

School Handbook

La Maternelle
FRENCH ACADEMY
— Est. 2008 —



“Bienvenue !”

“Welcome to Our School”

Thank you for considering La Maternelle French Academy for the education and well-being of your child.

The following information is designed to assist you in determining if this is the correct school for your child to attend to learn, play and grow.

We appreciate your confidence in our staff and facility and you are always welcome to visit with teachers, staff and the management. Unlike many traditional “day care” facilities, La Maternelle French Academy is structured around the curriculum established by the French Ministry of Education, long recognized globally as a leader in youth education and development practices.

French is spoken exclusively making La Maternelle French Academy a true “immersion experience”. English language lessons are a part of the curriculum; however, the language and heart of the school is French.

Again, welcome to La Maternelle French Academy!

Sincerely,
The Management and Staff of La Maternelle

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OPERATIONAL INFORMATION

Operating Hours

La Maternelle is a year-round school for children from 6 weeks old (Crèche) through Kindergarten (Grande Section).

We are open Monday thru Friday from 7:00 AM to 6:30 PM.

Instruction time is from 8:30 AM to 3:00 PM.

Before Care is from 7:00 AM to 8:30 AM (included in the tuition)

After Care is from 4:00 PM to 6:30 PM.

Parents may visit the school at any time without an appointment to observe their children. However, to avoid classroom disruptions, parents are asked to leave the class room by 8:45 AM if they haven't previously arranged with the teacher to spend some time with their child during instruction. Each teacher has an e-mail address to which parents may direct their comments and requests for appointments.

Dismissal & Late Pick-up Information

Dismissal time is 3:15pm. There is a 45-minute grace period as we understand Houston traffic and conditions are difficult to predict. We recommend that every effort be made to pick up your child on time to avoid waiting lines to clock your child out and possible additional charges.

If you clock your child out after 4:00 PM according to the School time system, you will be billed \$15.00 which is the daily rate for After Care.

However, if you need after care, notify us as soon as possible

For After Care students picked up after 6:30 PM, a charge of \$15.00 per 15-minute period may be invoiced beginning at 6:30 PM.

Charges related to Late Pick up fees: Any "additional charges" will be clearly outlined on your invoice with reference dates and related amounts. (All fees and costs are applicable per child, not per family. It is important to understand that the School incurs additional costs per child related to late pickups.)

Clock/Log In/Log Out of Child

Each day upon arriving, **the parents are required to clock their child into the school and upon departure from the school the parent is required to clock the child out.**

Please do not entrust another person to do this for you. It is very important for security and safety reasons.

If you forget to clock your child in or out, there will be no electronic record of their arrival/departure, and in the event of any issues related to such an occurrence, the record created by the log in/out system is considered binding. Additionally, should rescue workers need to enter the building for any reason; they may turn to this log in order to determine if everyone is accounted for. "In Case of Emergency" (ICE) logs are maintained as well.

Release of Child

Our normal procedure is to release the child only to the designated parents or someone the parents officially designate.

If someone other than the parent is to pick the child up, please notify us in advance.

A verbal notice is acceptable if it is a face-to-face notification and if the designated person is on the list of people authorized to pick up your child.

If the person is not on the authorization list, we must have written permission- or an e-mail to admin@lamaternellehouston.com from your e-mail address (not another address) additionally the person picking up the child must present the child's unique PIN Code at the time of release.

This rule will not be deviated from as it affects the safety and security of your child.

Please inform the emergency contacts that may be called upon to pick up your child that we will require photo identification and that their identification may be photo copied at time of pickup.

We do not wish to offend anyone with this practice, this is simply a measure taken for the child's protection.

Closings & Vacations

The School generally follows the HISD calendar, and a school calendar is provided for you with important dates.

Although we operate according to a planned calendar, La Maternelle may be closed on any given day of the year for any reason at the discretion of the School Management. These days may include holidays, days surrounding holidays, staff development days, and unplanned events, including but not limited to severe weather, flooding, water or storm damages etc. Parents will be given as much advance notice as possible. **Your child's monthly tuition will not be adjusted for these days.** (There may be exceptions depending on the extent of the closing, the reason for the closing and if it is for an extended period of time. This will be treated on a case by case basis.)

Tuition is not prorated for absences, vacations, emergency closures or holiday.

ENROLLMENT PROCEDURES

Parents are encouraged to tour the school and meet with the Director to discuss programs, student needs, policies, space availability and questions.

Admission Requirements

Parents must submit all necessary enrollment forms completed in full. The following forms are required:

- ✓ Admission Information
- ✓ Student Assessment Information
- ✓ Authorization Regarding Photographing Child
- ✓ Authorization for Emergency Medical Attention
- ✓ A signed Policies and Guidelines Statement
- ✓ Updated immunization records

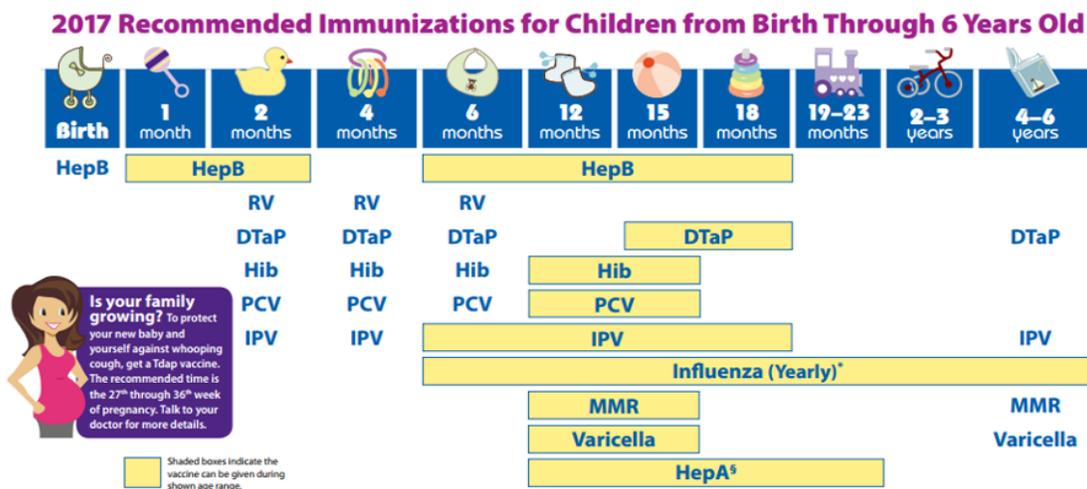
- ✓ A non-refundable Registration Fee of **\$250**
- ✓ A non-refundable Admission Fee of **\$150**

The enrollment application must be updated annually, and a new registration form will be provided at the appropriate time for completion.

Updated Immunization Records

Parents are responsible for providing an updated immunization record every time your child receives any shots or immunizations, locally or abroad.

Children enrolled at La Maternelle French Academy are required to have the State of Texas recommended immunizations according to the recommended schedule. If your child is not immunized due to medical reasons or a reason of “conscience”, please contact the Director for more information regarding your enrollment.



Waiting List

Classroom seats are provided on a first come, first served basis with legacy families having a priority. LMFA’s waiting lists are specific to the age of the child waiting. Registration fees are non-refundable in all cases. If LMFA is unable to accommodate your family within the time frame you require or if you choose to withdraw from the waiting list, registration fees are nonrefundable.

Admission paperwork should be completed promptly and entirely before enrollment of the child. (medical forms may be submitted up to two weeks following admission and must be up-to-date with shot records).

We retain the right to deny enrollment if all seats for a particular program are filled before all paperwork is returned. We will make every effort to accommodate children with special needs. However, if after talking with the parent(s) of such a child, we realize that we do not have the training, equipment, facilities, etc. to properly attend to their child, we will be unable to admit the child for obvious reasons.

Sibling Enrollment

LMFA will make every effort to accommodate siblings of current or former students. However, families currently enrolled at LMFA must follow the same procedures as families not previously registered in the school.

When two or more siblings are enrolled in the **full-time program**, a 10% discount is applied to all but the oldest child's full-time tuition.

Withdrawal

If for some reason you decide to withdraw your child prior to the last day of school, a **30-day signed written notice is required (E-mail is not an acceptable form of withdrawal)**. Payment is due for the period whether or not the child is brought to the Center.

Any outstanding fees must be paid on or before the child's last day. Any fees (legal or collection) that are experienced by the School to bring the account forward will be the responsibility of the parent and the parent herein agrees to this stipulation.

Children may be administratively withdrawn due to the failure of parents to meet financial obligations including late charges, late pick up fees, or failure to follow policies and procedures as stipulated in the Parent Handbook.

Suspensions and Expulsion

When inappropriate behaviors become frequent, severe, result in injury to a child or classmate, or forms an unfavorable pattern, the school will contact the parents for a conference. We will work closely with the parents to create a plan and find a solution to help the child function appropriately in the classroom setting. It is our goal to help a child become successful in his/her interaction with peers and staff. If the director determines that the classroom environment is unsafe or puts the children at risk, the school will intervene and take the necessary steps to bring about safety, including the right to request withdrawal of the child.

TUITION INFORMATION

Payment Procedure

School fees and tuition are charged on a **monthly basis in advance**. Some fees are invoiced "in the arrears" based on usage.

Rates are subject to change at any time with prior notice. All paid fees and tuition are **not refundable** upon withdrawal or premature departure.

Invoices may be paid in cash, credit card, by check, money order or company draft. La Maternelle will e-mail or submit invoices around mid-month for the following month's costs. A Returned Check Fee of \$25.00 is due upon receipt of a NSF notice from our bank. Should this occur, you will be immediately notified by invoice. Following the issuance of a second such notice, please arrange another form of payment.) Tuition and fees are **due on or before the date indicated on the invoice and are considered "LATE" if not received by the 5th of the month.**

Late Fees

Any tuition **unpaid after the 5th of the month may incur a \$25 late fee** charge on the ensuing invoice. If tuition and fees remain unpaid on the 7th of the month, the child may be administratively withdrawn, and the parents remain responsible for the unpaid tuition and related late fees.

The child will be readmitted following full satisfaction of all outstanding financial obligations.

Each family is required to pay the monthly fee whether or not the child is in attendance. Please make all checks and payments to the following:

La Maternelle French Academy

Please write your child's name and class name in the memo section of your tuition check to insure proper credit.

Absences & Vacations

La Maternelle French Academy is a "Year-Round Enrollment" facility (August to August). Families enrolled in this program have numerous benefits:

- Two weeks of vacation credit for each family is offered per school year (late August to late May depending on calendar)
- Families vacationing during the summer months (June, July, August) will have their tuition prorated

Please send your vacation plans in writing to the office one month prior to your scheduled days off. Payment is due prior to your vacation and while you are on vacation La Maternelle will hold your child's seat. Vacation credit can only be applied if proper notice of intent to be absent is given and received by LMFA in a timely manner. Unused vacation credit will expire at the end of each new school year (August to May).

If you elect to formally withdraw your child during the summer, **you must provide 30 days written notice prior to withdrawal by completing the Student Withdrawal Form.** Upon withdrawal, your child's seat cannot be reserved or guaranteed; vacant seats are filled on a first come first served basis based on date of enrollment on the waiting list. In the event of an extended absence without notice of withdrawal or receipt of payment of the reduced tuition rate, your child's seat will be deemed "abandoned" and it will be filled per the above process. New registration and admission fees will be due upon re-registration if a seat is available.

HEALTH & SAFETY

Illness

The Texas Department of Family and Protective Services sets **very strict regulations** regarding care of ill children.

We are unable to properly care for a child who has:

- Fever (**temperature of 100.4 or higher**)
- Conjunctivitis (pink eye) or "cold in the eye"
- Flu
- Unusual rash
- Severe cough
- Rapid breathing or labored breathing
- Severe Cold Symptoms
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head Lice
- Contagious illness of any type that prevents the child from participate in normal daily activities

Sick Policy

In addition, if the child has vomited or had diarrhea within the past 24 hours, for their safety and the safety of the other children, please **keep the child at home**. If your child vomited the night before and seems fine the next morning, they are more than likely still contagious to others. You are advised to wait a minimum of 24 hours before returning the child to school.

Children are often very affectionate with each other, sharing toys and play objects, it is extremely difficult to prevent a sick child from infecting other children, including teachers, staff and personnel.

We will not accept the child for care if we have knowledge that any of the above symptoms are present at check in or have been present within the past immediate 24 hours.

If the child shows any of the referenced symptoms while in care, he/she will be removed from the group and the parents or authorized adult will be requested to please come immediately and pick up the child.

Parents have up to one hour from time of notification to pick up the child.

The child may return to school:

1. If no fever has been present without fever reducing medication (Tylenol, etc.) for at least 24 hours and the child is no longer vomiting.
2. 24-48 hours (depending on the illness) after the first administration of an antibiotic, and no fever is present for at least 24 hours.

If a child receives an antibiotic for an ear infection he/she may return to care immediately if they have been free of other symptoms referenced above for at least 24 hours.

Medication

If your child is on medication and it must be administered while he/she is at School, **the medication must be in the original container labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken.** You will also be **required to sign a form** directing us to administer the medication to your child in accordance with the written instruction on the original label. Medication will be administered per doctor direction and a written record will be kept in the child's file.

Sunscreen and Insect Repellent Policy

Sunscreen and insect repellent must be in the original container; and within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited.

Prior to use at a school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. ***A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually.***

Sunscreen

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the school.

Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring.

Insect Repellent

Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

The repellent should contain a ***concentration of 30% DEET or less.*** Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.

Insect repellent should be applied to a child's skin only once a day but may be sprayed on clothes for later trips outside. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

Injuries & Accident

Accidents and injuries can occur anywhere, including school. LMFA staff members are trained in first aid and CPR and are qualified and able to handle minor as well as a number of more serious injuries.

Minor cuts and abrasions suffered while at LMFA will receive proper first aid care. Treatment will be logged, and we will advise you of how and when the injury occurred. We are also required by State law to log any injuries we detect on your child which have occurred outside of our care.

Please keep in mind, children frequently bump, scrape and fall with no notice or report from the child.

If you notice an injury to your child and are concerned about its severity and were not informed of the circumstances, please contact the Director immediately. If a medical emergency arises, we will attempt to contact a parent first, unless doing so endangers the child's life. **In that case we will take necessary steps to ensure the child's safety FIRST** (Calling 911, doctor, poison control, etc.). If it is determined necessary, we will take your child to the West Houston Medical Center or the closest licensed medical facility first and then notify the parents as soon as possible. If the parent cannot be reached, we will provide the signed medical authorization form to medical personnel. SAFETY IS ALWAYS FIRST.

Abuse and Neglect

All LMFA employees are required by law to report suspected child abuse within 48 hours. Failure to report abuse or neglect is a Class B criminal offense. All staff members will receive the handout "Information on Reporting Child Abuse" and review it with the director during their orientation. Furthermore, they will attend an annual workshop of minimum one hour on this topic. By law, professionals may not delegate their duty to report to another person such as a coworker or family member.

The Abuse and Neglect Hotline is 1-800-252-5400 or reports can be filed online at: <https://www.txabusehotline.org/Login/Default.aspx>

What is Abuse and Neglect? Definitions by the Texas Family Code (TFC):

- **Abuse:** Physical abuse is deliberate actions resulting in injuries to a child or genuine threats of such actions, or concerns about physical injuries of an unexplained or suspicious nature. Sexual abuse includes: Sexual indecency, sexual assault or aggravated sexual assault. Failing to make a reasonable effort to prevent sexual conduct to a child. Using the child for the creation of obscene or pornographic material. Emotional abuse is an emotional or mental injury caused by the parent or caregiver that results in an observable effect on the child. Psychological state: concerns about the child's mental stability, as demonstrated by mood, behavior and thoughts.
- **Trafficking:** Labor trafficking: parent or caregiver forcing a child into labor or services that are unhealthy or harmful to the child. Sex trafficking: parent or caregiver receiving compensation for forcing a child to engage in prostitution or other sex acts.
- **Neglect:** Neglectful supervision means improper supervision of a child left alone which could have resulted in with the possible result of substantial harm. Medical

neglect is failure to seek, obtain or administer medical treatment that could result in, with the possible result, of substantial harm. Physical neglect is the failure to provide a child with the necessary food, clothing, and shelter to maintain a healthy life. Abandonment and refusal to accept parental responsibility are where the parent or caregiver when the child is left the child in a potentially harmful situation and did not plan to return for the child with no intention to return. o Refusal to accept parental responsibility: child has been out of the home for any reason, and parent/caregiver refuses to allow the child to return home.

Fire & Intruder Drill

In the event of a fire at the School, we would evacuate the School immediately and gather at the SOUTH end of the parking lot as far from the area of activity as possible. The Annex building will act as the “safe haven” for evacuating the Main Building and vice versa.

This evacuation “drill” is practiced monthly at a minimum so the children and staff are very familiar with the process. Frequent practice also serves to familiarize the children with the process so that in the event of an authentic evacuation, the excitement of the moment will have less impact on the reactions of the children. “Intruder Drills” will follow this same pattern and practice routine. Lock Down policies will be explained upon request. Fire extinguishers and alarms are checked monthly and their status recorded. The facility features an emergency communication system allowing Administration to communicate with all classrooms simultaneously.

Severe Weather

If severe weather arises and/or a hurricane alert is issued, everyone will proceed to the main hallway, where the children will crouch and cover their heads. Staff will secure the “Nap Mats” and use them as protection over the children. Living on the Gulf coast, the potential for major disruption from a hurricane is higher than inland locations. Being prepared in the KEY.

We know that every storm produces its own unique set of circumstances that require creative thought, teamwork, anticipation and flexibility.

LMFA is committed to working with our families and staff as we re-define our Emergency Closure policies and procedures season after season.

CLASSROOM INFORMATION & DAILY LIFE

Discipline

It is important that we understand your discipline standards. We apply discipline that is individualized for each child and is consistent. It must be commiserated with the child’s level of understanding and directed toward teaching the child acceptable behavior and self-control.

We will work to re-direct negative actions to a more appropriate behavior.

Choices will be given. If all effort fails, we will use a “time-out” from activities until the child feels able to control himself and rejoin the group.

The following types of discipline are not administered at LMFA:

- Corporal punishment or threats of corporal punishment
- Punishment associated with denial of food or naps
- Pinching, shaking, or squeezing a child
- Striking a child with a hand or instrument even with the parents’ authorization
- Placing anything in or on a child’s mouth
- Humiliating, ridiculing, rejecting, or “yelling” at a child
- Subjecting a child to harsh, abusive, or profane language,
- Placing a child in any form of locked or dark room with the door closed

Dress Code

No uniform is required by the School. However, backless and open-toed shoes are not permitted for safety reasons. Caps or hats are not to be worn indoors. Please send your child to School in appropriate outer wear in periods of cold, rainy or inclement weather.

Little accidents occasionally happen, and a full set of play clothes should accompany each child on their first day at the school in case they need to change clothes. Please label the clothes and put them in a zip lock bag labeled with your child’s name. They will remain at school until needed.

Snacks

Because mealtime is as important as educational time to growing and active young children, we provide the highest quality all-natural foods and snacks for your children.

The monthly snack menu is posted in the Kitchen/Parent Lounge.

If your child requires a special diet, please advise us so together we can develop an alternate meal/snacks menu meeting their needs. We will make every effort to accommodate special needs, however if we are unable to properly do so, we will request that the parents provide the child’s snacks.

Lunch

Lunch is eaten between 11:30 AM and 12:30 PM depending on the child’s age. If you do not participate in the hot lunch program, please send your child’s lunch in an insulated lunch box (no paper bags) that is clearly labeled with your child’s first and last name.

Please label all accompanying containers. We cannot refrigerate lunches so we recommend using ice packs. If you decide to participate in the hot lunch program, please complete the lunch enrollment form. If your child has food allergies, please indicate them in the space provided on the enrollment form and notify your child’s teacher in writing as well. We consider this a very important part of safeguarding your child.

The hot lunch menu will be displayed monthly in our KITCHEN and will be attached to the monthly newsletter to keep you informed of everything your child is eating on a day today basis. The hot lunch program features a hot (warm) entree, 2 sides and fresh fruit.

If for some reasons, you wish to withdraw your child from the lunch program, we require 2 weeks written notice.

Families are billed the following month on their invoice and there is no credit for missed days or holidays that fall on a lunch day.

Naps

Naptime is from 12:30 PM to 2:15 PM for “nappers”. (Sleeping)

Children who do not sleep or who wake up early will directed to a quiet time activity with which to complete the “rest/nap” period.

If you feel you child’s sleep activities at school may be causing them to not sleep well at night or be ready to go to bed when you determine it appropriate, please do not hesitate to discuss it with the School Director.

Toys

No toys from home are allowed at School unless permitted by the teacher. We understand that children are very proud to bring something special with them from home, however this can result in “sharing issues”. There are plenty of materials and learning activities designed to keep your child busy during the school day.

Additionally, it can be distracting and disruptive if a child refuses to put away that “special toy” when the lesson plan is being administered. Please remember to have your child leave their personal toy(s) at home or in the car upon arriving at school otherwise it will be removed and stored until departure.

Visits

Parents are welcome and encouraged to make unscheduled visits to the school during normal operating hours.

Potty Training

LMFA starts potty training at 30 months. During this training period please provide the following:

- A minimum of 3 extra changes of clothing (soiled clothing will be sent home daily in sealed Ziploc bags)
- Clothing that is easy to pull on and off (no buttons, belts, snaps, overalls)

While most children will want to use the potty as their friends begin to, we do not “force” a child onto the potty if the parent or the child feels they are not quite ready. Graduation from TPS to PS is possible only after the child has successfully “mastered” potty training.

If upon entering La Maternelle’s Petite Section (PS) and Moyenne Section (MS) the child is not able to recognize the sensations associated with needing to use the restroom, the ability to verbally express the need to go to the restroom, the ability to control the “release” until

he or she is on the toilet, the ability to clean oneself and the ability to undress and redress without assistance **La Maternelle reserves the right to deny admission to PS until the child exhibits mastery of these functions to the satisfaction of the School's faculty. It is an important part of the growing process.**

La Maternelle reserves the right to send a student home when a bowel movement accident has occurred. Should the incident occur more than once in a week, the student may have to stay home until he or she exhibits mastery of this function to the satisfaction of La Maternelle faculty.

The school reserves the right to send a student home, should more than two urine accidents occur in a week.

If accidents recur, the child will need to stay home until he or she exhibits mastery of this function to the satisfaction of La Maternelle faculty. Should a related medical condition exist, the school Director must be provided with documentation from a medical doctor. There will be no refund or deductions for missed days.

Labeling

- Label anything and everything brought to La Maternelle French Academy
- Please label items with permanent marker
- Avoid stickers or removable labels as they can fall off.
- La Maternelle will not be held liable for missing or lost items.

COMMUNICATION

Newsletter and Email

The LMFA newsletter is sent electronically every month by email, please read it thoroughly. Email is also one of the most effective, timely, and expedient ways in which we communicate with our families. We will email information regarding illness, closures, and policy changes as well as reminders for celebrations, and holidays. Please read and respond to these emails as official communications from your child's school. Emergency situations will always be communicated by telephone immediately.

Facebook

La Maternelle has a Facebook page which is updated regularly with pictures and information regarding the school. We encourage currently enrolled parents to interact and share information on a variety of topics. To join our Facebook page please go to:

<http://www.facebook.com/pages/La-Maternelle-FrenchAcademy/153554784659246>

Parent-Teacher Conferences

Parent/Teacher Conferences are a vital component to a child's success in school and occurs twice during the school year (December and May). La Maternelle is also committed to keeping parents informed about their child on a current and ongoing basis. As educators we believe developmental assessment is an essential part of good early childhood curriculum. In addition, a teacher, the Director or the Owners may feel the need to schedule a parent conference. These conferences may be used to discuss your child's social and

emotional development, behaviors, academic progress, and even your participation and interaction with staff. Parent conferences are always intended to find positive solutions to variety of issues being discussed.

Change of student information

In order for the school to maintain communication, and keep records current and handle emergencies, changes in the following must be reported to the school office immediately: address, telephone numbers, emergency, and/or child care telephone numbers. Please remember all transportation changes (authorized person to pick up student) need to be in writing at the front desk or by email to admin@lamaternellehouston.com

Survey

We are committed to providing you a quality childcare facility in which your child is safe and can learn, develop and grow. We care about how well we are doing and welcome your input as a team member.

A parent survey is conducted every year in May to solicit your input and provide you the opportunity to rate the success of our efforts. You are also strongly encouraged to come and discuss your concerns and provide suggestions at any time during the year. Do not wait for the survey if you have concerns.

In the Survey you will be asked to rate La Maternelle French Academy in the following categories:

- Facilities
- Registration
- Communication
- Staff
- Curriculum & Cost
- General Comments

EXTRA-CURRICULAR ACTIVITIES

Birthday Parties

We strongly encourage school celebrations for your child's birthday. We have found the most popular event is a simple party with a special snack and party favors at the afternoon snacks. We can help with this, ask for details.

In addition, our second building is available to LMFA families for birthday parties and special outings on weekends. Please note that the two large overhead doors can open to the playground to enjoy the pleasant weather when possible during parties and events.

Water Activities

Children of all ages participate in water activities at LMFA. Our water activities include water tables, sprinkler play, and wading pools. During the summer months, water shoes are required for all children to use during water play.

La Maternelle Celebrations

La Maternelle will schedule celebrations throughout the year to celebrate specific events including but not limited to:

- Halloween Party
- Christmas Party
- Mardi Gras Parade
- Go Texan Day
- Francophonie Event
- Easter Egg Hunt
- Houston Museum of Natural Science
- End of the Year Party

Parents are often asked to contribute time or food items to supplement some these events and are always welcome to attend.

When you arrive for a celebration and are acknowledged by the teacher, you are then responsible for the supervision of your child until departing.

Babysitting

Staff of La Maternelle French Academy may not provide childcare or babysitting services to families enrolled at LMFA. We encourage families in need of “babysitting” to utilize resources outside the La Maternelle network of teachers/staff.

MISCELLANEOUS

Breastfeeding policies

La Maternelle French Academy provides a comfortable place that enables a mother to breastfeed her child. All mothers have the right to breastfeed or provide breast milk for their child while in care. Please consult the Director for additional information.

New requirements regarding Gang-Free Zones for Childcare Centers

As a result of House Bill 2086 that passed during the 81st 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 in care at licensed child care centers.

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 daycare centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.0128 and 71.029 of the Texas Penal Code.

Any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

State Licensing

La Maternelle French Academy is licensed by the Texas Department of Family and Protective Services to provide care for 181 children aged between 1 month through Kindergarten. As a licensed facility we operate using the Minimum Standards for Day Care Centers as a basic guideline for setting policy and procedures. A copy of the Minimum Standards is available through the school office for anyone interested in reading and reviewing these basic guidelines. Parents may review the current Licensing inspection report at any time at http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care

Texas Dept. of Family and Protective Services (713) 940-3009

IN CLOSING,

Thank you for considering La Maternelle French Academy for your child's education.

This brief booklet cannot address every subject relating to the policies and procedures of La Maternelle French Academy. Situations not addressed herein will be considered on their individual merit. Changes in our policies and procedures will be made as needs dictates and may be without notice. This handbook will be revised as needed and the most current version is available upon request.

Revision Date: May 2018

La Maternelle

FRENCH ACADEMY

Est. 2008

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