

# Parent Handbook 2018/19



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## **Mission and Philosophy**

The mission of the German International School of Dallas is to provide enrolled children aged **18 months to 5 years** with an environment in which they will experience loving care, receive a child-centered education, and obtain German language skills following a German immersion program.

The Language concept for **Elementary classes (ages 6 to 10 years)** is based on the Principle of the Dual Immersion Method. This is also known as the one person – one language approach. Each teacher speaks in either English or German to the children. Students learn to associate the teacher with the language and language learning happens in a spontaneous and playful way. German ISD strives to provide excellent conditions that increase the chances of acquiring a language in an effortless, child-friendly environment while inspiring and supporting student success.

***Mission of German ISD: German ISD offers a learning environment focused on the innovative development of the whole child from ages 18 months through lower elementary. Through complete German language immersion and acquisition, we foster independence, nurture practical life skills, emotional and social development, and create foundational learning experiences. Our classrooms provide a knowledge-rich environment designed for child-led and play-based exploration."***

German ISD focuses on learning through child-directed curriculum and play. We believe in the balance of learning and play enhances a child's growth – physically, socially, emotionally, creatively, and intellectually.

### **Nondiscriminatory Policy**

German ISD does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education or other policies and extends to all the rights, privileges, programs and activities generally made available to students at German ISD.

### **Scope and Operating Hours**

German ISD is a German Immersion School and all classes, activities, and work sessions are instructed in the German language. Information will be made available in English for parents and / or guardians who do not speak German.

Classes are available to children ages 18 months to 10 years, Monday through Friday, from the middle of August through the end of June.

## Policies for German International School of Dallas

Children from 18 months to 2,5 years can attend for a minimum of two up to maximum of five days a week. Subject to availability, during the school year, you may add (or decrease) the number of days in your child's schedule. Any decrease in the number of days your child attends school is subject to the school director's approval and requires four weeks' prior written notice. In no event, will a child be permitted to attend less than two days/week.

Children ages four and five attend our Pre-Kindergarten class, which has a five days/week attendance policy.

German ISD offers afternoon care from 3 p.m. to 6 p.m. every school day. Children must be pre-registered for the afternoon program. In exceptional cases, we allow afternoon drop-ins after prior discussion with and approval by the school director.

Early drop-off starts daily at 7:30 a.m. and needs to be pre-registered.

## **Curriculum**

German ISD teachers utilize age-appropriate curriculum for all their students. Our programs focus on a variety of developmental areas to enhance growth and learning by offering a wide selection of topics and group activities. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. German ISD is a place where essential skills are nurtured through play, observations, learning sessions and of course, fun! At German ISD, our students learn both from and with each other.

## Full German Immersion Classes

**“Koala” class:** starting 18 months to 2 ½ years of age, with the chance to extend the time at this toddler class if recommended by the teacher and/or administration.

The acclimatization period at German ISD, based on the Berliner Eingewöhnungsmodell from Germany (extra hand out)

Age: 18 months to 2 ½ years (or older if recommended by the teacher).

Fundamental for this model is the unique binding relationship of the child to his/her parents. With the parents' presence and active involvement in the classroom setting, we are aiming for each child to adjust faster to the environment and to build a strong relationship to the new teacher.

**“Elefanten”, “Giraffen” & “Pinguin” classes:** starting 2 ½ years to 4 years

All of the toddler classes follow a daily routine and meet on a daily base from Monday through Friday.

Every day starts with a morning circle, followed by two work sessions (theme focused), free- play-time and a daily outdoor time together.

**Programs** (all of the programs are developed and successfully taught in Germany)

- „Das bin ich“ (Linguale Program)
- “Entenland”, (Early Arithmetic program)
- “Logico” (Cognitive & Language Skills)
- “Music is the Key” (Music Education)

**Pre-K “Löwen”** classes, 4 to 5 years

The two Lion classes meet five days a week, with the focuses on preparing the children for Kindergarten and Elementary School. The selection of German ISD's early arithmetic-, language- and writing programs (all developed and successfully taught in Germany) are included into the weekly lessons plan for our student's success and their accomplishments.

**Programs** (all of the programs are developed and successfully taught in Germany)

- “Forschen mit Fred” (Science Program)
- “Music & Instruments” with Dr. Dedrick (Music Program)
- “Zahlenland” (Early Math Program)
- “Würzburger Sprachprogramm” (Phonological Program)
- “BuchStaLa” (Alphabet Program)

**Curriculum:** The Curriculum for all classes incorporates the “**Bayerische Bildungs- und Erziehungsplan für Kinder in Tageseinrichtungen.**” Visit here for more details: <http://www.ifp.bayern.de/imperia/md/content/stmas/ifp/bildungsplan.pdf>

## **Dual Immersion Kindergarten & Lower Elementary Classes**

*(Addition to German ISD, August 2017)*

Our concept for lower elementary classes at German ISD uses the Dual Immersion Teaching Strategy. The day is split and separated into two languages: English and German. One teacher speaks only English for the first part of the day, and the afternoons are taught in German.

### **The Educational Concept**

German ISD offers a state-equivalent School program based on the *Texas Essential Knowledge and Skills for Elementary Classes (TEKS)* standards and the *LehrplanPLUS Lehrplan für die Bayerische Grundschule*. The program complements the full immersion approach of the German ISD Preschool and Pre-K classes with a **German-English bilingual curriculum for children ages 5 to 10 years**, in order to ensure continuity with the instruction in the Texas early elementary grades. The dual-language immersion program is designed for **students with German as either a first or second language, with the goal of learning two languages without one language replacing the other**. A team of two certified teachers per class room - one of which is a native German speaker and the other a native English speaker - will lead the program. The program provides a range of benefits above and beyond traditional non-bilingual school programs through the connection of our native-speaking German teachers and native-speaking English teacher. It entails academic concepts such as **literacy, science, mathematics, movement, artistic, and musical activities**. Our goal is for children to develop the essential skills that build the foundation for lifelong learning within positive social and emotional experiences. The program is facilitates learning using children’s natural curiosity, imagination, and thinking skills.

German ISD’s curriculum is designed for a child to achieve maximum growth as a learner, through a specifically designed **German-English bilingual curriculum for children from 5 to 10 years of age**.

### **Afternoon Program**

German ISD offers various enrichment programs during the afternoon every day throughout the week from 3 p.m. to 6 p.m. Spanish, Arts & Crafts and Music are German ISD produced programs and free of charge for all children enrolled in our afterschool care program, \$60 per day a

month. Yoga, Piano and the German Enrichment class are fee based programs and require a separate sign up and payment.

German ISD students who aren't enrolled in the afternoon care can sign up for the enrichment classes at the cost of \$50 per month. Registration will be on a semester basis.

German ISD accept extern students for an charge of \$120 per afternoon or class a month and reserves the right to terminate at any time, if a spot is needed for a current enrolled German ISD student. Current enrolled students to the program have priority of enrollment for the additional afternoon program.

### **Enrollment Procedures**

Prior to your child's enrollment, the following must be submitted: (1) all required German ISD paperwork, (2) a copy of your child's immunization records, (3) a physician statement indicating your child has been examined within the last year and is physically able to participate in the program, (4) a non-refundable \$100 application fee, and (5) a non-refundable tuition deposit of \$500.00 to reserve your child's seat (which deposit will be applied to the May tuition payment).

Enrollment for the fall term begins the prior spring and continues throughout the year as spaces become available.

A separate supply fee may also be assessed during the school year, if costs for special student projects are not already covered by the monthly tuition.

### **Lower Elementary Application Fee**

Non-refundable \$1000 (\$750 credited towards the tuition payment, \$250 Enrollment Fee)

*Supply costs will be charged in addition.*

### **Waiting List Process**

If no openings are immediately available, a spot may be reserved on our waiting list, subject to receipt of completed application documents and a \$50 non-refundable fee. German ISD cannot guarantee enrollment.

### **School Year Schedule**

The German ISD school year operates from the middle of August to the end of June. Monthly tuition is pro-rated and required in advance on a monthly basis

and is due by the 10th of each month. Tuition is non-refundable. A late charge of \$10 will be added to an unscheduled late payment received after the 13<sup>th</sup> of the month for EACH day. Please make checks payable to "German International School of Dallas." On-line payment is also available.

Admission to school may be denied if your payment is 30 days past due and no previous arrangements have been made with the school director.

No make-up days are offered due to missed days as a result of illness, vacations, holidays, etc.

### **Pre-School Attendance**

Regular attendance is crucial to a child's adjustment to school and to language proficiency. Punctuality ensures your child does not miss out on any activities or disturb ongoing activities. Children develop friendships and teacher relationships, and derive greater benefit from the curriculum, when they can attend our programs on time and as consistently as possible.

Children may be dropped off beginning at 8.45 a.m. If you arrive after 9 a.m. during our morning circle time, please enter quietly and wait until the teacher welcomes your child, so as not to disturb the other children. All children must be accompanied into the classroom (please do not leave your child in the hall). Our entrance will remain closed after 9:15 a.m.!

### **Lower Elementary Attendance**

Students enrolled in Elementary classes are required to attend school from Monday to Friday, 8 a.m. to 3 p.m. All classes start promptly at 8 a.m.

Your child receives the maximum benefit of education by being in school every day. Because attendance is so critical for the quality of your child's education, Texas has a compulsory attendance law.

State law requires children to attend school each day that instruction is provided. The law applies to children ages 6–19.

Email, call, or send in a signed note on the day that your child misses school. German ISD will excuse an absence for certain reasons like health-care appointments.

The Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies for German ISD.

Talk to the teachers and director about your child's absences before your child goes below the 90% attendance mark. If you start planning early to make up work, it will be easier for your child to get credit for their classes.

Policies for German International School of Dallas



German ISD School Calendar 2018/19

15 - 17: Teacher Days  
 17: Parent Info Evening 7 pm.  
 20: First Day of school

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 7: Winterbreak  
 8: 1<sup>st</sup> day of 2<sup>nd</sup> semester  
 21: Martin Luther King Day – no school

3 Labor Day – no school!  
 20 North Texas Giving Day  
 22 Cocktail Party

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 Staff Development Day – Student Holiday  
 18 Bad Weather Day/ Presidents' Day

3 Tag der deutschen Einheit  
 8 Columbus Day – no school!  
 9 Staff Development Day – no school!  
 26 Halloween Party

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 – 15: Spring Break

19 – 23 Thanksgiving Break

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13 Easter Party  
 19 Bad Weather Day/ Spring Holiday

21 Early release day: 12 p.m.  
 23 – Jan 8<sup>th</sup>: Winter Break

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16/17 Mother's Day Parties  
 27 Memorial's Day – no school  
 31 Last Day of School / Pre-K Lion's Sleep Over



German Summer School for the months of June & July 2019!

**Tuition**

(May 2018)

**Full German Immersion, Classes 18 months and up to Pre-K**

Enrollment Fee: \$ 100 (non-refundable)

Deposit: \$ 500 deposit (refundable. Credited towards tuition of the last month of the school year)

**18 months to 2,5 years (Koalas)**

- 2 days/week (To & Thu) \$ 530 per month
- 3 days/week (Mo, Wed, Fr) \$ 600 per month
- 5 days/ week \$ 770 per month

**2,5 years to 5 years (Elephants, Giraffes, Penguins, Pre-K Lions)**

- 5 days \$ 750 per month

**LUNCH**

2 days/week	\$ 20 per month
3 days/week	\$ 30 per month
5 days/ week	\$ 50 per month

**EARLY DROP OFF (7.30 a.m.-8:45 a.m.):**

2 days/week	\$ 65 per month
3 days/week	\$ 85 per month
5 days/ week	\$ 110 per month

**AFTERNOON CARE (3:00 p.m.-6:00 p.m.):**

1 day / week	\$ 60 per month
2 days / week	\$ 120 per month
3 days / week	\$ 180 per month
4 days / week	\$ 240 per month
5 days / week	\$ 300 per month

**AFTERNOON PROGRAM FOR EXTERN STUDENTS:**

\$120 per afternoon or class

**KINDERGARTEN & LOWER ELEMENTARY CLASSES (Dual-Immersion)**

Application Fee: Non-refundable \$1000

(\$ 750 credited towards the tuition payment, \$250 Enrollment Fee)

**Option I: \$ 10.750,00**

1<sup>st</sup> Semester: August 2017: \$ 5.750,00 / 2<sup>nd</sup> Semester: \$ 4.250,00

**Option II. \$11.205,00**

Monthly Payments \$1.230,00

*Supply costs will be charge in addition.*

### **Late Pick up Fee**

A late fee of \$1 per minute for the first 5 minutes and \$5 per minute thereafter, will be assessed if your child is not picked up at your scheduled time. The clock in the hallway next to the sign-up sheets will be used to determine the time of pick up. Termination of services by the school may result after three late pick up charges.

### **Extended Leave**

If your child will not be able to participate for more than four weeks, and advance notice is provided, you will receive a 50% discount for the weeks in which your child was not in attendance, which will be applied to the next school year. The discount is based on the current monthly fee of your enrollment plan. The monthly fee must be paid by the 10th of every month, regardless of attendance status.

### **Withdraw**

If withdrawing from German ISD, a minimum of four weeks' written notice is required prior to the last day of attendance, except in the event of serious illness or accident (provided written notice is submitted from a physician licensed in the State of Texas). Without such prior notice, the balance of the tuition for the school year remains due and payable (and the tuition deposit is non-refundable).

### **Termination Policy**

German ISD reserves the right in its sole discretion to terminate enrollment at any time when it is in the best interest of the program.

The following actions are examples for a termination of school attendance:

- If an attending child could harm the wellbeing of other children (resulting in extreme workload for the staff))
- If school activities are threatened to be disturbed by strong external factors (for example custody fights)
- In case of significant economic risks (if actions of parents harm the economical basis of the school)
- In case of significant organizational risks (resulting in enduring disruption of school classes).
- In case of material misrepresentations in the application process (if, for example, significant behavioral issues were not disclosed upfront)
- In case of personal threats of parents against staff of German ISD
- In sustained cases, in which it has not been possible to establish a trusting and meaningful relationship between teachers and parents
- Ongoing violation of rules and regulations at the school grounds, and refusal to adhere to these in spite of repeated staff requests

This list of examples is not exhaustive or final, and is subject to change, but actions of similar effect or significance will be grounds for a termination of school attendance.

### **Confidentiality Policy**

German ISD may disclose, without parent/guardian consent, "directory" information such as parent and student's names, address, email, telephone number, and dates of attendance. Under the laws of the State of Texas, if you would prefer to opt-out of such disclosures, within ten days from the date of enrollment, you may request German ISD to not disclose going forward any directory information about your child or family. German ISD policy prohibits disclosing directory information about other students or families to third parties without the prior consent of the applicable students or families.

German ISD will disclose personally identifiable information when required by law, or if in good faith, we believe such action is necessary to (a) comply with any judicial proceeding, court order or other legal process, (b) protect and defend German ISD, or (c) protect the rights, property, and interests of our staff and students.

German ISD's intent is to take commercially reasonable and appropriate steps to protect the personal information you share with us.

### **Preparing for the School Day**

Children must attend school in clothing they can easily take on and off themselves. This is essential for your child's comfort and independence and ensures he or she does not have to worry about staying clean and can go to the restroom with minimal assistance from the caregiver (if already potty trained). To climb safely, run quickly, and have fun, your child must always wear shoes that fit well and grip the ground securely. Children may only wear closed-toe shoes. No flip-flops allowed! All shoes and clothing, including a change of clothes, must be labeled.

Please dress your child appropriately for weather at all times and provide clothing for all weather conditions (e.g. raincoats, rain boots, etc.). Children will play outside in various weather conditions, so a change of clothing and clothes for all types of weather will allow your child to participate in all activities.

Please bring a labeled water bottle for your child every day, containing only water (no juice or other beverages please)! Take it home daily to clean it and bring it back filled with fresh water the next day.

Your child should bring at least two complete labeled changes of clothing to school in a sturdy tote bag or backpack. For younger children who take naps at

school, please also bring a blanket, pillow, and sheet. Clothing and bedding must be taken home at the end of each week for washing.

If your child is not potty-trained, diapers and wipes must also be provided.

Please do not allow your child to bring toys from home. (German ISD has an assortment of toys available for the children to share.) Exceptions are made for a labeled stuffed animal for naptime, or a toy for show and tell.

### **Arrival**

Class begins at 9 a.m. and the children should be accompanied to the classrooms of German ISD by a parent or designated adult. Children may not be left in the classroom unless there is a teacher present. Do not drop off your child outside and let him/her go into the school by him/herself. Please accompany your child into the classroom. The school entrance will remain closed after 9:15 a.m.

Lower Elementary classes start at 8 a.m. and are scheduled until 3 p.m. daily. Students enrolled in Elementary classes are required to attend on a daily basis. Pick up time is 3 p.m. Please pick up your child promptly. A late pick up fee will be charged, see page 8).

If your child should need to be picked up by anyone other than persons stated on your registration forms, please notify German ISD in writing. Please notify the person that they must present his or her driver's license before the child will be released to him or her.

### **Dismissal and Release**

Pick up time is from 2.30 p.m. to 3 p.m. Please pick up your child promptly and no later than 3 p.m. (late pick up fee will be charged, see page 8) The children will wait in the hallway accompanied by a caregiver at pick up time. German ISD also offers a late pick up time every day until 6 p.m., for an additional fee.

If your child should need to be picked up by anyone other than persons stated on your registration forms, please notify German ISD in writing. Please notify the person that they must present his or her driver's license before the child will be released to him or her.

### **Inclement Weather**

The decision for closing, late start, or early release due to inclement weather will be based on the Carrollton/Farmers Branch ISD inclement weather procedures.

Information regarding inclement weather days in Carrollton/Farmers Branch ISD can be found at the link below. In addition, in the event of a closing, late start or early release, German ISD will inform all families via email as soon as possible. <http://www.cfbisd.edu>

### **Parent Responsibility**

- \* Please communicate any concerns regarding our program or your child to the administration and staff immediately.
- \* Pick up and read the notices and information left for you in your child's folder.
- \* Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between you and your child.
- \* Be aware of our school opening- and closing hours, as well as our programs schedule and pay close attention to follow those assignments.

### **Staff hired by parents**

We strongly discourage our employees from making independent child care arrangements with families from German ISD. However, in the event that you enter into an agreement with a German ISD employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, the agreement must be handled outside of school hours and not at the school, with the full knowledge and understanding that the babysitter enters into such an agreement as a private citizen and not as a German ISD employee. We cannot be responsible for actions taken by German ISD employees outside of their role at the school and/or outside their school working hours. German ISD is not be liable for their acts or omissions when not on our property (including the transportation of children).

Prior to engaging German ISD staff for childcare, the parent or guardian must sign a waiver form, entitled "Waiver and Release for the German ISD Staff Babysitting." Failure to sign the required waiver form or to otherwise comply with this policy could result in your child or children being terminated from continued enrollment at German ISD. A copy of the waiver form can be obtained in the office and will be available to sign prior to each new registration or reenrollment. Please be aware that our staff cannot babysit for you during a time they are supposed to be working at the German ISD.

### **Social Networking / Phone Calls**

Employees of German ISD are prohibited from participating in social networking with parents and children of the school. This includes, but is not limited to Facebook, Twitter, LinkedIn, and Instagram.

Any phone calls to the school regarding your child can be made during our teachers' work hours. Please call the school at 214-507-0130.

**Acclimatization Phase** (extra hand out with more information)

We ask our parents to support the process of our youngest student's (Koalas) acclimatization at German ISD for the 1<sup>st</sup> two weeks in the classroom!  
> 18 month to 2 1/2 years or if recommended by the teacher

**Provision of Service**

German ISD has the right to refuse service to any person and/or family for any reason, subject to applicable law.

**Custody Situations**

If divorced or separated parents share custody, every effort will be made to see that both parents receive communication from German ISD. If one of the parents has restricted access with respect to custody or visitation and those restrictions will effect German ISD's arrangements, please furnish the office with a certified copy of the custody/visitation arrangements. The school will not participate in custody disputes in any manner (except as set forth immediately below and per applicable law). Please do not ask the staff, teacher or the Director to document and/or discuss any actions or behavior of another parent.

Please note: per the laws of the State of Texas, in the absence of a court order, German ISD will provide information to both parents and will not restrict access to information or a child.

**Communication with Parents**

The school shall communicate with both parents of the child, unless otherwise instructed by a court decree.

**Conferences**

German ISD reserves several weeks of the school year for parent-teacher conferences (see school calendar). The school director may require a conference to address any topics as necessary to ensure an appropriate school environment or experience.

If you desire an additional conference with your child's teacher or with the school director, please call the school. Please keep in mind that pick-up and drop-off can be hectic periods and are not generally available for conferences.

Communication between teachers and parents is critical to a child's success. Accordingly, German ISD is committed to encouraging such communication,

and parents may be requested to acknowledge that these communications have taken place.

## **Parent Participation**

Parents are welcome to spend time in the classroom, visit for lunch or share special talents they have with the children (e.g., crafts, dance lessons, yoga, singing). Parents are always welcome to visit with no notice required, but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit. Sometimes extra visits during your child's first few weeks may make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the teachers.

## **Volunteering**

Our school is successful in part due to our amazing German ISD families. Our families engage in the German community and share their gifts in a variety of ways. It is our expectation that each family volunteers a minimum of 20 hours per school year and student(s). Several parties will be held during the year requiring volunteers. Landscaping and maintaining a school garden and playground also require many helping hands, and other opportunities to assist the school will also be provided. We welcome and encourage parent involvement.

Volunteering and participating in school celebrations also provides parents with the opportunity to meet other parents.

Families may choose, in lieu of fulfilling the 20 hours of volunteer service, to choose to pay a \$500 volunteer fee per school year.

## **German ISD Parent's Club/Elternbeirat**

A group of composed parents and staff that is intended to facilitate parental participation at German ISD. This group can be the best link to teachers and is one of the easiest ways to become involved with your child at German ISD.

## **Wellness Information**

Children must be healthy in order to attend school.

We depend on our parents to help us maintain this policy in order to curb the spread of illness at German ISD. If your child becomes ill while at school, you will be called immediately and asked to pick your child up promptly. Your child will be made as comfortable as possible until you arrive. Please ensure your current phone numbers are on file in the office, and your emergency contact is available to pick up your child promptly. If there are changes to your emergency contact information, please notify the office promptly in writing.

Parents will be notified when a child has been exposed to a communicable disease at German ISD. Please notify the office immediately if your child has been exposed to any contagious disease. In the case of head lice, pinkeye, or other highly contagious conditions, your child must receive proper treatment

and stay home for at least three days (or longer, if symptoms have not disappeared).

Children will be sent home from school with any of the listed symptoms below and **are not eligible to return to class the next day (24-hour rule)**. This policy is for the protection of both your child as well as the other children and staff. German ISD will provide a Health Parent Notification which will be sent home with the parent. In the case of communicable disease, proper physician documentation may be required for the student to re-enter German ISD.

This procedure will ensure that no child will be exposed to other illnesses while their immunities are down and will not be contaminating other students with their current illness.

**Some of the common conditions for which a child will be sent home are as follows:**

1. *Temperature* - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the school.
2. *Diarrhea* - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections, however, bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff about this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return timeframe may be extended to ensure the health and wellness of the child and other children in the program.
3. *Vomiting* - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of German ISD.
4. *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning and all lesions should be dry before returning to school.
5. *Conjunctivitis* - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician,

children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to school and all discharge must be gone.

6. *Strep Throat* - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning school.
7. *Scarlet Fever* - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to school.
8. *Chicken Pox* - Children can attend school after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.
9. *Ear Infections (Otitis Media)* - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to school.
10. *Respiratory Infections* - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to school.
11. *Head Lice* - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to school, after they have had one head lice treatment (please provide document of treatment when returning to school).
12. *Scabies* - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the center after one treatment.
13. *Hand-foot-mouth disease* - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to school.

If a child is ill with a contagious disease (i.e., chickenpox, etc.) parents are encouraged to let the staff know so that other parents at the center may be informed. In cases of highly contagious illnesses, the return to German

ISD timeframe may be extended to ensure the health and wellness for the program.

### **Immunization/ Medical Exam Requirements**

The laws of the State of Texas require the following immunizations for all enrolled children: DPT, MMR, OPV, Hib, HepB, HepA, PCV7, and Varicella. Any updates to your child's immunizations must be provided to German ISD within ten days of the date of any newly administered immunizations. In addition, all students must have on file a current physician statement indicating they have been examined within the last year and are physically able to take part in our program.

Each child must also have a completed emergency treatment authorization on file.

### **Affidavit**

If you have elected not to have your child vaccinated, a signed and notarized State of Texas affidavit must be provided to German ISD prior to enrollment.

### **Vision and Hearing Screenings**

All children who are **four years** of age or older must be screened by the child's physician for vision and hearing during the school year. Results of all screenings must be kept on file at the office.

### **Medications and First Aid**

German ISD does not make available any medication for use by students, and will not administer any medications to children, except for prescription medications for chronic conditions (after discussion with the child's parents/guardians). All medications must be kept in the office in the original packaging and must be labeled with the child's name, the prescribing physician's name, the expiration date and directions for administering. Please do not place medication in your child's backpack. Parents must also sign the Medication Log in the office authorizing the staff to administer the medicine for each school day that the medication is to be administered.

All staff members and caregivers (including substitute caregivers) are certified in CPR and First Aid. In the event of an injury while at school before the child is picked up, caregivers will clean wounds and apply band aids/bandages to keep the area clean. If needed, ice packs will be applied to reduce swelling.

In case of a life-threatening emergency, German ISD will call 911 and First Aid will be applied.

## **Procedures for Handling Emergencies**

In case of minor injury or accident, the staff will administer basic First Aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents/guardians when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), German ISD staff will call 911 and as appropriate, German ISD staff will administer CPR or First Aid measures. Parents/guardians will be notified immediately. If parents are unavailable, designated emergency contacts will be notified by phone. All children must have an emergency medical release form on file in case of such an emergency.

## **Accident Reports**

Accident reports are completed any time a child receives a bump, scrape, bite or bruise or any head injury while attending German ISD. We also document in an accident report any physical injury or change that a child might present upon arrival at school (bruise, scrapes, etc.). Accident reports will be provided to the parent or guardian when they arrive to pick up a child. In the event that we deem it necessary, a parent may be called to either come pick up the child or examine the child based on injuries. The parent or guardian is required to sign the accident report and a copy is sent home with them to review/for their records.

## **Discipline**

German ISD staff is trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. For example, staff praise and encourage good behavior instead of focusing only upon unacceptable behavior. They also remind a child of behavioral expectations daily by using clear, positive statements and redirecting behaviors. German ISD staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages good behavior. When these discipline procedures fail to result in a positive outcome or if the safety of other students is in question, German ISD reserves the right to terminate enrollment at any time.

## **Biting**

Biting is a common issue in early child development. The best way to deal with biting is by addressing the issue consistently both at home and at school. Biting occurs for multiple reasons, so proper communication will help determine why a child is biting. German ISD will work with parents to address and solve this issue, should it arise, as soon as possible.

### **Toileting and Diapering**

At German ISD, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home.

Children in diapers are changed as needed and on an as-needed basis.

Due to sanitary reasons and to prevent the spread of bacteria, German ISD only allows the use of disposable diapers/pull-ups at school.

### **Field Trips**

Parents will be given prior notice. Prior permission for any field trip is required in order for the child to participate.

### **Holidays**

Holidays and vacations generally follow the Carrollton/Farmers Branch ISD school calendar. Parents are responsible for arranging alternative care for their children on non-school days. German ISD holidays are noted in the current German ISD calendar.

### **Food/Nutrition**

German ISD food is prepared daily by the catering service Fit & Feisty by Mrs. Krysten Warren. <http://www.schoolnutritionandfitness.com/index.php?sid=>.

German ISD provides a breakfast snack (such as cereal, fresh fruits and milk) to each child every morning. Lunch will be served at noon. You can find each week's lunch plan posted at the entrance to our lunch room.

Water will be made available to the children during the day.

If your child is attending the after-school program, an afternoon snack is also provided.

At German ISD, the staff and children set the table together and sit down together for healthy meals. This experience provides the children with a warm family-like atmosphere and conversation. The children also have the opportunity to exercise age-appropriate responsibilities (such as putting their dishes away).

**Birthdays** (please ask your child's teacher for the Birthday list of foods to bring)

Birthdays are special occasions. If you wish to participate in your child's special day at school, please let your child's teacher know in advance. Any special treats must be for all the children in the class and should be healthy. For more details, please ask your child's teacher for a list of healthy and fun birthday foods.

### **Parties**

All holidays and parties will be included in the school calendar circulated at the beginning of the school year. Some parties or events are scheduled during the school week to correspond with the date of an event or for planning purposes. Children are encouraged to participate in parties that are scheduled on the days of the week when the child is enrolled. Due to staffing and ratio restrictions, children may not attend parties held on dates when the child is not enrolled.

### **Toys from home**

We ask that children's toys stay at home, unless they are brought in for a pre-arranged sharing at group time ("show and tell") planned in advance by the staff. Toys from home are difficult to share, and we cannot be responsible if they become lost or broken. We realize that this is sometimes difficult and suggest, as an example tactic, that if you can't leave the house without a special toy, you keep the special toy in the car during the school day. Comfort toys for nap are the only exception to the above rule, and should be kept in the child's cubby, unless needed at difficult times.

German ISD dedicates the month of May as "toy free school" every year. Each class room will be without any toys during those last school weeks before summer break.

### **Water Activities**

Written parental consent is required before your child can participate in water activities, such as playing in a wading pool, sprinkler, or with a water table. Children will be supervised by our staff at all times while involved in water activities in compliance with the requirements of the State of Texas.

### **Pet Care**

Some classrooms might have a class pet (e.g., bunny rabbit, guinea pig, fish), provided by the staff. The care of pets is a valuable experience for children. Children may help with the feeding of pets with staff supervision. Staff is responsible for keeping our pet's cages, aquariums, etc. clean. Please notify the administrative staff and your child's teacher if your child has any known pet allergies. You should also document any known allergies in your child's chart.

### **Breastfeeding Area**

German ISD supports all mothers who wish to breastfeed at our school. We will provide a quiet place where you can breastfeed.

### **Gang-Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a child-care center (including German ISD) is a gang-free zone, where criminal offenses related to organized criminal activity are subject to enhanced penalty.

### **Additional information**

Copies of the Rules of Minimum Standards for Registered and Licensed Child-Care Homes are available in the office for parents to review. Also available is our most recent registered inspection report by the State of Texas.

Parents can contact their child care local licensing office at 214-583-4253.

The child abuse hotline for the State of Texas is 1-800-252-5400. The web site for the Department of Protective and Regulatory Services is

**[http://www.dfps.state.tx.us/child\\_care/about\\_child\\_care\\_licensing/](http://www.dfps.state.tx.us/child_care/about_child_care_licensing/)**

### **Policy Changes**

Parents will be notified of policy changes or any other upcoming events in written communication from German ISD or through posted notices on the information board located in the school hallway.

**Acknowledgement**

I, \_\_\_\_\_, acknowledge that I have read  
(Name printed) and understand the policies  
contained in this Parent Handbook 2018-2019 for the German International  
School of Dallas.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

*Please return the signed acknowledgement no later than the 1<sup>st</sup> day of your  
child's attendance at German ISD!*