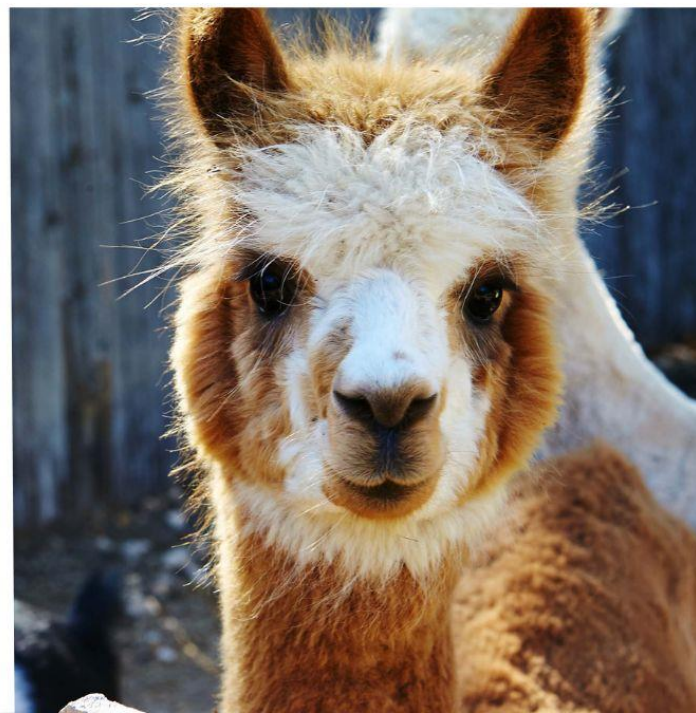


# The Collective

A MARVELOUSLY MADE SCHOOL




# PARENT HANDBOOK



# Table of Contents

<b>WHO WE ARE AND OUR PHILOSOPHY .....</b>	<b>4</b>
MISSION STATEMENT .....	4
VISION .....	4
MOTTO .....	5
PHILOSOPHY .....	5
CHRISTIAN EDUCATION .....	5
<b>OUR PROGRAM.....</b>	<b>6</b>
CLASSES .....	6
<i>NOOK (Ages 2–3)</i> .....	6
<i>FARMHOUSE (Ages 3–5)</i> .....	6
<i>COTTAGE (Kindergarten)</i> .....	6
<i>PRIMARY (1st-3rd Grade)</i> .....	6
<i>COLLECTIVE (4th–8th Grade)</i> .....	7
CURRICULUM .....	7
<i>CHRISTIAN DEVELOPMENT</i> .....	8
<i>SCIENCE</i> .....	8
<i>HISTORY</i> .....	8
<i>GEOGRAPHY</i> .....	9
<i>ART</i> .....	9
<i>HANDWORK</i> .....	9
FIELD TRIPS .....	9
STAFF .....	10
<i>TRAINING</i> .....	10
<i>BACKGROUND CHECKS</i> .....	10
CHILDREN’S DEVELOPMENT & PROGRESS.....	10
<b>SCHOOL OPERATIONS .....</b>	<b>12</b>
BACKPACKS/BOOK BAGS .....	12
CALENDAR .....	12
CHILDREN’S VISITING DAYS .....	12
DRESS CODE.....	12
DROP OFF .....	14
HOURS OF OPERATION .....	14
ORIENTATION .....	14
RELEASE.....	14
<i>COLLECTIVE</i> .....	15
SCHOOL CLOSINGS .....	15
<b>GENERAL POLICIES .....</b>	<b>16</b>
ADMISSIONS AND ENROLLMENT.....	16
<i>APPLICATION PROCESS</i> .....	16
<i>PAYMENT POLICIES AND OBLIGATIONS</i> .....	16
CHILD ABUSE PREVENTION & REPORTING.....	17
<i>WARNING SIGNS OF SEXUAL ABUSE</i> .....	18
<i>WARNING SIGNS OF TRAFFICKING</i> .....	18
<i>FURTHER RESOURCES</i> .....	19
<i>REPORTING</i> .....	20
<i>INVESTIGATIONS</i> .....	21
COMPLAINT PROCEDURE .....	21

LEGAL DISPUTES .....	21
PARENT INVOLVEMENT .....	22
<i>CLASSROOM VOLUNTEERS AND VISITORS</i> .....	22
<i>FUNDRAISING</i> .....	22
<i>PARENT/FAMILY COOPERATION</i> .....	22
<i>PARENT/TEACHER MEETINGS</i> .....	23
ANIMALS AT SCHOOL .....	24
<i>FAMILY PETS</i> .....	24
<i>SERVICE ANIMALS</i> .....	24
<i>PETS IN THE CLASSROOM</i> .....	24
NON-DISCRIMINATION POLICY .....	24
PHOTO AND VIDEO GUIDELINES .....	25
SNACKS AND BIRTHDAY CELEBRATIONS .....	26
<i>BIRTHDAY CELEBRATIONS (A CELEBRATION OF LIFE)</i> .....	26
<i>SNACKS</i> .....	26
<b>CHILDREN'S POLICIES .....</b>	<b>28</b>
PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS .....	28
CHILD GUIDANCE AND DISCIPLINE .....	28
CRIMINAL ACTIVITIES .....	29
ENROLLMENT WITHDRAWAL OR CONTRACT TERMINATION .....	29
<i>WITHDRAWALS</i> .....	29
<i>RECORDS RELEASE</i> .....	29
<i>ENROLLMENT CONTRACT TERMINATION</i> .....	29
HARASSMENT AND BULLYING .....	30
<i>DEFINITIONS</i> .....	30
INVESTIGATIONS .....	31
OFF-CAMPUS BEHAVIORS .....	32
SEARCH OF CHILDREN'S PROPERTY .....	32
WEAPONS AND THREATS .....	32
CHILD ACCOMMODATION REQUESTS .....	32
<i>GENERAL POLICY</i> .....	33
<i>REQUEST FOR ACCOMMODATION</i> .....	33
<i>ASSESSMENT OF REQUEST</i> .....	33
<i>LIMITATIONS OF REQUESTS</i> .....	34
<i>RESPONSIBILITIES FOR IMPLEMENTING ACCOMMODATIONS</i> .....	34
<b>HEALTH AND WELLNESS POLICIES .....</b>	<b>35</b>
FOOD AND NUT ALLERGIES .....	35
HEALTH INFORMATION SHARING .....	35
HEAD LICE .....	35
ILLNESS .....	36
PANDEMICS AND OTHER PUBLIC HEALTH EMERGENCIES .....	37
SPECIALIZED MEDICAL ASSISTANCE .....	37
MEDICATIONS .....	37
<i>GENERAL</i> .....	37
EMERGENCIES .....	38
<i>HEALTH EMERGENCIES</i> .....	38
<i>OTHER EMERGENCIES</i> .....	38
IMMUNIZATIONS .....	39
<i>IMMUNIZATION REQUIREMENTS</i> .....	39
<i>MEDICAL EXEMPTION</i> .....	39
<i>CONSCIENCE OR RELIGIOUS EXEMPTION</i> .....	39



<b>CONTACT INFORMATION .....</b>	<b>41</b>
<b>PARENT/SCHOOL AGREEMENT .....</b>	<b>42</b>
<b>PARENT HANDBOOK ACKNOWLEDGEMENT .....</b>	<b>44</b>

# WHO WE ARE AND OUR PHILOSOPHY

Marvelously Made is a result of the professional passion and authentic respect for children that began brewing in the heart of its founder, Jennifer McCarville, over 30 years ago. The Marvelously Made Way (approach) values authentic learning and holds strongly to its 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 children a Christ-centered, play-based, developmentally appropriate childhood experience while honoring the biological process of human development that 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 that 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 emphasis on the child's learning needs.

Marvelously Made began in 2010 at Helotes Hills United Methodist Church. For the first four years of its operation, the school offered mixed-age preschool classes for children ages 3 through 5 years old. The school added Kindergarten in 2014, and in 2015, having outgrown the church facility, Marvelously Made relocated to its current location in Old Town Helotes and has now expanded to eighth grade.

## MISSION STATEMENT

Our mission is to honor children and protect childhood by respecting each child's developmental needs and creating nurturing environments where children can explore, question, and learn the way God made them to.

## VISION

To equip and inspire all to give children a childhood in which they thrive!

## MOTTO



## PHILOSOPHY

Our school embraces all children as unique and marvelously made by God. We know that 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 authentic play. This creates a solid academic foundation and a love of learning for years to come. In this atmosphere of love and acceptance, children develop positive self-esteem and confidence, learn to take appropriate risks, embrace the mess, explore God's creation, and learn respect for their peers. Our underlying philosophy of sharing God's love provides support to our families and results in a community where we all work together to create this wonderful place for children to thrive.

## CHRISTIAN EDUCATION

Marvelously Made recognizes the Bible as the one true word of God and seeks to integrate a spiritual and Christian dimension within 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.

**"Body and Soul; I am Marvelously Made!"**

Psalm 139:14

# OUR PROGRAM

## CLASSES

At Marvelously Made, we offer classes for children two years old through 8<sup>th</sup> grade. Many of our classrooms are designed to be multi-age because we know through research and experience that not only do multi-age classrooms work, they work beautifully. Having a mix of ages, supported by teachers that meet each child's learning needs, in an experience-based environment where all children are given time, space, and support to build academic skills, emotional intelligence, and social skills is the only way to educate the whole child.

### NOOK (Ages 2–3)

The Nook is our class for children who are two years old from September 1 through those who are three years old by October 31 of the school year. We offer two class options for the Nook. A two-day class is offered on Tuesday and Thursday, and a three-day class is available Monday, Wednesday, and Friday. These classes are from 8:45am-11:45pm. This class will typically maintain a 1:5 ratio and can have up to 10 children enrolled each day.

### FARMHOUSE (Ages 3–5)

The Farmhouse is our preschool class. Children must be at least three years old by September 1 of the school year to attend the Farmhouse. We offer two class options for the Farmhouse children. A two-day class is offered on Tuesday and Thursday, and a three-day class is available Monday, Wednesday, and Friday. These classes are from 8:45am-11:45pm. This class typically maintains a 1:6 ratio and has 34 children enrolled each day.

### COTTAGE (Kindergarten)

The Cottage is our kindergarten class. Children must be at least 5 years old by September 1 of the school year and be developmentally ready for the challenges and tasks of kindergarten to attend the Cottage. This class typically maintains a 1:8 ratio and a maximum group size of 30 children with four teachers. The Cottage class meets Monday through Friday from 8:45am-12pm.

### PRIMARY (1st-3rd Grade)

The Primary is our program for children in their final stage of the early childhood years. This class typically maintains a ratio of 1:10 with a maximum enrollment of 60 children throughout.

The Primary children are separated into smaller groups according to each child's developmental stage.

Groups are named accordingly:

- Oaks – typically children in first grade
- Maples – typically children in second grade
- Willows – typically children in third grade

The Primary class meets Monday through Friday from 8:45am-12pm.

## COLLECTIVE (4th–8th Grade)

The Collective is a unique educational option for children in 4th-8th grades. We call this approach a homeschool hybrid because parents and teachers collaborate to provide the children with a rich and well-rounded learning experience.

At school, we focus on the academic areas of history, geography, and science. The children also participate in nature studies, learn handwork skills, and create art at school. We focus on teamwork through a variety of experiments, Instant Challenges, and group games. As always, the children's social and emotional growth continues to be a focus throughout these formative years.

Parents are responsible for teaching their child math and language arts at home. We believe that, at this stage of development, providing children with individualized curriculum in these academic areas (coupled with additional learning within a peer community supported by dedicated and passionate teachers) gives them an ideal education. We have researched many homeschool curriculums and are happy to help families choose a curriculum if they wish.

The class will typically maintain a ratio of 1:15 with the group having two teachers and up to 30 children. The Collective class meets Monday through Friday from 8:45am-12pm.

## CURRICULUM

Well planned and aesthetically beautiful environments are paramount to the success of a child's growth and development. To meet the unique needs and interests of the children we teach, our curriculum is designed by our own staff. Using a variety of resources, we offer children a balanced education while always valuing and nurturing the spiritual development, social skills, and emotional intelligence of the children.

The curriculum is intended to nurture the child's growth both independently and within the group. 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.

## CHRISTIAN DEVELOPMENT

At Marvelously Made fostering a solid foundation of Christian development is an essential aspect of our school's educational mission. Our commitment to nurturing the spiritual growth of our students is rooted in the teachings of Jesus Christ and the principles of love, compassion, and service. We aim to guide our students and families in understanding and embracing the values of faith, integrity, humility, and community.

Our curriculum integrates Old and New Testament biblical teachings, songs, and stories, allowing students to explore the timeless wisdom found in the scriptures. We encourage thoughtful reflection, open dialogue, and critical thinking, empowering students to deepen their understanding of Christian beliefs and principles and how they relate to their lives.

We also provide opportunities for students to engage in prayer and acts of kindness that reflect the teachings of Jesus.

As your children progress through their educational journey with us we will strive to equip them with a deep understanding that they and others are marvelously made by God, that we each have a responsibility to care for the earth and all things in it and to equip them with some tools to navigate life's challenges with resilience and faith.

## SCIENCE

In the Collective our science curriculum, supported by Apologia Science, provides learning in areas such as botany, anatomy, astronomy, chemistry, physics, and zoology. These lessons are enhanced by a wide variety of experiments and other hands-on learning opportunities.

## HISTORY

The Story of the World, our primary history curriculum, teaches history from the beginning of time to the modern day in a 4-year cycle. At Marvelously Made we add an additional year to focus on an in-depth study of US and Texas history. At the completion of a five-year Collective experience, your child will have received a comprehensive history education.

## GEOGRAPHY

In geography, we focus on map reading skills as we explore the geographical areas that are connected to the history we study. Students actively learn facts about various areas around the globe, draw maps, and locate places around the world.

## ART

We know that people were born with an insatiable desire to create. While creating art, the children experience a complex combination of science, math, language, motor, sensory, visual, social, and emotional learning. Children in the Collective expand their experiences with art mediums and tools as they participate in interesting and meaningful art experiences throughout the year.

## HANDWORK

It is important to us that the children in our school are not only consumers in the world but also that they are contributors. One of the ways that we instill this in the children is through the learning and practicing of handwork skills. Different from art, handwork activities teach the children how to create something useful that did not exist before. Each year the children expand their skills in some areas (such as felting, weaving, embroidery, etc.) in addition to learning new handwork skills. Lessons in knitting, weaving, whittling, construction, and leather crafting are some of the handwork skills the children may explore in their years at the Collective.

## FIELD TRIPS

While school field 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 and must sign a permission slip before their child will be permitted to attend. 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 canceled.

Field trip drivers must:

- Provide the office with proof of insurance that can be copied and kept in the office files.
- Grant permission to the office to run a criminal background check on him/her.
- 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
- Have a working fire extinguisher in the vehicle which is used to transport children.

- Follow the map given by the teacher for directions to and from the destination.

All car seat and seat belt 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 and staff are required to wear a school T-shirt for identification on all field trips. Shirts are always available for purchase at [www.RootandTwigstore.com](http://www.RootandTwigstore.com).

## **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.

## **TRAINING**

To provide the safest possible environment, our staff is CPR and First Aid certified. All teachers and staff participate in ongoing training to deepen their knowledge of child development and brain research and to remain alert to ever-changing educational research and trends.

## **BACKGROUND CHECKS**

All employees, substitutes, and other individuals who are regularly or frequently present at Marvelously Made, provide any direct care/supervision to children, or have unsupervised access to children in our care must undergo background checks prior to having contact with children at Marvelously Made.

## **CHILDREN'S DEVELOPMENT & PROGRESS**

Marvelously Made is committed to respecting and celebrating each child's individual development. We know that each child is uniquely designed by God with gifts and attributes of their own. We will honor every child as an individual and know that their development is specific to them, and we will never pressure or expect a child to perform beyond his/her developmental abilities. Children do not develop at the same rate and neither age nor maturity guarantee a certain level of performance. So, while age may be our initial guide for placement, we will focus on each child's developmental age and individual needs when considering advancement.

There is no record keeping requirement for homeschoolers in the state of Texas, however, we do encourage you to keep records of your child's learning in language arts and math

throughout the year. Likewise, we strongly suggest that if your child is receiving any support services or accommodations (speech, occupational therapy, reading interventions, etc.) that you maintain records of that as well.

At the Spring conference parents will be given a form that can be used as a report card in the event some documentation of that sort is needed when moving on from Marvelously Made. The teacher will assess the children in the areas of work ethic, character, history, art and handwork, and science. This report also has a section for parents to record their child's academic progress in reading, writing, and math.

# SCHOOL OPERATIONS

## BACKPACKS/BOOK BAGS

Each child is given a tote by the school at the Parent Orientation meeting prior to the first day of school to bring to and from school each day. No other backpacks or other bags, etc. are to be brought to school.

## CALENDAR

Marvelously Made starts in September and runs through late May. The first day of school is the day after Labor Day of each year. School ends the Thursday before Memorial Day. Consult the annual school calendar for holidays and other days school is closed. Calendars are provided at the Parent Orientation Meeting each August and there is an electronic calendar on the Parent Page of the school's website that has details about events and other important dates.

## CHILDREN'S VISITING DAYS

The Friday morning prior to school starting, the school will host Children's Visiting Days. During this time, the child(ren) may visit the school to see the classrooms and meet the teachers. Due to space limitations, one parent can visit the school with their child(ren). Siblings are not allowed to attend.

## DRESS CODE

Marvelously Made is an exciting and active place for 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 clothes that parents are not concerned about becoming stained or soiled. When visiting the school, adults should also be dressed for school activities and not be worried about their clothes becoming soiled or stained.

One change of clothes (including underwear and socks) must be provided every day to allow children who get clothing excessively soiled or wet an opportunity to change into dry clothes. Please place clothes in a wet bag clearly labeled with your child's name. All clothing and personal items should be labeled with your child's name.

Children should respect the learning environment by coming to school appropriately dressed for the classroom. Marvelously Made's dress code allows for expression of individuality within the boundaries of responsible decision-making.

Choices of attire should consider the following:

- Appropriateness for school activities and functions
- An awareness of and responsibility for the image each individual projects
- Pride in representing the Marvelously Made community.

The standard for dress in The Collective is neat, clean, and appropriately sized. Dress and grooming that attract undue attention or infringe on the rights of others are not in the spirit of the dress guidelines.

For all children:

- All garments must be long enough to appropriately engage in the active play and learning that is part of every child's day.
- Footwear should be appropriate for an active school day. It should be sturdy and enable children to run and play without increased risk of falling or tripping. Therefore, close-toed shoes are highly encouraged. Shoes with a heel should not be worn at school.
- Clothing should be free from “pop-culture” references and pictures, including emojis.
- Clothing that is inappropriate or that promotes drugs, sex, violence, alcohol, tobacco, or offensive messages is prohibited.
- Hoods, hats, caps, and visors may be worn outside only.
- Undergarments must not show.
- Top and bottom garments must meet at the waist and completely cover the skin.
- Children should refrain from wearing masks, costumes, and accessories to school.
- Spaghetti straps and tank tops are not allowed.

The judgment of Marvelously Made's faculty and staff prevails in determining the appropriateness of attire. If a child's attire fails to meet the school's standards, faculty will have a conversation with the child about making good and appropriate choices in personal attire. The child may be asked to call home for a change of clothes, and parents/guardians will be informed. Each Marvelously Made parent/guardian is responsible for monitoring their child's school attire. Dress expectations may change for special events, field trips, or off campus travel.

## DROP OFF

Your child should bring a reusable water bottle (no characters), their tote, and, if desired, their snack pail with them to school each day.

The children are to be dropped off at the classroom gate located in the parking lot of the Gardens. Gates will open at 8:45 a.m. and children should be dropped off promptly at arrival time to gain the most benefit from their work time.

The gate will be locked at 9:00 a.m. Any family arriving after this time must check in at the school office, and parents may be asked to walk their children to their classrooms. Any family who habitually arrives late will be contacted by the school to address the reasons and may be denied future entry after 9:00 a.m.

In the event the drop-off process takes longer because of school needs, etc. gates will remain open to accommodate those needs.

## HOURS OF OPERATION

8:45 a.m. – 12:00 p.m.

## ORIENTATION

Parent Orientation will take place the Thursday night prior to school starting.

## RELEASE

All children must be signed out by a teacher or staff member each day when they are picked up. Children will only be released to parents/legal guardians or those who have been approved in writing by them. 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 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 judgment. It is requested that non-custodial parents arrange visitation pick-up/return around non-school hours.

During the first few weeks of school, the teachers are learning parent names and faces. For this reason, it is required that anyone picking up a child from school bring their photo ID for

the first three weeks of school and expect that a teacher or staff member may ask for it before releasing a child to him/her.

Children must be picked-up within 10 minutes of their class ending. If a parent arrives more than 10 minutes late, the parent must go to the office to pick up their child. 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](http://www.time.gov).

In the event the pick-up process takes longer because of school needs, etc. there will be no consequence for families waiting to pick their children up from school.

Please make all appointments etc., at times which will not interfere with your child being at school and, in the event this is impossible, we strongly request you keep your child home from school on those days.

## COLLECTIVE

Pick-up time is 12:00 p.m. Parents are to gather outside the classroom gate. A teacher will be at the gate to greet you and will call your child/children over.

Have a blessed day!! Thank you for sharing your children with us!

## SCHOOL CLOSINGS

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

If Marvelously Made needs to close for other reasons parents will be notified via email and on Facebook. No refunds are given for days deemed necessary for school closure and missed days will not be made up.



# GENERAL POLICIES

## ADMISSIONS AND ENROLLMENT

### APPLICATION PROCESS

At Marvelously Made, we offer classes for children based on their ages as of September 1 of the corresponding school year.

Registration is ongoing throughout the year based on space availability. However, formal registration takes place each winter/spring for the next school year. In January, currently enrolled students will have the first opportunity to register. Current Farmhouse three-day class children will register first to ensure a three-day class spot for the following year. The current Farmhouse two-day class children will register the following school day. All Cottage, Primary and Collective children will register on the same day. Alumni families will enroll after the currently enrolled families. In early February, registration will open to new families.

New families that wish to register must attend a tour, complete an enrollment application, and pay an application fee. These steps may take place in any order. However, we encourage you to complete the online enrollment application and submit your non-refundable application fee as soon as you are comfortable.

After your tour and receipt of the application, the school will either extend an invitation to enroll your child or notify you that the class you desire is at capacity and that your family has been placed on the waitlist. All enrollment forms will be sent via email and must be filled out completely and submitted within three business days to secure enrollment.

The waitlist is comprised of families that have toured and applied which indicates they are ready to enroll. If classes are filled when a parent inquires about enrollment, the child's name may be placed on the age-appropriate interest list in the order in which the request is received. Families on the interest list will be notified when a tour is scheduled. As vacancies occur during the year, they will be filled from the waiting and interest list. Families on the waitlist will be given priority to enroll. The next person on the waitlist 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 interest and waiting lists apply only to the current school year. Classes will be added, dropped, or consolidated by the school Director based on available space as needed.

### PAYMENT POLICIES AND OBLIGATIONS

Marvelously Made is an independent, non-profit corporation. As such, it depends on fees, tuition, and fundraising to operate. All families pay tuition, an annual registration fee, and an annual supply fee each year. Nook and Farmhouse families also pay the May installment of

the coming year's tuition at the time of registration. We cannot guarantee a place in the school for your child unless these fees or the first payment of your selected payment plan for the fees are paid. All supply and registration fees are nonrefundable under any circumstance. Supply fees for a child who enrolls in January or later may be prorated by the Administrative Director at her discretion. Registration fees are not subject to prorating.

Tuition cost is established yearly and is based on the class a child attends. Tuition may be paid in one, two, or eight installments (Farmhouse)/nine installments (the Cottage, Primary, and Collective). At the time of enrollment, families sign a Financial Covenant Agreement and choose their payment plan. Tuition will be paid via auto draft on the first of the month to correspond with the chosen tuition payment plan. Parents are responsible for meeting the payment deadlines they choose upon enrollment. Any fees that 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 to meet a deadline, as we will work with families within our capabilities.

Tuition is 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, and no refunds are given for illness or family vacations. Families who withdraw a child during the school year are obligated to pay the full balance of annual tuition. However, a reimbursement of pre-paid tuition and forgiveness of the remaining tuition obligation may be given when a minimum 30-day written notice is given to the school, the class is at capacity, and the school is able to immediately fill the spot off the waitlist.

It is particularly important that tuition is paid on time. If 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. An additional \$15 late fee will be assessed *each day* after the fifth day of the month for overdue tuition payments.

A tuition payment that is returned for insufficient funds will incur a \$30.00 returned payment fee and accrued late fees on the first incident. The second time tuition is returned for insufficient funds, a \$50.00 returned payment fee and accrued late fees will be assessed. In the event a third tuition payment is returned for insufficient funds, a \$100.00 returned payment fee and accrued late fees will be assessed. For the first and second instances, that month's tuition must be paid in cash. For the third instance, that month and all future tuition (or other) payments must be paid in cash.

## **CHILD ABUSE PREVENTION & REPORTING**

Marvelously Made intends to comply with the provisions of the laws and guidelines established by the State of Texas related to child abuse. Child abuse and neglect are against the law in Texas, and so is the failure to report it if it is suspected.

The safety and well-being of children is a genuine concern for educators and schools. Abuse of a child, whether through neglect or physical, emotional, verbal, sexual, or other actions,

can cause physical and mental harm to that child and therefore, will not be tolerated in any manner at Marvelously Made.

In accordance with state law and School policy, the school staff is obligated under penalty of law to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this profoundly serious and legally narrow area, there may be situations in which the school will not contact parents/guardians in advance of making a report to authorities, even though the school might normally provide such advance notice to parents/guardians in other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. This mandate is for the protection of students. A staff member with reasonable suspicion does not have any legal alternative except to make a report to the proper authorities for their review and investigation.

All employees of the school receive annual training on the identification and reporting of child abuse.

## WARNING SIGNS OF SEXUAL ABUSE

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services.

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. Children and adolescents who have experienced dating violence may show similar physical, behavioral, or emotional warning signs.

## WARNING SIGNS OF TRAFFICKING

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include: Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; sudden appearance

of expensive items (for example, manicures, designer clothes, purses, technology); tattoos or branding; refillable gift cards; frequent runaway episodes; multiple phones or social media accounts; provocative pictures posted online or stored on the phone; unexplained injuries; isolation from family, friends, and community; and older romantic partners.

Additional warning signs of labor trafficking in children include: being unpaid, paid very little, or paid only through tips; being employed but not having a school-authorized work permit; being employed or having a work permit but clearly working outside permitted hours for students; owing a large debt and being unable to pay it off; not being allowed breaks at work or being subjected to excessively long work hours; being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss; not being in control of his/her own money; living with an employer or having an employer listed as a child's caregiver; and a desire to quit a job but not being able to do so.

## FURTHER RESOURCES

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- **Child Abuse & Neglect Prevention Strategies**  
(<https://www.cdc.gov/violenceprevention/childabuseandneglect/prevention.html>)
- **Risk Factors That Contribute to Child Abuse and Neglect**  
(<https://www.childwelfare.gov/topics/can/factors/>)
- **Child Welfare Information Gateway Factsheet**  
(<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- **KidsHealth, For Parents, Child Abuse**  
(<https://kidshealth.org/en/parents/child-abuse.html>)
- **Office of the Texas Governor's Child Sex Trafficking Team**  
(<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- **Human Trafficking of School-aged Children**  
(<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- **Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault**  
(<https://taasa.org/product/child-sexual-abuse-parental-guide/>)
- **National Center of Safe Supportive Learning Environments: Child Labor Trafficking**  
(<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking>)

## REPORTING

All Marvelously Made personnel, including teachers, are required to comply with Marvelously Made's Child Abuse Prevention & Child Abuse Reporting Policy as laid out in the Personnel Handbook, which includes definitions of child abuse and neglect as well as reporting requirements and guidelines for prevention.

In summary, any individual suspecting child abuse or neglect is expected to use the following procedure to report the child abuse and/or neglect:

1. Do not confront the suspected abuser or molester.
2. Make a report to the Texas Department of Family and Protective Service (TDFPS) or local law enforcement and let them investigate.
3. Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a "need to know" basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.

Anyone who suspects a child has been abused or neglected is required to report it to TDFPS as soon as possible, but **no later than 48 hours**. According to state law, employees may not delegate this task or rely on another person to make this report. Therefore, the individual's report to the school Director does not excuse the employee from the requirement to make a report to TDFPS. The report can be made using the Texas Child Abuse and Neglect Hotline (1-800-252-5400) or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

The report to TDFPS is confidential and not subject to public release. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. The reporting individual's identity is kept confidential.

Upon notification that a report of suspected child abuse/neglect has been made against any Marvelously Made personnel, that person will be removed from all contact with children at Marvelously Made and may be suspended from employment or further service pending further investigation with or without pay. The action to be taken will be determined by the school Director. The employment or services of any Marvelously Made personnel convicted of, or otherwise found to have committed, an act of child abuse and/or neglect will be terminated immediately. Marvelously Made will inform the parent of a child immediately if there is an allegation that the child has been abused, neglected, or exploited.

In addition, if an individual has received information reflecting that any person who may regularly or periodically visit the school's campus (child, employee, parent, spouse of an employee, family member, volunteer, or contractor) has engaged in behavior that could constitute abuse, has been accused, arrested, or convicted of any type of potential abuse or

sexual misconduct toward any other person, the individual must immediately report such information to the school Director.

## INVESTIGATIONS

Marvelously Made and all Marvelously Made personnel must fully cooperate with all appropriate authorities and agencies in the investigation of any incident of suspected or alleged child abuse and/or neglect. Depending on the circumstances, Marvelously Made may not be able to communicate with parents about the report until authorized to do so by the authorities. Marvelously Made asks for your understanding as we do our best to protect the children in our care.

## COMPLAINT PROCEDURE

In general, we ask that you pray for our teachers and staff. Support them with your love and praise. Marvelously Made teachers and staff are dedicated to supporting and educating your children, resulting in upright character and behavior. Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. However, the following process applies when a complaint or concern arises:

1. Contact your child's teacher via email or by calling the school office to begin the communication process. Attempt to solve the problem at the teacher-level. Remember that it is counterproductive and disrespectful and that it can be destructive to discuss concerns regarding a teacher, staff member, or school policy with other parents.
2. If the situation cannot be resolved at the teacher level, contact the school Director via email or by calling the school office. She will investigate the situation and may ask to hold a meeting with the child, parents, and staff member(s), as necessary.

This process does not apply to concerns regarding a child's health or safety. Such concerns should be raised with the school Director immediately.

## LEGAL DISPUTES

It is disruptive to the school for a parent to involve the school (or any of its employees) in domestic legal disputes between the parents, for which the school often must pay for legal fees and costs associated with such issues. As such, any parent who involves Marvelously Made in a legal dispute agrees to promptly reimburse the school for all expenditures incurred by the school as a result of the parent's actions or seeking to involve the school in any domestic or other legal disputes, including, but not limited to: parental disagreements about their child's education, placement or retention; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred which parent(s) will be responsible may involve, but are not limited to, reasonable attorneys' fees/costs to prepare

for and/or attend depositions, trials, or hearings; expert witness fees; communicate with the parent or parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; assemble or provide documentation in discovery; perform research; copy documents, provide records, engage substitute teachers or temporary employees, computerized research, and travel expense.

Any dispute between the parents regarding which parent may owe which portion of the bill should be resolved between the parents so that the bills for reimbursement to the school can be paid on a timely basis. A parent's failure to pay such fees/costs promptly may result in the dismissal of the child from the school.

## **PARENT INVOLVEMENT**

### **CLASSROOM VOLUNTEERS AND VISITORS**

Parents are welcome visitors to Marvelously Made! Marvelously Made thrives with the dedicated support of our classroom volunteers. Visitors may be asked to participate in classrooms by helping and cleaning. Those who give one day a week throughout the year to supporting the children and teachers in the classrooms allow us to better meet the needs and interests of the children. We perform background checks on these "Parent Teachers," and they will receive training and support from the school.

Any parent who wishes to strictly observe in a classroom should request a meeting with the school Director to determine the possibility of accommodating the request

## **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 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 and/or to build funds for long-term needs of 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 can help with fundraising, please contact the office.

## **PARENT/FAMILY COOPERATION**

Marvelously Made welcomes and encourages parents to be involved in areas that support our school programs. All parents are expected to always lead in a manner consistent with the school's Christian principles and beliefs and encourage their children to do the same.

Throughout this handbook, the term “parent” includes a natural parent, adoptive parent, legal guardian, or person having legal authority for the child. “Parent” may also include an adult child who has reached the age of majority and who is not under legal guardianship.

Marvelously Made believes that a positive and constructive working relationship between Marvelously Made, each child, and all of the child’s parent(s)/legal guardian(s) is essential to the accomplishment of Marvelously Made’s education mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of Marvelously Made, the child’s, the parent’s/legal guardian’s, other family member’s, or other adults associated with the child’s behavior, communications, or interactions, on or off campus (including during school-sponsored events and non-school related conduct), is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school’s policies, methods of instruction, or discipline, or otherwise interferes with Marvelously Made’s safety procedures, responsibilities, or accomplishment of its educational and Christian purpose or program, Marvelously Made reserves the right to dismiss the child and any sibling of the child from the community without regard to circumstances of why, when and where such conduct occurs. In addition, Marvelously Made reserves the right to place restrictions on the child’s, parent’s, legal guardian’s, or other family members’ involvement or activity at school, presence on school property or at school-related events, and/or communication with and/or to Marvelously Made or any Marvelously Made employee, agent, or Board member if the child, parent, legal guardian, or other family member engages in behavior or has a status (such as a criminal conviction or arrest) that would, in the sole discretion of Marvelously Made, reasonably suggest that such restrictions may be appropriate for the community.

There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full by the parent/legal guardian. If, for any reason and in the sole discretion of Marvelously Made, it is in the best interest of Marvelously Made, Marvelously Made also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to nullify an executed Enrollment Agreement. This policy applies to any communications of a child, parent, and/or family member on social media, on a digital platform, in public, and/or to the media.

## 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 the child. Accordingly, we do not allow children to attend conferences.

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 via email or call the school office to arrange a time. 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.

## **ANIMALS 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.

### **SERVICE ANIMALS**

Marvelously Made seeks to reasonably accommodate persons with disabilities who require the assistance of service animals, as appropriate. Requests will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the Marvelously Made community. See page 35 for more information regarding the process for accommodation requests.

### **PETS IN THE CLASSROOM**

We have lots of pets at Marvelously Made! These pets are not limited to but usually include rabbits, goats, alpacas, sheep, snails, hermit crabs, hedgehogs, fire bellied toads, a tarantula, a tortoise, chickens (that we hatched!), and 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 assist with your child's safety and comfort while at school.

## **NON-DISCRIMINATION POLICY**

It is the policy of Marvelously Made to maintain a school environment free from unlawful discrimination and to conduct its educational practices, admissions programs, financial aid policies, and other school-sponsored programs on the basis of an individual's qualifications and abilities without regard to race, color, sex, age, national origin, citizenship status, disability, or any other protected characteristic as established by federal, state, and local law,

unless a particular status protected by such law contradicts the deeply held religious convictions of Marvelously Made.

## PHOTO AND VIDEO GUIDELINES

Our school staff uses cameras daily 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.

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 Marvelously Made program, we have found it necessary to implement the following policy regarding the recording and use of digital images taken while on the Marvelously Made campus:

Marvelously Made is a cell phone free zone and cameras may only be used by school staff during school days. Parents may not use any device to take pictures while inside the school grounds (to include indoor and outdoor classrooms) or from a distance into the school grounds (no photos should be taken of the Outdoor Classrooms from over the walls or fences). Photos are only allowed outside the gates before and after school or at the following events:

- Back to School Picnic
- Gingerbread Decorating
- The Primary Nativity Play
- Art Show
- The Cottage Fairy Tale Plays
- Spaghetti Dinner & Science Night
- Cornyval Parade & Picnic

Individuals are not allowed to photograph activities or curriculum we offer at the school without the verbal or written consent of the School Director or Administrative Director. If consent is allowed, all posts must reference and link to Marvelously Made. 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 express consent of the other child's parent. Our photo releases do not protect others from liability, nor will we share which families have declined consent for photographs.

## SNACKS AND BIRTHDAY CELEBRATIONS

### BIRTHDAY CELEBRATIONS (A CELEBRATION OF LIFE)

Birthdays are important and exciting. Children in the Collective classes will be honored on their birthday at Gathering Time during a "Celebration of Life."

All celebrations will be scheduled by the school 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.

Children in the Collective celebrate with their classmates. Parents do not attend their celebration.

Send a 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!

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 and mail or e-mail all party invites.

As is Marvelously Made tradition, 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.

### SNACKS

All children must be fed breakfast before arriving at school each morning. Each child may choose to bring his/her snack to school each day using the snack pail issued by Marvelously Made.

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. Snacks should be healthy, have high nutritional value, and contain as little sugar as possible. All fruits and vegetables should be pre-washed and cut before they are sent into the school. The school provides water for the children to drink each day so you should not send a drink. Be sure to avoid sending items with nuts or which have been processed in facilities which process nuts.

**We cannot serve snacks that are not on the snack list.** If you send an item that is not on the approved snack list your child will be given an alternate snack option and you will be charged \$10.

FOOD ALLERGIES MUST BE NOTED ON YOUR CHILD'S APPLICATION OR ENROLLMENT PACKET AND ALLERGY EMERGENCY PLAN AND VERBALIZED TO YOUR CHILD'S TEACHERS.

# CHILDREN'S POLICIES

## PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of prescribed medications is prohibited. Therefore, any child who possesses, uses, or shares his/her medication or receives another child's medication in violation of this policy will be referred to the administration who may take necessary disciplinary or other action in its sole discretion.

At the time of a drug test administered under this policy, students have the option of disclosing any prescription or non-prescription drugs they are taking which may affect or be detected by the test.

## CHILD GUIDANCE AND DISCIPLINE

At 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, the development of self-regulation and teaches children strategies and skills to help them in times of conflict or emotional strife.

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. If your child's behavior endangers others, he/she will be separated from the rest of the group for a sensible period.

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 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 are beyond developmental norms, the parent may be asked to attend a conference with the teacher and/or school Director to discuss ways to support the child. If ever the school determines they are unable to support a child's behaviors, the school Director will work with the parents to recommend an alternative schooling option.

## **CRIMINAL ACTIVITIES**

A child engaging in conduct that is defined under law as a misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law, regardless of when or where they occur, are subject to review and punishment under school rules.

For offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the child's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the school Director.

## **ENROLLMENT WITHDRAWAL OR CONTRACT TERMINATION**

### **WITHDRAWALS**

There may be a time when a family needs to withdraw a child during the school year or after a Covenant Agreement is signed for the next school year. Enrollment must be withdrawn with a written request to the Administrative Director. If enrollment is canceled for any reason, the family is financially responsible for and obligated to pay, the full annual tuition and fee charges unless the school is given a 30-day written notice, the class is at capacity, and the vacancy is filled immediately from the waitlist.

### **RECORDS RELEASE**

If a child is withdrawing from Marvelously Made, the parents/guardians must pay all bills and then arrange with the school office to sign a release statement before any official school records can be processed. Records will be sent directly to the child's new school.

### **ENROLLMENT CONTRACT TERMINATION**

Marvelously Made's Director and teachers shall have full discretion to determine appropriate action and/or other requirements of a child. Marvelously Made reserves the right to suspend or terminate the attendance of any child for reasons set forth in the this Handbook (or other published document), for reasons that Marvelously Made's administration considers detrimental to the school community, child, or to other students of the school, for the parent's failure to pay all or any part of the financial obligations for the child's attendance, or for the actions of the parent or other family member that is detrimental to the school community, the child, or to other students of the school.

Expulsion is determined at the discretion of the school Director. Expulsion for behavior that negatively affects the school community may be for the remainder of the academic year or permanent. If the child's attendance is suspended or terminated by Marvelously Made, the parent understands and agrees that he/she/they are liable for the entire year's tuition and fees.

## HARASSMENT AND BULLYING

Marvelously Made prohibits any type of bullying or harassment-type activity among our students. Marvelously Made is dedicated to fostering a Christian environment that promotes kindness and acceptance and embraces differences among individuals. All students are expected to treat one another courteously with respect for the other person's feelings, avoid any behaviors known to be offensive and stop these behaviors when asked or told to stop.

It is Marvelously Made's expectation that parents will work to honestly identify any concerns with respect to their own child's treatment of others and help to prevent any form of bullying or harassment, starting in their own home.

## DEFINITIONS

Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct.

Bullying is aggressive, unwelcome behavior that is intentional, is repeated over time, directed toward one or more individuals or groups, and involves an imbalance of power or strength, whether real or perceived. Bullying happens when an individual or group keeps hurting, frightening, threatening, or humiliating another person. Bullying is deliberate and repeated over time. As such, a single or isolated incident is not bullying. While isolated incidents may not constitute "bullying," all such incidents will be handled appropriately.

Bullying and/or harassment can take on various forms, including one or more of the following:

**Physical** — when one engages in physical force against another, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

**Verbal** — when someone repeatedly uses his/her words to hurt another, such as by belittling or calling another hurtful names, including words spoken under the guise of teasing or joking. Mocking, taunting, and spreading malicious rumors are also considered forms of bullying.

**Non-verbal or relational** — when one person manipulates a relationship or desired relationship to harm another person. This includes intentional and repeated social exclusion, friendship manipulation, gossip, or intimidating another by using gestures.

**Hazing** — Any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

**Sexualized bullying or harassment** — involves behaviors that are sexual in nature. Examples of sexualized bullying or harassment may include sexting, physical bullying involving exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

**Cyber-bullying or harassment** — the intentional, overt, and repeated act or pattern of aggression toward another person or group by way of any technological tool, such as email, instant messaging, text messages, digital pictures or images, smart phone apps, or website postings (including blogs and social media or networking sites), which may include, but is not limited to:

- Sending or posting mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;
- Sexting of any kind (electronically sending or receiving sexually explicit messages or images, regardless of a party's willingness to participate);
- Pretending to be someone else to make that person look bad; and
- Intentionally excluding someone from an online group.

Bullying and/or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Twitter, Snap Chat, TikTok, etc.), camera phones, or other forms of technology. Communication can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

Anyone who witnesses bullying or harassment, and who then encourages it, will be considered as engaging in bullying or harassment. This policy applies to all students, parents, school employees, school volunteers, and school visitors.

## INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action or dismissal. If an investigation is of a significant nature, parents will be notified by the school administration.

If a child refuses to participate or cooperate at any stage of an investigation or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the school



reserves the right to act, including proceeding without a statement from the child or to require the child to withdraw from school.

## **OFF-CAMPUS BEHAVIORS**

The school does not wish to unnecessarily involve itself in a child's off-campus behaviors. However, the school's rules and regulations always apply to a child who is enrolled in school. In addition, the school reserves the right to act to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off-campus internet activity; criminal activity; sexual activity; use of drugs, alcohol, or tobacco; or remaining in a situation where these are known to be present may result in a child receiving disciplinary action, up to and including dismissal from school.

## **SEARCH OF CHILDREN'S PROPERTY**

In the interest of preventing and investigating potential violations of School policies and preserving a safe and healthy school environment, the School reserves the right to inspect children's totes and other items brought on campus or to school-related, off-campus events. Accordingly, students should not have an expectation of privacy with respect to material brought to campus or school-related events. The school may confiscate material that it believes is in violation of School policies or rules, poses a danger to the child in possession of the item or others, or violates the law. Violations of School policy in this regard will be subject to the school's disciplinary and/or enrollment termination procedures and may be reported to appropriate legal authorities, when necessary.

## **WEAPONS AND THREATS**

Marvelously Made takes all threats seriously, even when someone makes comments in jest, on the internet, by text, or away from, toward, or about another person, employee, or the school. Students are prohibited from bringing any type of weapon, e.g., knives, guns, fireworks, etc., to school or to a school-sponsored event. Any such items may be confiscated and if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## **CHILD ACCOMMODATION REQUESTS**

The school understands that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a child's medical needs or physical, mental, or learning disability. The following comprises the school's policy and general guidelines for addressing such requests.

## GENERAL POLICY

Marvelously Made seeks to comply with the Americans with Disabilities Act regarding its students with disabilities. No child shall be denied access to or participation in services, programs, and activities solely based on his/her disability. To accomplish this goal, Marvelously Made shall provide, upon written request, reasonable accommodations for students who have a physical or mental impairment that limits a major life activity.

Federal law requires that requests for accommodations for students with disabilities be considered on an individual, case-by-case basis. Marvelously Made will make reasonable adjustments or modifications to its practices, policies, and procedures unless doing so would fundamentally alter the nature of the program or result in an undue burden to Marvelously Made. The parent of a child with a disability who needs an accommodation is obligated to provide notice of the nature of the child's disabling condition to Marvelously Made and to assist Marvelously Made in identifying appropriate and effective accommodations. As such, it is the responsibility of the parent to provide information that verifies that the child's condition meets the definition of a disability as defined by applicable laws.

Marvelously Made also asks parents to realize that, given the size of the school and its available resources, it may not be able to provide all requested accommodations. To the extent the parent requests additional support in addition to the reasonable accommodations granted, the school may require the parent to be financially responsible for the additional support.

## REQUEST FOR ACCOMMODATION

For any type of accommodation (including administration of medication at school), the parent must contact the school Director regarding the need. The Director will then advise the parent of the type of documentation needed, which will state the child's diagnosis, how the condition limits the child, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such processes.

## ASSESSMENT OF REQUEST

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and discuss whether the school will be able to implement the accommodation requested. In some cases, if the request is over and above a reasonable accommodation(s), the parent

may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular support, but the full responsibility for doing so will rest with the parent. For example, if the child needs to be tested or have certain types of medicines administered during the day, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

## LIMITATIONS OF REQUESTS

Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the child, parent, or physician. In addition, the school reserves the right to deny a request for accommodation that it determines is unreasonable or to modify any consent to previously granted accommodation requests based on changed circumstances.

## RESPONSIBILITIES FOR IMPLEMENTING ACCOMMODATIONS

Depending on the nature of the request, the school may agree to provide the accommodation directly if such request is deemed a reasonable accommodation, may require the child to provide the accommodation (such as taking prescribed medications with observation), or may require that the parent provide all aspects of the support if such support would fundamentally alter the nature of the program or result in an undue burden to Marvelously Made.

# HEALTH AND WELLNESS POLICIES

## FOOD AND NUT ALLERGIES

Marvelously Made cannot guarantee any of our school environments will be allergen or nut-free. To the extent possible, Marvelously Made tries to maintain a nut-free environment. If you have questions about whether a classroom is nut-free, please talk to your child's teacher and/or the school nurse.

If your child has an allergy of any kind, including a nut allergy, or requires a special diet, you should notify the school office and your child's teacher. You will then be required to complete a Food Allergy Emergency Plan. If your child's allergy is severe and/or your child has a disability, and you would like to request an accommodation, please refer to additional information about requesting an accommodation for your child in this handbook.

## HEALTH INFORMATION SHARING

As a condition of continued enrollment, parents must consent to the release of any of the child's health-related information, including information relating to drug treatment, testing, and medical and mental health records, to employees or agents of the school, as determined by the Director or his or her designee, to meet the medical or safety needs of the child and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security and confidentiality of all health-related information within its care or custody. While it is the obligation of the school to safeguard children's medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the child and/or community. In the event of a disclosure required by law, every effort will be made to notify the child and/or parents/guardians in advance.

## HEAD LICE

Children who have contracted head lice may not return to the campus until they are nit-free. The parent of a child identified with lice or nits will be immediately contacted by phone and asked to pick up their child within the hour.

An email will be sent within 48 hours to parents of each child in an affected class notifying them of that there has been an outbreak of lice in the class.

## ILLNESS

We can only allow healthy children to attend school. WE DEPEND ON YOU TO HELP US MAINTAIN THIS POLICY. If your child is ill and will be absent, you are expected to make a courtesy call to the school office (210-338-5699) or send an email to the child's teacher as soon as possible. If a child becomes ill during the day, the parent/emergency contact will be contacted to pick up the child.

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 that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children;
- 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 above 101 degrees, accompanied by behavior changes or other signs or symptoms of illness;
  - Tympanic (ear), underarm, or temporal (forehead) temperature above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness; or
  - Symptoms and signs of possible illness, such as a cold, runny nose (other than clear), severe cough, sore throat, lethargy, abnormal breathing, uncontrolled diarrhea, vomiting within 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely 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 should likewise notify the school office when they learn that their children have contracted a communicable disease.

If a child becomes ill while at Marvelously Made but does not require immediate treatment by a health-care professional or hospitalization, we will:

- Contact the parent to pick up the child;
- Care for the child apart from other children and provide appropriate attention and supervision until the parent picks the child up; and
- Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

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 until the child is free of symptoms for 48 hours. The only exception to this policy may be at an administrator's discretion to allow a letter from a health care professional stating that the child no longer has an excludable disease or condition.

## **PANDEMICS AND OTHER PUBLIC HEALTH EMERGENCIES**

In the event of a pandemic or other public health emergency, Marvelously Made reserves the right to include additional policies and procedures related to protecting the health and safety of the Marvelously Made community. This includes, but is not limited to, the implementation of policies and procedures related to face masks, temperature checks, vaccination requirements, social distancing, visitor policies, self-quarantine protocols, medical testing, school closures, etc.

In the event of an entire school closure initiated by the administration, the entire campus will be deeply cleaned and disinfected, and all students and faculty may be required to participate in remote learning. Marvelously Made will notify the Public Health Department of the school closure, and the length of the closure will be determined by the situation and/or current federal, state, and local guidelines. Should the circumstances require closure of certain division(s) or class(es) only, the impacted division(s)/class(es) will be deeply cleaned and disinfected, and all students and faculty from the impacted division may be required to participate in remote learning. Should it be determined that the non-affected divisions may remain open, Marvelously Made may implement preventative procedures to ensure the health and safety of the non-affected divisions.

## **SPECIALIZED MEDICAL ASSISTANCE**

Marvelously Made will provide specialized medical assistance to a child when recommended or ordered by a health-care professional. Specialized medical assistance is any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, wearing a protective helmet, or leg brace.

## **MEDICATIONS**

### **GENERAL**

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.

## EMERGENCIES

### HEALTH EMERGENCIES

Our staff is CPR and first aid certified. If your child is seriously injured while attending the school, 911 will be called immediately for assistance, and CPR and/or the appropriate first aid will be administered until help arrives.

After we ensure the safety of your child, we will notify the parents immediately when the child:

- Is injured and the injury requires medical treatment by a health-care professional or hospitalization.
- Shows signs or symptoms of an illness that requires hospitalization.
- Has been involved in any non-routine situation that placed, or may have placed, the child at risk for injury or harm.
- Has been involved in any situation that renders the school unsafe, such as a fire, flood, or damage to the child-care center because of severe weather.

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 a less serious injury or incident takes place, the parents will be notified at the time of pick up. Less serious injuries include minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.

### OTHER EMERGENCIES

Our school has 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.

If 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 personal vehicles) to:

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

## IMMUNIZATIONS

### IMMUNIZATION REQUIREMENTS

Texas law requires that all children and students entering, attending, or enrolling in and/or transferring to a public or private primary or secondary school be vaccinated in accordance with the immunization schedule determined by the Texas Department of State Health Services. Marvelously Made reserves the right to require proof of supplementary vaccinations in addition to those required under state law.

Exclusions from compliance with the state's immunization requirements are allowable on an individual basis for those on active duty with the armed forces of the United States or who have medical contraindications and/or a conscientious objection, including a religious belief. For some diseases, a child who previously had a disease and is therefore naturally immune from it may qualify for an exception to the immunization requirements for the disease.

### MEDICAL EXEMPTION

The parents or legal guardians must present an exemption statement to Marvelously Made. It must be dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child. The statement must state, in the physician's opinion, that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### CONSCIENCE OR RELIGIOUS EXEMPTION

The child's parent or legal guardian must present a completed, signed, and notarized affidavit from the Texas Department of State Health Services to Marvelously Made in the event they have chosen not to have their child(ren) vaccinated. The affidavit must state that the child's parent, legal guardian, or the child declines vaccinations for reasons of conscience, including because of the person's religious beliefs.

The affidavit will be valid for a two-year period from the date of notarization. A child who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas Department of State Health Services or at the discretion of Marvelously Made.



International students shall provide or have on file a certification of screening for tuberculosis (QuantiFERON Gold blood test). This test must be performed after arriving in the United States. The test must show no disease. If the child has tested positive for TB, documentation of treatment and a statement of admissibility from the Health Department must be provided prior to the child beginning classes.

Parents are required to have their child's medical records/immunizations on file and up to date by the beginning of each school year. Students whose records remain missing or incomplete at the start of school may not be allowed to continue attending until the requirement is met. To verify that your child's immunization records are current, please contact your child's physician.

# CONTACT INFORMATION

Marvelously Made School Office: 210.338.5699

Please contact the School Office at [office@marvelouslymadeschool.com](mailto:office@marvelouslymadeschool.com) any time you need help or have questions regarding any aspect of the program.

**School Director: Jennifer McCarville**

Email: [jennifer@marvelouslymadeschool.com](mailto:jennifer@marvelouslymadeschool.com)

Contact Jennifer for questions or concerns regarding your children, the classrooms, the school's philosophy, teachers, or other school personnel.

**Administrative Director: Allison Poole**

Email: [allison@marvelouslymadeschool.com](mailto:allison@marvelouslymadeschool.com)

Contact Allison regarding school facilities, registration, or tours.

**Administrative Assistant: Sandy Aley**

Email: [sandy@marvelouslymadeschool.com](mailto:sandy@marvelouslymadeschool.com)

Contact Sandy regarding children's files, including but not limited to, immunizations, photo releases, authorized pick-up persons for your child, and Stay & Play.

**Administrative Assistant: Nancy Kosub**

Email: [nancykosub@marvelouslymadeschool.com](mailto:nancykosub@marvelouslymadeschool.com)

Contact Nancy regarding school events, volunteers, and the Parent Council Board

**Bookkeeper: Nancy Redding**

Email: [nancy@marvelouslymadeschool.com](mailto:nancy@marvelouslymadeschool.com)

Contact Nancy regarding any fees or payments. Tuition or otherwise.

# 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. Parents are expected to support and uphold school program policies and mutually resolve any misunderstandings with the school. Please email, stop by, or call the school office to make an appointment.

It is our desire to work closely with all parents in the education and care of their children. We know that parental investment is the key to a successful educational partnership. In cooperation with the school, and recognizing that an active, informed parent is beneficial to the education, health, and well-being of both the child and school, parents are expected to attend the annual Parent Orientation meeting prior to school starting, fall and winter Parent Education Nights, and all Parent/Teacher Conferences. Your attendance and participation in these events will increase your overall awareness of the school's philosophy and ways we can work together to encourage your child's natural development and academic growth.

You are also encouraged to attend parent workshops, book talks, and other planned activities as they are offered.

Any parent who openly demonstrates a lack of support for the school policies or philosophy to school staff, children, other parents, or community members is undermining the school's positive intent and hinders its effectiveness. We retain the right to dismiss a child from our program if the parent/guardian fails to honor the school policies or exhibits a lack of support or respect for the 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.
- That the parent/guardian exhibits lack of support for the school.
- That the parent/guardian fails to attend conferences, Parent Education Nights, and/or 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 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 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 accorded or made available to students at the school. The school does not discriminate based on race, color, national and/or ethnic origin in administration of its educational or admissions policies. The school will not discriminate based on race, color, national and/or ethnic origin should the school be able to offer scholarships, loan programs, and/or athletic and other school-administered programs in the future.

## PARENT HANDBOOK ACKNOWLEDGEMENT - COLLECTIVE

I have received, read, understood, and agreed to comply with the Marvelously Made Parent Handbook, including those for:

Check each box and sign below:

Discipline & Guidance Procedures

Release Procedures

Complaint Procedure

Expectations of Parent Involvement

Snack guidelines

Health & Wellness Policies

Immunization requirements for children

Procedures for dispensing medication

Illness & Exclusion criteria

Emergency Plans

Parent/School Agreement

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) of Child(ren) enrolled in the school:

\_\_\_\_\_  
\_\_\_\_\_