

# BHSA Parent Handbook 2011-2012

BHSA is a school of the arts offering programs and classes in arts education. We do not consider ourselves in anyway shape or form a “daycare” or “childcare” facility. The state demands that we be governed by and follow the standards set forth by the same governing body that regulates daycare facilities, but again, this is a regulation standard for the safety and well being of children and not a defining factor. BHSA is licensed to operate by the **Texas Department of Family and Protective Services**. You may contact them at: Childcare Licensing 2017 N. Frazier St. Suite C1 Conroe, TX 77301 Houston 713-940-3009 Conroe 936-756-1551.

Texas Dept. of Family and Protective Services Child Abuse Hotline  
1.800.253.5200

A copy of state Minimum standards and our current inspection report is available for viewing in the office or online at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

*We are required by the Texas Department of Family and Protective Services to notify parents that BHSA is located in a “gang free” zone.*

**The Parent Handbook is your guide to the parent and student expectations at BHSA. You may refer to it on our website [www.barahambright.com](http://www.barahambright.com) as well as your home copy. Policy changes will be communicated via email or newsletter.**

## **Open Door Policy**

Parents are encouraged to visit the school at any time during business hours. You may observe your child’s participation in class as long as your presence does not create any distraction for your child, other students or teachers. BHSA staff members are required to stay focused on the children. Please do not talk to the teachers during your observation time. You may schedule a conference or use email to communicate with your child’s teacher.

## **Application Process for S.T.A.R. Program**

Once an online application has been completed, a personal interview or visit with the prospective student and parents/guardian is scheduled. Acceptance decisions are made within 5 days and parents/guardians will be notified by email.

## **Enrollment**

The BHSA School is governed by The Texas Department of Family and Protective Services (DFPS), which requires that all enrollment forms be completed prior to the student's first day of school. Once a student has been accepted, all required fees must be paid, supplies acquired and all forms/agreements completed before a child is enrolled and before their first day.

## **Dress Code for Specific Classes**

Students are required to wear the appropriate clothing and shoes for all classes requiring such. Please refer to the dress code on the website at [www.bara-hambright.com](http://www.bara-hambright.com)

## **Communication**

**Make sure we have the email address that you check most often**

Email:

Communications are best put in email form. You can reach any staff member by using the address: [director@bara-hambright.com](mailto:director@bara-hambright.com).

Website:

The school's website and website calendar should be checked regularly for posted events and information.

Bulletin Board:

Check this daily. You will find special notices, schedules an important information.

Face to Face Meetings:

Any concerns you have about your child or other school-related issues should go to the director immediately. Please understand that we value open and honest communication above all else. **We maintain a zero tolerance policy on gossip that harms the school, the school community, the students or BHSA representatives.**

## **Health and Immunization Requirements**

1. After school program students are required to have immunizations or exemptions on file with your child's regular school.
2. The BHSA School staff does not dispense over-the-counter or prescription medications. BHSA staff may make an exception for one time doses such as epi pens or benedryl and necessary on going medications such as blood pressure stabilizers and asthma inhalers. All required forms must be filled out properly and kept up to date. Expired medication will not be administered. Please discuss these needs with the Director.
3. TB testing is not required at this time. If state requirements change we will notify you in writing.
4. If your child is taking an over-the-counter or prescription drug, please provide the staff with a package insert or drug information sheet from a pharmacist or reputable web site. In the event of an emergency, this information will be given to EMS.
5. Do not bring your child to school if they are ill. Our program is physically demanding and we do not have adequate staff to offer special care for children who are not well enough to participate. This includes going outside. Do not request that your child be kept indoors. Bring them back to the program when they are physically ready to participate.
6. Students must be fever-free (99.6°F) or have not vomited for the 24-hour period following an illness prior to returning to BHSA.
7. Should a student become ill while at The BHSA School, all parties listed as contacts on the child's enrollment form are contacted, and a responsible party is asked to pick up the student. Students who become ill while at school will be separated from the other students. We will provide a comfortable, quiet place for the child to rest while waiting for his or her parents to arrive.

## **Parent and Student Responsibilities**

1. Parents are responsible for cleaning out the student clothing/shoe bin once a week. Check for old food, water bottles, soiled clothes, etc.

2. **All students are responsible for keeping up with their own belongings.** We are not responsible for lost, misplaced or stolen articles such as clothes, gloves, shoes, books, papers and toys. **Label everything!** A lost and found basket is provided in a designated area. We suggest you look everyday that your student dresses out to make sure their clothes and shoes are returned to their bin. BHSA staff is not responsible for locating shoes or clothes.

### **LABEL EVERYTHING**

3. Keeping up with what is happening by checking the website and bulletin board frequently. Read all email notices carefully. Check the Parent Handbook for answers to your questions first.

4. Students that do not have the required shoes or clothing for a specific class will observe.

## **Arrival and Departure**

1. Students must never be dropped off in the parking lot nor may they leave by running out to an adult waiting in a car. The adult that accompanies the child onto the property must sign them in on the school sign-in sheet. [Texas licensing regulation as of September 1, 2003] and sign them out as well.

2. S.T.A.R. after school students are picked up by a BHSA representative in the school van.

3. BHSA closes at 6:30 PM. Students must be picked up and be leaving by 6:30 PM to avoid the \$2.00 per minute late fee. You should be arriving no later than 6:20 PM to gather your child and their belongings. Be sure you list several emergency contacts on your enrollment form to avoid communication delays. In the evening the authorities will be called if no one has made contact by 7:00 PM. There is a \$2.00 per minute late fee after 6:30 PM.

8. Our students are expected to demonstrate responsible social behavior while at school. After the initial greeting with your child, please have him or her walk with you to the car and do not linger allowing your child to run

around or disrupt.

9. BHSA should be notified if someone other than a parent or legal guardian will be picking up a student, however, by listing someone as authorized to pick up your child, they will be able to do so without you calling ahead.

10. Students will not be released to anyone not listed on the form without prior notification.

11. Representatives will be asked to show identification until staff becomes familiar with them. You are responsible for the behavior and actions of anyone acting on your behalf while they are at BHSA. If a relative or friend picks up your child late, you will be billed for the extra time.

12. Once an adult makes contact either verbally or physically with a child being picked up, the adult assumes full responsibility for that child. Children must follow school rules at all times; therefore, parents are expected to know and enforce the rules once they arrive to pick up their child.

16. Interrupting S.T.A.R. or Studio classes to take students out is strongly discouraged and repeated occurrences may result in student being withdrawn from that class or the program entirely.

**17. You must notify the director if your child will be absent from his or her routine van pick up. A \$5.00 charge will be assessed for failure to notify.**

### **Performances and Media**

1. Occasionally, pictures may be taken of students participating in class activities. If you do not want your child to be photographed or to have his or her photograph published, please make this request in writing. We reserve the right to use these photographs for our flyers, brochures, web sites and advertisements without compensation.

2. Students enrolled in performing classes will be expected to participate in the Winter Showcase and the Spring Musical. Expect to purchase costumes and tickets. A non-participation request form is available in the event of unforeseen circumstances.

## **Behavior Guidelines and Discipline**

### **Discipline**

1. We promote self-discipline, self-control, accountability and a healthy respect for authority. Physical punishment or the threat of physical punishment is never used. We expect students to follow our teachings, rules and directions. We expect parental support in the maintenance of respectful behavior. A brief separation or cooling off period may be implemented. As consequences for inappropriate behavior, suspension from certain activities may be implemented. Repeated inappropriate behavior will result in the student being dismissed from the program.
2. If a child threatens or intentionally hurts another child or a teacher, he or she will be suspended immediately and possibly expelled following a parent-teacher conference.
3. Spanking or threats of spanking are not permitted on school property. Violence or threats of violence toward children or teachers will result in suspension or expulsion. BHSA reserves the right to suspend or expel any student without a refund.

[The following discipline and guidance policy is set forth and required by the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance]

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when

appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

[End of Administrative Code, Title 40, Chapters 746 and 747]

## **Hours of Operation**

1. During the academic school year BHSA is open Monday through Friday 2:30 PM – 6:20 PM and during the summer and certain school holidays 7:00 AM – 6:20 PM.

2. Holiday closings are listed on the school calendar.

**3. In the event of severe weather, we will make a decision to close the school based on the road conditions and safety concerns for everyone involved. During inclement weather, decisions on closings will be posted on the home page of our website and an email will be sent. Generally, we follow the S.I.S.D. decisions; however, our hours are different so we may make adjustments that they do not make. Please stay in touch, as we do not want to risk having children or staff stranded at the school.**

## **Tuition and Fees**

For rates and fees please refer to the Tuition Page on the website:

[www.bara-hambright.com](http://www.bara-hambright.com)

1. Installments are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month. Please place your payments by check in the tuition box located near the front door. Credit cards are accepted in the office. If the first falls on a weekend, the tuition is due on the Friday before the 1st. Tuition is late after the 3rd of the month and a \$25 late fee will be assessed on the 4<sup>th</sup> or the 18th. Tuition that is seven days past due will result in a suspension of services until the balance is cleared.

2. BHSA does not give make-up days or refunds for missed days due to students missing or due to inclement weather or holiday closing

**3. Your monthly or weekly tuition payments cover the complete cost of tuition for that school year or summer. The tuition rate has been determined with consideration to dates we are closed, possible bad weather dates, and the months that contain five weeks or extra days.**

4. Vacations are of course permitted. However there are no credits. Your timely tuition payments will ensure your child's enrollment.

5. Deposits are non-refundable. This includes any school or class deposit.

6. Pick up after 6:30 PM is \$2.00 per minute. Please call the school as soon as you know that you will be late.

7. Returned checks will be charged a \$25 fee.

8. All delinquent accounts will be pursued legally until collection of funds is satisfied. This includes withdrawals with no notice.

9. You must notify the director if your child will be absent from his or her routine bus or carpool arrival by phone at 281.907.6238 (no emails) before 2:00 PM. **A \$5.00 charge will be assessed for failure to notify.**

## **Withdrawal**

**S.T.A.R. After School and Summer Celebration students are enrolled for complete sessions and any withdrawals will include the balance remaining. Withdrawals due to relocation or illness are the only exceptions.**

1. Tuition and fees are non-refundable and non-transferable. In the event that you change your mind about enrollment, tuition and fees cannot be applied toward any other BHSB program.
2. Take all personal items when you withdraw. Three business days will be given to retrieve any personal items that are left after withdrawal. After three days, items will not be stored.

## **Dress Code**

Inside the School

Shoes get badly soiled and may not be worn indoors. All students are to wear indoor only dance shoes, either jazz or ballet.

Playground

Students should have close-toe foot wear for the playground. It gets muddy, wet, and dirty and the children run. Rubber rain boots are the best choice. Athletic shoes that can be rinsed off will work. No crocs. Label and leave them in the boot bin by the backdoor.

Studio Classes

Please check the website for the required clothing and shoes at:  
[www.bara-hambright.com](http://www.bara-hambright.com)

## **Emergency Situations**

1. 911 will be called in the event of an injury or serious illness that cannot be adequately treated with a typical first aid kit. Parents will be called after the phone line is clear and the situation is in the hands of EMS.
2. In the event of a building or neighborhood evacuation, we will relocate children to the Hambright's home in the Inverness Forest neighborhood at FM 1960 and the Hardy Toll Rd. at 902 Whitestone Ln, Houston, TX 77073.
3. In the event of any evacuation, we will attempt to contact parents by phone and leave a note on the front door

Please print and sign the following page

# Bara-Hambright School of the Arts Policies and Procedures Agreement 2011-2012

I, \_\_\_\_\_ responsible party for \_\_\_\_\_, have read and agree to adhere to all policies and procedures provided in the BHSA Parent Handbook 2010 - 2011 including all tuition and fee policies. I understand that this is a contractual agreement that provides stability for the student and Bara-Hambright School of the Arts.

By registering for or participating in any class, program or activity, the student and/or parent/guardian agrees that (a) Bara-Hambright School of the Arts ("BHSA") may use any photograph or video taken of the student/parent/guardian at BHSA or any performance for promotional or news media purposes, (b) he/she acknowledges and assumes any risks of participation in any BHSA class, program and activity, (c) BHSA, its faculty, employees and volunteers, and any performance BHSA vendor, shall be indemnified, defended, released and held harmless by student and parents/guardians for, against and/or from any expenses, damages, loss, claim, injury or action arising out of or related to, caused by, or suffered by such student while at BHSA or participating in any BHSA class, program or activity, and (d) BHSA is not responsible for any lost, misplaced or stolen items.

Reminder:

**S.T.A.R. students are enrolled for a complete session and any early withdrawals will include the remaining balance due.**

**Students are enrolled in Summer Celebration Camp for the duration. Early withdrawals will include a revised tuition obligation billed at the weekly rate and incur an early withdrawal fee of \$150.00**

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(Signature)

(Date)