



**THE VILLAGE SCHOOL**  
A NORD ANGLIA EDUCATION SCHOOL

# **FINNA**

---

# **HANDBOOK**

**2022-2023**

**THE VILLAGE SCHOOL**

# ABOUT THE VILLAGE SCHOOL

## PURPOSE OF THIS HANDBOOK

The purpose of this Parent-Student Handbook is to help acquaint you with The Village School's history, curriculum, philosophy, structure, and to highlight some of the systems and procedures that are unique to our school. Please take the time to read this handbook as it contains some critical information.

## NATURE OF THE SCHOOL

The Village School is an independent, co-educational day and boarding school. It was founded in 1966 as a small, private nursery school and is now a vibrant campus of approximately 1,700 students, from early childhood through high school. Our community of students from over 80 nations shares a commitment to uncommon levels of achievement. Our dedicated and caring faculty and staff continue to prepare students for future success at the most prestigious colleges and universities throughout the world.

## ACCREDITATION

We are fully accredited by the Texas Association of Accredited Private Schools (TAAPS) and the International Baccalaureate Organization (IBO). Village High School is an official International Baccalaureate World School offering the IB Diploma Program.

## NORD ANGLIA EDUCATION

The Village School is a member of the Nord Anglia Education network of schools. As a NAE school, we are driven by one unifying philosophy – we are ambitious for our students, our people and our family of schools. We believe there is no limit to what our students can achieve and our approach supports every child to succeed academically, socially and personally.

## MISSION

The Village School, an international community, is committed to developing inquisitive life-long learners prepared to think critically, to collaborate genuinely, and to give of themselves generously, as they prepare to lead the next generation into an ever-changing world.

## VISION

The Village School aims to be the premier pre-kindergarten through grade 12 college preparatory school in Houston, known for:

- Igniting student potential and increasing the velocity of student learning through differentiated methods, strategies, and personalized learning plans.
- Celebrating a culture of empowerment and continual improvement.
- Offering unparalleled avenues for innovation and creative expression through academics, arts, and athletics.
- Promoting cross-cultural, philanthropic, and life-changing experiential learning opportunities.
- Providing superior counseling and advocacy in the college placement process.

---

WE BELIEVE THERE IS NO LIMIT TO WHAT OUR STUDENTS CAN ACHIEVE AND OUR APPROACH SUPPORTS EVERY CHILD TO SUCCEED ACADEMICALLY, SOCIALLY AND PERSONALLY

---





## COMMUNITY AGREEMENT

The Village School is an **international community** committed to developing lifelong learners prepared to think critically, to collaborate genuinely, and to **give of themselves generously**, as they prepare to lead the next generation into an ever-changing world.

In order to do this, we rely on parents as partners in their children’s education. It is important to realize that as an international community, we come from many different backgrounds, with different styles of communication and cultural norms. However, as a part of this community, we share certain values. It is our expectation that every member of the Village Community act with **respect, integrity, openness and courage**. These qualities are the foundation for how we approach our work, our learning, our collaborations, and are shared by everyone in our global Nord Anglia Education family. We define them as follows:

### Respect

- We are thoughtful and considerate in our interactions.
- We are always supportive and cooperative with each other.
- We embrace and celebrate diversity.

**This means we DO** listen to other people’s thoughts and opinions, actively include and accept differences and help others achieve our collective goals.

**While we DON’T** dismiss people’s ideas and opinions that are different to our own, discriminate, hamper or block progress.

### Integrity

- We are honest.
- We stand up for what is right.
- We act in the best interests of our students, employees and community.

**This means we DO** speak out when things are wrong (but in a culturally sensitive way), own the truth and consider our students, parents, employees and wider community when making decisions.

**While we DON’T** deliberately mislead, stand by and ignore something that is wrong, or make decisions based on favoritism and personal preference.

### Openness

- We are inquisitive and receptive to new ideas.
- We give and welcome constructive feedback.
- We approach change with a positive, can-do attitude.

**This means we DO** listen and actively explore how ideas may work, act considerately when giving feedback, appreciate the opportunity to improve ourselves and are solution-focused.

**While we DON’T** squash or dismiss ideas out of hand without proper consideration, publicly criticize people, react negatively when we hear something we don’t like, or take actions that undermine decisions.

### Courage

- We voice difficult questions.
- We are not afraid to take risks.
- We confront issues ethically.

**This means we DO** ask difficult questions, encourage creativity and innovation, empower people with the confidence to experiment and confront issues fearlessly and objectively.

**While we DON’T** just accept the status quo, only follow tried and tested methods, lay blame if an initiative is not successful, or take the easy way out.

# TABLE OF CONTENTS

- 4 [GENERAL INFORMATION AND CONTACTS](#)
- 5 [DAY TO DAY](#)
  - Program Hours
  - Arrival, Dismissal & Carpool
  - Dress Code, Extra Clothing & Lost and Found
  - Snack and Lunch
  - Rest Time
  - After Class Enrichment (ACE)
- 6 [POLICIES AND PROCEDURES](#)
  - Attendance
  - Social-Emotional Development and Behavior Management
  - Biting in Early Childhood
  - Class Placement Process and Policy
  - Classroom Celebrations (Birthdays and Parties)
- 8 [HEALTH AND SAFETY POLICY](#)
- 10 [RECESS AND OUTDOOR TIME](#)
- 11 [COMMUNICATION AND PARTICIPATION](#)
- 12 [PARENT AND FACULTY EXPECTATIONS](#)
- 13 [EVACUATION PLAN- RELOCATION CENTERS](#)
- 14 [PRE-K2 ADDENDUM](#)

# GENERAL INFORMATION\*

**School Hours: 8:15 AM - 3:15 PM on Mon, Tues, Thurs, Fri**

**8:15 AM - 2:30 PM on Wed**

**\*Regular carpool and drop off begins at 8:00 AM**

**School Phone: (281) 496-7900**

**School Fax: (281) 496-3856**

## CONTACTS

### Administration

Bill Delbrugge  
Head of School  
headofschool@thevillageschool.com

Sandra Flocks  
Assistant Director, Finna Early Childhood  
sandra.flocks@thevillageschool.com

Jennifer Chile  
Finna Early Childhood Director  
jennifer.chile@thevillageschool.com



# WELCOME TO FINNA

## DAY TO DAY

### PROGRAM HOURS

Finna program hours are 8:15am-3:15pm on Monday, Tuesday, Thursday, and Friday. Wednesday is an early dismissal day for all school divisions at 2:30pm.

### ARRIVAL\*

Regular carpool and drop off begins at 8:00am. Parents are welcome to drop off in the carpool line or they may park and walk their student to a staff member at the Finna front door. If you need care for your child prior to 8:00am, ACE offers an early morning extension program for children 3 years and above.

Children arriving after 9:00am or who are returning following an appointment must be signed in at the Finna reception desk.

### DISMISSAL\*

Dismissal begins at 3:15pm (2:30pm on Wednesdays). Parents are welcome to either use the carpool line or to park and pick up their child from the Finna front door. To ensure the safety and well-being of students, your child will not be permitted to leave the school with anyone other than a designated adult. A new person you have designated to pick up your child will be asked to show identification. For any changes, please send a note or email to the classroom teacher, or you may call the Finna front desk. Verbal messages cannot be accepted during carpool. Understanding that unforeseen circumstances occur, should your child not be picked up at the appropriate time, they will be supervised by a staff member. Repeated late pick ups may result in a meeting with the Division Director.

Children who are picked up early must be signed out at reception. The receptionist will call the classroom for your child. In order to maintain the smooth flow of instruction and learning, we ask that parents refrain from going directly to the classroom. The Whittington Drive gate is generally closed outside of carpool hours. If you are arriving to pick up midday, please call extension 1500 or 2222 to open the gate.

### DROPPING OFF ITEMS

Items dropped off during the school day can be left at Finna reception.

### CARPOOL PROCEDURES\*

Parents must use the moving carpool line via Whittington Drive at arrival and dismissal time.

A carpool tag that is issued at the start of school should be displayed from the rearview mirror. Please remain in your car while in the loading area at the Finna entrance. A teacher will help your child out of or deliver your child to the car. It is the parent/guardian's responsibility to fasten car seat and seat belt buckles.

**Safety and efficiency are our priorities** Please set a good example for others by following these guidelines.

- City regulations dictate that emergency vehicles must be allowed access to the school at all times. No vehicle can be left in the drive unattended.
- Enter the carpool line from the rear of the line on Whittington Drive. Breaking into line will only cause tempers to flair.
- Private transportation vans (with signage) are the only vehicles allowed to go to the front of the carpool line.
- Do not block driveways.
- Never make a U-turn in the middle of the street or Finna driveway.
- To help speed up the drop off process, please prepare your child to exit the vehicle as you approach the drop off area and have them seated on the passenger side of the vehicle.
- If you are walking your child into the school, only cross carpool where a security officer or staff member can assist you. You must walk your child all the way up to the school doors to connect with a staff member on duty or into the classroom.

### DRESS CODE

All students are required to wear a Village School uniform. Uniforms are available for purchase through Dennis Uniform. A spirit shirt will be given to every student at the start of school. Additional Village spirit shirts may be purchased at the Campus Store. Every Friday students may wear spirit wear with jeans or uniform bottoms. Students may wear their regular uniform if they prefer.

Purchase online: [www.dennisuniform.com](http://www.dennisuniform.com)

Purchase in store: 7613 Katy Fwy Suite G, Houston, Texas 77024

#### Available Dennis Uniform options:

- Short sleeve Polo
- Long sleeve Polo
- Khaki Pants
- Khaki Shorts
- Plaid Skirt
- Jersey polo dress
- Plaid A-line Jumper Dress
- Gingham Dress
- Navy blue "bike shorts" for under dresses or skirts
- Sweater or Fleece Outerwear
- Shoes—closed toe athletic shoes

## EXTRA CLOTHING

Please be sure that your child has a full set of extra clothing at school each day. Extra sets of clothing do not need to comply with our uniform dress code. Messy projects or the occasional spill or toileting accidents do happen. Please label all of your children's clothing items and don't forget the socks and underwear!

## LOST AND FOUND

Labeling your child's personal items and clothing with first and last name helps us to return them when they've gone missing! Found items are located in a basket at the front desk. Valuable items turned into lost and found, such as jewelry, purses, glasses, watches, etc. are kept in a safe place at the front desk.

## SNACK AND LUNCH\*

Finna provides healthy morning and afternoon snacks for all children including fresh fruit, cheese, yogurt, and granola. For lunch, you may either purchase hot lunch from our cafeteria or pack your child a lunch from home. Our provider FLIK prepares nutritious, nut-free meals with fresh ingredients and offers a vegetarian option. A monthly menu and additional information is available on the Early Childhood Portal. To enroll in the FLIK hot lunch program, please notify your child's teacher and submit an enrollment form.

## REST TIME\*

All age groups have an afternoon quiet rest/nap time for a minimum of 30 minutes each day. During this time the lights are closed and children are expected to rest on mats. Finna will provide a mat for each child. Parents are welcome to send in a sheet, blanket and/or other cozy bedding that fits in their child's hallway cubby.

## AFTER CLASS ENRICHMENT (ACE)\*

The After Class Enrichment (ACE) Program is geared toward students and parents who require extended hours and/or desire more activity outside normal school hours. The ACE Program provides your child with numerous outlets to express their energy, creativity, and natural gifts to become innovators and creative thinkers. The program strives to provide safe and fun activities that accommodate various interests and schedules for your child. Details can be found on the website under the Student Life section. \*Please note: Students must be at least 3 years old and toilet trained to be enrolled in after school programs.



# POLICIES AND PROCEDURES

## ATTENDANCE\*

Students benefit from being present and on time for school every day. Regular, punctual attendance creates a predictable routine and allows children the time they need to make a smooth transition into the day. Parents are encouraged to keep absences to a minimum. Please notify your child's teacher and Assistant Director, Sandra Flocks at the front desk x1500 if your child will not be attending school for the day or for an anticipated period of time.

## SOCIAL-EMOTIONAL DEVELOPMENT AND BEHAVIOR MANAGEMENT

The Village School believes students can only reach their true potential in a learning environment where trust, respect and caring relationships take priority.

At Finna, we use the tenets of Conscious Discipline developed by Dr. Becky Bailey, to guide the social-emotional development of our students and support behavior management in the classroom. A School Family culture is built through consistent modeling of routines, rituals and structures.

The learning process involves trial and error. Children are bound to make some choices in action or words that do not follow our general classroom norms. We view these moments as an opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop prosocial behaviors. Natural and logical consequences are appropriate guidance strategies for the developmental needs of 3-5 year olds and provide children with opportunities to channel their efforts appropriately and to fix what's gone wrong. For example, a child using markers on furniture may be redirected to use paper on the drawing table. They may also be asked to help clean the furniture and/or have limited use of materials for a period of time. If a child is not responsive to redirection or logical consequences, a quiet time in the classroom or Director's office may be used, as appropriate.

In the event that a child's behavior is consistently challenging our ability to create a safe space for everyone, the teachers, parents, and Director will meet to create a support plan for the child. If despite all of the best efforts of the teachers, parents, and Village staff, a child is unable to thrive in the setting or a family is unwilling to work in partnership with the school, the child may be dismissed from the program.

---

WE BELIEVE STUDENTS REACH THEIR TRUE POTENTIAL  
IN A LEARNING ENVIRONMENT WHERE TRUST, RESPECT  
AND CARING RELATIONSHIPS TAKE PRIORITY

---

## **BITING IN EARLY CHILDHOOD**

While frustrating for children, teachers and parents, biting is a normal stage of development in early childhood. Biting typically happens during a moment of frustration for a child with limited language or communication skills. Children bite for various reasons:

1. Children learn by exploration and toddlers are “oral beings”; thus, they will place everything into their mouths, which may include another child’s finger.
2. Children bite to relieve the pressure resulting from new teeth breaking through the gums.
3. Biting is a basic response to frustration, hunger, or being tired because toddlers and young preschoolers do not have the vocabulary to articulate these feelings/emotions due to limited social skills.
4. Toddlers and young preschoolers bite in order to move children who are in close proximity, too rough, or too intimidating.
5. Children bite to get attention.
6. Children bite to protect personal space because they need a certain amount of space around them and do not want intrusion.

Should a child bite another child at school, teachers will take the following action:

- The biting child will be immediately removed from the play situation and the child who has been bitten will be comforted and given general first aid as needed by the school nurse.
- The biting child will be reminded by teaching staff that
  - biting hurts their friends
  - to use their words instead of biting (teacher will model language)
  - when a child chooses to bite, they choose not to play with friends
- The child will be allowed to return to play in another area within a 1-5 minute break from play
- Parents of both children will be notified with the incident.

### **Subsequent Biting Incidents**

If a child engages in another biting incident in the same day or week the teacher will call for a parent meeting to take place within 48 hours of the last biting incident.

- The teacher will provide parents with basic home-school connection tips for helping to prevent biting
- The parent(s) will be expected to remind the child of and assist the child with proper language and actions to take to prevent further biting
- In the case where the skin has been broken, parents of the child involved in the biting incident will be contacted by the classroom teacher, informed that the child has been seen by the school nurse and will be advised to have the child seen by a health care provider.

## **CLASS PLACEMENT PROCESS AND POLICY**

The process of determining class placement begins in the spring when staff meet to make tentative class placements for the following school year. For returning students, parents are welcome to communicate information they think will be helpful in making placement decisions directly via the Parent Input Form, which details specific information regarding your child and relevant factors / variables which would contribute to your child’s success. While parent input is valued, requests for specific teachers are not accepted.

We take classroom placement decisions very seriously and do our best to create classroom communities that promote the growth and development of each student. Experiences with a variety of teaching styles and classroom environments help develop a students’ ability to apply strategies and adapt to changing situations.

Many factors are taken into consideration including:

- Teacher recommendations
- Parent input via the Parent Input Form
- The child’s developmental and academic strengths and needs
- Social connections / friendships
- Distribution of English Language Learners
- Gender balance
- Classroom dynamics
- Distribution of new and returning students
- Distribution of learning differences, social-emotional needs, world language selection (Elementary), and other special circumstances

Placement is communicated to parents in August prior to the start of school. Once placements have been made and communicated, we do not anticipate changing students’ class assignments. We believe that forming relationships with the teacher, learning classroom routines, and making friendships with new classmates take time and children need continuity in their daily routines to make that happen. If a situation arises mid-year that changes critical data-points upon which the decision for the original class placement were made, parents and the divisional director will meet to discuss the best path forward for the child.





## CLASSROOM CELEBRATIONS (BIRTHDAYS AND PARTIES)\*

On a child's birthday (or alternate day selected for celebration) they are welcome to have a free dress day! Parents are invited to provide a special snack for the class to celebrate their child's birthday after consulting with the teacher about a best time and dietary and/or allergy constraints. Please do not bring in gifts, balloons, or party favors. Children with summer birthdays may arrange a date with the teacher either on the child's half birthday or in August/May. Invitations for parties outside of school must be issued to all children in the class if you wish to distribute them through the children's folders or cubbies (selective invitations should be distributed outside of school).

All foods provided to the school must be accompanied by a food label listing the ingredients. This enables foods to be screened for those students or faculty who are allergic or have restrictions to any ingredients. Parents may bring in shop bought goods to a classroom party or school event. However, the parent MUST check all shop bought goods to ensure there are no nut ingredients whatsoever with any trace, or possible trace of nuts, as these foods are not permitted at school. Classroom teachers can verify any allergies or dietary restrictions that parents need to be aware of. In addition to food allergies, many Finna families follow a vegetarian, halal or kosher dietary guidelines.

**The Village School may from time-to-time change, discontinue, or adopt new policies with respect to health and safety matters if it determines medical opinion and other circumstances warrant.**

## HEALTH AND SAFETY POLICY\*

The Village School's objective is to provide a safe and healthy environment for all students and staff members. It is a priority that the school protects against accidental injury, by seeking to ensure that no equipment constitutes a risk to the health and safety of the students. The school will consult with parents on any matters affecting their child's safety and wellbeing on campus. Students who become ill or injured will be evaluated and treated by the school nurse. If the student needs to go home, the nurse will contact the parent. Parents must sign out any students leaving the school campus at the main reception desk.

If a student is sent home unwell, or has been home ill (example: vomiting, diarrhea, fever) they must be symptom free, and fever free without the use of fever reducing medication for 24 hours. Those diagnosed with Strep Throat or Infective Conjunctivitis must remain home for the first 24 hours of antibiotic treatment.

## HEALTHY EATING POLICY

The Village School works hard to provide healthy and nutritious meals for our students and promotes a culture of healthy and informed eating habits. Please send healthy snacks and water with your child every day. Our faculty is committed to educating our students on the benefits of healthy eating and exercise and to lead by example.

## COMMUNICABLE DISEASES\*

The Village School follows guidelines from the Center for Disease Control (CDC) and the Texas Department of State Health Services regarding student exclusion from class. Should there be a case of a communicable disease/illness at school, those students without proof of immunization against the illness/disease will need to be exempt from class. They may return if they become immunized or when the school feels the safety of others is not at risk.

The school nurse **must be notified** if a student or faculty member has been diagnosed as having a highly infectious illness or disease. They will be excluded from all school activities and can only return after symptoms resolve and they are physically ready. Certification of readiness to return to school by a medical professional is required.

## HEAD CHECKS

Children with lice will be excluded from school until the initial treatment is given. Prior to returning to class, the students must be checked by the nurse. Parents are encouraged to check for lice regularly at home until treatment is completed.

## HEALTH RECORDS

The school has a web-based health information system, called the SNAP Health Portal. It provides an easy, secure, and green way for parents to update and review important school health information and medical documents throughout the year. With 24-hour access over the web, parents can upload Health records/forms, review a child's clinic visits, and message the school health clinic to expedite communication. The web address is **[www.studentehr.com](http://www.studentehr.com)**.

Parents must use their iSAMS email address to login to the SNAP health portal. If unable to login, click 'forgot password' and an automatic email with a temporary password will be sent.

**Each year** parents are required to confirm the information on both 'contact' and 'allergies/conditions' pages in the portal. This is very important.

New students or returning students who have a health condition or a change in health status, must complete the Student Medical History form or update the SNAP health portal.

## IMMUNIZATION RECORDS

To guarantee continued school attendance, all students must have an Immunization record on file by the first day of school. The school will maintain compliance according to the Texas Health Department Immunization Schedule. New students are granted a 30 day 'grace period' to catch up on any vaccines required for school. Existing students must be up to date with all required immunizations according to the Immunization Schedule. If they are not, the student will be withheld from classes until documentation is provided to confirm the required vaccines have been given. Documentation of additional immunizations given at any time during the year must be submitted to the nurse or uploaded to the SNAP health portal on the 'vaccination page'.

## HEALTH SCREENING

Vision and Hearing screening is performed on the following: new students, 4-year-old students, PreK, Kindergarten, 1st, 3rd, 5th, and 7th grades. The cost of these tests is included in tuition. If a parent wishes for their child to be screened and the student is not in these grades, the parent may be charged a fee. Scoliosis and Type 2 Diabetic screening is also performed on specific grades. Parents will be notified of the completion of all screening via the school's weekly newsletter and all results will be accessible via the SNAP health portal.

## MEDICATIONS

All medications are stored in the school clinics with the possible exception of EpiPens and Inhalers - see below. The Village School has a standard supply of stock over-the-counter (OTC) medications. Parents must give permission for any medications, over-the-counter or prescription via the SNAP health portal, or on a printed medication form. Requests by phone or email are not accepted. Medications that are non-prescription, but are taken on an 'as-needed' basis, may be given to the nurse for administration at school. Medications will not be given to any children below Grade 1 unless a medical condition pre-exists, at which time a discussion with the school nurse must take place.

Due to legislation, the school requires parents to submit permission annually, ideally after August 1st, by which time all students are promoted into their next school grade in the SNAP health portal.

**Permission given by parents** for the school stock OTC will be used for school trips. Medication for school trips must be submitted at least two weeks prior to a trip unless the medication is prescribed a day before the trip.

**For safety reasons, students are not allowed to bring any medicine to school**, this is the responsibility of the parent. Possession of a medication without the nurse's approval is a potential disciplinary matter that can have serious consequences. Parents of students permitted to carry an EpiPen or an Inhaler at school **must** ensure the medication has the 'pharmacy label' attached to it.

All personal medications must be collected by the parents at the end of school, otherwise it will be discarded. The only exception to this rule is if the student is attending a summer camp at school in which case the parent must notify the nurse.

## MEDICATIONS (CONT.)

Medications submitted to the nurse must:

1. Be prescribed by a practicing US doctor.
2. Have proof of a pharmacy label on the bottle with an expiration date for the medication.
3. Be manufactured in the United States.
4. Have proof of parental permission.
5. Have the full name of the student.
6. Note: If the doctor provides samples of medication, the school requires a written note from the doctor.

## HEALTH PLANS

If your child has a special health need, please consult with the school nurse. Health/Action plans are required **yearly** for specific medical conditions, such as, Asthma, Allergy (that requires an EpiPen at school), Diabetes, and/or Seizures. The plans can be found in the SNAP Health Portal on the 'form' page, and must be completed, dated, and signed by physician and parent, and uploaded to the portal by the first day of school.

## NUT AND ALLERGY AWARENESS POLICY

The Village School is 'nut and allergy aware' and therefore students are permitted to bring a lunch containing nuts, but no child is allowed to share food. Also, the school caterer is not permitted to use any form of nut in the cooking or preparation of food. Parents are required to inform the school nurse and teacher if their child suffers with any allergy relating to foods such as nuts.

## DOCTOR'S APPOINTMENTS

All medical and dental appointments should be scheduled after school hours, if possible. Alternatively, please contact the teacher in advance of any future appointments. The student will be called out of class upon parent's arrival to collect him/her. Sign out from school is required at the reception desk.

## RETURN TO SCHOOL AFTER AN ILLNESS OR INJURY\*

Students who have been absent for more than three (3) consecutive days need to have a physician's note stating they are 'fit to return to school'. Any student returning to school with a physician's note must provide a note to the teacher. Any specific instructions regarding a student's health needs must be discussed directly with the nurse. This will enable the nurse to ensure the safety and wellbeing of every student at school.

## ALCOHOL AND DRUGS

The Village School places great value on an environment free of drugs, including alcohol and tobacco. Therefore, the following school policy has been adopted: Any student involved in the use, possession, or distribution of non-prescribed drugs on campus or at school-sponsored functions is subject to disciplinary action. The particular circumstances of each case will be considered in determining the disciplinary action taken.

## INSURANCE

If a child is injured at school, The Village School secondary insurance may cover the portion of medical costs not covered by the parents' own insurance policy. The secondary insurance company, not The Village School, determines this eligibility of coverage. The claim form is available from the nurse or athletic trainer and must be submitted to the insurance company no later than ninety days from the date of injury. The parent will need to submit proof of charges, along with the Benefit Statement (EOB), showing what the parent's primary insurance will pay. The insurance company is not affiliated with the school. Therefore, if you have any concerns or requests relating to the form, please go directly to the insurance company for assistance.

## SCHOOL RECORDS AND REPORTS TO PROFESSIONALS

When a child applies out to or transfers to another school, a parent/guardian must sign a release of information before records are released. Any teacher recommendation forms or letters regarding a transferring child, or data being sent to outside professionals are mailed or faxed directly from The Village School to the recipient. No recommendations will be given to the parent or hand delivered to another school. Please allow at least one week for any recommendations or record requests to be completed. All school accounts, including tuition and FLIK dining charges, must be cleared before student records or report cards will be released.

## OFF CAMPUS WAIVER

An online Off Campus Waiver must be completed on each student prior to the commencement of school. It contains very important information for the school should an emergency arise. **Parents are required** to make immediate corrections to their iSAMS account of changes in their contact information such as phone numbers during the academic year.

## RECESS AND OUTDOOR TIME

Recess and time outdoors are recognized as important elements of quality, developmentally-appropriate early childhood programs. At Finna, we are committed to ensuring that all children spend time outdoors every day. Conditions are monitored for temperature extremes or inclement weather and may result in adjustments to time and activity. Parents are expected to send their child to school with weather appropriate clothing, as desired. In cooler weather this may include a winter coat, hat, mittens, and scarf.

## PLAYGROUND USAGE\*

Families are welcome to enjoy the Finna playground before school prior to 8:00am. The playground is then reserved exclusively for Finna and ACE program use for the remainder of the day. Parents are expected to supervise their children's safety and respectful interactions with other children while using the playground space and equipment.

---

RECESS AND TIME OUTDOORS ARE  
RECOGNIZED AS IMPORTANT ELEMENTS  
OF QUALITY, DEVELOPMENTALLY  
APPROPRIATE EARLY CHILDHOOD  
PROGRAMS

---



# COMMUNICATION AND PARTICIPATION\*

The relationship between home and school is a critical component in your child's success, and communication is key to this relationship. To facilitate communication, the school relies upon a variety of communication strategies including:

- ParentSquare- the school's official communication platform for school, division, classroom and group news
- Division News (sent on Friday via ParentSquare)
- Weekly classroom newsletters
- Seesaw digital portfolio application
- "Finna Vikings at The Village School" Facebook group
- Backpack Folder Notes
- School Mailings
- Back to School Night
- Parent Coffees
- Parent-Teacher Conferences (2x year)
- Progress Reports (2 x year)
- Emails/Phone Calls
- VSPA Events
- "Preview" Presentations for the following school year

## Important Note about Communication:

Division News is sent on Friday evenings. This is where you will find the events happening in your child's division the next week, the most important and current information for your student. Monitoring this communication along with the weekly newsletter sent from your child's teacher will ensure that you are up to date on what is happening at school.

---

## THE RELATIONSHIP BETWEEN HOME AND SCHOOL IS A CRITICAL COMPONENT IN YOUR CHILD'S SUCCESS

---

## Important Note about Participation and Events:

There are many opportunities to participate at Finna. Some events are intended to build community, others to share information or for children to present their learning. We understand that parents often have many obligations that necessitates prioritizing. If you are only able to attend a handful of school day events during the school year, we strongly encourage you to prioritize classroom curriculum shares. These shares are the culminating event of long term studies that the children have prepared for and look forward to presenting to their grown ups. Our KISS event (Kids Invite Someone Special) on February 13th is another major event that it is very important to have a family member or friend share with our students.

## PARENT-TEACHER CONFERENCES\*

Formal conferences are scheduled two times a year and are designed for you to discuss strengths and goals specific to your child. Parents are invited to sign up for a conference time via iSAMS in advance of the scheduled dates. We understand that questions and concerns can pop up at any time of year and may require additional meeting times.

Please follow the sequence below if you have a concern or would like to meet with your child's teacher at other times during the year.

1. Contact the teacher to request a meeting. Please do not go directly to classrooms for impromptu conferences. When emailing, writing a note, or leaving a message, please include a brief description of the subject matter so the teacher can respond promptly and be prepared for a productive meeting.
2. If you believe the issue needs further discussion, make an appointment to speak with the Early Childhood Assistant Director, Sandra Flocks and/or Director, Jen Chile.
3. In the unlikely event that the issue is unresolved, make an appointment to speak with the Head of School, Bill Delbrugge.



# PARENT AND FACULTY EXPECTATIONS

## Faculty will:

- Be professional, non-judgemental, polite and helpful to you whatever your gender, race, age, sexual orientation, marital status, disability, religion, or beliefs.
- Deal with your inquiries accurately and efficiently, explaining clearly from the start what help we can give and the process we will go through to solve your problem or where you can go for additional help or information.
- Tell you beforehand if there are changes in service that we provide.
- Use your feedback, comments, and suggestions to help us improve our services.

## Faculty will do their best to:

- Reply to your requests for information and help as quickly as possible, aiming to reply to all requests within 24 hours.
- Make an appointment for you to speak with a staff member directly if desired or needed.
- Resolve any problems or concerns you may have, seeking to find a mutually agreeable solution as quickly as possible.
- Ensure that your children are happy and safe.
- Ensure that your children make steady age-appropriate progress, receiving the support they need in all areas of the program.
- Ensure that you are happy here at The Village School!

## What we ask from parents:

- Treat Finna staff with respect. If you have an issue with a staff member, please speak directly with that person. If further dialogue is needed, speak directly with the Early Childhood Director or Head of School. Refrain from open, public forums as these conversations are not productive.
- Support the school by reading policies and procedures so that you are aware of your responsibilities as a parent of a student at The Village School.
- Ensure that your children are dressed appropriately when coming to school.
- Ensure that your children arrive to school on time each day.
- Inform the school if your child will be absent.
- Keep your children at home if they are sick and likely to infect staff or other students.
- Attend Parent Conferences and read your child's progress reports.
- Attend events to contribute to building a strong school community.
- Support the school by participating in extracurricular and/or classroom activities.



# EVACUATION PLAN- RELOCATION CENTERS

## EVACUATION

- Notify administration assistant who will call 9-1-1
- Administration assistant will issue evacuation procedures upon orders from Director
- Director or designated member of staff will determine if students and staff should be evacuated outside of building or to relocation centers.
- **1) David Randolph & 2) Carolyn Anshus** will coordinate transportation if students are evacuated to relocation center. Call by priority of number.
- Administration assistant will notify relocation center.
- Direct students and staff to follow fire drill procedures and routes. Follow alternate route if normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system. Close doors.
- Notify parent(s)/guardian(s) per district policy and/or guidance

## STAFF

- Direct students to follow normal fire drill procedures unless administration assistant or emergency responders alter route.
- Nurse should take evacuation To-Go-Bag. Teachers should carry roster/list of children.
- Close doors and turn off lights.
- When outside building, account for all students. Inform administration assistant immediately if any students are missing.
- If students are evacuated to relocation centers, stay with students. Take roster again when you arrive at the relocation center.

## RELOCATION CENTERS

### **Primary Relocation Center (used for local school emergencies)**

Address: Whittington Post Office, 12655 Whittington Drive, Houston, TX, 77077

Tel: (281) 920-9337

Location is a block from intersection of Dairy Ashford and Whittington.

### **Secondary Relocation Center (used for community-wide emergencies):**

Address: The British International School, 2203 N Westgreen Blvd. Katy, TX 77449

# FINNA PRE-K2 PROGRAM POLICIES ADDENDUM

## **Hours, days, months of operation:**

The Finna program operates from 8:15 am-3:15 pm, Monday through Friday from mid-August through May. For specific dates, please refer to the school year calendar.

## **Procedures for release of children:**

Pre K2 students are expected to be picked up in carpool at dismissal time. Please refer to carpool procedures for additional information.

## **Application procedures:**

1. Submit a request for information.
2. If possible, visit the campus.
3. Submit an application (online).
4. Arrange for admissions testing and/or visit.
5. Request a teacher recommendation if currently in school.

After those steps have been taken, our admissions team will evaluate each candidate based on the application, the candidate's school record, teacher recommendations, interviews and academic testing.

## **Procedures to visit or participate:**

Parents are welcome to visit the program at any time however we do ask that activities such as volunteering as a Mystery Reader or celebrating your child's birthday are arranged in advance with the classroom teacher. Parents who are visiting in the classroom are asked to check in with the Finna front desk.

## **Procedures to review minimum standards:**

The Finna PreK 2 program follows minimum standards established by the Texas Department of Family and Protective Services. Parents are able to review the minimum standards by requesting a copy from Finna administration and/or referring to the [TX DFPS website](#).

## **Gang Free Zone information:**

*What is a gang-free zone?* A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

*How do parents know where the gang-free zone ends?* The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

*What is the purpose of gang-free zones?* Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

**Emergency preparedness plan:**

The Village School maintains a comprehensive emergency preparedness or response plan that includes safety and communication guidelines, evacuation plans, drill protocols. A binder containing the printed guidelines and evacuation routes are posted and available in every classroom.

**Breastfeeding:**

Parents have a right to breastfeed or provide breast milk for their child while in care. An adult sized seat, in a comfortable and private location for breastfeeding, is available upon request.

**Keeping Children Safe/Responding to Abuse or Neglect:**

Texas law requires anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-CareCenters.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse and neglect.

Parents of a child who is a victim of abuse or neglect should contact the Texas Abuse Hotline at **800-252-5400** to obtain immediate assistance and intervention. Parents may report non-emergency situations at [www.txabusehotline.org](http://www.txabusehotline.org)

The Village School will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

**Local Resources:**

**Texas Abuse & Neglect Hotline:** (800) 252-5400 **Website:** [www.txabusehotline.org](http://www.txabusehotline.org)

**The Houston Office of DFPS:** (713) 940-3009 **Website:** <https://www.dfps.state.tx.us>

**Local Licensing Office:** (713) 287-3228





# THE VILLAGE SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

2005 Gentryside Drive  
Houston, TX 77077  
Phone: (281) 496-7900

[www.TheVillageSchool.com](http://www.TheVillageSchool.com)