



PARENT HANDBOOK, SCHOOL YEAR 2020/21

Revised Version, July 2020

Mission and Philosophy

The mission of the German International School of Dallas is to provide enrolled children in **Pre-S/Pre-K classes (ages 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**.

Students' curriculum in the **lower elementary classes (ages 6 to 10 years)** combine the active acquisition of knowledge and competencies. The educational mission of the primary school curriculum contains all subject profiles. With native-speaking educators, the unique curriculum provides a range of benefits above and beyond traditional school programs. It entails academic concepts such as reading and writing, literacy, acquisition as well as mathematical skills, science, movement, and artistic and musical activities. The main goal is for all students to develop the essential skills to build the foundation for life-long learning with positive social and emotional experiences.

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 the balance of learning and play enhances a child's growth – physically, socially, emotionally, creatively, and intellectually.

Nondiscrimination 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 Hours of Operation (please see attachment for pandemic plan for operating hours during covid-19)

German ISD is a German Immersion School, with all classes, activities, and work sessions 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.

Children from 18 months to 2 ½ years can attend for a minimum of two days and a 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.

Pre-S classes follow a 5-day schedule with a daily attendance from Monday to Friday, as well as Pre-K students with a five days per week attendance policy.

German ISD offers afternoon care from 3 pm to 6 pm 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 begins daily at 7:30 am and needs to be pre-registered.

Curriculum

German ISD teachers utilize age-appropriate curriculum for all their students. The 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

Toddler 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.

(currently not offered)

Based on the Berliner Eingewöhnungsmodell from Germany:

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

We ask our parents to support the process of our youngest students' acclimation at German ISD for the first two weeks in the classroom!

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 school environment and to build a strong relationship to the new teacher. **(currently not offered)**

Pre-S Classes: Starting 2 ½ years to 4 years

5-days a week

All Pre-S classes follow a daily routine and meet on a daily basis from Monday through Friday.

Every day begins with a morning circle, followed by two theme-focused work sessions, free playtime, and outdoor time together.

Pre-School Programs *(all developed and successfully taught in Germany)*

- „Das bin ich“ (Linguale program)
- “Entenland” (Early Arithmetic program)
- “Logico” (Cognitive & Language Skills)
- “Affe Boddo klatscht im Takt” (Music and Rhythm program)

Pre-K Classes: 4 to 5 years

The two classes meet five days a week, with the emphasis on preparing the children for Kindergarten and Elementary School. The selection of German ISD's early arithmetic, language, and writing programs are included in the weekly lesson plans for our students' success and accomplishment.

Pre-K Programs *(all developed and successfully taught in Germany)*

- “Zahlenland” (Early Math Program)
- “Würzburger Sprachprogramm” (Phonological program)

- "BuchStaLa" (End of the school year, May 2020, Alphabet program)
- "Music & Instruments"
- "Yoga"
- "Wuppis Abenteuer Reise" (German phonological language program)
- "Forschen mit Fred" (Science Program)

Curriculum: All classes incorporate the German "**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>

Kindergarten & Lower Elementary Classes

The Educational Concept

LehrplanPLUS: Lehrplan für die Bayerische Grundschule.

<https://www.lehrplanplus.bayern.de/schulart/grundschule>

German ISD's curriculum is designed for children to achieve maximum growth; It complements the full immersion approach of German ISD Preschool and Pre-K classes with a full **German curriculum for children ages 5 to 10 years. The curriculum is designed for students with German as either a first or second language.**

It entails academic concepts such as **literacy, science, mathematics, movement, art, 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 facilitates learning using children's natural curiosity, imagination, and critical thinking skills.

Afternoon Program (limited classes during covid-19)

German ISD offers various enrichment programs during the afternoon every day of the week from 3 pm to 5 pm.

Arts & Crafts, and Music are German ISD-produced programs and free of charge for all children enrolled in our general afternoon care program. Spanish, Yoga, and the German Enrichment class are fee-based programs and require a separate sign up and payment. German ISD students who are not enrolled in the afternoon care can sign up for the enrichment classes at the cost of \$90 per month. Registration is on a semester basis. German ISD accepts extern students for a charge of \$120 per afternoon or class per month and reserves the right to terminate if a spot is needed for a currently enrolled German ISD student at any time. Current German ISD students 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 or the original affidavit, (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 \$150 application fee, and (5) a non-refundable tuition deposit of \$500 to reserve your child's seat (will be applied to the last month of care). Enrollment for the fall term begins the prior spring and continues throughout the year as space becomes 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.

A onetime, nonrefundable \$150 covid-19 fee is charged at the beginning of the school year.

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 receiving completed application documents and the \$150 non-refundable fee. German ISD cannot guarantee enrollment.

School Year Schedule

The German ISD school year operates from the middle of August until the end of May. Monthly tuition is pro-rated and required in advance on a monthly basis, 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 13th of the month for EACH day. Please make checks payable to "German International School of Dallas." Online payment is also available.

Admission 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, gaining greater benefits 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 am. If you arrive after 9 am 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 9:00 am!

Lower Elementary Attendance

Students enrolled in Elementary classes are required to attend school from Monday to Friday, 8 am to 3 pm. All classes start promptly at 8 am, and 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. Texas state law requires children ages 6–19 to attend school each day that instruction is provided. Email, call, or send in a signed note on the day(s) your child will miss school. German ISD will excuse an absence for reasons including healthcare appointments. Texas attendance regulation requires students to be in class at least 90% of the time to receive credit for that class. Communicate with teachers and the 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 receive credit for their classes.

Daily drop-off and pick-up procedure (currently not available)

Early bird drop-off is available daily from 7:30 to 8:45 am. All students meet at the Giraffe's classroom during this time.

Drop-off time is from 8:45 am to 9 am in each of our classrooms.

Class begins at 9 am, and children must be accompanied to their 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.

Lower Elementary classes start at 8 am and are scheduled until 3 pm daily. Students enrolled in Elementary classes are required to attend on a daily basis. Pick-up time is 3 pm, and please pick up your child promptly. A late pick-up fee will be charged.

Pick-up time for Preschool is from 2:30 pm to 3 pm. Please pick up your child promptly, no later than 3 pm, and leave the building after you have picked up your child from class. This will ensure a prompt start of our afternoon classes and will help our staff follow their afternoon schedule.

A late pick-up fee will be charged for any late pick-up after 3 pm. German ISD also offers a daily afternoon program until 5 pm for an additional fee. For more details on Afternoon care, please see the separate sheet in the office.

Regardless to your attendance or excuse notice, the entrance will remain closed during nap time between 12:30 pm and 2:30 pm!

If your child needs to be picked up by anyone other than persons stated on your registration or pick-up authorization forms, please notify German ISD in writing and include their first and last name. Please notify the person that they must present his or her driver's license before the child will be released to him or her.

Each guardian/parent is fully responsible for the actions and interactions with their child when they are present in-person at the building. This includes but is not limited to: drop-off/pick-up time, and German ISD's events and parties.

Late Pick-up Fee

Pick-up time is from 2:30 to 3 pm. A fee of \$10 will be charged for all late pick-ups, starting with the first minute after 3 pm regardless of a phone call for notification of late pick-up. Every consecutive minute will be charged with \$1. This rule also applies to a late pick-up after 5 pm.

Extended Leave

If your child will not be able to participate in school for more than four weeks, and advanced notice is provided, you will receive a 50% discount for the weeks in which your child was not in attendance, applied to the following 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.

Withdrawal

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

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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 could possibly be disturbed by strong external factors (custody fights, for examples)
- 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 by parents against German ISD staff
- In sustained cases, in which it has not been possible to establish a trusting and meaningful relationship between teachers/staff and parents
- Continued 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 staff may access, without parent/guardian consent, "directory" information such as parent and student's names, address, email, phone number, and dates of attendance. Under the laws of the State of Texas, if you would prefer to opt-out of any disclosures, within ten days from the date of enrollment, you may request German ISD to not disclose forwarding any directory information about your child or family to staff.

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, while ensuring he or she is able to stay clean and go to the restroom with minimal assistance from the caregiver (if already potty trained). All shoes and clothing, including a change of clothes, must be labeled. Please dress your child in weather-appropriate clothes (e.g. raincoats, rain boots, etc.). Your child should bring at least two complete, labeled changes of clothing to school in a tote bag or backpack. Children will play outside in various weather conditions, so a change of clothing for all types of weather will allow your child to participate in all activities. To climb safely, run quickly, and have fun, your child must always wear shoes that fit well and securely grip the ground. Children may only wear closed toe shoes. No flip-flops allowed!

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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 and return it with fresh water the following day.

For younger children who take naps at school, please 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 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.

Inclement Weather

The decision to close, have a late start, or an 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 the event of a closing, late start, or early release, German ISD will inform families via email in a timely manner.

<http://www.cfbisd.edu>

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 phone at 214-507-0130.

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, possibly affecting German ISD's arrangements, please provide a certified copy of the custody/visitation arrangements to the office. The school will not participate in custody disputes in any manner (except as set forth immediately below and as per applicable law). Please do not ask the staff, teachers, 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 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 or email 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 students (e.g. crafts, dance lessons, yoga, singing, career, etc.). Parents are always welcome to visit with no notice required, but may want to notify the teachers when they plan to visit so the child and class schedule can be prepared. 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.

Elternbeirat

The Elternbeirat (also known as the PTA: Parent Teacher Association) plays a vital role in German ISD's community-building efforts and educational objectives. It is the joint mission of the school and the Elternbeirat to build a responsible, global-minded community and ignite the "spark of genius" in every child. Being a parent of German ISD means you are an essential stakeholder of the Elternbeirat.

Elternbeirat Purpose & Support

- To actively encourage parents in supporting the conscientious fulfillment of school duties and requirements
- To encourage parental involvement at German ISD
- To advocate for children, families, and teachers within the community
- To partner with German ISD administration and teachers as an advocate and resource for our school
- To promote advertising German ISD within the community
- To develop, promote, and participate in fundraising events
- To strengthen the family through school and community partnerships
- To assist with the organization of school events
- To sponsor family-oriented events and activities
- To raise awareness of issues affecting children inside and outside our community
- To encourage the exchange of ideas and thoughts by connecting with staff and other parents

Please follow the link to read the Elternbeirat guidelines 2019/20:

<https://kindergarten.german-isd.org/wp-content/uploads/2019/06/GISDfinalEBguidelines1920.pdf>

Support Hours

The success and growth of German ISD relies heavily on the support and dedication of parents and other volunteers.

The Elternbeirat has agreed to coordinate German ISD volunteers and support hours. There is a list with plenty of opportunities for you to help German ISD and a requirement of 10 hours per semester and per child.

The Elternbeirat will share volunteer opportunities throughout the academic school year. Parents who did not contribute all required hours should expect to be asked for a monetary support fee.

Parent Responsibility

- Please communicate any concerns about 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.

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- 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's opening and closing hours and program schedule.
- Parents are fully responsible for any and all of their child's actions while they are present.

Staff hired by parents

We strongly discourage our employees from making independent childcare 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 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 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 German ISD.

Wellness Information

Children must be healthy in order to attend school. If your child is sick, they must stay at home to fully recover. We depend on our parents to help us maintain this policy in order to curb the spread of illness at school. If your child becomes ill while at school, you will be called at once 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 any 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. If you know your child has been exposed to any contagious disease, please notify the office at once. 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 remain present).

Children will be sent home from school with any of the listed symptoms below and are **not eligible to return to class the next 3 days (covid-19 policy)**. This policy is for the protection of your child, 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 children 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 degrees or higher. The child must be fever-free for at least 72 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to 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 72 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return date may be extended to ensure the health and wellness of your child and other children in our 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 date may be delayed to ensure the health and wellness of your child and other children in the program.
4. *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere, but usually initially in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours 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 with all discharge ceased before returning to school.
6. *Strep Throat* – This is characterized by swollen neck glands, a sore throat, and high temperature. When diagnosed by a physician, children with this condition must take the prescribed antibiotics for at least 72 hours before returning to school.
7. *Scarlet Fever* – This entails strep throat with a red rash and a sandpaper feeling on the skin. Your physician should be consulted as to when your child is able to 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 are any doubts concerning your child's contagiousness during this illness. Please notify German ISD if you suspect

your child has been exposed to chickenpox, so that we may notify other parents.

9. *Ear Infections (Otitis Media)* - Ear infections are extremely common. When prescribed by a physician, children with this condition must take the prescribed antibiotics for at least 72 hours before returning to school.
10. *Respiratory Infections* - Very common and usually caused by viruses, it is advised that your child remains at home. If fever is associated with the infection, your child must be fever-free without the use of acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 72 hours before returning to school.
11. *Head Lice* - Characterized by a very itchy scalp and nits (white eggs) that resemble dandruff, they are not easily removed from hair or scalp. Children may return to school after one head lice treatment and providing documentation of said treatment.
12. *Scabies* – Caused by a mite, this shows as an incredibly itchy rash between fingers, on wrists, under arms, at the belt line, and in infants on the head, neck, palms, and soles. The child may return to the school after one treatment.
13. *Hand-Foot-Mouth Disease* - Caused by a viral infection, it is characterized by small ulcers in the mouth with blisters on hands and, in some cases, 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 without the use of acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 72 hours 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, your child's return date to German ISD may be prolonged 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: DTaP, MMR, OPV, Hib, Hepatitis A, Hepatitis B, 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 as well as at least two emergency contacts different from direct parents and guardians on file.

Affidavit

If you have chosen to not have your child vaccinated, the original 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 turned in the office to keep on file.

Medications and First Aid

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German ISD does not make any medication available for use by students and will not administer any medications to children, with the exception of 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 Medical 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 emergency professional care, 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 students must have an emergency medical release form on file in case of such an emergency.

Incident Reports

Incident or accident reports are completed any time a child receives a bump, scrape, bite, bruise, or any head injury while attending German ISD. We also document in an incident report any physical injury or change that a child might present upon arrival at school (bruise, scrapes, etc.). Incident reports will be provided to a parent or guardian when they arrive to pick up their child. In the event that we deem it necessary based on the injury, a parent may be called to either pick up the child or examine the child. The parent or guardian is always required to sign the incident 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 on unacceptable behavior. They also remind children daily of behavioral expectations 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, encouraging 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 combat biting is addressing the issue consistently both at home and at school. Biting occurs for multiple reasons; therefore, proper communication will help determine why a child engages in this behavior. Should it arise, German ISD will work with parents to address and solve this issue.

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 or she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness and discuss an individual plan together. We will continue the toileting process here once it has begun at home.

Children in diapers are changed as needed. 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 with a Field Trip Authorization Form to complete. 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.

Daily Lunch

Lunch is held daily between 11:30 am to 12:30 pm. All students must bring their morning snack, lunch, and afternoon snack (if staying for extended afternoon care) to school every day. German ISD does not provide any food services for students.

The packed lunch bag should include enough food for the entire time of school attendance daily. Healthy eating is necessary for healthy development, and a nutritious snack and lunch option is encouraged.

All lunches need to be packed in an insulated bag and container for the food to stay cold and/or warm – we are not able to warm up any lunches!

At German ISD, the staff and children set the table and sit down together for healthy meals. This experience provides the children a space for a warm, family-like atmosphere and conversation.

Insulated water bottles may be refilled at the filtered water station. Beverages in glass bottles and soda are not allowed.

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 well in advance. Any special treats must be for all children in the class and should be healthy and store bought.

Parties

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 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. Parents/guardians are fully responsible when they are present.

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 your child's cubby unless needed at difficult times.

Each year, German ISD dedicates the month of May as "toy-free school." Each

classroom is without all 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 may have a class pet (e.g., bunny, guinea pig, fish, etc.), provided by the staff. The care of pets is a valuable experience for children, who may help with the feeding of pets with staff supervision. Staff is responsible for keeping our pet's habitat (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.

Allergies & Special Diets

All dietary restrictions and allergies must be disclosed in writing for the office. If your child experiences allergic reactions to certain foods, please find the FAIRFORM document on www.foodallergy.org to be signed and dated by your child's doctor. We will need this Food Allergy Plan in your child's records.

Breastfeeding Area

German ISD supports all mothers who wish to breastfeed at our school.

By request, 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 childcare center (including German ISD) is a gang-free zone, where criminal offenses related to organized criminal activity are subject to enhanced penalty.

Sunscreen & Mosquito Spray

The German ISD concept includes at least forty minutes of daily outdoor playtime. Please apply sunscreen to your child's skin daily before dropping them off in the classroom.

Additionally, mosquito and ticks are of particular concern in causing allergic reactions.

As with all other medications, parents must provide written permission for German ISD staff to apply sunscreen to their child(ren) during school hours. Please sign the form in your child's classroom or the office to give your authorization.

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. Our most recent registered inspection report by the State of Texas is always available.

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

Emergency Preparedness and Prevention

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, and taking corrective action. German ISD fosters preparedness at all levels including students, teachers, and staff. Examples of preparedness plans include conducting planning and implementing drills. Preparedness involves actions to avoid an incident, for which we have an alert phase, action phase, and recovery phase for fire, flood, tornado, thunderstorm, and active shooter emergencies. German ISD's Emergency Plan can be found in the office.

Preventing and Responding to Abuse and Neglect of Children

German ISD's teachers are required one hour of child abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. The training includes: Factors indicating a child is at risk for abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, internal procedures for reporting child abuse or neglect, community organizations that have training programs available to child care center staff members, children, and parents, and opportunities for additional training are provided throughout the year.

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused. Suspect neglect when you see:

Obvious malnourishment, lack of personal cleanliness, torn or dirty clothing, stealing, or begging for food, child unattended for long periods of time, need for glasses, dental care, or other medical attention, and frequent tardiness or absence from school.

Physical Abuse is any physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. All such injuries are considered abuse.

Texas law requires caregivers to report suspected child abuse or neglect. The Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

If parents suspect child abuse, parents may contact the child abuse hotline of the Department of Family and Protective Services (DFPS)'s local licensing office or visit the DFPS website: <https://www.dfps.state.tx.us/>

Pandemic Plan for German International School of Dallas

This pandemic plan is based on the childcare guidelines of the Center for Disease Control, Governor Abbot's Minimum Standard Health Protocols for the reopening of Texas Childcare given on May 18, 2020 and guidance from the Department of Health and Human Services. We are thankful for the many community resources who have been assisting us, so that we can maintain a quality environment for all children at GISD. As we reopen to more families, additional strategies have been put into place to account for increasing numbers of children in attendance. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary.

Families will receive updates to this plan by letter. Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the center.

Please stay informed about all recommendations and requirements for the areas in which you live and work. Families and staff must be aware of the facts regarding COVID-19 transmission (through respiratory droplets) and be willing to comply with infection control measures in our setting. These measures are based on the following three strategies:

- Limiting person-to-person contact

- **Limiting possible contamination brought into the center**
- **Effectively handling contamination throughout the day**

Young children are not able to follow the same strategies as adults. Therefore, these infection control measures may differ from those that are suitable for other settings. Many of these measures are amplified measures we already do to reduce transmission of contagious disease. Other measures, like physical distancing, are done in such a way as to keep our normal loving, friendly, learning environment that supports relationships between children and staff.

ILLNESS

1. Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:

- cough
- sore throat
- shortness of breath or
- loss of taste or smell
- difficulty breathing
- diarrhea
- chills
- feeling feverish or measured temperature
- repeated shaking with chills greater than or equal to 100 degrees F
- muscle pain
- headache

Employees and children may not return to the center until the following criteria are met:

- 72 hours have passed since recovery (without the use of fever-reducing medications)
- The individual has improvement in respiratory symptoms
- And at least 10 days have passed since symptoms have appeared.

1. Employees and children may return to the center without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on alternative diagnosis.

2. Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up.

3. For families with multiple children, both children will be excluded from care if one of the children does not meet admittance criteria for health.
4. If staff members or families know they have had exposure to someone with a lab-confirmed case of COVID-19, someone experiencing symptoms of COVID-19, or someone under investigation for COVID-19, they should self-isolate and monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The school should be contacted immediately.
5. At this time, the County Health Department recommends waiting 7 days from date of exposure with a confirmed case of COVID-19 before getting tested so there is less chance for a false negative result.

ACTION PLAN FOR CONFIRMED CASES IN THE SCHOOL COMMUNITY

1. In the event that a child or staff person tests positive for COVID-19, we will immediately close the classroom for a minimum of 24 hrs. and contact the local health department for advice on operational procedures and closing length (up to 14 days). We will notify parents of closure through e-mail, text messages and then begin calling families until we have confirmed that all families have received the message.
2. Following our licensing regulations, confirmed cases of children and staff members will be reported to childcare licensing and the health department.
3. Staff and children who are identified as possible contacts with a person under investigation for COVID-19 will be notified of possible exposure.
4. In the event that a staff member, child, or family member is under investigation or tests positive for COVID-19, we ask that the staff person or family of the child cooperate with requests of the school and health department. Timeliness may impact the length of our closure.
5. Once we reopen the school after a shut down due to a confirmed COVID-19 case, will follow the guidance and recommendation of the County Health Department and Child Care Licensing.

COVID-19 DROP OFF and PICKUP

1. We will have staggering arrival and drop off times between 8 am and 9am. Upon arrival at GISD a health check will be completed by the parent on the child/children. Staff will take the child/children's temperature at our check in station. If either present with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Any drop off after 9 am needs to be communicated with the director Annegret Richardson. Please follow all school communication. As the overall number of children attending school rises, there may be adjustments to drop off and pickup locations in order for families to maintain physical distancing.

Policies for German International School of Dallas

1. Any adult dropping off or picking up a child should wear a mask. If you have forgotten to wear a mask, you will be asked to step aside so the screening table won't be contaminated during the drop off process. You will be asked each screening question verbally.
2. If possible, drop off and pick up of children should only be accomplished by adults already in regular contact with children. This will limit the number of people our screener is exposed to.
3. We limit staff in the screening area in order to reduce the overall contact between people.
4. Please use hand sanitizer before using any pens at the screening station or touching doorbells.
5. Parents may not enter the building except for emergency situations.
6. All staff, children, and necessary guests are screened, and temperatures recorded before entering the building following DHHS standards.
7. If your child can stand on their own, please stand away from the screener while temperatures are taken.
8. Please apply hand sanitizer to your child's hands before entering the building. Children under 2 may use wipes.
9. Please have daily sheets filled out before coming to the screening station so the drop off line is not held up. Please leave any written notes for your child's teacher at the screening station.
10. Children are escorted to and from classrooms by staff who work in their bubble – Preschool, Pre-k, Kindergarten Lower Elementary.
11. If the assigned staff person is currently in transit, please follow the direction of the screener for where to stand with your child until the staff person is available to walk them back.
12. Please understand that we are taking every effort to do this quickly, so everyone can get to work on time. Please allow yourself ample time for the drop off and pickup process.
13. At pickup time, we ask that you take children directly to your vehicle rather than lingering on the school property. We take great effort during the school day to reduce contact between groups of children and want those efforts to continue throughout the pickup process.

PERSONAL PROTECTIVE EQUIPMENT

1. In order to reduce respiratory contact between children and adults, all children 2 years and up must wear masks in the building, except when napping and eating or drinking. Masks may be taken off for outdoor play if social distancing is followed.
2. Adults who drop off children must wear a mask in order to protect the families and staff in the area and to limit the possible virus spread at the screening station.
3. Child sized masks are available for purchase for \$5 at the screening station.
4. All children need to bring a minimum of 3 facemasks.
5. All masks need to be washed daily at home.

6. When masks are not worn, they are carefully folded and stored in a zip lock bag, to prevent cross contamination or hung in the classroom from a line where they are not able to touch any other mask.

7. We understand that learning to wear a mask is a transition and staff are prepared to work with children in a loving, kind way through gentle reminders and modeling. We have had great success with masks not inhibiting children's communication or play.

8. School staff wear a mask, except when eating or while supervising outdoor play. School staff keep masks ready for use if they must come in contact with children during outdoor play.

9. Staff and children switch out of street shoes into school shoes before entering classrooms. School shoes have been properly disinfected and stay at school.

10. All staff wear hair off their shoulders and do not wear jewelry so that disease cannot be transmitted this way.

13. Teachers are responsive to children's questions regarding protective equipment using simple, developmentally appropriate language.

PERSONAL BELONGINGS

1. Children and staff should limit personal belongings brought into the school to only what is necessary.

2. During the pandemic period we will not do a weekly show and tell time. Please do not bring toys or stuffed animals.

3. Each child needs 2 pairs of clothes sent in large labeled gallon Ziploc bags – one for each set. The bags will be sanitized before being stored in the classroom or cubbies.

4. Diapers must be sent in full sealed packs or boxes labeled with child's name. We will sanitize the outside before storing in the classroom.

5. Artwork will be sent home as available daily.

MEAL SERVICE

1. Lunch and snack from home should be sent in a lunch bag, including water bottle that will be sanitized daily by parents.

3. Teachers will wash hands and wear gloves before helping children open their food containers.

4. Teachers and children will wash hands before eating.

5. Birthday cupcakes may be provided if they are store bought, sealed, and include a store receipt for tracking.

PHYSICAL DISTANCING STRATEGIES

Policies for German International School of Dallas

1. Children will remain with the same group all day. Groups will not combine for activities or special events. Teachers will continue to provide engaging and thoughtful curriculum for children.
2. Contact with children is limited as much as possible to staff in their classroom bubble and the daily screener.
3. Regular employee absences and breaks are covered first by the regular classroom staff, next by teachers within the same bubble (such as Preschool, Pre-K, Kindergarten/Lower Elementary) and finally by another teacher in the building as a last resort.
4. The bathrooms, hallways, and playgrounds are the only areas multiple groups will use each day. These will only be used by one group at a time. (shared bathrooms will be cleaned multiple times throughout the day.)
5. In order to balance class size, your child may move to an upcoming class earlier or later than usual.
6. Teachers are encouraged to avoid having children standing in line as much as possible. This is normal good teaching strategy as children have a difficult time waiting and transitioning between activities.
7. While numbers are low (10 children max per classroom), there will be adaptations to the number of children in learning centers. Children will be spaced out as far as possible .
8. Nap cots will be placed as possible 6 feet apart.
9. Children will continue to be loved and comforted. Teachers will progress through the following stages of comfort depending on the child's need or situation:
 - Eye contact and warm soothing voice
 - Light touch to the arm
 - Side hug or sitting on lap child's back to front
 - Holding
10. Staff will break physical distancing to care for hurt or sick children.
11. Staff will use physical distancing with children and other staff, including breaks.

DIAPERING AND TOILETING

1. When diapering children or assisting with toileting, teachers will wash the child's hands and their own hands before putting on gloves. They will follow all other regular safe diaper changing procedures.
2. Per our normal procedures, soiled clothing will not be washed or rinsed on site. It will be sent home in a sealed bag.

ENHANCED CLEANING AND DISINFECTING MEASURES

Policies for German International School of Dallas

1. All classrooms and school areas have daily sanitization schedules. High contact items are cleaned and sanitized or disinfected frequently throughout the day.
2. Other areas and equipment are cleaned a minimum of twice a day.
3. Cleaning products are EPA registered and used carefully so they do not come in contact with children. All products are used according to directions on the label.
4. Bathrooms are cleaned and disinfected multiple times a day.
5. Books and supplies are not used by any other group for at least 36 hours.

HAND HYGIENE:

1. All children and staff will wash hands at the following times:

- After arriving to the facility
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after outdoor activities
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling garbage

2. Staff will wash hands these additional times:

After assisting children with handwashing. After handling or cleaning bodily fluids – such as wiping noses, mouths, or bottoms, and tending sores. After removing gloves.

3. Children and staff will wash hands for 20 seconds. Children will be supervised.
4. Handwashing posters with proper protocols are posted by every handwashing sink.

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, _____ (please print name neatly),
acknowledge that I have read and understand the policies contained in this
Parent Handbook 2020-2021 for the German International School of Dallas.
I have read this latest version, as of July 2020, and acknowledge with my
signature below.

Signature

Date

Please sign and return this acknowledgement to the office.