General provisions that apply to this handbook:

1. The terms of this handbook are not contractual, but parents and students in the St. Andrew’s Episcopal School community have agreed, by signing the Tuition and Enrollment Agreement and Family Handbook Acknowledgement Form, to abide by all terms of this handbook.

2. St. Andrew’s Episcopal 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.
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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 you will make during your child’s early years. I personally think you have chosen one of the best learning environments for your child, and I am thankful you decided to join us. I look forward to getting to know each of you and your families.

St. Andrew’s Episcopal School (SAES) is accredited by the Southwestern Association of Episcopal Schools and is a full member of the American Montessori Society. The tenets of each association require that we value and emphasize a community life in which the physical, spiritual, and emotional health of all are supported and nurtured. As part of our program, we engage in a study of religion that is academically substantive, age-appropriate, and that fosters dialogue about other faith traditions. By weaving the ideals and concepts of equity and justice into the fabric of our daily school life, we ensure 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 family participation and views the education of your child as a collaboration between home and school. Welcome!!

With Gratitude,

Nancy Inge Simpson
Head of School

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.
A LETTER FROM OUR RECTOR

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 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 that awaits each child at St. Andrew’s.

God’s Peace,

[Signature]

The Rev. James M. L. Grace

Rector, St. Andrew’s Episcopal Church and School

www.saecheights.org
SCHOOL EMPLOYEES

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Toddler 1 Community  
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Early Childhood Community  
Martha Reyes, EC Director  
Lydia Legé  
Tuan Vu  
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ec@saesintheheights.org

Art  
Katie Hoffman

Music  
Heidi Kaim

St. Andrew’s Episcopal School  
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SECTION 1 – ABOUT ST. ANDREW’S EPISCOPAL SCHOOL

1.1 About the School

St. Andrew’s Episcopal School is a Montessori program for children ages 12 months through six years old, taught by certified and experienced Montessori teachers in an Episcopal church setting. Our two Toddler communities, for children ages 12 months to three years old, offer partial and full day and week options. Our Early Childhood community, for children ages three to six years old, is a five-day-a-week program with partial and full day options.

1.2 Mission

We are a welcoming Episcopal Montessori school that educates and nurtures the whole child and family with love and respect.

1.3 Our Accreditations, Memberships, and Licenses

St. Andrew’s Episcopal School holds the following accreditations, memberships, and licenses:
• Accredited by the Southwestern Association of Episcopal Schools.
• Member of the National Association of Episcopal Schools (NAES), American Montessori Society (AMS), National Association of Independent Schools (NAIS), and the Texas Association of Private and Parochial Schools (TAPPS).
• Licensed by Texas Child Care Licensing (CCL) and authorized by the Texas Department of Family and Protective Service (TDFPS).

1.4 We Value

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 we strive to build relationships and connections between the school, church, and community.


1.5 Our Vision

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.

1.6 St. Andrew’s Episcopal Church

St. Andrew’s Episcopal School is an outreach of St. Andrew’s Episcopal Church. The Rector is available for pastoral care and counseling of all children, parents, and staff of the school. The school helps to nurture the faith of each child in a number of ways, including the following:

- Celebrating joy in the child’s relationship with the Holy in his/her life.
- Cultivating an awareness of God as a loving, protecting, and creative presence.
- Nurturing a sense of community through ritual and prayer.
- Developing a familiarity with the foundational stories of the Judeo-Christian faith.
- Instilling a loving and caring attitude toward all other people and the rest of God’s creation.

The means of addressing these goals change in accord with the developmental level of the children. In the Toddler communities, the teachers introduce the children to religious concepts through behavior and modeling of attitudes of love and concern for others, and through informal discussions and questions initiated by the children. In the Early Childhood community, the teachers provide more explicit discussion of religious topics.

Each week, the children and teachers of SAES attend an all-school chapel service, which is conducted by the Rector, the Head of School, or the Director of Early Childhood. The service follows a modified form of Morning Prayer, and includes ritual processions, the lighting of candles, the ringing of bells, singing, and prayer. In addition, the leader of the service tells a story from the Bible chosen for its timeliness. Each child is given an opportunity to lift up in prayer anyone who is in need of healing or consolation. Parents are invited to attend chapel whenever they would like.
The entire philosophy and assumptions of the school are thoroughly Christian. Maria Montessori, the founder of the Montessori school movement, was deeply imbued with the belief that all of creation, including people of all ages, should be treated with respect and care. Policies and programs are considered with an intentional concern for social justice and a sense of inclusion and care for all.

We act as daily models of service for the children of our community. We model good stewardship and care for others throughout the day. We talk to the children about the fact that we have much and there are those who have little; this provides a first introduction to community service at an age-appropriate level.

We are truly an all-embracing community, with respect for the diversity and individuality of each and every student.

1.7 Montessori Education

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. Dr. Montessori’s Method has been time tested, with over 100 years of success in diverse cultures throughout the world.

- American Montessori Society

Benefits of a 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. Montessori students become confident, enthusiastic, self-directed learners when they are given the freedom and support to question, to probe deeply, and to make connections. Montessori students are able to think critically, work collaboratively, and act boldly.

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

- Beginning at an early age, Montessori students learn order, coordination, concentration, and independence. Classroom design, materials, and daily routines support the individual’s emerging “self-regulation,” or the ability to educate oneself and to think about what one is learning.
• **Students are part of a close, caring community.** The multi-age classroom typically spans three years. 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. There is an understanding 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 a learning environment where students have the freedom and tools to pursue answers to their own questions.

• **Classroom design and learning materials are thoughtfully and deliberately chosen.** Hands-on learning is central to the Montessori curriculum, and the Montessori learning environment is responsibly and carefully prepared with multi-sensory, sequential, and self-correcting materials to support self-directed learning. Students work at tables or on work rugs on the floor. Learning materials are displayed on open, easily accessible shelves and are arranged from the simplest to the most complex. Classrooms feature low sinks, chairs, and tables; reachable shelves; cozy reading areas; and child-sized flatware, plates, and cups. Montessori classrooms are designed to be warm, well organized, and inviting.

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

- American Montessori Society

### 1.8 Board of Trustees

The St. Andrew’s Episcopal School Board of Trustees is made up of nine members and includes the Head of School, the Rector of St. Andrew’s Episcopal Church, school parents, and church members. The School Board holds meetings every month.

The Board of Trustees and the Head of School have the right to amend school policies and procedures at any time, in their sole discretion. The school will notify parents of any changes to school policies and/or procedures by email.
SECTION 2 – PROGRAM OVERVIEW

2.1 Chapel

Throughout the school year, all-school chapel services are held on Tuesdays at 10:15am. During chapel, all students sing songs and listen to a Bible story. With help from our Early Childhood friends, the chapel service also incorporates rituals typical of an Episcopal church service, such as lighting candles, ringing bells, and offering prayers of thanksgiving and healing. Parents are always welcome to attend our chapel service.

2.2 Community Classrooms

2.2.1 Toddler Communities (12 months to three years old)

Children ages 12 months to three years old, who have established independent walking, may begin their Montessori experience in either our Toddler 1 or Toddler 2 communities. Children enrolled in either of our Toddler communities may attend school two days a week (Thursday and Friday), three days a week (Monday through Wednesday), or five days a week (Monday through Friday). Children in our Toddler communities attend an all-school chapel once a week, a Music Together® music class twice a week, and an art class twice a week.

Montessori-trained teachers guide and support the toddlers as they develop independence, an appreciation for order, and a love of learning. Toddlers explore language, music, movement, art, practical life activities, and fine and gross motor activities that are developmentally appropriate. Snack time and outdoor play are part of the toddler’s daily routine. Group-time songs and stories encourage an early sense of community and cooperation. Children gain coordination, speech, independence, and confidence as they work and play in this nurturing environment.

2.2.2 Early Childhood Community (Three to six years old)

The Early Childhood (“EC”) community is a five-day, multi-age program for children ages three to six years old. In keeping with the “whole child” approach to learning, children in the EC classroom participate in various activities that focus on sensory development, practical life skills, language, math, science, art, and cultural studies. In addition to the students’ independent exploration of learning materials, the Montessori-trained EC teachers help guide students’ studies with individualized work plans and lessons. Throughout the day, older children model for younger friends and help to demonstrate various activities for them. All children in the EC classroom experience the opportunity to both lead and follow.
The Early Childhood class encourages an atmosphere of community. Teachers lead daily group lessons, songs, and games that are engaging and nurture cooperation. All children help maintain the EC classroom by folding laundry, cleaning up dishes, and returning furniture to its place after work and meals. Children are also responsible for restoring their learning materials to the proper place after lessons or work time. Children in our Early Childhood community attend an all-school chapel once a week, a Music Together® music class once a week, and an art class twice a week.

Children in the Early Childhood community participate in show-and-tell, which correlates with their snack day. Children who bring show-and-tell are asked to explain to their classmates and teachers what they have brought to share and why it is special to them. This is a good opportunity for the children and teachers to get to know each other, and for the children to gain confidence speaking in front of others.

In the Early Childhood environment, our lessons, Montessori materials, and group study units are aligned with the Texas Essential Knowledge Skills (TEKS) to ensure we are meeting State educational standards in our classroom setting.

2.3 Summer Program

The summer program at St. Andrew’s Episcopal School is optional and is offered during the months of June, July, and August. We typically distribute summer program information in March, and we give priority registration to families who are re-enrolled for the upcoming school year or who are previous SAES students (and not yet six years old).

There are three summer sessions, each of which is further broken down into single weeks. We ask that any student enrolled in our summer program commits to attending at least three weeks of the program, but we do not require those weeks to be consecutive. The school is closed for three weeks during the summer; the weeks we are closed are usually the week of Memorial Day, the week of the 4th of July, and the week in August before the regular school year resumes.

Each year, our summer studies are based on a school-wide theme. In addition to exploring the theme of the summer curriculum, we look forward to weekly splash days and water activities. We also offer in-house “field trips,” which are visits from various community groups such as the Houston Museum of Natural Science, Moody Gardens, and the Houston Zoo.
SECTION 3 – SCHOOL POLICIES AND GUIDELINES

3.1 Arrival and Departure

3.1.1 Arrival

- Please arrive to school on time each day. Drop-off occurs from 8:45am–9:00am, and the school day starts promptly at 9:00am. Early drop-off, which is available to full-day students for a fee, begins at 7:45am.
- To encourage independence, children should walk in to school carrying as many of their belongings as they can. This builds a child’s confidence and independence and gives him/her a purpose upon arrival (hanging their coat, putting away their lunch box, etc.). Parents are encouraged to develop a quick good-bye ritual with their children. A timely departure assists your child’s transition to school and helps them to bond with their teacher. Please do not linger after saying good-bye to your child.
- When your child arrives at school, s/he should be escorted to class by a parent or caregiver. Each child must be signed in on the class sign-in sheet, with his/her arrival time noted. Sign-in sheets are located either inside or just outside each classroom. Please do not leave your child alone in a classroom if a teacher is not present.
- If your child will be absent from school, please notify the school office by 9:00am.

3.1.2 Dismissal

- It is very important that you pick up your child from school on time. Dismissal for half-day students is at 12:45pm, and dismissal for extended day students is at 2:45pm. If you anticipate picking up your child before his/her scheduled dismissal time, please inform your child’s teacher.
- You must provide the school office with a copy of the driver’s license and the contact information for any adult who is authorized to pick up your child. Please inform the front office if a different authorized adult will pick up your child. Any different adult who picks up your child will be asked to show their photo ID to a staff member before we release your child to them.

3.2 Calendar

A copy of the school’s current calendar, which shows holidays, teacher in-service days, and parent/teacher conference days, is at the end of this handbook. It is also posted in your child’s classroom and can be found online at www.saesintheheights.org.
3.3 Children’s Clothing

Please dress your child for school in clothing and shoes that will not hinder play activities, that you don’t mind your child getting dirty, and that s/he can manage independently. As your child plays outside, works on art projects, and eats snack and lunch, s/he is likely to get messy! Please also keep in mind your child’s ability to manage his/her clothing and shoes independently. Clothing with buttons/zippers and shoes with buckles/ laces can be particularly difficult for small hands to maneuver and can lead to unnecessary frustration. When choosing shoes, please remember that certain types of shoes may slow down your child or cause injury, and others may be difficult for children to manage on his/her own. For safety reasons, please do not send your child to school in flip-flops. Please ask your child’s teachers if you have any questions regarding school-appropriate clothing or shoes.

3.4 Communication

It is our hope that each family feels that the lines of communication with the school are open and accessible. Please feel free to contact your child’s teacher or any member of the school administration team at any time with questions, concerns, or feedback.

Arrival and dismissal times are important transition times for your child. At the start and end of the school day, the teachers’ attention should be focused on the children in their care, so please do not attempt to discuss any concerns with your child’s teacher at those times. If you have any questions or concerns that you feel need immediate attention from your child’s teacher, you may leave a message with the office staff asking your child’s teacher to call you. Your child’s teacher will contact you either during afternoon rest time or after dismissal. You may also send an email to your child’s teacher at the appropriate address:

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

Two formal feedback sessions (parent-teacher conferences) are scheduled during the school year – one in the fall, and one in the spring. During your parent-teacher conference you will learn more about the Montessori philosophy, your child’s classroom environment, and your child’s day-to-day experiences at St. Andrew’s.

The school issues monthly newsletters that will keep you up-to-date on classroom events, school-wide community events, and church events. We distribute newsletters electronically, but you may request a paper copy from the school office.

Please remember to check your child’s pocket (outside the classroom) or cubby/drawer (inside the classroom) for artwork, flyers about upcoming events, and other information.
3.5 **Community Classroom Pets**

The children at SAES help to care for the class pets in each of our classroom environments. The opportunity to observe and help care for a class pet is exciting and rewarding for kids. Caring for class pets also helps the children to learn proper hygiene and behavior when caring for and handling these special creatures.

3.6 **Custodial/Non-Custodial Parents**

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

3.7 **Donations and Gifts to SAES**

All donations and gifts to St. Andrew’s Episcopal School are 501(c) tax-deductible. When the school receives a donation, the Director of Operations will issue a receipt within one week.

3.8 **Door Code**

SAES provides a front door entry code to all enrolled families. This code will be changed at the beginning of each school year, or at any other time the administration deems it necessary. *This code should not be shared with anyone outside the school community.*

3.9 **Extended Day (12:45-2:45pm)**

For children who remain at school after lunch, naptime begins at 1:00pm. Children may bring their own nap mats or use a school nap mat. If you use a school nap mat, you must provide linens for the mat. We recommend that you purchase your linens from Susan Morreale, who may be reached at 832-868-7920, 713-861-6646, or smorreale@gmail.com. Susan provides a coordinating nap mat cover, blanket, and storage pillowcase. Families must bring their nap mat linens to school every Monday and take them home each Friday for laundering.

3.10 **Gang-Free Zone**

Texas Penal Code § 71.028 imposes more severe punishments for particular crimes that are committed within 1000 feet of certain identified premises, including St. Andrew’s Episcopal School’s campus. This “gang-free zone” is intended to deter criminal activities in areas where children gather.
3.11 Gifts to Employees

St. Andrew’s Episcopal School recognizes that students and parents sometimes wish to express their gratitude for teachers and other staff members with gifts. If a family wishes to give a teacher or staff member a gift, the School encourages the family to show its appreciation through a gift made by the child, or another nominal gift. Families may also make a donation to the school in an employee’s name. SAES does not condone the collection of funds for group teacher gifts. At no time should any family feel compelled to provide gifts to the teachers or staff of St. Andrew’s Episcopal School.

3.12 Guidance and Discipline Policy

Our teachers use only positive methods of redirection and guidance that encourage children’s self-esteem, self-control and self-direction.

3.13 Health Requirements

For your child’s initial enrollment to be considered complete, St. Andrew’s Episcopal School requires that you submit the following items: 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, for children four years of age and older, the results of a hearing and vision screening.

- **Annual Physical Exam**
  St. Andrew’s Episcopal School requires a signed physician’s statement indicating that your child is in good health and able to participate in our program. The required form is in your enrollment packet.

- **Immunization Records or Exemptions**
  Please provide a copy of your child’s current immunization record or a state-issued exempt affidavit. The Texas immunization schedule and more information regarding exemption can be found at: [www.immunizetexas.com](http://www.immunizetexas.com).

  The State of Texas 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 beliefs, or for medical reasons. Schools and childcare facilities must maintain an up-to-date list of students with exemptions so they can be excluded from attending school if an outbreak occurs. If your child has not received immunizations, please submit a state-issued exempt affidavit to the school office.
• **Hearing and Vision Screening**
  The State of Texas requires that children four years of age and older have a hearing and vision screening. As a licensed childcare facility, SAES is required to keep a record of the results of this screening on file for each affected child. If your child is four years of age or older, please submit the results of their most recent hearing and vision screening to the school office.

Each year that you re-enroll your child at SAES, you will be required to submit a copy of your child’s current immunization record and, if your child is four years of age or older, the results of a hearing and vision screening. These items should be submitted to the school office within two weeks of your child’s annual well-child pediatrician visit.

### 3.14 Hours of Operation

The school office is open from 8:00am to 3:00pm Monday through Friday, except on school holidays or during other school closures (teacher workdays, parent-teacher conference days, etc.).

There are two options for the length of your child’s school day:

- **Half-day**: 8:45am – 12:45pm
- **Full-day**: 8:45am – 2:45pm

Early drop-off, which is available to full-day students for a fee, begins at 7:45am.

### 3.15 Illness and Accidents at School

Your child’s first school experience will likely bring increased exposure to viral and bacterial illnesses. Although the school environment is thoroughly cleaned and maintained daily, young children are susceptible to illness. As a Montessori school, we encourage each child to practice self-care (washing hands, cleaning one’s nose, etc.) in an effort to not only build the child’s self-esteem, but to help reduce the spread of germs. Despite our best efforts, we know that children will inevitably become ill during the school year. Below please find our guidelines regarding illness.
3.15.1    Illness at School

If your child becomes ill during the school day, we will contact you immediately and ask that you pick him/her up from school as soon as possible.

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; and/or
- The onset of severe illness symptoms: extreme sleepiness, lethargy, or unusual behavior.

3.15.2    Exclusion from School Due to Illness

Please do not send a sick child to school. If your child has a fever, s/he may not attend school. Children with undiagnosed rashes, excessive mucus production, fluid secretion from their skin, mouth, eyes, or ears, and/or unusually red or itchy eyes should be kept home from school. If you have any questions about bringing your child to school, please consult with your physician. SAES reserves the right to send your child home if a teacher or staff member suspects that s/he is ill. Please notify SAES if your child develops a contagious or communicable disease so that we may determine whether we need to notify our licensing agent and/or community parents.

3.15.3    Readmission to School after Illness

After an illness, your child must be fever-free for 24 hours without the use of fever-reducing medication before s/he returns to school. S/he must also be free of any other symptoms of illness. St. Andrew’s Episcopal School may require a physician’s certification of health before it readmits a child who has been absent due to a contagious disease, extended illness, or injury.

3.15.4    Accidents at School

Most injuries that occur at school will be minor (bumps, bruises, cuts, scrapes, etc.). In those cases, your child’s teacher will treat the injury, and your child will remain at school. Your child’s teacher will wash all cuts or scrapes with soap and water, and she may also apply a bandage to the injured area. Your child’s teacher will also provide an ice pack for minor bumps and bruises. Staff members are not allowed to remove splinters or other items embedded in a wound. If the seriousness of an injury is in
question, your child’s teacher will consult you to determine whether you should pick up your child immediately or at the end of the school day.

If your child sustains a serious injury at school, his/her teacher will call you immediately. If your child is seriously injured and we cannot reach either parent or any other authorized contact person, we will contact the health care provider listed on your child’s Health Record/Medical Release Form and take action to ensure that your child receives proper medical attention. In the case of any significant injury to your child at school, the teacher will provide you with a detailed report, which you will be required to sign to indicate that you have been made aware of the incident.

3.16 Medication Administered at School

When your child needs to take medication at school, it is important to communicate with your child’s teacher about what medication the child is taking and why s/he is taking it. Childcare facilities are not required to administer medication, but if they do, they must follow strict standards to ensure each child’s safety. Therefore, we ask that you consider asking your doctor if it is possible to change the way your child’s medicine is administered so that it may be given only at home.

If your child’s medicine must be given at school, please ask your doctor and pharmacist to fill the prescription in two labeled containers, one for home and another for school. We also require you to fill out a Request for Administration of Medication at School form, which is available in the school office. If we give your child any medication during the school day, we will use the Medication Administration Record to record the date, time and dose of medication given to your child. All medication is stored in the front office.

All prescription medication must be in its original container and labeled with the following information: your child’s name; the name of the medication; the correct dosage with administration directions (how much and how often); and the prescribing physician’s name. Non-prescription medication must also be in its original container, with a visible expiration date, and must be administered to your child according to the label directions. It must also be labeled with your child’s name and the date the medication was brought to school. If the medication is liquid, please include a medicine spoon for measuring it.
3.17 New Students: Orientation and Phase-In

- **Classroom Orientation**
  When your child enrolls at SAES, his/her teacher will contact you to schedule an initial parent-teacher conference. At that conference, your child’s teacher will orient you to the community classroom procedures and discuss your child’s transition into the environment. Your child’s teacher will also give you a welcome packet, in which you will find information including what to bring to school, your child’s daily schedule, and other classroom-specific information.

- **The First Days of School and Phase-In**
  Your child’s teachers will work with you to establish a phase-in schedule for your child to help him/her adjust to being in school at SAES. Phase-in usually occurs over the course of a week, but it may be shorter or longer depending on your child’s needs. We understand that children handle separation from their parents in many ways. The key to your child’s successful adjustment to school will be a cooperative effort between your family and your child’s teachers. Children need time to adjust to new routines, and during this adjustment period you may see tears and/or hear protests from your child at school drop-off. Rest assured that this is a normal reaction to a new routine, and know that during this adjustment period, it is very common for tears to stop within minutes of the caregiver’s departure from school. Daily separation will become easier as your child masters this new routine. This is all part of your child’s growth process, and it will help him/her to become a confident, self-assured child.

3.18 Nutrition

We value healthy eating habits, and we know that foods high in fiber, free of preservatives and processed sugar, and low in fats and salt help children to be alert and physically active. With this in mind, we suggest the following guidelines:

**Lunch:** Please provide a nutritious lunch for your child to bring to school, and please save special treats for home.

**Snack:** On a rotating basis, each family is asked to provide snack for their child’s class. The snack schedule is posted in or outside of your child’s classroom. You can also find the snack calendar in the monthly newsletter and on the school website. Each classroom community will distribute their specific snack guidelines, including the number of children who will be served each day. A good rule of thumb is that the daily snack should consist of a fruit, a vegetable, a carbohydrate, and a protein. If you have any questions about what to send for snack, please ask your child’s teacher or your Room Parent for suggestions.
3.19 Safety

3.19.1 Emergency Drills

The employees and students of St. Andrew’s Episcopal School participate in various emergency drills throughout the school year, so that everyone is prepared in the case of an emergency. The emergency drills we conduct include fire drills, evacuation drills, shelter-in-place/severe weather drills, and lockdown drills.

SAES is required to hold fire drills once a month, and to hold shelter-in-place and lockdown drills both four times per calendar year. We do not announce emergency drills ahead of time, but we schedule them to occur during the least disruptive time of day for the children. All staff members are involved in emergency drills, and the children’s safety is our number one priority.

If you have any questions about emergency drills or the processes used during these drills, please contact the Head of School or the Director of School Operations.

3.19.2 Emergency School Closing

If it becomes necessary to close the school at any time, due to inclement weather or another unexpected emergency, St. Andrew’s Episcopal School will generally follow the decision of HISD (Houston Independent School District) regarding school closures. However, with the children’s safety in mind, the Head of School may at times use her own discretion to close the school.

3.19.3 Evacuation

If for any reason we need to evacuate to an alternate site, the staff 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
3.19.4 Shelter in Place – Hazardous Materials

We will shelter in place if toxic chemicals or other hazardous materials have been released in our immediate area. In the event of a shelter in place order, we will contact parents/caregivers, and children and staff members will remain indoors until the Houston Office of Emergency Management or other local officials give the school permission to release them. **For your safety, please do not come to school in this situation, as we will not be able to allow you to enter the school.**

3.19.5 Remind Messaging System

We strongly encourage all parents to subscribe to Remind, which is a one-way communication system that allows the school to text parents/caregivers in case of a school emergency or an unexpected school closure. **Parents must subscribe to this service in order to receive updates.** (Please note: all personal information shared with Remind remains completely confidential.) There is no fee to use Remind.

To receive Remind messages via text message, text @saesfa to (512) 960-1748. Unsubscribe by replying “unsubscribe@saesfa.”

To receive Remind messages via email, send an email to saesfa@mail.remind.com. Unsubscribe by replying with “unsubscribe” in the subject line.

**SECTION 4 – TUITION AND ENROLLMENT INFORMATION**

4.1 Tuition

All parents and/or legal guardians are required to sign a Tuition and Enrollment Agreement prior to enrollment.

The school distributes tuition invoices electronically, and **tuition payments are due on the 1st day of each month.** You may submit your tuition payment electronically (via the school website) or by cash/check to the school office (either in person or in the payment box outside of the school office). **Tuition payments are considered late after the 15th day of the month.** All past due invoices will be subject to a $50.00 late fee, and a $50.00 fee will be assessed for all returned checks. The school does not issue tuition credit for missed days due to vacations, scheduled school holidays, or child illness, or for school closings due to emergency situations, inclement weather, or acts of God.
4.2 Enrollment Fee

At the time of your child's initial enrollment at SAES, a $500.00 enrollment fee is due. This enrollment fee will be applied to your first month’s tuition.*

*If, under the school’s previous policy, you paid both your first and last month’s tuition as a deposit at the time of enrollment, that deposit will still be applied to your August/September 2019 and May 2020 invoices.

4.3 Annual Payment Option

Tuition paid in full by September 6, 2019 is eligible for a 5% discount. If you are interested in taking advantage of the annual payment option, please notify Debbie Masters. If an increase in tuition occurs as a result of changes to your child’s enrollment made after full payment is received (by changing the number of days of attendance, moving to an extended day, etc.), we will bill the difference in tuition on a monthly basis.

4.4 Annual Re-Enrollment Fee

Each year, re-enrollment forms for the next school year are due, along with a $200.00 re-enrollment fee, on the last business day of March. The $200.00 re-enrollment fee is credited to your first tuition invoice of the next school year.

4.5 Financial Assistance

St. Andrew’s Episcopal School offers need-based financial assistance to qualifying families. If you are interested in applying for financial assistance, please contact Debbie Masters at 713-861-2954. All financial assistance applications for the next academic year must be submitted by February 1.
SECTION 5 – PARENT INVOLVEMENT

There are many ways parents can be involved at SAES! If you have questions about volunteer opportunities, please contact the school office or the Parent Association Chair.

5.1 Parent Association

The Parent Association is responsible for organizing a number of school-wide events throughout the year, including the Fall Festival, the Thanksgiving & Special Friends Day Feast, Polar Express Day, and the Easter Egg Hunt. The Chair of the Parent Association will work with school administration, Room Parents, and other parent volunteers to plan and execute school events.

If you are interested in volunteering with the Parent Association for the 2019-2020 school year, please contact the Parent Association Chair, Katie Rushing (rushing.katie@gmail.com).

5.2 Room Parents

There is one Room Parent for each classroom at SAES. Room Parents welcome new families when they transition into the classroom environment, whether it is at the beginning of the school year or another time during the year, and they organize a class play date at least once a semester. Room Parents send out information and reminders about upcoming classroom and school events, and act as a point of contact for other parents who have questions about anything related to life at SAES. Room Parents also assist the Parent Association Chair with planning and executing school events. Please don’t hesitate to contact your Room Parent with any questions about SAES!

5.3 Annual Gala and Fundraiser

A long-term financial objective of St. Andrew’s Episcopal School is to keep tuition manageable while fully covering basic operating expenses. As is typical of most independent schools, in addition to collecting tuition, St. Andrew’s Episcopal School raises money to support our operating budget. Our only fundraiser each school year is the annual Gala, the proceeds of which allow us to continue offering the exceptional program that we have.

We ask that all families support the school by purchasing tickets to the Gala, but you can also volunteer to be a part of the Gala Committee. The committee does everything from choosing the gala theme to gathering auction items – and lots of things in between!

If you are interested in volunteering with the Gala Committee for the 2019-2020 school year, please contact Kristin Leigh Jones (kljones129@gmail.com).
5.4 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
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 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
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
The Opposite of Spoiled: Raising Kids Who Are Grounded, Generous, and Smart About Money by Ron Lieb
SECTION 6 – STAYING CONNECTED AT SAES: FAQs & HOW-TOs

What should I do if I do not receive emails from SAES?
1. Please verify with Debbie Masters, at admissions@saesintheheights.org, that the school has the correct email address for you.
2. Check your Spam or Promotions Folders for any emails from “……@saesintheheights.org” and mark SAES as a safe sender.
3. Add our email addresses to your email contacts:
   - Nancy Simpson, Head of School nsimpson@saesintheheights.org
   - Debbie Masters, Director of School Operations admissions@saesintheheights.org
   - Erin Craig, Dir. of Marketing and Communication ecraig@saesintheheights.org
   - Early Childhood Classroom ec@saesintheheights.org
   - Toddler 1 Classroom toddler1@saesintheheights.org
   - Toddler 2 Classroom toddler2@saesintheheights.org

How do I receive text or email alerts from the school?
SAES will send text/email alerts in case of emergencies, inclement weather, or school closings. To receive these messages, parents/caregivers must opt in to our one-way messaging service, Remind. To subscribe to Remind, text @saesfa to (512) 960-1748 or email saesfa@mail.remind.com.

I missed the newsletter – is it available online?
SAES distributes the monthly school newsletter via email. You can also download the newsletter from the school website (www.saesintheheights.org). To download the newsletter from the website, go to the “Parents” tab and click “Monthly Newsletter.”

Where can I find the snack calendar?
The snack calendar can be found inside the monthly newsletter and teachers post the snack calendar outside of each classroom. You can also download the snack calendar from the website – you will find a link to do so under the “Parents” tab.

Where can I find out about upcoming school and/or classroom events?
Information about upcoming school and classroom events can be found in the school newsletter. You will also receive updates about special events from your Room Parent. Information about upcoming school events is also displayed on the home page of the school website (www.saesintheheights.org).
You can also follow the school and/or your child’s classroom Instagram account(s) for photos and videos of both special events and day-to-day activities at SAES:

**Schoolwide account:** @saesintheheights  
**Toddler 1:** @saes_toddler1  
**Toddler 2:** @its_mr.sophiewilson  
**Early Childhood:** @ecfriends_saes

**How can I sync the school calendar with my phone or personal computer?**  
Click on an event on the school website homepage or in the calendar. When the event details appear, click Google Calendar or ICS on the left-hand side.

**Can I pay tuition online?**  
Yes. You can pay tuition through our website, [www.saesintheheights.org](http://www.saesintheheights.org). To pay tuition online, click on the “Parents” tab and then “Tuition Payments Online.” This will direct you to our online billing site. New users must first register and create a student ID, which will function as your login name. The student ID is your child’s last name and first name (for example, Nancy Simpson would be SimpsonNancy). Online tuition may be paid by credit card or e-check.

**Who should I contact about tuition and payments?**  
Debbie Masters – [admissions@saesintheheights.org](mailto:admissions@saesintheheights.org) or 713-861-2954.

**Who should I contact if I would like to change my child’s enrollment (add/remove days, extend the day, etc.)?**  
Debbie Masters – [admissions@saesintheheights.org](mailto:admissions@saesintheheights.org) or 713-861-2954.

**Who should I contact if I have a friend who is interested in the school?**  
Debbie Masters – [admissions@saesintheheights.org](mailto:admissions@saesintheheights.org) or 713-861-2954.

**Who should I contact if I have a concern about my child’s class/teacher?**  
Nancy Simpson – [nsimpson@saesintheheights.org](mailto:nsimpson@saesintheheights.org) or 713-861-2954.
# ST. ANDREW’S EPISCOPAL SCHOOL | 2019-2020 CALENDAR

## JUNE 2019
- **24**: Summer Session 1 Begins
- **30**: Summer Session 2 Begins

## DECEMBER 2019
- **2**: School Resumes
- **19**: Christmas Celebration
- **20**: Winter Break Begins

## JULY 2019
- **1-5**: Summer Break: School Closed
- **22**: Summer Session 3 Begins

## JANUARY 2020
- **6**: Teacher In-Service
- **7**: School Resumes
- **20**: Martin Luther King, Jr. Holiday

## AUGUST 2019
- **12-16**: Teacher In-Service: School Closed
- **19-20**: School Closed
- **21**: First Day of School for Returning Families
- **24**: Back to School Family Picnic
- **26**: First Day/Phase-ins for New Families

## FEBRUARY 2020
- **5**: Picture Day
- **6**: Picture Day
- **14**: Valentine’s Day/Rose Or Pink (Half-Day Dismissal)
- **17**: President’s Day
- **26**: Ash Wednesday

## SEPTEMBER 2019
- **2**: Labor Day: School Closed
- **20**: Episcopal School Sunday
- **29**: Blessing of the Animals

## MARCH 2020
- **12**: Spring Break
- **13**: Re-Enrollment for 2020-2021 School Year & Summer 2020 Due

## OCTOBER 2019
- **2**: Picture Day
- **3**: Picture Day
- **14**: Columbus Day: School Closed
- **25**: Teacher in-Service: School Closed
- **31**: Fall Festival

## APRIL 2020
- **10**: Good Friday
- **13**: Easter Monday: School Closed
- **14**: School Resumes
- **30**: Parent/Teacher Conferences

## NOVEMBER 2019
- **1**: Parent/Teacher Conferences
- **22**: Thanksgiving Feasts/ Friends & Family Day
- **25-29**: Thanksgiving Break

## MAY 2020
- **1**: Parent/Teacher Conferences
- **8**: Mother’s Day Breakfast
- **21**: End of Year Celebration; Splash Day
- **22**: Teacher In-Service

## Important Dates
- **School Closed/Holidays**: Red
- **Early Dismissal**: Yellow
- **Important Dates**: Blue
- **Teacher In-Service**: Gray
- **First Day of School**: Green
# ST. ANDREW’S EPISCOPAL SCHOOL | 2019-2020 CALENDAR

## June
- 3 - Summer Session 1 Begins
- 24 - Summer Session 2 Begins

## July
- 1-5 - Summer Break: School Closed
- 22 - Summer Session 3 Begins

## August
- 12-16 - Teacher In-Service: School Closed
- 19-20 - School Closed
- 21 - First Day of School for Returning Families
- 24 - Back to School Family Picnic
- 26 - First Day of School/Phase-ins for New Students
- 30 - Maria Montessori’s Birthday/New EC Classroom Ribbon Cutting

## September
- 2 - Labor Day: School Closed
- 20 - Dads & Donuts: 9:00AM-10:00AM (All Families)
- 29 - Episcopal School Sunday: 10:30AM Service

## October
- 2 - Picture Day: 5 Day & M-W Toddlers
- 3 - Picture Day: TH/F Toddlers & EC
- 6 - Blessing of the Animals: 4:00PM-6:00PM
- 14 - Columbus Day: School Closed
- 31 - Family Fun Day/Fall Festival: 10:00AM; Early Dismissal

## November
- 1 - Parent/Teacher Conferences: School Closed
- 4 - Parent/Teacher Conferences: School Closed
- 22 - Thanksgiving Feast: Family & Friends Day: Early Dismissal
- 25-29 - Thanksgiving Break: School Closed

## December
- 2 - School Resumes
- 19 - Community Christmas Celebration: 10:00AM; Early Dismissal
- 20 - Winter Break Begins: School Closed

## January
- 6 - Teacher In-Service: School Closed
- 7 - School Resumes
- 20 - Martin Luther King, Jr. Holiday: School Closed

## February
- 5 - Class Picture Day: 5 Day & M-W Toddlers
- 6 - Class Picture Day: TH/F Toddlers & EC
- 14 – Valentine’s Day at SAES: Wear Red or Pink! (Half-DayDismissal)/Staff Meeting
- 17 - President’s Day: School Closed
- 26 - Ash Wednesday

## March
- 12 - Half-Day Dismissal
- 13 – School Closed for American Montessori Society Conference
- 16-20 - Spring Break: School Closed
- 27 - Re-enrollment for 2020-2021 School Year & Summer 2020 Duel

## April
- 10 - Good Friday
- 13 - Easter Monday: School Closed
- 24 - School Resumes
- 30 - Parent/Teacher Conferences

## May
- 1 - Parent/Teacher Conferences
- 8 - Mother’s Day Brunch: 9:00AM-10:00AM (All Families)
- 21 - End of Year Celebration & Splash Day; Early Dismissal
- 22 - Teacher In-Service: School Closed