunization requirements for children
- Snack guidelines
- Procedures for parents to participate in school activities
- Open Door policy for parent visits
- Expectation of parent attendance at school conferences, Powwows, and meetings

Parent Name:

Parent Signature

Date

Name of Child(ren) enrolled in the School:

Notes