



**HOLY TRINITY  
ACADEMY  
PARENT HANDBOOK  
2019-20**

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# **MISSION STATEMENT**

**Holy Trinity Academy is an Orthodox Christian School that nurtures excellence in academics, integrity of character, faith in God.**



## **LICENSING INFORMATION**

**Nationally Recognized Accredited School by  
Southern Association of Colleges and Schools**

**and**

**State licensed by the Texas Department of  
Family and Protective Services.**

### **CHILD CARE LICENSING CONTACT INFORMATION**

HTA is licensed by the Department of Family and Protective Services, Child Care Licensing Division. You may access information on the Web site: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local office is located at 8700 North Stemmons Freeway, Suite 104, Dallas, TX 75247. The phone number is 214-583-4253.

## ADMISSIONS/ENROLLMENT

### Admissions Procedures

Submit a completed Student Application for Admission (*one per child*)

Submit the Student Application fee of \$150.00 (*per child*)

Submit a copy of child's birth certificate.

Schedule student assessment - After the application fee and all documents have been received the teacher will contact you to schedule a date and time for you to bring your child in for assessment.

Once the assessment has been completed, the application is referred to the Admissions Committee for a final decision.

### Enrollment

Holy Trinity Academy admits students of any race, color, religion, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at HTA. HTA does not discriminate on the basis of race, color, disability, national or ethnic origin in the administration of its education policies, admissions policies, scholarship, or school-administered programs.

Parents can apply for enrollment of their child at HTA by completing the Enrollment Application and paying the \$150.00 Application Fee. **THE APPLICATION FEE IS NON-REFUNDABLE.** Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, application fee, deposit, immunization records and signed Parent Handbook receipt.

The Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. HTA reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at HTA is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of HTA as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify HTA immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being disenrolled from the program and forfeiture of any deposit.

**Two year old Pre-School students must be two years of age by September 1 and must be in process of being potty trained.**

**3 year Pre-School students must be three years of age by September 1 and fully potty trained.**

**Pre-Kindergarten students must be four years of age by September 1.**

A student's acceptance at any grade level is primarily determined by entrance assessment results.

## TUITION

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in HTA. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Tuition DOES NOT include fees for extra-curricular activities.

Tuition Payment: Tuition may be paid annually or bi-annually. Tuition Payment includes a curriculum and supply fee.

### **Enrollment and Financial Obligation**

Your enrollment and financial responsibility is outlined in detail on your Enrollment/Financial Contract. You may request a copy of your contract at any time from the HTA Admissions Director.

The Financially Responsible Party (the Guarantor) understands that the financial obligation to pay the Tuition Enrollment Fee and Tuition for the full academic year is unconditional and that on and after a specified date (noted in the contract), no portion of such financial obligation, paid or outstanding, regardless of the Tuition Plan chosen will be refunded or cancelled in the event of absence, withdrawal, or dismissal of the above Student from the School. There shall be no exceptions to this policy.

**Student enrollment for the school year** will occur beginning **January** with Enrollment/Financial contracts due by **March**.

### **Late Payment Fee & Insufficient Funds Fee**

If the Student's account is not current, the Financially Responsible Party (the Guarantor) shall follow School policies: the School will not release grades, transcripts, or evaluations; the School will not issue an Enrollment/Financial Contract for the following year, the School will revoke an issued Enrollment/Financial Contract for the following year; **A \$40.00 late charge is assessed after the 1<sup>st</sup> of the month**; and the Student will be suspended from School if the account is two months in arrears. **A \$25.00 charge will be assessed for any check returned by the bank** due to insufficient funds. **The Financially Responsible Party (the Guarantor) will further be responsible for all attorney fees and court costs incurred by the School in the collection of this indebtedness.**

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at HTA; however, if you anticipate difficulty with paying on time, please discuss the matter with the Finance Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

HTA offers a scholarship program to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please ask the Admissions Director.

HTA offers a multiple child discount for one or more siblings enrolled during the same school year. The oldest sibling pays the full tuition rate and each additional child's tuition is discounted 10% each per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

# CURRICULUM INFORMATION/SCHOOL SCHEDULE

## Hours of Operation

### Arrival:

Before School Care	7:30 AM
Car Pool	8:15- 8:25 AM

### Dismissal:

Academic Day	3:30 PM
After School Care	3:30-6:00 PM

## ADDITIONAL SCHEDULES

<u>Greek &amp; Orthodox Way</u>	Daily
<u>Physical Education</u>	Tuesday & Wednesday
<u>Music</u>	Thursday & Friday
<u>Computer Technology – On Alternate Days</u>	PK-Kindergarten

### Library (once a week)

Pre-K & Kindergarten go to library & check out books. All Classes receive instruction.

**Holiday Parties (Christmas, Valentine’s Day, Bright Week)** - Times to be announced

### Chapel and Divine Liturgy

The Christian tradition is an important part of education at HTA as a means of providing a moral and spiritual foundation for students. Religious education is an integral part of the school environment and plays an essential role in developing strong moral character based upon sound Christian principles from an Orthodox perspective.

Attending Chapel services is required of all the students who are enrolled at HTA. Students will attend Chapel Monday, Tuesday, Thursday, and Friday mornings at 8:30 AM. Once a month a Divine Liturgy has been scheduled at 9:25 AM. Dress uniforms are required on these days. Parents are invited and encouraged to attend services if they are able any time.

### Internet Policy

The purpose of HTA’s internet access is to support and enhance communication, learning, and teaching. Acceptable uses of the internet are activities that promote HTA’s goals. Activities such as cyber bullying and inappropriate web sites by students and other parties associated with HTA are considered severe violation of HTA’s goals. Formal actions for internet violations will be addressed with the Head of School and Board of Trustees

### **Electronic Equipment**

Use and/or display of electronic equipment which could potentially interrupt the educational environment, is prohibited during the regular school.

### **Homework Policy**

Homework serves as a communication tool between parent, student and teacher. Homework activities can be pursued without additional teacher help. Parents are encouraged to contact the

teacher if their child is having extreme difficulty with homework or if the child is spending an inordinate amount of time with homework. We encourage the parent to write a note or send an email to the teacher explaining his/her child's difficulty. This provides valuable information for your child's teacher. "Tutor time" can be used if the child is having difficulty with his/her assignments.

*Amount of homework given in an evening (excluding outside reading):*

PS2/3-PK	occasional assignments to work on with parents
Kindergarten	10 - 20 minutes average/day

***Independent Reading*** is an important component to the academic program at HTA. Required summer reading, summer reading logs, classroom and all school reading challenges are an integral part of the instructional program, and require dedicated time by student and parent support

### **Progress Reports/Report Card**

Progress reports and report cards are issued on a trimester basis. The progress report will provide specific feedback concerning academic and behavioral performance. The report card presents a complete picture of your child in the school setting. The format is designed to communicate grade level expectations and individual student achievement. Students' needs are combined with planned instruction to identify and meet individual learning challenges. This method ensures an opportunity for a higher quality of learning and rate of success.

### **Parent Teacher Conferences**

A formal conference is scheduled with the parent once a year. Additional conferences will be scheduled on an individual basis. Parents are encouraged to request a conference anytime during the year when more information about your child or school program is desired.

### **Promotion Policy**

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. For a few, however, the process of acquiring these skills is a difficult and exasperating experience. The cause for this lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, and learning disabilities. The student who is developmentally, socially, or academically not ready to perform adequately the grade level skills will be recommended for retention.

### **Make up Work**

Students who are absent from school are allowed to make up any work and/or major tests at a mutually agreed upon time for the consideration of student, parent, and teacher. Make-up tests may be taken before, during, or after school and must be arranged in advance with the parents and the students. Students are allowed one day for every day missed to make up their daily assignments.

### **Tutoring-Kindergarten**

One-half hour of assisted teacher "tutor time" will be available at the end of one designated school day, during the week. While your child's teacher may not be the tutor on the day your child utilizes "tutor time," tutoring should be a consistent process and is recommended on a weekly basis for



student success. Tutoring for all begins after Christmas break so that students may prepare for standardized testing.

### **Classroom Observation**

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions, and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. In the event you need to bring a missing lunch, a forgotten assignment, an article of clothing or any other necessity, we require that you drop these items at the office. The office administrator will make sure the needed items are delivered. In the event you wish to formally observe a class in action, we will be happy to make arrangements. You would need to call the school office, and we will work with the teacher to find an appropriate time. We limit parent observations to one hour at a time. Please be assured that we wish to encourage parental involvement at HTA, but limit distractions to our students.

### **HTA Spirit Celebration**

HTA Spirit Celebration will be held the first Wednesday of each month unless otherwise specified. Students may wear blue jeans, other styles of blue pants, blue skirts, or blue shorts with their HTA school teeshirt or sweatshirt. If the student does not have an HTA teeshirt or sweatshirt, a solid navy blue teeshirt or sweatshirt may be worn (no emblems).

### **Birthday/Nameday Celebrations**

Students who wish to celebrate birthdays and/or namedays at school may bring a special treat (store bought package) to be shared with their class during the scheduled lunch period or snack time. Please check with the classroom teacher for possible food allergies. Please inform the school office three days in advance of any celebrations that will be taking place at the school.

Birthday and nameday blessings are sung to the students during chapel. Parents are welcome to attend chapel on the child's birthday or nameday, as well as any other day. Parents may wish to recognize the child's special day by donating a new book to the HTA library which will contain a label inside the front cover of the book honoring the student.

### **Lost And Found section**

All articles left on campus will be placed in the designated lost and found area at the school office. Any unclaimed items left for more than 30 day will be donated to charity. PLEASE LABEL ALL CHILDREN'S CLOTHING.

## **ARRIVAL PROCEDURES/CAR POOL**

MORNING CAR POOL begins at 8:15 AM and ends at 8:25 AM. Parents are to line up around the south end of the building to the designated drop off area in the west parking lot. An HTA staff person will assist your child in the carpool line. Please try not to hold up the car pool process by having conversations with the car pool attendant. Please remain in your vehicle at all times when you are in carpool line.

If a child **arrives after** the designated car pool time, (**AFTER 8:25 a.m.**) please park your car in the west parking lot (not in the FIRE LANE), and escort your child into the chapel/school, as applicable. Students are considered TARDY after 8:30 a.m. Parents must **SIGN IN** tardy students at the chapel. There is no Chapel on Wednesday. Parents will sign in students at the office.

Please have students arrive by 8:25 so they can participate in the Morning Announcements and Chapel Prayer Service. This allows for a smooth and calm transition into their day.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. Parents must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick-up, Alternative Pick-up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware to best meet the needs of your child throughout the day.

### **Pick-Up Procedures**

Parents or other authorized adult are required to sign their child out of HTA on the sign-out sheet located IN THE FRONT OFFICE. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on HTA premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of HTA.

Parents or persons designated to act on behalf of the parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, please schedule a meeting for a later date, so the teacher can supervise the remaining children. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at HTA during the course of the day.

### **Afternoon Carpool (3:30 PM)**

Students will be escorted by our HTA staff from the school's main hallway to the Pick-up area in the west parking lot. Please follow the same procedures as for morning carpool. An HTA staff member will help your child into the car. **PLEASE pull forward to strap your child into her/his seat to prevent carpool from backing up.** We encourage all parents to participate in carpool.

**PLEASE DO NOT GO AROUND CARS WAITING IN LINE FOR CARPOOL AS IT CAN BE DANGEROUS FOR THE CHILDREN.** Each parent will have a carpool sign. **Please place this sign in your front window,** so it can be seen by the HTA staff member.

**FOR YOUR CHILD'S SAFETY - your child will be released only to parents or designated persons listed on the PICK-UP AUTHORIZATION FORM. If non-authorized person is picking up your child for the first time permission must be given to the school by the authorized parent/guardian, in advance. The non-authorized person will be asked to produce her/his driver's license at the time of pick-up.**

Please **DO NOT** Pick-up children before 3:30 PM as it disrupts the end-of-day activities of their final class period. This does not apply if a child has a scheduled doctor's appointment. Children whose parents have not arrived by 3:40 PM will be escorted to the **After School Care (ASC)** staff person. **Roll for ASC is taken at 3:45 PM.**

**Parents of the children remaining after this time will be assessed a \$16.00 late Pick-up fee.** The late fee will be recorded and a statement will be mailed the following month. Parents picking up their children at 3:45 PM or after must come into the school and **SIGN OUT** the child with the ASC teacher.

If your child is to go home with another student, please send the teacher a written note and be sure to notify the person who is picking up your child.

If for any reason it becomes necessary to pick-up your child before dismissal time, please send a written note giving the time you plan to come for the child. Please do not park in the **FIRE LANE**. Upon your arrival to the school and picking up your child at the appointed time, **PLEASE REMEMBER TO SIGN-OUT YOUR CHILD AT THE FRONT DESK.**

**Please no "on-the-run" car pool messages.** What you have to say is important, but can be forgotten in the rush of the morning and afternoon routine. **Written communication or email is the most effective way to communicate with the teacher or school office.**

### **After School Care**

ASC is offered to all grades until 6:00 PM. If your child is enrolled in ASC, please park your car and come through the playground area and ring the doorbell to gain entrance to the school to pick-up your child. **Parents of the children remaining after 6:00 PM will be assessed a \$30.00 late pick-up fee. Three late pick-ups will result in the termination of participation in the ASC program. Pre-paid ASC will not be refunded. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick-up the child on time.**

### **PERSON APPEARING TO BE IMPAIRED AT TIME OF PICK-UP**

The staff of HTA will contact local police and/or the other custodial parent should a parent appear to the staff of HTA to be under the influence of drugs and/or alcohol. Any other authorized person who attempts to pick-up a child, and appears to the staff of HTA to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of HTA will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### **EMERGENCY/ALTERNATE PICK-UP FORMS**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from HTA. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick-up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form has the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-up Form are only afforded the right to Pick-up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide A VALID DRIVER'S LICENSE prior to HTA releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

HTA reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## **NOTIFICATION OF ABSENCE**

Parents are required to inform HTA by 9:00 if a child will not be at the academy on a scheduled day.

If your child is ill, we request that you notify HTA not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. HTA will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents, who know in advance that a child will be late, should notify HTA by 8:00 a.m.

### **Right to Refuse Admission**

HTA reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at HTA if the child were to be present at the center.
5. Parent’s failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

## **DISMISSAL**

HTA reserves the right to dismiss any child at any time, with or without cause.

The Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave academy property in a calm and respectful manner, immediately. HTA will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to HTA property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with HTA by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by HTA.

## EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone chain, message on the schools answering machine, TV.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for Pick-up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until Pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

### Emergency Evacuation

Fire, tornado, earthquake, and safety drills are held at various times during the school year. Instructions and directions for exiting each room in the building will be demonstrated and practiced at the beginning of each school year. Procedures/Directions will also be posted in each room. Fire drills occur once a month as required by the Texas Department of Family and Protective Services. Each classroom used in the academic day by HTA students and personnel are required to have a fire and tornado escape map posted at each exit door. Tornado drills are required a minimum of three times a year.

In the event that we need to evacuate Holy Trinity Academy, all students and staff will exit and meet in the south parking lot or designated area if the south parking lot is unavailable.

The possible locations of evacuation are as follows. The locations are not in any evacuation order.

- 1) Flood plains (west of the school)
- 2) Holy Trinity Greek Orthodox Church - (north of the school)  
13555 Hillcrest Road Dallas, TX 75240 972/991-1166
- 3) Temple Shalom - (east of the school)  
6930 Alpha Road Dallas, TX 75240 972/661-5025
- 4) Hillcrest Park - (north of the school on the west side of Hillcrest between Alpha and Spring Valley)
- 5) Parish Day School - (north of the school on Hillcrest and Spring Valley Rds.) 972/239-8011
- 6) Sunrise Retirement ~ (south of the school on corner of Hillcrest and I635/LBJ freeway)

We will remain there until we have been notified that it is safe to return to HTA as directed by the Dallas County Office of Emergency Management.

The telephone number to contact the school is 972-490-7060. In an emergency, when there is a need to evacuate the building, you will be contacted by phone and instructed as to where you may pick-up your child. **Please be aware that we will only release children to a legal parent/guardian. If a non-authorized person is picking up your child, permission must be given to the school by the authorized parent/guardian, in advance. The non-authorized person will be asked to produce her/his driver's license at the time of pick-up/**

### **School Closing / Inclement Weather**

In the event that school will be closed or there is a delay in starting, the calling tree procedure will be as specified below:

- The teachers will be notified. They, in turn, will contact the families.
- Efforts will be made to contact you as early as possible on any day that school is closed.
- In the event of inclement weather, HTA normally follows the ***Richardson Independent School District*** closings.

## **CONFIDENTIALITY**

Within HTA, confidential and sensitive information will only be shared with employees of HTA who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as HTA strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with HTA.

Outside of HTA, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of HTA, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy will not be permitted on HTA property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

Our Confidentiality Policy protects every child’s privacy. Employees of HTA are strictly prohibited from discussing anything about another child with you.



## **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of HTA are considered mandated reporters, under this law. The employees of HTA are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at HTA take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of HTA cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

The Texas State Law requires that employees of Holy Trinity Academy report any **suspected** abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. To report child abuse or neglect, call **1-800-252-5400**. **This number is accessible from across the United States.**

### **Gang-Free Zone**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children attending centers licensed by the state of Texas.

#### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. Since HTA is licensed under Child Care Licensing, this new statute also applies to us. The gang-free zone is within 1000 feet of our school. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **PARENT CODE OF CONDUCT**

HTA requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of HTA is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of HTA but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

### **SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. At NO time shall inappropriate language be directed toward members of the staff.

### **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH HTA:**

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the ACADEMY will not assume the risk of a second chance. Parents must be responsible and in control of their behavior at all times.

### **PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT HTA:**

Corporal punishment of children is not permitted at HTA. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If there is a problem with another child it is most appropriate for the parent to direct their concern to the classroom teacher and/ Director.

### **SMOKING:**

Smoking is prohibited in the building, on the grounds, and in the parking lot of HTA.

### **VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. Please do not hold the door open for an individual you do not know.

## **PARENT'S RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at HTA, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) HTA must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, HTA is obligated to follow the order for the entire period it is in effect. Employees of HTA cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. HTA will report any violations of these orders to the court.

**In the absence of a court order** on file with HTA, **both** parents shall be afforded equal access to their child as stipulated by law. HTA cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. HTA staff will contact the local police should a conflict arise between parents.

Visitors are asked to schedule appointments with the Director, and are allowed at HTA only at the discretion of the Director. An employee of HTA will accompany visitors at all times, throughout the building.

HTA will dismiss any child whose parent is prohibited from entering HTA property. Due to the parents' right to immediate access policy, as well as state and federal regulations, HTA cannot have a child at the ACADEMY when the child's parent is prohibited access. HTA will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

# DISCIPLINE

## HTA STUDENT GUIDELINES REGARDING BEHAVIOR AND DISCIPLINE

We believe that all students deserve the right to learn in an emotionally and physically safe environment. We provide a discipline process based on the founding principles of Love and Logic which:

- Involves the support of home, school, and community.
- Respects the uniqueness of each student and school.
- Recognizes the relationship between academic success and behavior.
- Teaches personal responsibility/accountability.
- Teaches to problem solve by making choices, for every choice there is a consequence.
- Gives choices in order to help them show appropriate school behavior.
- Prepares students to become responsible, contributing members of society.

For more information we recommend reading *Parenting with Love and Logic* by Jim Fay and Foster Cline.

### Discipline Procedures

Discipline and direction of students is the responsibility of all members of the HTA family. Faculty is expected to provide guidelines that encourage appropriate behavior and development of self-discipline. Integrity, courtesy, and moral/ethical responsibility are ultimate goals for HTA students.

- Minor infractions may be handled within the classroom.
- Teachers are to document recurring infractions and contact parent.
- Teachers are to report continued disciplinary infractions to the Director.
- Teachers may refer the child to the Director's office if their behavior does not improve for further disciplinary action.

### Suspension from School

The Director has the authority to and the responsibility to suspend a student, upon careful evaluation in cases of major violation.

- Parents will be called in to pick-up their child.
- The Director will call a conference with the parents to discuss the infraction(s) and determine a plan of action upon the child's re-entry to the school.
- Reasonable opportunity for make-up of missed work for full credit will be given to suspended students.
- Tests may be made up.

## SCHOOL SUPERVISION

School safety is always a primary concern for students, staff, and visitors on the HTA campus. Due to the dual relationship of facility sharing with the Church, collaboration and teamwork is communciated by both parties to ensure the safety of all individuals.

Safety measures and procedures at HTA include; however, are not limited to the following:

- Security system in place; all parameters of the community center/HTA campus doors are automatically locked.
- Guests are required to sign in and out and wear a name badge when visiting the HTA campus.
- The HTGOC calendar ([www.holytrinity.info](http://www.holytrinity.info)) includes scheduled church activities.
- The HTA calendar ([www.holytrinityacademy.com](http://www.holytrinityacademy.com)) includes scheduled HTA activities.
- Walkie talkies are utilized between HTA and HTGOC staff as communciation safety vehicles.
- Security cameras are strategically placed at entrances and hallways. Supervision is monitored by both HTA and HTGOC staff.
- Students are closely supervised by HTA Staff throughout the course of the school day. This includes, but not limited to, classroom instruction, lunch, recess, restroom, support classes, before and after school care, and special school activities.

Please be assured if an **unforeseen** circumstance in the regular routine of the school day occurs without advance notice, parents will be notified either by the Wednesday folder flyer identified as *“Important Information,”* by written school notice on the day the circumstance occurs, or by telephone.

## **TOYS FROM HOME**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by staff for safety and appropriateness, and may be prohibited at the sole discretion of HTA.

## **DRESS CODE**

### **HTA UNIFORM POLICIES**

2/3 Year Old Pre-School students are not required to wear uniforms; however, appropriate school attire should be considered in regard to ease of changing diapers, potty training, etc.

3/4 Year Old Pre-School through Kindergarten students are required to wear the school's official uniform. Uniforms can be purchased at Parker Uniform located at 4887 Alpha Road, Suite 250. HTA expects all students to follow the appropriate dress attire which in some instances are grade level specific.

### **PS3-Kindergarten**

#### **Girls**

Dress	Sailor jumper & white tie
Shorts	Navy modesty (worn under dress - elastic waist)
Shorts	Navy pull-on (elastic waist)
Slacks	Navy pull-on (elastic waist)
Pique/Polo Shirts	White
Sweater	Navy cardigan
Sweatshirt	Navy with HTA logo
Socks	Solid white tights or crew length socks (no lace, color trims, tennis, or low cut socks)
Shoes	Solid white Velcro fastening tennis shoes for daily & PE wear (no color and logo)
Hair accessories	Solid navy and/or white only

#### **Boys**

Slacks	Navy pull-on (elastic waist)
Short	Navy pull-on (elastic waist)
Pique/Polo Shirts	White
Tie	Navy clip on tie
Sweater	Navy cardigan
Sweatshirt	Navy with HTA logo
Socks	Solid navy crew length (no color, tennis, or low cut socks)
Shoes	Solid white Velcro fastening tennis shoes for daily and PE wear (no color and logo)

### **DIVINE LITURGY (Required Dress)**

Girls are required to wear their navy sailor jumper & white tie. Boys are required to wear their navy slacks with a white oxford cloth shirt, with navy clip on tie.

## **GENTLE REMINDERS**

- Students shall not have visible temporary tattoos on their person.
- Students shall not wear nail polish to school.
- Students shall wear school approved shoes only to school. Examples of inappropriate shoes are shoes with flashing lights, flowers, super heroes, cartoon characters, etc.
- Hair accessories shall be navy blue or white only.

## **CLOTHING**

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Please do not dress children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, and scarves must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at HTA at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. HTA is not responsible for lost or damaged items of clothing.

## **JEWELRY/ACCESSORIES**

Children are not permitted to wear jewelry of any kind. (Cross necklaces are not considered jewelry) It is a safety hazard for your child as well as the other children enrolled in the program. In addition, HTA will not be responsible for lost or stolen valuables.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending HTA.



## **PARENT PARTICIPATION/VOLUNTEERS/OPEN DOOR**

Volunteers are of valuable service to the students of HTA. Volunteers must sign in at the school office and obtain a volunteer name badge to be worn while in the school building.

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at HTA. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will be able to volunteer on those days only. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

HTA does not guarantee the volunteering parents will be assigned to locations where their child (ren) is present.

Our school has an "Open Door" policy that welcomes parents to discuss the minimum standards and school policies. You may visit the Director at any time, but to ensure a meeting, please make an appointment.

## **HEALTH AND SAFETY**

### **Pre-Enrollment Requirements**

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at HTA. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend HTA. The Physical Examination Form, indicating the child's fitness to attend HTA, must be completed by a licensed healthcare professional and returned to the Director within the first 30 days of enrollment.

### **Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the front office administrator.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases HTA from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided HTA exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **Communicable Diseases**

Parents are required to pick-up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick-up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note

stating they are no longer contagious and can return to HTA. HTA reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify HTA. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. HTA will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

### **Biting**

HTA recognizes that biting is a developmentally appropriate behavior for children in the Pre School 2 classroom. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use Love and Logic as outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of HTA cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## **Medication**

Holy Trinity Academy will only dispense prescription medications (epi-pen, inhalers, and seizure medication) in original labeled containers, following dosage guidelines, and is accompanied by a doctor's note with explicit dosage and administration instructions. HTA will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. If a child, is given a daily dosage throughout the school year, the doctor's note must identify the time period that the daily dosage is to be given.

Parents are required to complete a Medication Form for the time period that medication is to be dispensed. Medication Forms can be found at the front office. Medication Forms, doctor's notes and medication are to be turned into the front office administrative assistant.

In a situation where epi-pen or inhaler is being administered, staff will contact a parent or person listed on emergency contact form, to inform them. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up.

**Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.**

### **Annual State Mandated Screenings:**

Texas Department of State Health Services requires all licensed facilities to collect various screening information to submit and file annually. Hearing and Vision Screenings are mandated for children who are 4-years old by September 1<sup>st</sup> and those who are in Kindergarten. Do not miss this opportunity to have your child's hearing and vision screened conveniently at their school. I provide a quality service, which is child-friendly, fun, and cost-effective.

### **Sunscreen and Insect Repellent:**

**Please apply sunscreen or insect repellent before your child arrives at school.**

## **FIRE/EMERGENCY DRILLS**

HTA conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick-up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If HTA is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## **INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's school bag.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the school during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the director in order for your child to return to school.

## **FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on HTA property for any reason. Violation of this policy will result in immediate dismissal from the program.

## LUNCH /FOODS

### Lunch

Holy Trinity Academy curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. HTA will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. When preparing your child's lunch please refer to the **Peanut Free Policy** that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parent's are welcome to join their child for lunch at anytime. Contact the school office to obtain a lunch schedule.

For the safety of our students please ensure that all food items do not pose a choking hazard. Please cut grapes and hot dogs length wise and **NOT** circular.

All food items must be labeled with your child's name. Holy Trinity Academy does not permit children to share or exchange food items. Holy Trinity Academy prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff. Lunches will not be heated for children

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Holy Trinity Academy does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat. However, Holy Trinity Academy staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.



## **Peanut Free Campus**

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, HTA prohibits peanuts and/or foods containing peanut products on HTA property, and/or at HTA sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods, which we do not think of as containing peanuts or peanut products, have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label, look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products). While HTA understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at HTA.

## **Peanut Free Food Ideas**

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri-Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cheerios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

## **STAFF EMPLOYMENT BY HTA FAMILY**

The staff of HTA is prohibited from being employed by any HTA Family. Parents are prohibited from soliciting any staff member for the purpose of employment. Employment refers to any relationship outside of HTA which involves an employee of HTA to interact with a current or former family of HTA. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

## PARENT COMMITMENT

As parents of Holy Trinity Academy, we understand, agree, and will commit to the following:

1. To uphold and respect the principals, morals, canons, teachings and traditions of the one, holy, catholic and apostolic Church (1 Corinthians 10:2).
2. To illustrate to my children the loving nature of God through humility, love and kindness (John 12:5-17).
3. To create an atmosphere in the home between children and parents introducing the Christian principles of patience, respect and obedience (Eph. 6:1-4).
4. To guide our children in the knowledge and comfort that they are created in the image and likeness of Christ our God so to empower them with dignity, and the opportunity to reach their full human potential through faith and learning (Rom. 8:29; II Cor. 3:18).
5. To attend school-related meetings and activities designed to foster a community of parents, guardians, children, educators and clergy, encouraging one another to be unified in the body of Christ (Heb. 10:25).
6. To continually remind ourselves that Christ Himself instructs us to emulate the piety, innocence, beauty, and faith of children (Matt. 19:13-15; Luke 18: 15-17).
7. To serve our school in whatever capacity necessary through my time, talents and treasure will allow, consistent with prayerful acts of stewardship (Mark 10:43-45).
8. To preserve unity within the HTA family by seeking to resolve any conflict by addressing the matter appropriately with the person or persons directly involved (Matt. 18:15-17).

## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C



**FORM A**  
**Signature Page**

I/We, \_\_\_\_\_, the  
parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We  
have received a copy of HOLY TRINITY ACADEMY'S Parent Handbook and have been given  
the opportunity to read the manual, ask questions, and understand the policies contained therein.  
Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of  
enrollment, and the language does not create a contract between HOLY TRINITY ACADEMY  
and the parents. HOLY TRINITY ACADEMY reserves the right to alter, amend, or otherwise  
modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**FORM B**

**AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES**

Dear Health Care Provider,

Date \_\_\_\_\_

Your patient \_\_\_\_\_ is enrolled in HOLY TRINITY ACADEMY and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at HOLY TRINITY ACADEMY so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at HOLY TRINITY ACADEMY.

**PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided);

Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities.  yes  no

2. Recreational Activity Restrictions:  none  some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By Signing this form, I/We authorize HOLY TRINITY ACADEMY to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change. I /We also permit Holy Trinity Academy to post our child's name, allergy and steps to take should the need arise in the lunchroom and classrooms.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

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

This completed Authorization for Emergency Care for Children with Severe Allergies.

Form was received by HOLY TRINITY ACADEMY on (date) \_\_\_\_\_

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**For Holy Trinity Academy use:**

\_\_\_\_\_ Allergy Emergency Plan has been posted in the classroom and lunch area

\_\_\_\_\_ Allergy Emergency Plan has been included in the emergency evacuation binders





**FORM C**

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between HOLY TRINITY ACADEMY and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child’s name).

WHEREAS, HOLY TRINITY ACADEMY provides child care services and the Parent(s)/Legal Guardian(s) have engaged HOLY TIRNITY ACADEMY to provide child care services for \_\_\_\_\_ (child’s name);

WHEREAS, HOLY TIRNITY ACADEMY has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to HOLY TRINITY ACADEMY ’S policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge HOLY TRINITY ACADEMY and its employees or agents from any liability arising in law or equity as a result of HOLY TRINITY ACADEMY’s employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies From” (hereinafter referred to as the “Authorization”), provided that HOLY TRINITY ACADEMY has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the HOLY TRINITY ACADEMY facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein.

This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term HOLY TRINITY ACADEMY shall include HOLY TRIINITY ACADEMY its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

HOLY TRINITY ACADEMY:

13555 HILLCREST ROAD

DALLAS, TEXAS

75240

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below, the parent or guardian of this child gives Holy Trinity Academy permission to post the child's food allergy in the lunchroom and classrooms.

Dr. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Center Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_