



**Parent Handbook
14100 Memorial Drive
Houston, TX 77079**

Welcome!

The Harbor School, Inc. d/b/a The Harbor School Houston (“The Harbor School”) serves children and families in the west Spring Branch area of Houston, Texas, to navigate toward a strong future by providing high quality early childhood education in a Christian environment. Our program complements the outreach resources of the existing Crosswalk and Family Point neighborhood programs, which support elementary-age students through adults. Through our relationship with St. Thomas Presbyterian Church, we are excited to provide this much-needed service for the families in the surrounding community.

Philosophy

The Harbor School is dedicated to the development of the whole child. Children will learn through discovery and play. Our goal is to encourage a love for lifelong learning in a caring community. Kindergarten readiness for all children is a core component of our early care and learning.

Curriculum

The Harbor School has chosen Frog Street Curriculum. Frog Street is designed specifically for preschool children. It reflects best practices in teaching and learning as outlined in “Developmentally Appropriate Learning Outcomes for Children.” The program’s scope and sequence are rich in content and skills and offer engaging experiences that will delight and inspire young learners.

To supplement the Frog Street Curriculum, The Harbor School will work with the children to promote physical health through gross and fine motor activities. Weather permitting, these activities will take place outdoors. Television, movies and digital devices will be utilized for educational purposes only.

Diversity

The Harbor School admits children of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to children in the program. It does not discriminate based on race, color, national, and ethnic origin in administration of its policies or programs.

THS will make reasonable accommodations to meet the requirements of the Americans with Disabilities Act (ADA).

For us to provide the best care for your child, it is important that you fill out all enrollment paperwork accurately and completely. If your child has any special concerns or needs, including, but not limited to, allergies, existing illness, injuries, disabilities, long-term continuous-use medication, or any other limitations or need for special provisions, please set up a meeting with the Director to discuss.

Days and Times of Operation, Arrival and Departure

The program runs Monday through Friday, year-round, excluding closures for holidays and other reasons described below. Hours of operation are 7:30am to 5:30pm. Teachers cannot accept children before 7:30am. ***Please note, due to COVID-19, hours of operation might be adjusted.***

Drop-Off Procedures

At arrival, please walk your child to his or her classroom to sign them in, to put up their belongings into their cubby and to notify the teacher about any pertinent information about your child.

Children must always be supervised. Please do not drop your child off in the classroom unless a staff member is in the classroom. An adult must walk children to and from classrooms. Please refrain from cell phone usage during drop off and pick up.

Pick-Up Procedures

Please arrive on time to pick up your child and sign them out. A child often becomes worried and upset when he or she is left after other children are picked up. Only authorized persons 18 years or older can pick up a child from school. If you are unable to pick up your child, the person who is picking up your child must be listed on child's enrollment form, or their current Pick-Up Authorization Form. All persons picking up will be required to show a picture ID.

Children not picked up by 5:30pm will be brought to the administrative office, and staff will call the parent/guardian and, if needed, any or all of the emergency numbers listed on your emergency contact list. Staff will make every effort to place the child with someone listed on the authorized pick-up list. However, if a child has not been picked up within one hour of the closing time, staff members will contact Children's Protective Services and local police.

Holidays

Our program will be closed on the following holidays:

- New Year’s Eve and Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and Friday after Thanksgiving
- Christmas Eve and Day

In-service Days

Our program will be closed on the following In-service Days for 2021:

May 27-28, 2021

September 7, 2021

In-Service days for subsequent years will be provided either in an updated handbook or a separate communication to the parents.

Attendance

The Harbor School operates as a preschool program, rather than a daycare. We have planned curriculum for each age level of children in our program. The planned curriculum time will take place between 8:30am and 4:00pm each day. For your child to receive the full benefit of the program and develop a predictable routine, we encourage you to make sure your child attends every day during this 8:30am to 4:00pm timeframe, at a minimum, unless your child is sick. When children arrive after the curriculum time has begun, it can upset the routine for the other children, and it can be hard on your child if he or she arrives when the other students are already participating in activities and your child has missed some activities and instructions.

Absences

If your child is going to be absent, arrive after 8:30am or be picked up early on any day, ***please notify us by calling the school at 281-272-6683 or by emailing the director at Lorie.Janish@HarborSchoolHouston.org by 8:00 am that day.***

Conduct and Guidance

We will follow the Operational Discipline and Guidance Policy (the “Discipline Policy”) you signed upon enrollment. Generally speaking, developing social skills and appropriate behaviors at The Harbor School is done by:

- Developing loving, caring relationships with and among children
- Developing and maintaining routines and boundaries
- Providing classrooms that contain engaging self-directed materials
- Providing positive attention to encourage pro-social behavior
- Providing redirection and modeling of appropriate behavior
- Providing a supervised separation/time out from the group, in accordance with the Discipline Policy

Active play is never restricted as a form of punishment.

Food is never used as a form of rewarding positive behavior or denied for negative behavior.

Parents of children with one or more of the following challenging behavior(s), which occur on a regular basis and do not respond to the behavior management measures detailed above and in the Discipline Policy, will be asked to conference with staff to develop a joint plan.

- Behavior that interferes with learning
- Behavior that interferes with engagement in pro-social interactions
- Behavior that jeopardizes the safety of self and/or others

Challenging behaviors are a part of growing and learning. Our goal is to work through these periods of time through a partnership between parents and caregivers. We want to have regular, ongoing conversations to talk about concerns and to discuss strategies for challenging behaviors, so we are working together as a team to help provide the safest and healthiest environment for your child.

Children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated on the child's enrollment form or current Pick-Up Authorization Form. Repeatedly disruptive or dangerous behavior will be discussed with the parent and may result in loss of privileges or activities, suspension or termination from the program.

Child Abuse Prevention

The Harbor School desires to keep all children as safe as possible when at the center. We recognize that child abuse exists in a number of forms, including emotional, physical, and sexual abuse, as well as neglect. All staff of The Harbor School will attend annual required child abuse detection and reporting training. As a general rule, we structure and observe so that at least two staff members and/or volunteers are present or within line-of-sight with children at all times, with the possible exception of emergency situations.

State laws govern reports of suspected child abuse; therefore, it is the responsibility of all staff members to report suspected cases of abuse or neglect. However, staff members who are required to make such notification are not liable in either civil damage or criminal prosecution cases as a result of making a report.

If you would like to report a suspicion that a child has been harmed or is at risk of being harmed by abuse or neglect, call: 1-800-252-5400/Child Abuse Hotline or visit the Department of Family and Protective Services website at www.dfps.state.tx.us/contact_us/report_abuse.asp.

Civility

To promote a loving environment, we promote positive communication, mutual respect, civility, and orderly conduct among the staff and parents. Volatile, hostile, or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and/or adults will be reported to the appropriate authority.

Items to Bring from Home

Children should wear comfortable, weather-appropriate clothes for active play. Children will get messy at school, as glue, paint, and other messy materials are used and may get on clothing. Children need to wear closed-toed shoes for safety. Each child needs a change of clothes for emergencies. This should include pants/shorts, shirt, socks, and underwear. Children being potty trained may require more than one change of clothing.

Children who are not yet potty trained should arrive with enough diapers or pull-ups for the day. We ask that children who wear diapers be dressed in clothes that will be easy for changing diapers.

Please bring a nap-mat and blanket for your child during naptime. Children requiring a comfort item (e.g. stuffed animal, pacifier) will be permitted to bring those for a transitional period. Please let your child's teacher know if your child will be bringing a comfort item.

Each child should bring at least one water bottle or sippy cup, a lunch and two snacks. The lunch and snacks should be sufficient for your child to make it through the day. Your child should eat breakfast before you arrive. If your child arrives between 7:30am and 8:15am, you may also send breakfast with your child. All breakfast items will be put away by 8:30am, when the curriculum time begins.

All of your child's belongings should be labeled with their first and last name. We also ask that each child bring a backpack for his or her belongings.

Please refrain from bringing toys, candy, and other items from home. Absolutely no guns, war toys or other toys of destruction are permitted. We are not responsible for any lost, stolen, or broken belongings. All unlabeled items found at the center will be placed in the lost and found. These items will be donated to a local charity if left at the center for more than two weeks.

Communication

Open communication is essential to the success of your child's experience at The Harbor School.

School-to-Home Communication

Parent notifications may be made in writing via letters, emails, flyers and/or signage at the classroom door or reception desk. Notifications may also be made by phone call or in person by site staff, by annual or semi-annual parent/teacher conferences, or by posting on our website. Activity schedules, menus and other pertinent information will be available for your review. Please check daily for new information. Any policy changes will be provided to the parent or guardian in writing.

Home-to-School

The Harbor School encourages parents to keep us informed of changes that may affect your child's participation in the program. Please notify your child's teacher or the director of any such changes. If you would like to sit down with us to discuss a change, please send a note to the teacher/director or call the school to schedule a conference with your child's teacher or the director.

Feedback

We welcome your feedback. Please feel comfortable to discuss any praises or concerns with staff at any time. Parents may contact the Director for any questions or concerns about the policies or procedures of the childcare center by phone or email at Lorie.Janish@HarborSchoolHouston.org.

Texas Department of Family & Protective Services

The Harbor School is a Texas state licensed childcare center. A copy of the state's minimum standards is available to be reviewed at any time. The current inspections are posted and available for your review. Child Care Licensing's address is 2221 West Loop South, P.O. Box 16017, Houston, TX 77027. They can be reached at 713-940-3009, or visit www.dfps.state.tx.us. You can reach the DFPS child abuse hotline at 1-800-252-5400 or go to the website at www.txabusehotline.org.

Child Custody Matters

All parents (whether biological or adoptive) and legal guardians have the rights enumerated in the Texas Family Code section 153.071. Where there is no order modifying the parental rights, both parents share the same rights and responsibilities with respect to their child/children. If there are court orders, they must be kept on file at the program, and school staff will comply with the terms of the order in respect to visitation and release of children. We assume there are no court orders applicable to your child unless you have provided a copy to us.

Children Requiring Special Accommodations

It is the desire of The Harbor School to welcome all admitted children into our midst, to the best of our ability. In order to do that, we ask that parents inform the school if/when their child has been diagnosed with a condition or impairment that may affect the child's successful participation in the normal activities of the school. For children who have needs we feel we may not be meeting adequately, we may make recommendations for professional evaluations, which could result in suggestions for personalized, supplemental, educational counseling and therapy, or, as a last resort, alternate schooling. If an educational consultant or therapist needs access to a child during school hours, arrangements will be made through the Director and the child's teachers.

For children three years and older, the local public school can provide services for children living in its attendance area at no cost to the family. Parents should contact their local school district (SBISD at 713-464-1511) to learn about the referral process. For children younger than three, services are provided by Early Childhood Intervention at 1-800-628-5115.

Confidentiality

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purposes directly connected with administration of this program. Any release of information must have written prior approval from the parent providing the information.

Classroom Environment

The classroom contains interest centers and materials carefully selected to promote "hands on" learning. Interest areas are organized around specific kinds of play experiences: creative/art, role playing/housekeeping, block/manipulative, and book/print materials. In each area, materials are selected to meet the interest and developmental needs of children and are stored so children can access them easily and put them away independently.

The Harbor School is a Christian program. In addition to the Frog Street curriculum, the children may receive teaching on Bible stories and on Christian values in general, though we will not discuss specific church doctrine. The children may also attend "chapel"-type services and say prayers before meals and snack.

Daily Schedule

Children will have a consistent daily schedule including teacher-directed and child-directed activities, snacks/lunch, naptime, and outdoor play activities. Below is an example of a typical daily schedule. Please check your child's classroom for your child's daily schedule.

- Arrival
- Centers & Small Group Activities
- Snack
- Outside/Gross Motor Time
- Group Activities
- Literacy/Math Activities
- Lunch
- Rest
- Small Group Activities
- Snack
- Large Group Activities
- STEAM Activities
- Outside/Gross Motor Time
- Departure

Enrollment

Initial Enrollment

All enrollment may be completed at The Harbor School office. We accept enrollment ongoing throughout the year. Registration of eligible children is on a first-come basis. If we do not currently have space, your child will be placed on a waitlist until we are able to provide care. A child will

be considered enrolled when the full enrollment package is completed and turned in and the registration fee paid. The full enrollment package consists of:

1. Admission Information (enrollment form) – Texas Dept. of Health and Human Services Form 2935
2. This Parent Handbook
3. Any and all supplements or addenda to the Parent Handbook (e.g. Covid-19 Addendum)
4. Operational Discipline and Guidance Policy – Texas Dept. of Health and Human Services Form 1900
5. All About My Child form
6. Consent to Use of Images
7. If applicable, Allergy Action Plan and Authorization to Dispense Medication forms
8. Payment of Annual Registration Fee

Re-Enrollment Process

Current students will need to update their enrollment information and pay the Annual Registration Fee by September 1 each year to be enrolled for the following school year.

Tuition and Fees

Toddlers (2 years old)	\$177 / week
Preschool (3 to 5 years old)	\$155 / week
Annual Registration Fee	\$100

Tuition will be billed monthly, based on the number of Mondays in that month x applicable the weekly rate stated above. A schedule of monthly tuition payments and due dates for each school year is available at the front desk.

Monthly tuition is due (i.e. must be received in The Harbor School office) by the 1st Monday of each month. A late fee of \$20 will be charged if payments aren't received by the 1st Monday. Students are subject to dismissal from enrollment if tuition and/or fees (including the late fee) remain unpaid after the 2nd Monday of the month, unless prior arrangements have been made with our office. Payment plans may be arranged by special request. Accounts will be charged a \$35 fee for payments returned for insufficient funds.

The Harbor School will accept payments in the form of a check, money order and credit/debit card. We also accept payments through the Texas Workforce Commission childcare subsidy program. **No cash payments will be accepted.**

Withdrawal

Students may be withdrawn from the program at any time upon written noticed signed by the enrolling parent indicating the date of withdrawal. If a student withdraws and later decides to return to The Harbor School, they may be required to repeat the Initial Enrollment process detailed above.

Late Pick-Up

There is a \$1 per minute charge for children not picked up by the program's closing time. If a child has not been picked up within one hour of the closing time, staff members will contact Children's Protective Services and local police. If a child is repeatedly left past the closing hour, we reserve the right to terminate that child's enrollment in the program.

Emergency Information

Emergency information is essential to your child's safety, so please assist us by keeping your child's enrollment information up to date. This information is used in case of illness, injury, or when an emergency arises. Please make sure anyone included on the emergency contact form knows that he or she is on your child's emergency contact form and that he or she will be contacted in the event we cannot reach you. Please also make sure your cell phone is turned on during the day (or you monitor it regularly), in case we need to reach you.

Any changes in emergency contacts or contact information can be made by updating your child's emergency contact form with the Director or Assistant Director.

In the event of a medical emergency, when neither the parents nor the emergency contacts can be reached, the child will be taken to the hospital/doctor authorized on the enrollment form. In the event of a life-threatening emergency, 911 will be called immediately and then the parents notified.

Emergency Preparedness; School Closures

Staff are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.), lockdown procedures for hostile situations and fire escape routes are addressed in staff training. Drills for fire, severe weather and lockdown are conducted at the center as required by Texas DFPS Childcare Minimum Standards. A detailed plan is available at the center for your review.

If evacuation is necessary, staff members will first move children to a designated safe area or alternate shelter known to all employees. Head counts and roll sheets will be utilized to account for children and will be conducted by two or more staff members, if feasible. At all times, our emphasis will be on keeping the children safe. Parents will be contacted by phone, text or email to notify them of the emergency and pick-up procedures.

In cases of inclement weather, flooding or other natural disaster, The Harbor School may be closed. In addition, we will follow Spring Branch ISD closures related to weather. If the Spring Branch ISD schools are closed due to weather, we will also be closed. For notification of Spring Branch ISD closures, please watch the news or check the Spring Branch ISD website at <https://www.springbranchisd.com/>. If children are already at the center, and the weather begins to worsen during the day, we may notify parents to pick up your child(ren) as soon as possible so your family and our staff members may get home safely. There will generally be no reimbursement of tuition for closures due to inclement weather, flooding or other natural disasters, but may adjust this policy on a case-by-case basis for lengthier closures.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is considered a gang-free zone. Criminal offenses related to organized criminal activity are subject to a harsher penalty. The Parent Binder in the main office has the announcement that this is a Gang Free Zone.

Health and Safety

Your child's health is a matter of major importance to us. Precautions are taken to safeguard the health of the group. Staff perform daily health checks to note any apparent illness or injury. Children who become ill on-site may not remain at the program, nor will an ill child be admitted into class. If a child becomes ill during the day, he or she will be removed from other children, and a parent will be notified to pick up the child immediately. If we are unable to reach the parents, we will then begin calling the persons listed on your emergency contact form.

For the safety of your child as well as the other children in his/her class, you may not bring a child to the program for one full day (i.e. 24 hours) after having any of the following symptoms:

- A fever at or above 100.4 degrees
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse, colored nasal discharge
- Has been diagnosed with or has symptoms of a possible communicable disease

Children must be free of all above symptoms for at least 24 hours and show no signs of illness when returning to the program.

The Harbor School does not require the staff to receive any additional immunizations in order to work with children. Employees who work directly with children will follow the following procedures to prevent the spread or exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores.
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or carry out any other tasks requiring the wearing of gloves.
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children.
- Excluding the employee from direct care when employee has signs of illness.

Seasonal Allergies

If your child has allergies that are constant, you may bring a note from his or her doctor stating that the child is not contagious. However, please be sure your child is feeling well. Children who do not feel well are much more comfortable at home.

Communicable Disease

Notify the school immediately if the child has a communicable disease so that the Director can determine whether other parents need to be notified that their children may have been exposed. Children with certain communicable conditions may be required to provide a note from their physician before returning to the program, as determined by the Director.

Cleanliness

Cleanliness and good grooming help to increase a child's self-esteem. Parents are requested to bring children to school clean and dressed for the day. The Harbor School encourages children to develop independence and self-help skills at home, including hand washing and daily grooming and brushing of teeth.

Lice

The Harbor School maintains a no live lice or nit policy in respect to lice. Children will not be allowed to be at school or return to school with live lice or nits. Please contact the school immediately if you discover your child has live lice or nits. We will notify the parents of the students in the class and will take precautions to prevent the spreading of lice.

Potty Training

If your child is potty training, please notify his or her teachers. Though teachers do not have the ability to potty train any of the children, they will attempt to reinforce the potty training the child is receiving at home. Also, if your child is potty training, we encourage you to send your child to class wearing a pull-up, instead of a regular diaper.

Special Needs

If your child has special needs including, but not limited to, allergies, existing illness, previous serious illnesses or injuries, or hospitalizations during the past 12 months, a doctor's statement of the child's special needs is required.

Meals/Snacks

The Harbor School does not currently provide any meals or snacks for the children. Parents are expected to pack one lunch and two snacks, sufficient for the full day, in a lunch box and/or snack bag. It is important to keep all perishable food in the lunch box cold to inhibit the growth of harmful bacteria. Please pack your child's lunch in an insulated lunch box and include a small freezer brick or freeze a bottle of water to keep items cool. Things to consider when packing food for the day:

- Try to always include fresh vegetables and fruits.
- Offer a variety of whole grain breads.
- Use reduced fat dairy foods. Yogurt and cheese are great.
- Make sure you provide a protein item for lunchtime.
- Add a chilled bottle of water.
- Do not send candy, please.

Meal times are an opportunity for children to sit at a table with their peers and teachers and learn self-help skills, develop fine motor skills, develop independence, and socialize while enjoying good nutritious food.

Nutrition education may occasionally be provided for caregivers so they can incorporate the importance of healthy eating choices. Parents may receive periodic nutrition education through handouts, newsletters, etc.

Allergies

Please notify your child's teacher if your child has any food or other allergies. Children with any food or other allergies must have an allergy form on file which is filled out and signed by your child's physician for any allergies/intolerances you state on your child's enrollment form.

Occasionally, a classmate will have severe allergies that will require certain products (e.g. nuts) to be prohibited in the classroom. The decision on making this policy for a particular classroom will be at the discretion of the Director and will depend on the age of the child and the severity of the allergy. All efforts will be made to make the environment safe for the child, but The Harbor School cannot ensure a completely safe, allergen-free zone, as we are a multi-use facility and share space with other programs.

Medication Procedure

If your child needs medication while at the program (including, without limitation, sunscreen, insect repellent, diaper creams, over-the-counter medications and prescription medications), you must complete an Authorization to Administer Medication Form. Medication (prescription or non-prescription) required to be administered during school hours must be brought to the office with the following:

- Unexpired medication in the original container with prescription label, if applicable, and labeled with the child's full name
- Doctor's authorization with dosage instructions, signed and dated by your child's physician
- Lifesaving medications (Epi-Pen, Inhaler) require an allergy action plan signed by your child's physician

The Harbor School does not administer pain or fever reducing medication. Expired medications will not be administered. All medical authorization forms signed by physicians are only valid for one (1) year, and a new form will need to be resubmitted with a current date before expiration of the previous form.

Immunizations, TB Test, Hearing and Vision Screening

Children are required to have been examined within the past year by a licensed physician and have a yearly health statement on file. Children must be mentally and emotionally able to participate in the program activities, as determined by a physician. Current and up-to-date immunization records are required by the local health authority at the time of enrollment. This will include a TB test only if required by law.

Vision and Hearing Screening Requirements

The Special Senses and Communications Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:

First-time enrollees, who are four years of age or older, and all children enrolled in programs, who are four years of age by September 1st of each year, will need to be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted within one year prior to enrollment.

Ratios

Class size is determined based upon the available space for instruction as well as the level of the children. From year to year this may change depending on the assigned classrooms. The Harbor School will attempt to meet the following ratios, but will not exceed those required by law:

<u>Age of Children</u>	<u>Staff/Child Ratio</u>
2-year old	1/10
3-year old	1/14
4-year old	1/16
5-year old	1/16

Visitor Policy

The Harbor School Houston welcomes parents and approved visitors to our centers under the following conditions:

- Must be on the approved emergency contact and/or authorized pick-up list or must be accompanied by a parent/guardian.
- Must check in at the office and show a valid ID
- Must have an approved purpose for the visit-limited to no more than 30 minutes.
- Must be courteous of classroom schedule and activities.
- Visitors requiring greater frequency in visits must undergo a background check and fingerprinting.

Remember that we are trying to help the children achieve a certain amount of independence from parents, and that you may upset your child if you come and then leave again. If you are ever concerned about how your child is doing at school, you may call The Harbor School's office at 281-272-6683. We will be glad to check on your child for you or have the teacher call you during school hours.

Pedestrian and Parking Lot Safety

Please adhere to the following rules to ensure everyone's safety:

- Parking will be available only in areas designated by The Harbor School. These areas may change from time to time, and may be occasionally altered on a temporary basis to accommodate repairs, alterations or parking for other events taking place on the St. Thomas Presbyterian Church campus. All such designations and changes will be communicated to parents through the parent communication methods detailed above.
- Never leave children unattended in your car or outside.
- Always hold hands with children when walking across the parking lot or street.
- Cell phone usage during drop-off and pick-up, or while driving on the church campus, is strictly prohibited.
- Please hide or take any valuable items in your vehicle when dropping off or picking up your child. The church and school are not responsible for any theft of items or damage to vehicles or other items in the parking areas.
- We may modify these rules and/or impose additional reasonable rules and regulations regarding the parking areas and areas outside of the classrooms upon notice to you.

Animals

We may include classroom “pets” in the learning environment. However, please do not bring animals with you to the center.

Transportation

The Harbor School will not provide off campus transportation.

Water Activities

The Harbor School will not schedule water activities unless special permission is obtained from parents. However, curriculum activities that include small group play for a water table may be scheduled, without additional permission, for those who approved water table play on their enrollment form. During this process, no more than 3 inches of water will be supplied.

Birthdays/Parties

Children may celebrate birthdays in the classroom. If you wish to send favors such as cake or cookies, please make arrangements with the Director or Assistant Director prior to your child’s birthday. Please do not send party favors, candles, presents, games or other similar items for your child’s birthday.

Seasonal holidays may also be observed, and you will be advised of these events through parent communications. Sign-up sheets may be posted for parents to provide food items for these celebrations.

All food items provided for any celebration must be store bought only – i.e. no homemade items.

Field Trips

At this time, no field trips will be offered.

Changes to Parent Handbook

The Harbor School may issue updates, amendments or supplements to this Parent Handbook from time to time by giving written notice thereof to parents.

Release of Liability

By signing below, I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of The Harbor School (the "Activities"), except as expressly indicated on my child's enrollment form. I hereby grant permission for the staff to take whatever steps may be necessary to obtain emergency medical care, if warranted, as more specifically described above in this Parent Handbook. Any expenses incurred for emergency medical care will be borne by the child's family. The Harbor School will not be responsible for anything that may occur as a result of false information at the time of enrollment.

I fully understand and agree that certain elements of the Activities may be physically and emotionally demanding and that by my child's participation in the Activities, he/she faces risks of accidental death and/or other physical injury. These risks may include, but are not limited to, (1) loss or damage to personal property, (2) injury or fatality due to and/or related to (a) walking, running, jumping, playing, and/or falling; (b) fighting with, being hit by, and/or hitting any of the Center participants, or any other person; (c) inclement weather, which may cause slips and falls; and (d) exposure to outdoor terrain and all the risks inherent therein, among others. I understand and assume the risks for my child's participation in The Harbor School. I EXPRESSLY AGREE AND INTEND THAT MY CHILD'S PARTICIPATION IN THE CENTER SHALL BE UNDERTAKEN BY MY CHILD AT HIS/HER OWN RISK AND THAT NEITHER THE HARBOR SCHOOL, ITS DIRECTORS, OFFICERS NOR EMPLOYEES SHALL BE LIABLE FOR ANY INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS, OR CAUSES OF ACTION WHATSOEVER WHICH MAY ARISE OUT OF OR IN CONNECTION WITH MY CHILD'S PARTICIPATION IN THE HARBOR SCHOOL, INCLUDING ACTS OF ACTIVE OR PASSIVE NEGLIGENCE ON THE PART OF MY CHILD, AND I DO HEREBY FOREVER RELEASE, DISCHARGE, INDEMNIFY, HOLD HARMLESS AND WILL DEFEND THE HARBOR SCHOOL, ITS DIRECTORS, OFFICERS, AND/OR EMPLOYEES, FROM ANY SUCH INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION, AND COSTS, INCLUDING ATTORNEY'S FEES (COUNSEL TO BE CHOSEN BY THE HARBOR SCHOOL), UNLESS PROXIMATELY CAUSED BY THE SOLE NEGLIGENCE OF THE HARBOR SCHOOL.

The terms of this Release of Liability are to be governed by and construed under the laws of the State of Texas. In the event any term or provision of this Release of Liability is found to be unenforceable or void, in whole or in part, the term or provision concerned shall be construed as valid and enforceable to the maximum extent permitted by law, and the balance of this Release of Liability shall remain in full force and effect. I agree that exclusive venue for any dispute arising between The Harbor School and me involving this Release of Liability in any way shall be in Harris County, Texas.

By signing below, I hereby indicate my intent to bind myself, my spouse (if applicable), my heirs, assigns and legal representatives. I further state that I am at least 18 years of age or older and competent to sign this Parent Handbook and, specifically, these Release of Liability provisions.

Child's name: _____ Child's Date of Birth: _____

I have read, reviewed, and understand The Harbor School Parent Handbook. I will follow the guidelines stated in the handbook and agree to its provisions.

Parent Signature

Date

Center Director

Date