

The Woods Private School

15002 Lakewood Forest Drive
Houston, Texas 77070

Main Campus

Phone: (281) 370-8576

Fax: (281) 251-0315

www.thewoodsprivateschool.com

Director: Donna Boase

Associate Director: Julia Taylor

Assistant Director: Mary Beth Gavin

Accounting: Brent Boase

Cedar Point Campus

13835 Cedar Point

Houston, TX 77070

Phone: (281) 320-1985

Fax: (281) 251-0315

Assistant Director: Pam Scogin

Assistant Director: Chad Boase



Mission Statement

Our mission is to nurture a desire for life-long learning by developing the diverse potential of each child through innovative programs and dedicated teachers.

The Woods Private School, founded in 1982 by Donna Boase, answered the need for quality, private-school education in Northwest Houston.

Our school is recognized as an instructional environment; our success is supported by an academic curriculum, unique specialty classes, and outstanding programs and speakers. We maintain the highest education values as we know the importance of preparing children with academic knowledge.

As educators, we acknowledge the importance of providing young children with a strong educational foundation in such areas as mathematics, science, language arts, social sciences, handwriting, and technology. We are recognized for intellectual strength and studies, but we incorporate so much more; art, computer literacy, music, foreign language, and physical education provide a rich array of experiences to promote creative expression.

The Woods is a joyful school in which our staff loves to teach and children love to learn. Our goal is creating a relationship between our knowledgeable, inspiring, and enthusiastic staff and motivated and engaged students. Learning should be an enjoyable, life-long endeavor. We prepare children for success while nurturing and supporting their individual capabilities.

A warm and welcoming atmosphere creates a sense of community among teachers, parents, and students. Families sense a cohesive spirit when visiting The Woods Private School. Our school is the thread that ties together our staff, parents, students, and our community. We strive to foster a healthy partnership with parents and children in a manner that promotes a mutual interest in their child's educational and personal development. We provide a safe, secure, and caring environment as we teach children to live with purpose and integrity.

The staff and I look forward to journeying together in this next step of your child's development.

Sincerely,

Donna Boase, Director

Goals of The Woods Private School

- To create an enthusiastic learning environment and promote the joy of learning
- To provide physical, intellectual, social, and emotional guidance
- To provide students with a carefully planned academic program within a supportive environment where respect for the individual and community is promoted
- To recognize that each child is an individual and gear teaching strategies to ensure that all children will experience success at their level of learning
- To use teaching strategies that recognize each student's individual levels of learning
- To emphasize the importance of good manners and values, concern for the rights of others, and proper conduct
- To inspire children to become life-long learners and equip them with the skills necessary to adapt to an ever-changing world
- To encourage collaboration between parents and teachers enabling students to reach their full potential
- To provide a school setting with talented, qualified, engaging, competent, and caring teachers who recognize each child's individuality and stage of development
- To promote successful social skills and respect for others
- To encourage academic excellence with a balanced, comprehensive curriculum that exceeds state standards

Parental Communication

Successful partnerships are created through a shared commitment to collaboration, open communication, mutual respect, and a common vision. By selecting our school, you are seeking an optimal match for your child, your expectations, and your values.

We recognize that open and honest communication creates effective interaction between parents and staff. Our school clearly presents our policies, procedures, and expectations during the admission process in addition to monthly newsletters, publications, and conferences. Throughout the year, teachers and administrators are available for open dialogue. Parents are encouraged to seek information directly from the school consulting with those best able to address the issue.

We encourage parents and family members to visit our school. Appointments are not necessary but encouraged. Observing your child at school is beneficial so that you may understand your child's reaction to the teacher and peers in a classroom setting. We are known for a warm and welcoming atmosphere, and our staff is always available to answer any questions you might about your child's educational progress.

Preschool

For preschool parents, conferences are scheduled after the mid-year evaluation forms are sent home. Progress reports will be sent again at the end of the school year, but only requested conferences will be scheduled.

Elementary

Consistent communication with parents is the primary goal for all correspondence between teachers and parents. Ongoing, clear lines of communication inform parents about upcoming events, current curricular events, progress reports or report cards, and other relevant activities. Class work will be sent to the parents on a regular basis. Parents should promptly review any relevant material sent home and return to school the next day if required by the teacher. Report cards will be distributed four times per school year, and two parent/teacher conferences will be scheduled. Exact dates and time will be published in the teacher newsletters.

Parental Conference Room

A conference room is available for all parents who need a quiet, seated area. A staff member will gladly escort any parent to this comfortable room provided for this purpose.

Volunteer Opportunities

Volunteers are an essential part of our program, and we welcome and encourage parental participation at The Woods School. Time commitment is variable and any amount of time is appreciated. Class parties will be held for fall festival, Thanksgiving, Christmas, Valentine's Day, Easter, Rodeo; parent are also needed as field-trip chaperones. Our parents

make a significant contribution, and children learn the importance of school from the active involvement of their family members. We encourage all parents to become involved at The Woods to meet the other parents, children, and faculty members.

Learning Targets and Expectations

Preschool

Preschool years transition your child from home to the broader world of school and community. Children learn to work, play cooperatively, follow instructions, get along with others, adapt to separation from home, and develop skills needed for school success.

Two-Year Old Class

The two's are naturally curious about their surrounding environment and ready to absorb new vocabulary words, develop fine and gross motor skills, and understand the concept of cooperative play. Our qualified teachers gently guide these early learners in a creative learning environment. The classrooms are designed to offer young children exploration opportunities and social play with friends. Thematic units and hands-on activities provide a framework to enhance fine motor development, eye-hand coordination, visual tracking, spatial developments, and language growth.

Three-Year Old Class

Our three-year old program centers on a thematic approach that introduces children to alphabet letters using developmentally appropriate, multi sensory activities. These tools are designed to promote phonemic awareness and letter recognition. Math activities are action oriented and use manipulatives and number games as preschoolers learn by doing. Writing development, science and social studies, learning centers, art, and music provide a multi-sensory approach to learning to develop auditory, visual, kinesthetic, and tactile learning in our three-year old classroom.

Pre-Kindergarten Class

Our pre-kindergarten program centers on The Rowland Reading Series, *Happily Ever After*, which is the forefront of early reading. Our pre-kindergarten level includes phonemic analysis, phonemic awareness, handwriting, recognition of basic sight words, and story activities. Our warm, supportive environment and caring staff provide ample opportunities and activities for learning based upon the child's individual needs and interests. A high-quality mathematics program helps all children learn beginning math skills and concepts. Integrated

into instruction are hand-on activities and manipulatives. Science and social studies are thematic and relevant to the experiences of young children.

All preschool classes include the award-winning “Handwriting Without Tears” Curriculum. The Get Set for School program focuses on early childhood education to prepare young children for school and lifelong learning. This exciting readiness curriculum uses singing, music, coloring, building, and play to help children develop handwriting skills. A new generation is ready to benefit from the unique multi-sensory approach to the handwriting education of students.

Elementary

I-Pad Laboratory

The Woods uses iPads in all elementary classes to differentiate instruction according to individual needs and encourage critical thinking through multi-media applications and collaborative tools. Technology enhances the learning experience and promotes independent learning as students learn to acquire, organize, and evaluate information.

An iPad laboratory and technology-based lesson instills a love of study and exploration that will continue to grow throughout a child’s elementary years.

Library

Our library has over 1,700 books and continues to grow every month with Elementary Scholastic Book Orders. All elementary students visit the library weekly as a class to check out or return books. The younger students enjoy selecting a book of their choice to take home and share with their family thus learning that reading is both enjoyable and educational. The older students take Accelerated Reader (AR) tests on their chosen books before choosing additional library resources.

Elementary Uniforms

All elementary students are required to wear uniforms to school Monday through Thursday. Private schools have a long history of wearing school uniforms to project an atmosphere of uniformity, pride, and equality among the student population. Uniforms minimize distraction issues and create a sense of unity among students so they can perform better academically.

There are several color choices for shirts and style preferences. The boys’ required uniform is navy pants/shorts and a red polo shirt. The girls’ required uniform is a white peter-

pan blouse and a plaid jumper. Your child may wear any rubber-soled shoes to school each day. Friday is “free dress” day and children may wear regular school attire.

School uniforms may be purchased at Mills Uniform Company (9332 Katy Freeway, Suite B, Houston, TX 77024, 713-464-3400) or purchased online (millsweat.com). Please use School Code: 3358

Kindergarten and Pre-First Grade

The Woods Kindergarten and Pre-First programs provide flexible curricular materials that address the unique differences in ability and development of the student. Our Pre-first “Sadlier” and Kindergarten “Beginning to Read, Write, and Listen Curriculum” is phonics based and provides opportunities for group as well as individualized reading instruction. Experienced teachers guide and encourage each child to develop critical and creative thinking skills. Creative writing and the writing process is introduced to the children using phonic spelling in their journals.

Our mathematics program combines the best of traditional educational methods with the most up-to-date approaches to math. Kindergarten and Pre-First topics studied include position, classification and comparison of objects, patterns, number recognition, addition, subtraction, place value, time, money, 2D and 3D shapes, and introductory concepts in statistics and probability.

Your child will learn to value math, become confident in problem solving, and learn to reason and communicate mathematically. Special attention is given to critical thinking, problem solving, and the use of technology.

Students discover the world of nature through hands-on experiences. Science topics are expanded upon through plant life cycles, insects, seasons, food groups, and animal habitats. By studying people and places around the world, students develop an awareness of the richness of various cultures and the history they represent.

First Grade

The Woods First Grade program continues to build upon curriculum and skills learned in kindergarten. Through our comprehensive and exciting Language Arts curriculum, children will learn word patterns that will aid them in reading and spelling words. The First-grade program helps students learn to decode and encode words using phonetic and structural patterns. They will be introduced to the variability of letter sounds by learning digraphs and long vowels and the structural analysis of words by learning word endings, contractions, and compound words. Teacher guidance and instruction during reading helps the children learn to monitor their own comprehension and increase fluency as they read longer, more complex, decodable, stories,

poems and plays. The writing process is introduced and explored through the use of shared and individual writing lessons. First graders are also exposed to grammar, usage, and mechanics skills in our Language Arts curriculum.

Through technology-driven math lessons, each child will value math and become confident in their ability to do math and solve problems. Children will learn to reason and communicate mathematically through one-on-one and group instruction. Participation in enrichment activities includes hands-on exercises, manipulatives, and iPad applications. First graders will master addition and subtraction concepts, place value, two-digit addition and subtraction, organizing and using graphs, measurement, time, two-dimensional shapes and equal shares, as well as three-dimensional shapes.

Our first grade Science curriculum will stimulate students' interest in science concepts through the use of hands-on experiments. An iPad laboratory and technology-based lessons will instill a love of science and exploration that will continue to grow throughout their elementary years. First graders will be introduced to life science through the topics of living vs. nonliving things, parts of a plant, animals, land habitats, and water habitats. Earth science will be explored through the subjects of rocks and soil, the earth's resources, weather, the four seasons, and the stars and planets. Physical science will also be learned through the introduction of matter, motion, energy, sound, light, and electricity. Hands-on projects are also unique to our first-grade science curriculum. Our first-grade social studies curriculum guides students to focus on their local community by examining the impact of individuals and events on the history of the community as well as on the state and the nation. Students will learn about history, economics, geography, culture, citizenship, government, and national symbols. Fun and exciting units related to the community, such as our 'What I want to be when I grow up' project help students correlate classroom instruction with real-world experiences.

Second Grade

The Woods Second Grade Program is an exciting year in which children embark on the challenges and love of Reading and Math. They gain personal independence and self-confidence through teacher encouragement and individual achievements. Through our comprehensive and exciting Language Arts curriculum, children will develop interpretive skills, decoding, listening skills, inferential thinking, plot and setting, sequencing of events, and character analysis. Guided and independent reading is encouraged throughout the year. Language instruction is taught throughout the Reading series. The students learn to recognize nouns, verbs, adjectives, adverbs, and develop editing and creative-writing skills.

Through technology-driven math lessons, second graders will master addition and subtraction facts by memorization, leading to more advanced addition and subtraction, including regrouping. Math vocabulary, money, time, geometry, fractions and probability, graphing, place value to 1,000, intro to multiplication and division, and reinforcing word

problems will be practiced. Children will learn to reason and communicate mathematically through one-on-one and group instruction.

Our Second Grade Science curriculum will stimulate students' interest in science concepts through the use of hands-on experiments and learning the Scientific Method. We will continue to build on First Grade objectives and expand on plants, animals, habitats, earth, weather and sky, matter, motion and energy. An iPad laboratory and technology-based lessons will instill a love of science and exploration that will continue to grow throughout their elementary years.

Our social studies curriculum guides students to focus on their local community by examining the impact of individuals and events on the history of the community, as well as on the state and nation. Students learn about important customs, symbols, and celebrations that represent the American beliefs and principles as well as the physical environment, human activities, map skills, and consumers and producers.

Third Grade

Third Grade language arts curriculum includes reading, writing, handwriting, spelling, grammar, punctuation, and word-processing which combine together to encourage students to become fluent, independent readers. Reading is integral to every school subject in third grade. Third graders will journey through a variety of reading literature including fiction, non-fiction, biographies, poetry, informational texts, and other genres to promote increased vocabulary and promote story recognition. Class discussions promote reading fluency, comprehension, referencing and predicting skills and creative expression as children learn to retell stories with accuracy as well as recognize parts of a story. Writing lessons include various writing forms, mechanics of the English language, introduction of cursive, and word processing skills. Book reports along with a variety of differentiated writing activities strengthen writing skills and teach children to communicate in written form. During third grade, children begin to recognize word patterns, identify and spell words, and utilize larger sight vocabulary words. Students revisit the use of nouns, verbs, adjectives, and adverbs, and grow as a writer by learning about prepositions, possessive nouns, coordinating conjunctions, transition words, subject-verb agreement, complete subjects, and complete predicates.

Our technology-driven curriculum includes the four basic processes of math such as number operations, number sense, and patterns, geometry and measurement, and probability and statistics. Third grade math is the bridge from simple computation to more complex skills. Students are encouraged to think mathematically through problem solving and develop critical thinking skills through games, group problem-solving, and technology. Participation in enrichment activities includes hands-on exercises and manipulatives. Mathematics study continues with emphasis on mastery of addition, subtraction, multiplication of basic facts, and introduction of division, fractions, measurement, and cooperative problem solving.

Science fuses technology into the curriculum as third graders learn the relationship between science, their environment, and everyday world. Science consists of thinking and investigating; therefore, hands-on, student-centered, and inquiry-based approaches are the emphasis of instruction in which to teach.

Third graders develop abstract reasoning skills while focusing on the community. Students explore and find out the nature of communities in our country using maps and globes to locate the places being researched; they learn that people in the United States move from place to place and the focus shifts to knowledge about new customs and immigrants. Students learn to celebrate our different cultures across the nation and celebrate the historical past. Third graders finish their school year focusing on community environments and the places where communities begin. Students move beyond the concrete and simple as they begin to explore more complex history and explore their relationship to family, community, society, and the world. At this age, most children have reached the spatial reasoning capacity necessary to understand maps and their relation to the real world so they can begin learning the geography of U.S. rivers, mountains and natural landmarks, climate, and time zones.

Fourth Grade

Fourth graders at The Woods will use a technology-rich classroom to give them the tools to enhance learning in all subjects. Computer-based programs give teachers real-time feedback on students' progress.

The fourth-grade language arts curriculum builds on what the students learned in Grades K-3. Fourth graders will spend significant blocks of time engaged in classical and contemporary selections and independent writing. Students will read for meaning, learn to paraphrase texts, and connect, compare, and contrast ideas. They will produce summaries of texts and engage in more sophisticated analysis of character plots, and setting.

Fourth grade students will use different forms of writing for specific purposes to inform, persuade, or entertain; writing will take on style and voice as they begin to edit their work based on their knowledge of grammar and usage, spelling, punctuation, and other conventions of written language. Students will then produce a final, polished copy of a written composition.

Our math curriculum covers all the math strands, not just arithmetic. The major math strands for fourth grade curriculum are number sense and operations, algebra, geometry and spatial sense, measurement, data analysis, and probability. Fourth grade math students build on what they learned in kindergarten, first, second, and third-grade math which led them to the number 1000. In fourth grade math, they work with numbers through the hundred-thousand or more and, learn about decimals in the context of money, and get experience with fractions up to 100. Fourth-grade math allows a greater understanding of measurement techniques, geometry, and algebraic thinking. The year will be challenging as they are presented with many new and complex concepts.

Our science curriculum involves scientific concepts and principles. Students are introduced to sound, electricity, plants, and animals and taught an overview of life, earth, and physical science. Through hands-on science investigations, they learn answers to their questions and develop reasonable explanations based on observations.

Fifth Grade

The Woods offers a rigorous academic program designed to foster academic excellence. Our outstanding teachers emphasize higher-order thinking skills, critical thinking, and problem-solving. Foundational study habits are reinforced in core subject areas as learners prepare to transition to Middle School/Junior High.

The Fifth-Grade English and Language Arts curriculum seeks to build literary and writing skills through close reading of literature, constructions of sound, paragraphs, and development of both creative and analytic writing. Students read a variety of literacy genres and focus much attention on character development and appreciation of the language and style elements in the text. The students write expository essays, stories, poems, journal entries, and book reports. The mechanics of writing, grammar, punctuation, and spelling are taught both contextually and directly.

Our students will experience STEM education through project-based learning that combines principles of science and mathematical analysis with the design process of technology and engineering. These challenging and fun projects encourage collaboration, problem-solving, decision making, creativity and innovations and develop a love of science and math.

Our students solidify their computation skills with whole numbers and work toward mastery of fractions, mixed numbers, and decimal operations. Key concepts include ratio proportion, percent, measurement, estimation, number theory, geometry, and pre-algebra.

Our science program is an integrated study of life science, earth science, and physical science. All students participate in science labs and present a topic of their choice at their Grade-level Science Fair.

Fifth-grade students focus on Geography, American History, and Social Studies. Fifth-grade history includes a thorough study of developing American civilizations through World War II with special emphasis on the Constitution and government.

Students learn the basics of proper keyboarding and word processing. Additionally, the teacher will employ Internet-based research projects to strengthen skills and bring a new dimension to the learning process.

While studying cultural aspects in Spanish-speaking countries, Spanish instruction aims to integrate reading, writing, and speaking.

Registration

The Woods Private School admits students of any race, color, nationality, or ethnic origin. Children currently enrolled have the first opportunity to register following January conferences; after this time, the remaining spaces will be available for all new students. A child is considered enrolled in our program after parents review all information, consent to school policies stated in the handbook, and turn in the completed registration form. Registration fees are due at the time of registration and are non-refundable.

Required Records

The following forms are due the first day your child attends school:

- Registration form
- Signed Authorization form with code word
- Release of Information
- Health Record
- Updated Immunization Record
- Field Trip Authorization Form

Authorization forms are required for every child attending The Woods Private School. Children will be released only to individuals with proper identification and parental permission as listed on the Authorization Form. State regulations require on file a **CODE WORD** for each child to verify the authenticity of anyone listed as the emergency contact. Authorization forms will be kept in the student files and must be completed with current phone numbers, e-mail addresses, and two emergency contacts—*please remember to update any changes during the school year by contacting the front desk.*

The state requires a written statement from a health-care professional who has examined the child within the past year. The physician's signature certifies your child is free of contagious or infectious disease and may participate in all activities at The Woods. A validated history of all required immunizations must accompany the health form, or a medical, religious, or special exemption. **A new health record must be submitted each year for every child and must be on file within one week of child's admission.** **HEARING/VISION SCREENING** is required for all four-year olds, kindergarten, 1st, 3rd, 5th, 7th, and 9th graders according to The Special Senses & Communication Disorders Act. The law requires hearing and vision documentation by

any public, private, parochial preschool or school in Texas; screening may be done by your personal physician or professional screening service provided by our school.

TUITION

Tuition is paid in advance at the beginning of each month. The cost of the **program** is divided into 10 monthly payments (**beginning in August**). **August Tuition is due 8/14/19**. Tuition payments are due by the 10th of every month. Payments received after the 10th day of the month will assess a late payment fee of \$25.00. An additional late fee of \$25.00 will be assessed on the 15th day: if monthly fees remain unpaid, your child may not be allowed to attend school until all tuition, aftercare, and late fees are paid. **Tuition is payable with cash, check, or credit card only.** Please make checks payable to The Woods Private School. Please write your child's first and last name in the "Memo" section of the check. Monthly payments are due regardless of holidays and breaks and are non-refundable in cases of partial attendance or withdrawal. In addition to monthly tuition, an annual activity fee will be charged at the beginning of the school year. A flat rate is available for those children attending school with additional before and aftercare each day.

EXTENDED CARE

Extended care is available on an hourly basis from 7:15 a.m. until 6:00 p.m. each day. Children enjoy a wide range of activities including arts and crafts, games, music, study help, and outdoor time. After school classes such as Chess, Art, Dance, Taekwondo, Drama Club, Simple Thimbles Sewing Class, French, TOTS (Teams of Tomorrow), and Soccer are offered for an additional fee.

Please sign your child in and out each day. You may send a note to your child's teacher if your child needs extended hours or call the school office at 281-370-8576. Billing for extended care will be computed at the end of the month and should be paid with the next month's tuition. A late fee will be charged for children remaining after 5:45 p.m. The Woods School late fee is \$1.00 per minute after 6:00 p.m.

Medical Emergencies

Our staff is CPR Certified and trained in Pediatric First Aid; minor accidents will be promptly treated by a qualified staff member, and parents notified by a phone call and written incident report.

In case of a medical emergency involving your child, the following steps will be taken.

- First aid and reassurance will be provided.
- Staff member will assess injuries and evaluate child's medical needs.

- Parents, guardians, or emergency contacts will be notified.
- Staff member will contact emergency medical services if necessary.

Emergency Preparedness Plan

Fire Drill

- School-wide fire drills are practiced each month.
- Detailed evacuation plans are posted in each classroom.
- Each room is required to have two exits.
- All classes exit to the playground area, back parking lot, or front patio area.
- Teachers have in their possession a daily class list with students, parents, and emergency contact information.
- Director will notify teachers when building is safe for reentry.

Severe Weather Drill

- Severe weather drills are conducted every three months.
- Teachers are notified via intercom if inclement weather is detected.
- Children are quietly taken to a safe place in the building.
- Parents will be notified to pick up their children if unsafe conditions remain.

Evacuation Plan

- In an emergency, all children will be safely moved to a designated safe area or alternate shelter.
- The children will be walked or transported by vehicles to the safe location.
- The name of the shelter is: The Woods at Cedar Point, 13835 Cedar Point Drive, Houston, TX 77070: Phone number is: 281-320-1985. Students at Cedar Point will evacuate to: The Woods Private School, 15002 Lakewood Forest Drive, Houston, TX 77070. Phone number is 281-370-8576
- All teachers will have in their possession a current attendance list, phone numbers and addresses of all children, parents, and emergency contacts—all children will be accounted for before, during, and after arrival at the shelter.

Lock-Down Drill for a volatile situation or person on the premises.

Illness and Exclusion Policy

Our school is licensed to care for children who are well. Please have consideration for other students as well as your child by keeping him/her home with the following symptoms:

- Fever
- Diarrhea
- Sore throat or swollen neck glands
- Upset stomach or vomiting
- Head cold or any other communicable disease
- Bronchial infection
- Conjunctivitis
- Contagious rash or skin eruption

Please note:

- If your child vomits or has diarrhea prior to coming to school, a 24-hour period must pass without symptoms before he/she returns to school.
- If your child has an elevated temperature of 100 or above, a 24-hour period must pass (without medication) before he/she returns to school.
- If your child has an itchy red eye with discharge, a physician's note is required before your child returns to school.

Parents will be contacted to pick up ill children; if parents cannot be reached, emergency contacts will be notified.

The following contagious diseases must be reported to the school office. Exclusion from school complies with the Texas Administrative Code, Title 25, Rule 97.7. Children may be re-admitted with a letter from the attending physician stating the child is no longer contagious and free of symptoms and infection.

- Chicken Pox
- Ringworm
- Lice
- Hand, Foot, and Mouth Disease
- Impetigo
- Fifth Disease
- Streptococcal Infections
- Conjunctivitis

Please note: the presence of the above must be reported to prevent the spreading of infectious diseases to other children in the classroom or school.

Medication Policy

State licensing requires all medication administered only with written permission from the parent. Over the counter medications will only be administered according to package directions unless alternate directions are received from the physician including directions, dosage, and expiration date. Parents must adhere to the following guidelines before any medication is given.

- Medication must be in original container.
- Medication must include child's name, dosage, time needed, and date prescribed by physician and date medication brought to the school.
- Medication must include physician's name and expiration date—medication may not be given after expiration date.
- Medication is administered in the amounts according to the label directions and only to child for whom it is intended.
- Parents must fill out and sign Authorization for Dispensing of Medication Form.

Please note: Children are not allowed to keep any medication in their possession while in school. All medication must be checked in at the front desk.

Allergies and Asthma

Potential food allergies or asthma must be reported on the Health Statement provided to each child. Children with food allergies should provide a supply of snacks available for use during parties or extended care. These snacks should be labeled with your child's name, allergy, class, and teacher.

Parents whose children require an Epinephrine Auto-Injector will be required to meet with a staff member to review a statement of procedures followed in case of emergency or accidental food ingestion. The following will be kept on file for these children:

- Child's name
- Teacher's name
- Name of medication and dosage
- Symptoms and instructions for Medication Dispensation

Promotion of Indoor and Outdoor Physical Activities

Play is an important part of every child's day, and The Woods Private School provides ample opportunities for both indoor and outdoor play. Classroom play for a minimum of 45

minutes early morning and afternoon is integrated into each daily schedule and helps children with social skills, hand-eye coordination, communication skills, and creativity. Indoor play offers new opportunities for independence, problem solving, sharing, team work, and emotional resilience. Weather permitting, daily recess for a minimum of 30 minutes in the morning and active play outdoors for a minimum of 30 minutes in the afternoon promotes a healthy lifestyle as well as the development of cognitive skills. Regular outdoor exercise offers children the chance to move their bodies with a greater range of active movement and promotes use of both small and large muscles. Outdoor recess exposes children to fresh air and sunshine which strengthens immune systems. Indoor active play such as Physical Education and Open Gym for a minimum of 45 minutes develops and maintains acceptable levels of fitness, physical skills, and increases opportunities for social interaction through movement and health education.

Animals in Classroom

Parents will be notified in writing when animals are going to be present in the classroom. If an animal visit is planned for Show-n-Tell, the teacher should be notified in advance to check for any allergies or concerns. We will ensure good hygiene and hand washing after handling or contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

Meals and Snacks

Lunchtime should be a pleasant, satisfying experience for your child. Parents of preschool and elementary students are asked to provide lunch for their children. Please send lunches that reflect proper nutrition to help establish and maintain healthy eating habits. Some suggestions for nutritional lunches include: fruit slices, cheese cubes, sandwiches, rice cakes, veggies, or other finger-foods. If your child desires a warm lunch, please send the food in a thermos. All items must be clearly labeled.

Please note: Carbonated beverages, gum, and glass containers are not allowed at school.

CALENDAR AND SCHOOL CLOSING

Our school offers a variety of schedules to meet the needs of your child and your family. Our preschool classes are available on Tuesday/Thursday; Monday/Wednesday/Friday; and Monday through Friday. All preschool classes begin at 9:00 a.m. and conclude at 2:00 p.m. Kindergarten-Fifth Grade classes are taught Monday through Friday beginning at 8:30 a.m. and ending at 3:00 p.m. Extended care is available as needed from 7:15 a.m. until 6:00 p.m.; extended hour fees are billed in fifteen-minute increments.

Each parent should receive a copy of our school-wide calendar; additionally, each teacher sends home a monthly newsletter highlighting special events, days, and holidays.

School begins approximately mid-August and all classes end the fourth week in May. A summer program is available during the months of June and July.

In the event of inclement weather, The Woods School will close if the administrative staff determines it necessary for the overall safety of the students. If our school closes, parents will be notified via our website www.thewoodsprivateschool.com, Facebook, or a "Remind" message from teachers.

Field Trips and Assemblies

The Woods Private School recognizes the value of field trips as well as guest speakers and entertainers. Our carefully planned field trips and assemblies are integrated into our preschool and elementary curriculum. Field trips and guest speakers may help your child:

- Explore their surroundings
- Sharpen observation skills and broaden knowledge
- Increase language skills
- Understand and appreciate the community
- Practice safety habits

Parents will be informed of upcoming field trips via our monthly newsletter or teacher newsletter. Parents may also be asked to chaperone and or assist with driving responsibilities. All students must have a completed and signed Field Trip Form on file.

- Preschool students should always wear a Woods tee-shirt.
- Elementary students should wear the required uniform

Chartered buses will be provided for field trips away from the premises. ***Preschool and elementary activity fees will be charged at the beginning of each school year for these outstanding, educational opportunities.***

Discipline

Our discipline policy of one of guidance and redirection used to facilitate the development of each child. Discipline is: individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our Minimum Standards states, "Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior." Classroom teachers are responsible for discipline unless a problem arises in which re-direction or guidance cannot solve. At this time, the parents are contacted so all may work together for a common solution. It is not the policy of The Woods Private School to spank or physically discipline any child.

Child Care Minimum Standards

To review our minimum standards, please visit www.dfps.state.tx.us. A copy of our most recent childcare inspection is posted at all times in our office. Our local child-care licensing phone number is 713-940-3009. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400 or www.txabusehotline.org.