General provisions that apply to this Handbook:

1. The terms of this handbook are not contractual, but parents and students in the School community have agreed by signing the enrollment contract and Handbook Agreement form to abide by all terms of this handbook.

2. The School reserves the right to supplement or modify the terms of this handbook from time to time at the sole discretion of the Head of School, with or without prior notice to parents and/or students.
A LETTER FROM OUR HEAD OF SCHOOL

Dear Families,

Welcome to St. Andrew’s Episcopal School! I know that looking for a school and choosing an environment that is right for your child is one of the hardest decisions during the years of early childhood. I am thankful each of you decided to partner with us and, I am looking forward to getting to know each of you and your families. I personally think you have chosen one of the best learning environments for your child.

St. Andrew’s is accredited by the Southwestern Association of Episcopal Schools and is a full member of the American Montessori Society. The tenets of each require that we value and emphasize a community life in which the physical, spiritual, and emotional health of all are supported and nurtured, and we engage in a study of religion that is academically substantive, age-appropriate, and fosters dialogue with other faith traditions. We integrate the ideals and concepts of equity and justice, and by weaving these principles into the fabric of daily life, our school ensures that our mission is built on the foundation of a Christian love that guides and challenges all who attend our school to build lives of genuine meaning, purpose, and service in the world.

SAES is a small community that values participation and see the education of your child as a collaboration between home and school. Welcome!!

With Gratitude,
Nancy Inge Simpson
Head of School

Accredited by Southwestern Association of Episcopal Schools

Member of the National Association of Episcopal Schools (NAES), American Montessori Society (AMS), National Association of Independent Schools (NAIS), Texas Association of Private and Parochial Schools (TAPPS)

Licensed by Texas Child Care Licensing (CCL) authorized by the Texas Department of Family and Protective Service (TDFPS)

St. Andrew’s Episcopal School, Houston, Texas, A Texas Non-Profit Corporation [I.R.C. Section 501 (c) (3) Organization] does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, gender or disability
Dear Parents,

Welcome to Saint Andrew’s Episcopal School! The Episcopal faith tradition, like the Montessori philosophy of education, emphasizes the importance and dignity of every person and aspect of creation. Both also place a high value on the life of community. Encompassing all of this is an emphasis on the blessings and joy that God offers to us. Our commitment to the children of Saint Andrew’s School is to nurture, respect and to engage them in complex learning about self, family, God, community, and world.

We welcome every family, regardless of faith tradition, who places their trust in the school as a formative part of their children’s development. As a church family, we are also ready to serve as a resource of faith and pastoral care to our children and their families. If I can be of any assistance to you, I hope you will not hesitate to contact me. The staff of the school and I are all dedicated to being available and of service in whatever ways we can. On behalf of the community of St. Andrew’s Episcopal Church and School, I look forward to being a part of the journey of growth and delight which awaits each child at St. Andrew’s.

God’s Peace,

The Rev. James M. L. Grace
Rector, St. Andrew’s Episcopal Church and School

www.saecheights.org
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SCHOOL ADMINISTRATION & STAFF

Head of School: Nancy I. Simpson
nsimpson@saesintheheights.org

Business Manager: Maryuri Duran
mduran@saesintheheights.org

Director of Admissions & Marketing: Debbie Masters
admissions@saesintheheights.org

Rector: The Reverend Jimmy Grace
jgrace@saecheights.org

Toddler 1: Mari Matthews
Gredel Blanco
toddler1@saesintheheights.org

Toddler 2: Christa Wilson
Elsa Estrella Reymundo
toddler2@saesintheheights.org

Early Childhood: Martha Pena
Tuan Vu
Monica Chapa
ec@saesintheheights.org

Art: Cindy Babbitt

Music: Heidi Kaim
MISSION STATEMENT

We are a welcoming, faith-based Montessori school that educates and nurtures the whole child and family with love and respect.

VALUES STATEMENT

The Whole Child

We use a child-directed Montessori approach to nurture the emotional, spiritual and academic development of the whole child while fostering respect for self, others and the environment.

Family

We provide a family-oriented environment built on trust and respect, where relationships can be developed through a network of extended resources.

Community

We are inclusive of children and families of all faiths and backgrounds and strive to build relationships and connections between the school, church and community.

VISION STATEMENT

Enrichment

We offer quality programs, consistent with the Montessori philosophy, that enrich the lives of our students and their families.

Faith

Our children and families enjoy fellowship in a Christian faith community through prayer, worship and community service.

Environment

We will create a program-driven environment that is welcoming, safe and supportive of our mission.
PHILOSOPHY AND GOALS

The Montessori Method

“The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. Doctor Montessori’s Method has been time tested, with over 100 years of success in diverse cultures throughout the world.

It is a view of the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. It is an approach that values the human spirit and the development of the whole child—physical, social, emotional, cognitive.”

--American Montessori Society

Benefits of Montessori Education

Montessori education offers our children opportunities to develop their potential as they step out into the world as engaged, competent, responsible, and respectful citizens with an understanding and appreciation that learning is for life.

• Each child is valued as a unique individual. Montessori education recognizes that children learn in different ways, and accommodates all learning styles. Students are also free to learn at their own pace, each advancing through the curriculum as he is ready, guided by the teacher and an individualized learning plan.

• Beginning at an early age, Montessori students develop order, coordination, concentration, and independence. Classroom design, materials, and daily routines support the individual’s emerging “self-regulation” (ability to educate one’s self, and to think about what one is learning), toddlers through adolescents.

• Students are part of a close, caring community. The multi-age classroom—typically spanning 3 years—re-creates a family structure. Older students enjoy stature as mentors and role models; younger children feel supported and gain confidence about the challenges ahead. Teachers model respect, loving kindness, and a belief in peaceful conflict resolution.

• Montessori students enjoy freedom within limits. Working within parameters set by their teachers, students are active participants in deciding what their focus of learning will be. Montessorians understand that internal satisfaction drives the child’s curiosity and interest and results in joyous learning that is sustainable over a lifetime.
• **Students are supported in becoming active seekers of knowledge.** Teachers provide environments where students have the freedom and the tools to pursue answers to their own questions.

• **Self-correction and self-assessment are an integral part of the Montessori classroom approach.** As they mature, students learn to look critically at their work, and become adept at recognizing, correcting, and learning from their errors.

Given the freedom and support to question, to probe deeply, and to make connections, Montessori students become confident, enthusiastic, self-directed learners. They are able to think critically, work collaboratively, and act boldly—a skill set for the 21st century.

---

**American Montessori Society**

**Our Goals**

• To foster a love of learning.
• To socialize young children in a nurturing environment.
• To model self-respect, respect of others, and respect of the environment at all times.
• To encourage independence and a sense of mastery with work that challenges and inspires students.
CHURCH & SCHOOL RELATIONSHIP

Head of School

The Head of School is a church staff member who reports to the Vestry and the Board of Trustees. Board meetings are held monthly.

Church Relationship

SAES is an outreach of St. Andrew’s Episcopal Church. The school is financially independent through tuition and registration fees. The church and school negotiate a use agreement each for facilities and utilities.

Board of Trustees

The Board of Trustees and Head of School have the right to amend school policies and procedures at any time. Parents will be notified of any changes with a note in their child’s drawer/pocket, by mail, or by e-mail. The school must ensure compliance with all minimum standards set forth by the Texas Department of Family and Protective Services.

GANG-FREE ZONE

In addition, House Bill 2086 (law) ensures St. Andrew’s Episcopal School is protected with and has a 1000 foot gang-free zone around our school. By enforcing tougher penalties, a gang-free zone deters criminal activities in areas where children gather.

PROGRAM OVERVIEW

St. Andrew’s Episcopal School (SAES) is an Episcopal school with a Montessori program taught by certified and experienced Montessori teachers for children 12 months through 6 years old. Our two Toddler Communities, for children 12 months to 3 years old, offer partial-week options. Our Early Childhood program, for 3 to 6 year olds, is a 5-day-a-week program with a 3-year cycle. We encourage families to for the 3rd year (Kindergarten) when their child is maturing as a young leader, beginning reader, and budding mathematician.

We have a calendar year similar to the Houston Independent School District August-May schedule. As a preschool, we honor the child’s relationship with the family and have created the yearly calendar with this in mind, providing opportunities for family time. We are also committed to maintaining what Montessori calls “the prepared environment” thus scheduling in-service teacher work days and days off for parent/teacher conferences.
Summer School is optional at St. Andrew’s Episcopal School and is offered in one, two, or three-week enrollment periods for the months of June, July, and August. Summer program information is distributed in March and priority is given to families who are re-enrolled for the upcoming school year. Early registration and a summer deposit are necessary for guaranteed summer enrollment. Our planned summer activities are many and varied, depending on the summer thematic studies, daily schedule and weather. Summer school is closed one week in June and one week in July. Teachers communicate with parents about the weekly summer schedule and the days when water activities are offered. The water activities include water tables, splashing pools and playing with sprinklers and hoses.

**Toddler Program (12 months to 3 years old)**

The first few years of a child's life are crucial to the development of personality and intellect. This is a period during which learning takes place at an accelerated pace. We provide the sense of security and loving care that toddlers need to thrive during this stage of intense learning. Our toddler program provides an opportunity for young children to experience a social setting away from home and parents; to function in a group of children their own age; and to relate to adults other than their parents. This is a comfortable first step away from home and into the larger community. The toddler is provided a safe space with the freedom to explore and discover. This is always balanced by a healthy sense of respect for oneself, for the environment and for one another. These loving limits will serve the child for a lifetime.

**Early Childhood Program (3 to 6 years old)**

The Early Childhood classroom is a prepared environment well-suited for the early childhood aged child. It provides for the practical application of the Montessori Method, which is based on child development and natural human tendencies – to explore, move, share with a group, to be independent and make decisions, create order, develop self-control, abstract ideas from experience, use the creative imagination, work hard, repeat, concentrate and perfect efforts.

The early childhood curriculum is divided into five basic areas: Practical Life, Sensorial, Language, Mathematics and Cultural Studies. The early childhood aged child uses the prepared environment to feed the accelerated learning taking place subconsciously. Dr. Maria Montessori coined the term the child’s “unconscious absorbent mind” because learning effortlessly takes in the impressions of the environment and gradually moves toward greater consciousness within the child.

**Texas Essential Knowledge Skills (TEKS)**

Our lessons, Montessori materials and group study units in the early childhood environment are aligned with the Texas Essential Knowledge Skills (TEKS) to make sure we are meeting state educational standards in our classroom setting.
Student Involvement in Chapel

Throughout the school year, chapel services are held for the Early Childhood class from 9:30AM – 9:50AM. The service incorporates the rituals of lighting candles, ringing the bell, openly discussing the children’s thoughts about God, the images seen in this chapel and prayers of thanksgiving and healing. Parents are always welcome to attend chapel. The Toddler 1 and Toddler 2 classes have a shorter chapel service in their classrooms.

Classroom Pets

Each of our classrooms has a pet which the children help care for. This leads to discussion and practice of proper hygiene when feeding, cleaning and caring for our special creatures. The observation and responsibility of helping care for a class pet can be a very exciting and rewarding opportunity for a child.

In-House Field Trips

We normally have a few in-house field trips each year in which the children have an additional supplement to their classroom studies.

Guidance and Discipline Policy

Teachers only use positive methods of re-direction and guidance that encourages self-esteem, self-control and self-direction.

“The child, instead of being a burden, shows himself to us as the greatest and most consoling of nature’s wonders! We find ourselves confronted by a being no longer to be thought of as helpless, like a receptive void waiting to be filled with our wisdom; but one whose dignity increases in the measure to which we see in him the builder of our own minds; one guided by his inward teacher, who labors indefatigably in joy and happiness following a precise timetable at the work of constructing the greatest marvel of the universe, the human being.”

--Dr. Maria Montessori

ADMISSIONS

The Application Process

Once you have determined that St. Andrew’s Episcopal School is a good match for your child and family, we encourage you to submit your completed application paperwork promptly. Your paid application fee of $175 and completed application form reserves a space in the waiting pool at St. Andrew’s Episcopal School. Throughout the year, we enroll, accept applications and add names to the waiting pool in order the applications are received.
When a space becomes available in a community, the next applicant on the list who is within the community’s age range is notified of the opening. If the family accepts the space in the community, we will inform the family of the starting date and provide enrollment forms, an enrollment contract and a deposit/tuition invoice. The child’s primary teacher will contact the family to schedule an initial parent/teacher conference, classroom orientation and schedule the child’s phase-in. A prompt return of the enrollment contract and tuition deposit is required to reserve your child’s space. If the family declines or does not pay the invoice promptly, we will move to the next family in the waiting pool.

Please feel free to call with any questions you may have. We would be happy to speak with you about our philosophy and goals, as well as any special circumstances or needs that apply to your child or family. We hope to build each classroom as a community of children and the school as a community of families; therefore, we enroll the entire family.

**NOTE:** An active waiting pool is maintained for those awaiting an available space in the school. Your reservation in the waiting pool remains in place until you accept or decline a space for your child.

**Custodial/Non-Custodial Parent Rights**

St. Andrew’s Episcopal School **MAY** require divorced and/or separated parents to file unaltered certified copies of the current court order or decree relating to the custody/conservatorship of the child.

It is expected that divorced and/or separated parents will treat one another with mutual respect, Christian charity and a spirit of forgiveness in support of what is in the best interest of the child(ren).

**The Enrollment Process**

Enrollment is based on space availability, the date of application, and the age of the child when the space becomes available and is offered to:

- Toddlers (12 months – 3 years old) who are confident walkers and are capable of self-feeding.
- Early Childhood aged children (3 – 6 years old)

*St. Andrew’s Episcopal School does not discriminate on the basis of sex, race, color or national or ethnic origin; we welcome children of any race, color, religion, national or ethnic origin to all rights and privileges, programs and activities of the school.*

In order to complete enrollment the following information is needed:
• SAES Application Form and application fee, already on file
• SAES Enrollment Form, which includes an emergency medical release form, a current immunization record from your child’s physician and a health form to be filled out by parents and the child’s physician
• A signed copy of the SAES tuition contract
• Payment of deposit and all beginning tuition invoices
• Signatures on all pages of the enrollment forms

Calendar

A copy of the school’s current calendar year stating when holidays, teacher in-services, conferences, etc. occur can be found online at www.saesintheheights.org and is also attached to the Family Handbook.

TUITION AND ENROLLMENT SCHEDULE 2017-2018

First Day of School (for returning students): Wednesday, August 23, 2017
Phase-In for new students: Monday, August 28, 2017

Toddler I & Toddler II Communities – 12 months through 3 years (an 18 month age range is maintained in the toddler classes).

<table>
<thead>
<tr>
<th>WEEKLY SCHEDULE OPTIONS</th>
<th>HALF DAY 8:45PM – 12:45PM</th>
<th>FULL DAY 7:45 AM - 2:45 PM</th>
<th>EXTENDED AM 7:45 AM - 12:45 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days (Monday – Friday)</td>
<td>$1045/month</td>
<td>$1300/month</td>
<td>$1175/month</td>
</tr>
<tr>
<td>3 Days (Monday – Wed)</td>
<td>$695/month</td>
<td>$845/month</td>
<td>$770/month</td>
</tr>
<tr>
<td>2 Days (Thursday – Friday)</td>
<td>$460/month</td>
<td>$580/month</td>
<td>$520/month</td>
</tr>
</tbody>
</table>

Early Childhood Community – 3 years through 6 years (includes KINDERGARTEN).

<table>
<thead>
<tr>
<th>SCHEDULE OPTIONS</th>
<th>HALF DAY 8:45 AM - 12:45 PM</th>
<th>FULL DAY 7:45 AM – 2:45 PM</th>
<th>EXTENDED AM 7:45 AM - 12:45 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Day Program (Mon – Fri)</td>
<td>$995/month</td>
<td>$1255/month</td>
<td>$1125/month</td>
</tr>
</tbody>
</table>
Tuition

All parents and/or legal guardians are required to sign a tuition contract prior to enrollment. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Tuition payments are due on the first of the month and are late on the fifteenth of the month. A late fee of $50 will be assessed after the 15th. Tuition checks are received in the school office or in the tuition box outside of the school office. A $40.00 charge will be assessed for a returned check. Credit card payments can be made through our CompuWerx Parent Portal located on the school website. There is no credit given for vacations, scheduled school holidays, child illness, closings due to emergency situations, inclement weather or acts of God.

Deposit

A deposit equal to one month’s tuition is due at the time of initial enrollment. The deposit will be applied to the last month’s tuition invoice. Deposit adjustments will be invoiced at the time enrollment changes or in September if an increase in tuition occurs for the new school year. A thirty-day notice is required to withdraw and apply the deposit to the last month’s tuition. The tuition deposit may only be applied to the school year’s regular session, late August – May. It cannot be applied to the summer program.

Annual Payment Option

Tuition paid in full by September 15th will be eligible for a 5% discount. If payment is not received by the 15th, the annual payment option will be forfeited. Please notify the office if you are interested in this option.

Annual Re-enrollment Fee:

A $200 annual re-enrollment fee is due every MARCH and is applied to the upcoming school year’s SEPTEMBER tuition.

New Student Fee

A one-time $125 new student fee is due when your child enrolls.

Supply Fee

A $150 supply fee is due each semester and is invoiced September 1 and January 1.
SCHOOL POLICIES & GUIDELINES

Classroom Orientation

Upon enrollment, your child’s primary teacher will contact you to schedule an initial parent-teacher conference, orient you to the classroom and procedures and discuss your child and his or her transition into the classroom environment. Each teacher has a special Welcome Packet to be issued upon enrollment in the class. You will find information about what to bring to school, the daily schedule, contact information and other classroom specific information.

Children’s Clothing

Please dress your child in clothing that is “child manageable” and will not be a hindrance in play activities. Below are the criteria for shoes in each class:

- Toddler: Children should wear shoes they can be independent with. Please no buckles or laces.
- Early Childhood: Children should wear closed toe shoes. Please no flip-flops or Crocs that would slow them when climbing or running outside.

The First Days of School and “Phase-In”

Children handle separation in many ways. The key to your child’s adjustment will be a cooperative effort between the parents and the teaching staff. Children need time to adjust to their new routine. As a result of this, while your child is adjusting you may see tears and hear protests; this is a normal way children handle new routines. During this adjustment period, it is very common for the tears to stop within minutes of the parent's departure. For the benefit of your child, please follow through on your departure after saying good-bye. When a parent says good-bye and does not leave, it creates a sense of fear in the child (i.e., “Maybe mommy’s not leaving because something is wrong.”). As your child masters this new routine, the tears will cease and daily separation will become easier. This is all part of the process of growing up, and helps to build a confident, self-assured child.

School Hours of Operation

We have two school day schedules:

- HALF DAY: 8:45AM - 12:45PM
- FULL DAY: 7:45AM - 2:45PM

An EARLY AM drop-off is available at 7:45AM to FULL DAY families for an additional fee.
Door Code

An entry code to the front door is given to enrolled families. Parents should question any unfamiliar person trying to enter the school behind them.

Arrival & Departure

- Please arrive on time daily. The school starts promptly at 9:00AM. Drop-off is from 8:45– 9:00AM. Early drop-off can be arranged for additional fee. Early drop-off starts at 7:45AM.

- To encourage independence, children should walk in carrying their belongings as they are capable. This builds confidence and independence and gives children a purpose upon arrival and makes good-byes easier. Parents are encouraged to develop a quick good-bye ritual with their children. Please do not linger after telling your child good-bye. A timely departure assists your child’s transition to school and helps them to bond with their teacher.

- Upon arrival, children are to be escorted to their classroom by a parent or authorized caretaker. All children must be signed in with time of arrival noted. Sign-in sheets are located in each classroom. Parents should never leave a child in a classroom when a teacher is not present.

- If your child will be absent from school, please notify the school office by 9:00AM.

Dismissals

It is very important to pick up your child on time. Dismissal for half-day students is 12:45PM. Dismissal for full and extended day students is 2:45PM. If you anticipate picking up your child before his/her scheduled dismissal time, please inform your child’s primary teacher by written or oral communication.

Parents must provide the office with a copy of the driver’s license of all adults authorized to pick up your child. Please inform your child’s teacher if a different authorized adult will be picking him/her up. The adult authorized to pick up your child will be asked to show their photo ID before your child is released.

Emergency School Closing

If it becomes necessary to close the school at any time due to inclement weather or any other emergency, St. Andrew’s Episcopal School will generally follow the decision of HISD (Houston Independent School District). SAES may use its own discretion to close the school, based on the utmost concern for the children’s safety.
“Remind” is a one-way communication system that will allow the school to text a parent in case of a school emergency or an unexpected school closure. With “Remind”, all personal information remains completely confidential. Teachers will never see the parent’s phone number, nor will the parent see theirs. Parents must, however, subscribe to this service in order to receive a text message. There is no charge.

To receive messages via text, text @saesfa to (512) 960-1748. You can opt-out of messages at anytime by replying, ‘unsubscribe @saesfa’.

To unsubscribe, reply with ‘unsubscribe’ in the subject line.

Items Brought to School

Toys: Please remind your child that toys are best kept at home where they are safe.

Show & Tell: Early Childhood children participate in show and tell, which correlates with their snack day. Items brought to school for show and tell should be of a personal, yet educational nature. This activity allows your child the experience of communicating a memory, a destination traveled to or something enjoyable to his or her peers and teachers.

Nutrition

We value healthy eating habits and therefore, suggest the following guidelines:

Lunch: Parents are asked to provide nutritious lunches for their child to bring to school. Foods high in fiber, free of preservatives and processed sugar, and low in fats and salt help children to be alert and physically active.

Snack: On a rotating basis, each family is asked to provide snacks for the entire class. The number of children in the class will determine how many times each family will bring snacks. The monthly snack schedule will be posted in the monthly newsletter and in the classroom. The snack should consist of a fresh fruit or vegetable, a carbohydrate and a protein. If you have any questions about what to send, please ask your child’s teacher for suggestions.

Transitioning into the Next Community Level

For some children, entrance to the Early Childhood community is their first school experience. For others, they move up to the early childhood classroom from the Toddler Community. In either event, this transition occurs sometime between 30 and 36 months. Independent care of self is one sign of readiness for Early Childhood and includes toileting and dressing. We also look to a child’s sense of order and independence. The sense of order can be seen in careful handling of classroom materials and in following a daily routine. Independence is shown by the child’s successful separation from parents. Teachers are keen on distinguishing signs of
readiness and periodically communicate these observations with the administration. The process of moving up into the Early Childhood community also involves the Early Childhood teachers checking for readiness. Upon confirmation of lead teachers and administration and with considerations to space availability, parents will be notified and a scheduled date of transition is determined. From this point on, the Early Childhood teacher will communicate the phase-in schedule with the parents entering the community and an orientation will take place.

**Health Requirements**

At the time of enrollment, we require a note from your child’s pediatrician stating that your child is able to participate in a childcare setting, an updated immunization record or affidavit of exemption and a hearing and vision screening (for 4 year olds) for enrollment to be complete. Your child’s first community experience will bring increased exposure to viral and bacterial illness. Although the school environment is thoroughly cleaned and maintained daily, young children are still extremely susceptible. In a Montessori environment, the emphasis is on helping the child achieve independence. Enabling the child to handle the functions of his or her own body not only reduces the spread of germs from child to child, but also builds self-esteem. For example, the teachers demonstrate cleaning one’s nose and then encourage the children to practice themselves. (If your child has an unmanageably runny nose, please keep him or her at home.)

**Annual Physical Exam**

St. Andrew’s Episcopal School requires a physician’s statement, with signature, stating your child can participate in our program. Parents can find the form on page 3 of our SAES Enrollment Forms.

**Immunization Record**

For your child’s enrollment to be complete, all forms must be completed and on file. This includes your child’s current immunization record or state issued exempt affidavit. The Texas immunization schedule and more information regarding exemption can be found on the following website: [www.immunizetexas.com](http://www.immunizetexas.com).

**Concerning Exemptions**

The State of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, and college for reasons of conscience including religious belief or for medical reasons. Schools and child-care facilities must maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.
Hearing & Vision Screening

Children enrolled in a licensed Child Care Facility are required by law to be screened or have a professional examination for possible vision and hearing problems. Please provide us with the results of any testing done by your child’s physician. Children 4 and older are required to have a hearing and vision screening. Results from your pediatrician must be turned into the office shortly after your child’s fourth birthday.

Illness Occurring at School

If your child becomes ill during the school day, we will contact you immediately and ask that you pick him/her up right away. Illness is defined as:

- A temperature of 100 degrees or more
- Two or more episodes of diarrhea or vomiting
- Any undiagnosed rash, open sores, blisters, or spots
- Colored discharge from nose, eyes, or ears
- Onset severe illness symptoms: extreme sleepiness, lethargy, or unusual behavior

Exclusion from School due to Illness

If your child has a fever, he or she must be fever-free for 24 hours before returning to school. Children with undiagnosed rashes, excessive mucus, fluid secretion from skin, mouth, eyes, or ears, and unusually red or itchy eyes should be kept home. Please notify the school if your child develops a contagious or communicable disease so that we may determine whether we need to notify our licensing agent or parents. If you have any questions about bringing your child to school, please consult with your physician. The school will always let you know if your child has been exposed to a contagious disease.

If you child’s health results in a greater need for care than the teachers may provide without compromising the health, safety, and supervision of the other children, please keep him/her home.

Re-Admission to School after Illness

Children should not return to school for at least 24 hours after a condition subsides. A physician’s certification of health may be required prior to readmitting a child who has been absent due to a contagious disease, extended illness or injury.

Accidents Occurring at School

In most instances, your child’s teacher will call informing you about any school injury. If the injury is questionable, a decision will then be made whether to come and pick up the child immediately or wait until the end of the school day. All cuts or scrapes will be washed out with
soap and water and a bandage may be placed on it. We are not allowed to probe into the skin to remove any splinters or embedded items from the wound. A detailed accident report will be produced by your child’s teacher and you will be required to sign showing you have been made aware of the incident. If a parent or authorized person cannot be reached and the injury is of a serious nature, we will contact the health care provider stated on your child’s Health Record/Medical Release Form and will make the required calls to ensure your child receives the proper medical attention due.

**Medication at School**

When your child needs to take medication at school, it is important to communicate with the lead teacher about what the child is taking, and why. Childcare facilities are not required to administer medication, but if they do, they must follow strict standards to ensure each child’s safety. Consider these suggestions: Ask your doctor if it is possible to change the way the medicine is administered so that medicine may be given only at home. If the medicine must be given at school, ask the doctor and pharmacist to fill the prescription in two labeled containers, one for home and another for school.

If your child is to receive medication at school, we require you to fill out a Medication Dispensation Form, available in the school office. This form will be used to record the date, time and dose we give the child. All prescription medication must be in original containers, labeled with the child’s name, name of drug, child’s dosage with directions for administering date, frequency, and the prescribing physician’s name. Non-prescription medication must be labeled with your child’s name and the date the medication was brought to the school. It must be in the original container, show the expiration date, and must be administered according to the label directions. If the medication is liquid, include a measured medicine spoon. Always check the Medication Dispensation Form to be sure your request is being met.

**Shelter In-Place and Evacuations**

We will Shelter In Place if toxic chemicals or other hazardous materials have been released in our immediate area. In this situation it will be important for everyone in the affected area to go indoors immediately and remain there. Children will remain indoors, inside school facilities, until we are given permission to release them by the Houston Office of Emergency Management or other local officials. **Do not come to school in this situation. We will not be able to allow you entry.** Should an alternate evacuation site be needed, the teachers and children will proceed to:

Hamilton Middle School  
ID# 49  
139 East 20th Street  
Houston, TX 77008-4725  
Phone: 713-802-4725  
Fax: 713-802-4731
Communication

Arrival and dismissal times are important transitions for your child. Thus, the attention of the teachers should be focused on the children in their care. As tempting as it may be, this is not a good time for a mini parent-teacher conference. If you have concerns that you feel need immediate attention, please send a note or leave a message in the office for our child’s teacher to call you at her earliest convenience. Anticipate a return phone call around 1:30PM or after school at 3:00PM. An email can also be sent to your child’s teacher:

Toddler I:    toddler1@saesintheheights.org
Toddler II:   toddler2@saesintheheights.org
Early Childhood:  ec@saesintheheights.org

The school will distribute monthly newsletters that will keep you updated on classroom events and the events going on within the entire St. Andrew’s Episcopal School and church community. Hard copies are placed in your child’s pocket or drawer. Events are also posted on our website: www.saesintheheights.org. We also distribute St. Andrew’s church newsletter, called The Voice, to the families of SAES. Please check you child’s pocket or drawer frequently for artwork, flyers about upcoming events and other info.

Conferences

If at any time during the school year you are interested or concerned about your child’s progress, do not hesitate to communicate with your child’s teacher. If the situation is detailed, it is better to schedule a conference during rest time. Please remember to refrain from discussing a concern in front of your child. Two conferences are scheduled during the school year.

PARENT INVOLVEMENT

Parents are invited and encouraged to be involved in your child’s life at school. There are many different ways in which parents can participate and volunteer at SAES.

Volunteers

All volunteers who work directly with the children (substituting, etc.) are required to fill out appropriate paperwork, have a background check and attend Safeguarding God’s Children training. Ask for details in the school office and watch for volunteer opportunities in our school newsletters.
Fundraising

A long-term financial objective of St. Andrew’s Episcopal School is to keep tuition manageable while fully covering basic operating expenses. In addition to tuition and as is typical of most Independent Schools, St. Andrew’s raises additional monies to support our operating budget.

A fun and very important volunteer opportunity at SAES is serving on our Gala committee. The annual SAES Gala has become a very well-known community event in which the proceeds allow us to continue offering the exceptional program that we have. The annual Gala has quickly earned a reputation for a most entertaining parent’s night out. We ask that all families support the Gala by purchasing tickets, seeking auction donation items and assisting in any way possible. This is the night to plan for childcare and invite all your family and friends to play as your children do each day while supporting their school.

Donations and Gifts

All donations and gifts to St. Andrew’s Episcopal School are 501(c) tax-deductible. A receipt will be issued for all donations made with a week of receipt.

Recommended Readings

*The Absorbent Mind* By Maria Montessori

*Discovery of the Child* By Maria Montessori

*Education and Peace* By Maria Montessori

*The Montessori Method* By Maria Montessori

*The Secret of Childhood* By Maria Montessori

*To Educate the Human Potential* By Maria Montessori

*The Montessori Controversy* By John Chatlin-Nichols

*The Essential Montessori: An Introduction to the Woman, the Writings, the Method, and the Movement* By Elizabeth G. Hainstock

*Montessori: The Science Behind The Genius* By Angeline Stoll Lillard

*Montessori: A Modern Approach* By Paula Polk Lillard

*Montessori Today: A comprehensive Approach to Education from Birth to Adulthood* By Paula Polk Lillard

*Montessori Comes to America: The Leadership of Maria Montessori and Nancy McCormick Rambusch* By Phyllis Povell

*Montessori Play and Learn: A Parent’s Guide to Purposeful Play from Two to Six* By Lesley Britton
Girls Will Be Girls: Raising Confident and Courageous Daughters By Joann Deak
Montessori Madness! A Parent to Parent Argument for Montessori Education By Trevor Eissler
The Six Stages of Parenthood By Ellen Galinsky
Montessori Parenting: Unveiling the Authentic Self By Jim McFarland and Sonnie McFarland
Positive Discipline By Jane Nelson, Ed.D.
Positive Discipline: The First Three Years By Jane Nelson, Ed.D. and Cheryl Erwin
Child's Play: Montessori Games and Activities for Your Baby and Toddler By Maja Pitamic and Dr. Claire McCarthy
Understanding Montessori: A Guide for Parents By Maren Schmidt and Dana Schmidt
Raising Cain: Protecting the Emotional Life of Boys By Dan Kindlon and Michael Thompson
Montessori Insights for Parents of Young Children: Applying Montessori Principles in the Home By Aline D. Wolf
Montessori: Why It Matters For Your Child’s Success and Happiness By Charlotte Cushman and Michael Berliner
Taking Back Childhood: A Proven Roadmap for Raising Confident, Creative, Compassionate Kids By Nancy Carlsson-Paige
The Opposite of Spoiled: Raising Kids Who Are Grounded, Generous, and Smart About Money By Ron Lieb
Staying Connected at SAES
FAQ’s and How-To’s

Like us on Facebook (St. Andrew’s Episcopal School)

Follow us on Instagram
   Toddler 1 @saesintheheights
   Toddler 2 @saes_toddler1
   Early Childhood @its_mr.sophiewilson
   @ecfriends_saes

Did you know that SAES has an app? This app is available for
download in the Android and Apple Stores. The App is an effective
way for the school to communicate with you and for you to stay
connected with the school. The app is PACKED with educational
resources, important documents, school events, important links, and
more.

I am not receiving emails from St. Andrew’s. What do I do?

1. Please verify with Debbie Masters, Director of Admissions and Marketing, at
   admissions@saesintheheights.org that the school has your correct email address.

2. Check your Spam Folder or your Promotions Folder for any emails from
   “……@saesintheheights.org”. If you find one of our emails is your spam, please mark it as a
   safe sender.
3. Add our emails to your email contacts.
   • nsimpson@saesintheheights.org: Nancy Simpson, Head of School
   • mduran@saesintheheights.org: Maryuri Duran, Business Manager
   • admissions@saesintheheights.org: Debbie Masters, Admissions & Marketing
   • ec@saesintheheights.org: Early Childhood Classroom
   • toddler1@saesintheheights.org: Toddler 1 Classroom
   • toddler2@saesintheheights.org: Toddler 2 Lead Classroom
   • pto@saesintheheights.org: Parent/Teacher Organization

How do I receive text alerts from the school?

SAES will send text alerts in case of emergencies, inclement weather, or school closings. Parents must opt in to our one-way messaging service (remind.com). Text @saesfa to 81010 to receive messages. You can unsubscribe at anytime by replying “unsubscribe @saesfa”.

School Website FAQ’s

1. Where can I find out about upcoming school events? Upcoming school events are displayed on the homepage (www.saesintheheights.org) and under the “Parents” tab in “Events and School Calendar”.

2. How can I sync the school calendar with my phone or personal computer? Click on an event on the homepage or in the calendar. When the event details appear, click Google Calendar or ICS on the left side.
3. I missed the newsletter, is it online? What about the snack calendar?
The newsletter can be downloaded from the website. Go to the “Parents” tab, click “Monthly Newsletter”. The snack calendar is inside the newsletter.

Can I pay tuition online?
Yes. Tuition can be paid through our website, www.saesintheheights.org and click on the Parents tab. New users must first register with the CompuWex system using a student ID. The student ID will be your child’s last name and first name (ex. simpsonnancy). Tuition may be paid by credit card or e-check.

Other FAQs

1. Who should I talk to about tuition and payments?
   Maryuri Duran

2. Who should I talk to about classroom events?
   Email your child’s classroom teacher.
3. Who should I talk to about PTO activities?
   Email PTO or your classroom parent.

4. If I have a concern about my child’s class/teacher, who should I contact?
   Nancy Simpson

5. I want to get involved or volunteer, who should I contact?
   Email PTO or your child’s teacher.

6. I would like to add/subtract rest time to my child’s enrollment, who do I talk to?
   Maryuri Duran and your child’s teacher.

7. I have a friend interested in the school, who should I tell?
   Debbie Masters in Admissions.

8. My business would like to sponsor an event at SAES or make a donation, who should I speak with? Nancy Simpson and Maryuri Duran
2017-2018 SCHOOL CALENDAR

Fall Semester 2017

August 14-18, 2017
August 21-22, 2017
Wednesday, August 23, 2017
Monday, August 28, 2017

SEPTEMBER
Monday, September 4, 2017
Friday, September 8, 2017

OCTOBER
Sunday, October 1, 2017

Wednesday, October 4, 2017
Thursday, October 5, 2017
Monday, October 9, 2017
October 16-17, 2017
Friday, October 27, 2017

NOVEMBER
Friday, November 17, 2017

November 20-24, 2017
Monday, November 27, 2017
Tuesday, November 28, 2017

DECEMBER
Wednesday, December 20, 2017

Thursday, December 21, 2017

Teacher In-Service: School Closed
School Closed
First Day of School for Returning Families
Phase-ins for the new students/Welcome Back
Breakfast: 9:00AM at the Oak Table

Labor Day: School Closed
Back to School Parent/Teacher Social:
5:00PM at SAEC House

Episcopal School Sunday: 10:30AM Service;
Blessing of the Animals: 4:00PM-6:00PM
Picture Day: 5 Day & M-W Toddlers
Picture Day: TH/F Toddlers & EC
Columbus Day: School Closed
Parent Teacher Conferences: School Closed
Family Fun Day/Fall Festival: 10:00AM;
EARLY DISMISSAL

Family & Friends Day, Thanksgiving Feast,
EARLY DISMISSAL
Thanksgiving Break: School Closed
Teacher In-Service: School Closed
School Resumes

Community Christmas Celebration: 10:00AM;
EARLY DISMISSAL
Winter Break Begins: School Closed
Spring Semester 2018

JANUARY
Monday, January 8, 2018  Teacher In-Service: School Closed
Tuesday, January 9, 2018  School Resumes
Monday, January 15, 2018  Martin Luther King Holiday: School Closed

FEBRUARY
Wednesday, February 7, 2018  Picture Day: 5 Day & M-W Toddlers
Thursday, February 8, 2018  Picture Day: TH/F Toddlers & EC
Wednesday, February 14, 2018  Ash Wednesday
Wednesday, February 14, 2018  Valentine’s Day at SAES: Wear Red!
Friday, February 16, 2018  Teacher In-Service: School Closed
Monday, February 19, 2018  President’s Day: School Closed

MARCH
March 12-16, 2018  Spring Break: School Closed
Thursday, March 29, 2018  Re-enrollment for 2017-2018 School Year & Summer 2017 Due
Friday, March 30, 2018  Good Friday: School Closed

APRIL
Monday, April 2, 2018  Easter Monday: School Closed
Tuesday, April 3, 2018  School Resumes
Thursday, April 12, 2018  Parent Teacher Conference: School Closed
Friday, April 13, 2018  Parent Teacher Conference: School Closed

MAY
Friday, May 11, 2018  Mother’s Day Brunch: 9:00AM-10:00AM
Thursday, May 24, 2018  End of Year Celebration & Splash Day; EARLY DISMISSAL
Friday, May 25, 2018  Teacher In-Service: School Closed
Dear Parents:
Thank you for reading the Family Handbook. The handbook will be posted on the school website and if you have any questions, please feel free to ask our school staff.

Please sign, date and return this acknowledgement form to the school office on or before **Friday, September 8, 2017**. Your signature will indicate that you have read the SAES Family Handbook.

Thank you for your cooperation.

**I/We have read the St. Andrew’s Episcopal School Family Handbook. I/We understand the policies and procedures and agree to abide by them.**

**FAMILY LAST NAME** ________________________________

(Please Print)

__________________________________________  ____________
Parent or Guardian Signature Date

__________________________________________  ____________
Parent or Guardian Signature Date