



603 Spring Street  
Bastrop, Texas 78602  
(512) 321-1610  
[calvaryschool.net](http://calvaryschool.net)

# Parent and Student Handbook

## 2023-2024

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## **SCHOOL OVERVIEW**

### **Mission Statement**

Calvary Episcopal School fosters the development of the whole child in a Christian environment, models respect for others, and encourages a love of learning through a sense of joy and wonder in all God's works.

### **Guiding Scripture**

You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in Heaven. Matthew 5:14 – 16

### **Motto**

*Terras Irradiant* – Let them give light to the world.

### **Creed**

In chapel we sing and sign the Creed.

“I believe in God above. I believe in Jesus' love. I believe His Spirit, too, comes to lead me into Truth. I believe that I can be kind and loving, Lord, like thee.”

### **About Calvary Episcopal School**

Calvary Episcopal School (CES) began as a Mothers' Day Out program prior to the establishment of the school. The plan for converting this program into a school developed in 2001, and the school opened in 2003. The school served two, three, and four-year-old children. Kindergarten was started in August 2007; the school expanded to first grade in August 2010, began second grade in the fall of 2011, third grade in the fall of 2012, fourth grade in the fall of 2013, fifth grade in the fall of 2014, sixth grade in the fall of 2016, seventh grade in fall of 2022, and eighth grade in fall of 2023.

Calvary Episcopal School is a parish day school located in the heart of historic downtown Bastrop off Main Street, where many of the buildings also have historic markers from the state. The school occupies all or part of four buildings – two buildings of approximately 3,000 square feet each, a 1,500 square foot modular building on the church campus and a teacher's lounge across Alley A. The satellite campus adds an additional 5,200 square feet to the school and is located on Loop 150. A Future Growth and Expansion Committee was established in 2010 and has worked, as needed, on immediate and long-term plans for the school.

Calvary Episcopal School is an independently incorporated 501(c)(3) organization. The Rector of Calvary Episcopal Church chairs the board of trustees, which governs the school. The Head of School is responsible for the daily operation of the school, including hiring personnel, developing the program, and communicating with parents. The Rector of Calvary Episcopal Church and the Head of Calvary Episcopal School are *ex-officio*, non-voting members of the board.

Calvary Episcopal School applied for and received accreditation status from the Southwestern Association of Episcopal Schools (SAES) in 2008. In 2018, the school received a ten-year re-accreditation and is also a member of the National Association of Episcopal Schools (NAES). SAES is recognized by state agencies and by eleven Episcopal dioceses within the six states served

by SAES. SAES is recognized in Texas by the Texas Private School Accreditation Commission (TEPSAC).

Programs accredited by SAES have voluntarily undergone a comprehensive process of internal self-study as well as external reviews by educational professionals to verify compliance with SAES guidelines. The criteria can be found on the SAES website at [www.swaes.org](http://www.swaes.org).

These prestigious organizations ensure that our program meets or exceeds state and national standards.

### **Standards of Behavior for Students**

Calvary Episcopal School wants each student to develop into a responsible adult. CES policies are designed to increase expectations as the child matures thus allowing students to self-discipline demonstrating their capability of accepting responsibilities and privileges.

All students, at the appropriate developmental level, should:

- Be polite and kind to both adults and students.
- Display respect in the classroom and during chapel.
- Work well with others.
- Follow all school and classroom rules and procedures.
- Respect school and individual property.
- Speak appropriately to individuals with the proper manners.
- Help others.
- Be prepared for class.

### **Standards of Behavior for Adults**

Teachers, staff, parents, and other members of the CES Community should model good behavior, respect, and manners. When disagreements occur, they should be handled with mutual respect and consideration.

### **Board of Trustees Calvary Episcopal School**

Calvary Episcopal School is a 501 (c)(3) corporation with Articles of Incorporation and Bylaws approved by the Chancellor and the Bishop of the Episcopal Diocese of Texas. Currently, the Board consists of nine voting members, sixty percent of whom are communicants of Calvary Episcopal Church as required by Diocesan Standards. In addition, there are two *ex-officio* (non-voting members), the Rector of the Church and the Head of School. Members are elected for staggered three-year terms. Nominees for trustees are presented by the Board to the Vestry of the Church for approval. Trustees may serve two consecutive three-year terms.

By Canon law, the Rector is the Chair of the Board, but there is a President elected by the Board from its membership as well as a Vice President, Treasurer and Secretary. The Board has standing committees and meets once a month. Board responsibilities include fiduciary responsibility for the school, support and guidance of the Head of School, and the creation and implementation of school policies.

Calvary Episcopal School Board of Trustees:

The Reverend Matt Stone, Calvary Episcopal Church Rector - *Chair*

Catherine Bohot, Head of School

Lisa Chavez – *President*,

Callie Johnson -*Vice-President*

Tadd Grimes – *Treasurer*

Dominique Barnett - *Secretary*

Jamie McDonald, Member

Jason Kinney, Member

Linda Speer, Member

Vacant, Member

Vacant, Member

**Program**

At Calvary Episcopal School, our students are nurtured and supported through the learning process. Opportunities for learning are offered using established teaching methods enhanced by our enrichment classes. The research-based curriculum enables children to develop their minds, bodies, and souls. Our diverse faculty is known for excellence, diligence, and compassion. Our Episcopal identity is defined in daily chapel services, by incorporating chapel lessons into the classroom, in Godly Play classes, and in our respectful, welcoming environment.

We help children feel self-confident in school by nurturing their independence, teaching self-control and tolerance, and assuring them that they are a significant part of a loving community. The teachers encourage children to solve problems, ask questions, and use words to describe their feelings. Calvary Episcopal School is committed to instilling a positive attitude toward lifelong learning, while promoting awareness that we are all children of God.

Calvary Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, physical disability, or gender in administration of its educational policies, admissions policies, financial aid programs, or other school-administered programs.

**ADMISSIONS AND TUITION INFORMATION**

**Enrollment Requirements**

Calvary Episcopal School has two enrollment periods:

- Priority Enrollment (February 1<sup>st</sup> – 15<sup>th</sup>) - currently enrolled students and siblings, children of staff members and to children/grandchildren of communicants in good standing of Calvary Episcopal Church. ***Existing students with outstanding balances will not be eligible for priority enrollment. Refer to policy.***
- Open Enrollment (February 16<sup>th</sup> or first class day thereafter) - for all other potential students.

To complete the enrollment process and have enrollment consideration parents must submit the following information for each student:

1. Complete Re-Enrollment/Enrollment Application
2. Submit ***Non-Refundable*** Re-Enrollment/Enrollment Application Fee
3. Submit Tuition Deposit

Acceptance of an application does not guarantee placement. The Admissions Committee will review the application and make a recommendation to the Head of School. Final determination as to whether an application is accepted is at the full discretion of the Head of School. Acceptance of application is influenced by a number of factors, including:

1. The priority status of the applicant
2. Gender and age balance in the relevant grade level.
3. In the case of students with special needs, whether or not the school is able to meet the student's needs.
4. The parents' intention to continue their child's education at the school past the Pre-School and Kindergarten level.
5. Placement decisions are made with sole discretion by the Head of School, taking into consideration the needs of the child and the best interest of the classroom in terms of gender and age balance.

Calvary Episcopal School may request academic assessments and/or supporting materials, including all previous school transcripts, assessments, and any other relevant information from the parents from any prior schools attended. All families will be notified by email whether the student is accepted for enrollment for the next academic year. If enrollment is denied, the tuition deposit will be returned. If the student is accepted/enrolled, the tuition deposit will be deposited at that time and count toward the February tuition due in the school year for which the child has been enrolled.

If a student is accepted/enrolled and withdraws prior to the start of the school year, the tuition deposit will not be refunded. Supply fees will be assessed June 1st for accepted/enrolled students. The fee is due at that time. Enrollment is awarded with receipt of official notification from the Head of School; however, registration for students will be completed during the summer via FACTS SIS/RenWeb.

### **Admission Priorities**

1. In admissions to Calvary Episcopal School, preference will be given, subject to the considerations below in 2, in the following order:
  - a. Current Calvary Episcopal School students, in the chronological order that the applications were received.
  - b. Sibling of current Calvary Episcopal School students, in the chronological order that the applications were received.
  - c. Sibling of former Calvary Episcopal School students (if and only if such siblings attended Calvary Episcopal School within the past five (5) years), in the chronological order that the applications were received.
  - d. Children of Calvary Episcopal School or Calvary Episcopal Church staff members (who work at least 20 hours per week), in the chronological order that the applications were received.

- e. Children and grandchildren of confirmed communicants in good standing of Calvary Episcopal Church (as determined by the Rector of the parish), in the chronological order that the applications were received.
2. The classification of the applicant in 1 and the date the application was received are subject to the following considerations by the Head of School in admitting students:
  - a. A desire for gender balance in a classroom, and
  - b. The inability of the school to meet the child's needs appropriately and adequately.

### **Registration/Contract Packet**

After the enrollment process is completed and fees are paid, the registration/contract packet forms will be accessible through our online student management software at <https://www.renweb.com/>. Parents will receive the login credentials, and the following forms will be submitted online:

- Registration Contract
- Payment Options, including ACH Authorization
- Child Media Release and Emergency Contact List
- Health Information
- Release of Information Authorization
- Authorization to transport a student in the personal vehicle of a calvary staff member if deemed necessary.
- After Care Rates and After Care Enrollment Form
- School Calendar
- Volunteer Info Sheet

Students are initially assigned to a class based on their age as of September 1st, skills, and overall level of development as evaluated by the Head of School and Lead Teachers involved. Normally, all children enrolled are advanced to a new class at the beginning of each school year in the fall. However, at Calvary Episcopal School, our primary objective is to do what is best for the child, and in some cases, it may be in the child's best interest to be advanced or allowed an extra year of growth.

Standard class assignment guidelines are as follows:

- Children who will be 3 on or before September 1<sup>st</sup> may enroll in the 5-day Pre-K3 Full Day program, Monday through Friday, 7:45 am – 3:00 pm or Half Day program, Monday through Friday, 7:45 am – 1:00 pm. **Children must be toilet-trained and independent in the restroom before entering this program.**
- Children who will be 4 on or before September 1<sup>st</sup> may enroll in the 5-day Pre-K4 Full Day program, Monday through Friday, 7:45 am – 3:00 pm or Half Day program, Monday through Friday, 7:45 am – 1:00 pm.
- Children who will be 5 on or before September 1<sup>st</sup> may enroll in the Kindergarten program, Monday through Friday, 7:45 am – 3:00 pm.
- Children in elementary grades must be the appropriate age by September 1<sup>st</sup>.
- The Head of Calvary Episcopal School reserves the right to make exceptions to these guidelines as deemed appropriate based upon the social, intellectual, and physical developmental level of each child.



Students are enrolled when acknowledgement of enrollment is received from The Head of School. The financially responsible party must ensure completion of the Registration/Contract packet, payment of the tuition deposit, enrollment fees and supply fee are made.

Parents may request a placement for a child in writing if there is more than one section in the grade. However, the placement of children will be at the sole discretion of the Head of School.

## **TUITION**

Tuition, fees, and late fees are established by the Board of Trustees of Calvary Episcopal School.

If for any reason a student must be withdrawn from the school, a letter to that effect should be sent to the Head of School as soon as possible. No tuition is refunded. If the vacancy can be filled, the financially responsible party will not be obligated to pay for the remainder of the year. Refunds will not be given for vacations, illness, or bad weather.

### **Tuition Payment Options**

- **One Time Payment: Due on or before August 1.** The amount due is the annual tuition amount minus the tuition deposit. A 5% discount will be applied for full payment. In addition, if a family wishes to utilize this 5% savings for all enrolled children and sibling discount will be applied for each child after the first child.
- **Monthly Payments:** There will be nine (9) payments due, August 1 – May 1, excluding February. Payments can be made through electronic funds transfer or ACH Payments. An EFT/ACH authorization form is included in the registration/contract packet online. Payments for tuition and after care made after the 15th day of the month will be considered late and will incur a \$25.00 late fee.
- **Multiple Child Discount:** A \$50.00 per month discount is applied to each child after the first child.

The financially responsible party designated during registration must ensure completion payment of all tuition and fees in a timely manner or the accounts are subject to late fees.

### **After Care Information**

Calvary Episcopal School will provide currently enrolled students with programs beginning after school until 6:00 pm. The use of these services is optional but must be scheduled.

- Children enrolled in the full-day programs are welcome to attend the afternoon program Monday through Friday from 3:00 – 6:00 pm.
- Drop-ins will be allowed into the program as space and staffing allow. Please email **BOTH** [admin@calvaryschool.net](mailto:admin@calvaryschool.net) and [cesaftercare@calvaryschool.net](mailto:cesaftercare@calvaryschool.net) to make a drop in reservation and check for availability. Teachers are not able to approve drop-in After Care. Please do not use texting as a means of communicating about availability.
- After Care options and the payment schedule is available through the front office and in the contract packet. After Care payments are due on the first day of the month. Payments made after the 15th day of the month will be considered late and will incur a \$25.00 late fee. Late pick-ups will be billed at \$1.00 per minute per child.

- Repeated late pickups from After Care may result in termination from the After Care program.

### **Termination of Enrollment**

Reasons for termination:

1. Parents' failure to comply with the Registration/Enrollment Contract, the Parent Handbook, or any other rules of the school.
2. Student's failure to comply with the Registration/Enrollment Contract, the Parent Handbook, or any other rules of the school.
3. Calvary Episcopal School, in its sole discretion, determines it is unable to meet the needs of the child, or that it is not in the best interest of the school or other children enrolled to have the child continue in attendance.
4. There is serious illness or death of a child.

Calvary Episcopal School retains the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

A student leaving Calvary Episcopal School must notify the school as soon as possible. Official records are released at the request of a parent or the school to which the student will transfer. Records will be released only if all tuition and fees have been paid and school issued items such as Chromebooks and textbooks have been returned.

## **STUDENT LIFE AND CLASSROOM CULTURE**

### **Student Code of Conduct**

A well-disciplined classroom is vital to teaching effectively and to learning efficiently. CES tries to operate with a minimum number of rules and regulations. Rules are necessary to help students develop an inner discipline which will allow them to achieve academically, to develop a concern for the welfare of themselves, their peers, and other people, and to develop a respect for property. Students are also expected to help maintain an attractive, clean campus by walking in on the sidewalks, throwing trash away properly, and using and caring for all school property carefully.

The following offenses are considered unacceptable and warrant disciplinary action:

- Lack of respect for school personnel and classmates
- Destroying school property
- Bullying (See Policy in Handbook)
- Fighting
- Verbal abuse, obscene language, and/or gestures
- Dishonesty
- Vandalism
- Continued inability to conform to standards of acceptable behavior in all school activities.

All students are expected to be well behaved not only in the classroom, but also in Chapel, on the playground, on the bus, at lunch time, on field trips, and in all other school activities. It is important that all parents support the discipline system. Failure to do so undermines the authority of the school. It is imperative that we set a good example for our children by our behavior.

### **Homework Guidelines**

Homework reinforces skills while encouraging responsibility. The length and frequency of homework assignments are determined by the developmental stage of the students at each grade level. Daily reading is always encouraged.

- Make the completion of homework a priority.
- Let the student be responsible for completing assignments independently with the parent providing help only when necessary.
- Evaluate after school commitments.
- Set a specific time and place for homework.
- Check assignment sheets and homework folders, as appropriate.
- Utilize travel time to reinforce skills (math facts, spelling words)
- Positively reinforce good homework habits with praise.

If a child is out of school for an extended absence, regardless of reason, one day for each day absent will be granted for make-up work. Work will only be given after the child has returned to school; it will not be supplied in advance of returning. Students can continue to work on long term assignments (science fairs, special reports, etc.).

### **Field Trips**

The student/teacher ratio at Calvary combined with parental support enables Calvary students the opportunity to attend some unique field trips. Field trips broaden awareness of the environment and develop self-assurance in children. They are usually directly tied to the class curricula. They also provide opportunities to improve social skills and discover exciting new worlds. Field trips are a privilege. Only those students who act responsibly will be allowed to attend.

Children may periodically travel on field trips. Notice will be given at least two weeks in advance. Parent supervision on these excursions is encouraged and appreciated. When a class goes on a field trip, all children present that day must participate. Signed permission slips from each child attending are mandatory. For safety and identification, **Calvary Episcopal uniform dress** is recommended. A first-aid kit and emergency contact information are taken, and attendance is checked often.

Transportation will be provided in vehicles equipped with seat belts and driven by a parent. If a child is riding with an adult other than his/her parent, parental permission must be given. **All riders will always use seat belts and appropriate car seats. Anyone who drives on a field trip must show his/her valid driver's license and proof of insurance.**

Occasionally, the need will arise to transport a student in the personal vehicle of a Calvary staff member. Parents will be required to sign a liability release during registration.

### **Morning Snack**

Children must bring a **healthy snack** from home. Each class will have a designated location where all the snacks for that class are kept. **Please label all containers and lids with your child's name. No sodas, candy or sweets will be allowed.** Do not include anything that needs to be cooked or heated.

### **Lunch**

Children must bring a **healthy lunch** from home. Each class will have a designated location where all the lunches will be placed. **Please label all containers and lids with your child's name. No sodas, candy or sweets will be allowed.** Lunch is 30 minutes long for each class. We do have microwaves available for 4<sup>th</sup>-8<sup>th</sup> grade students to help with warming. However, we recommend sending lunches that do not require warming to better manage lunch time and to ensure everyone has adequate time to eat. Water will be available, but you may send a juice box if you prefer.

If your child will be staying for After Care, a healthy afternoon snack will be provided by the school.

Generally, the last Friday of the month is "pizza day." The supply fee covers the cost of monthly pizza day. You may send a healthy side with a drink, water is always available, on pizza days. You may send lunch if your child does not want pizza.

### **Party Planning and Birthday Treats**

Birthdays are an especially exciting time for young children. There is a special birthday prayer and song in Chapel, and the school will be pleased to help your child celebrate with classmates, if arrangements are made in advance and within current safety requirements. Parent participation is welcome in chapel and classroom but not required. Party planning should attempt to minimize disruption of routines. Check with your child's teacher about birthday snack suggestions and times for an in-class celebration. You may furnish a simple treat for each child: cookies, fruit or ice cream cups are a few suggestions. Parents should be mindful of any allergies in the class when bringing birthday treats. Regulations prohibit any type of open flame in the school; therefore, birthday candles are not permitted. If your child's birthday falls in the summer months, please see the child's teacher for details on when to schedule a celebration.

Any birthday invitations brought to school must be for the entire class. If you are inviting fewer students, please do so through a means other than backpacks (mail to home addresses, separate phone calls, etc.). If your child's party is after school and all the children are invited, be sure there is an organized manner of departure from school that does not interrupt car riders. If your child's party is after school and a few children will be attending, pick up should be away from campus.

## **ACADEMICS**

### **Curriculum**

Calvary Episcopal School utilizes research-based English Language Arts, Social Studies, Math, and Science curricula for all grades, Pre-K3 through 8<sup>th</sup> grade. Student textbooks are available for home use on a case-by-case basis and based on availability. Calvary Episcopal School makes curriculum decisions based on our accreditation standards, ensuring that we meet or exceed requirements from

the Texas Education Agency. Calvary students are academically well prepared for their next chapter of education and have historically performed well in both private and public education following their years at Calvary Episcopal School. Calvary enjoys the flexibility of enhancing our selected curricula with supplemental materials and media. We feel that this creates an engaging learning experience for a child and promotes a sense of collaborative learning.

### **Physical Education (P.E.)**

It is strongly encouraged that students in kindergarten through eighth grade change clothes for P.E. On P.E. days, students may wear their P.E. uniform all day instead of changing clothes. The allowable P.E. uniform includes the following:

- **Minimum fingertip length** loose-fitting navy or black athletic shorts or loose-fitting navy or black athletic pants, no spandex, or tights. Butterfly-style shorts are not permitted.
- CES PE shirts – blue or gray style (may be purchased through the school office)
- Head covering allowed with no inappropriate language or symbols
- Sneakers or tennis shoes with socks (No boots, Crocs, sandals, etc....)

P.E. classes are held at the CES playing field and Fisherman’s Park most days. In the event of inclement weather, students will have P.E. indoors.

A parent’s note is required when a child should not participate in P.E. from one to three days. Exemption from P.E. for longer than three days requires a doctor’s note.

### **Special Curriculum (Specials)**

All CES students participate in Specials on a rotating basis. These classes serve the important purpose of allowing students to explore fine arts, secondary language, and participate in a crucial aspect of spiritual growth in Godly Play.

- **Art** - We have two accomplished art teachers who allow students to explore their talents, think outside of the box, and use the creative side of the brain in a supportive environment. (K-8<sup>th</sup>)
- **Music** - Music is a central part of student life at Calvary Episcopal School. Not only do the students begin their day with daily chapel music, but they also participate in formal music instruction. Students are exposed to age-appropriate music skills and appreciation. Many of our students take music lessons outside of school, and their sight-reading capabilities are enhanced by our program. Students can demonstrate their musical skills in our annual Christmas program. (K-8<sup>th</sup>)
- **Spanish** - Learning a second language is not only important for integrating into the world, but it also helps improve children’s thinking skills and memory abilities. Bilingual students concentrate better, ignoring distractions more effectively than those who only speak one language. We are happy to offer age-appropriate Spanish classes to each class at Calvary. (PK-8<sup>th</sup>)
- **Godly Play** - Children have an innate sense of the presence of God. The Godly Play approach helps them to explore their faith through story, to gain religious language and to enhance their spiritual experience through wonder and play. Based on Montessori principles and developed using a spiral curriculum, the Godly Play method serves children through early, middle, and late childhood and beyond. (PK-4<sup>th</sup>)

## **STUDENT EXPECTATIONS**

### **Uniforms**

Children attending Calvary Episcopal School are required to wear **uniform dress** which consists of a navy-blue solid collared shirt and shorts, pants, skirts or skorts made of khaki material. If a khaki jumper, khaki dress, or skirts are worn, **shorts or leggings must be worn underneath**. Violations of the dress code will be addressed by the Head of School.

- Shirts can only have CES Logo on them no other logo, writing, patterns, or stripes are permitted.
- Shorts and skirt lengths must be to the fingertips or longer when the child is standing.
- Friday is a casual day for students. They may wear patterned clothing. All designs and styles should be appropriate for Calvary Episcopal School. No spaghetti straps or racerback tanks for girls.
- The Head of School may allow options for certain non-uniform days, for example character days. Students are expected to wear attire that is consistent with standards of good taste and decency.
- Tennis shoes or closed-toed shoes must be worn. Sandals, clogs, or flip flops are not allowed for the safety of the children.
- Pre-K3 and Pre-K4 students should not wear cowboy boots to school. Children this age are learning to control their bodies, to sit crisscross applesauce on the floor and to sit on a carpet without stepping on other children's fingers. Wearing sneakers is very helpful.
- **Every piece of clothing should be labeled with the child's name, especially jackets, sweaters, and coats.**
- Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. Children should have appropriate clothing for playing outside in cold weather, including coats, sweaters, hats, and gloves.
- To encourage the development of independent bathroom skills in young children, **their clothing should be easy for them to manipulate with minimum assistance.**

### **Change of Clothes**

- All PreK and Kindergarten students must keep a complete change of clothes in their cubbies (including socks and underwear). Clothes should be appropriate for the season. The school does not have a supply of extra clothes available.

### **Nap Time**

- Children in Full Day Pre-K3 and Pre-K4 will lie down to rest or nap at least thirty minutes. They are encouraged to nap and should bring a soft blanket, a small pillow, and a small mat. All items should be clearly labeled. Blankets and sleep-related items will be sent home every Friday to be washed and brought back on Monday.
- Except for special items needed to nap, toys and personal belongings from home should be limited to "show and tell" days. This will avoid lost possessions and hurt feelings. Children should not bring candy, gum, or money.

### **Distracting Objects**

All distracting objects should be left at home. Students should not bring "stuff" to school to play with or trade. This includes electronic devices and fidget toys unless specific permission is given by the teacher and the object is not a distraction in class.

### **Cell Phones, Smart Watches, and Tablets**

Calvary Episcopal School discourages bringing cell phones and other electronics to school. However, if your child needs to carry one, it must remain off and in a backpack during the school day. Students are not permitted to utilize the messaging feature on smartwatches during the instructional day. Picture taking/filming may only be done with the approval of school personnel. If a cell phone is being used in a classroom without the express approval of school personnel, it will be confiscated and only returned to the parent of the child. Parents who need to contact their children during school hours must go through the school office.

### **Technology and Internet Safety Acceptable Use Policy**

Calvary Episcopal School believes in the educational value of electronic devices and services to supplement curriculum and student learning. As appropriate, students will be assigned a Chromebook or tablet in their classrooms. Each student will sign a *CES Digital Citizenship Covenant* that outlines general expectations for students accessing the internet through Calvary networks and filtering systems.

CES will make every effort to protect students and teachers from misuse or abuse as a result of accessing online curriculum. G-mail Accounts for each user have been established to access online curriculum and for higher grades to conduct research. Use is monitored by the Head of School. Should any issues come to the attention of the Head of School she will contact parents immediately.

Parents are financially responsible for any damage to or loss of CES technology, including charging cords, that is committed by their child/children.

### **Policy Against Harassment, Intimidation, and Bullying**

In the Baptismal Covenant found in the Book of Common Prayer, the baptized promise to respect the dignity of every human being. Harassment, intimidation, and bullying degrade the dignity of both the victim and the perpetrator. All students, teachers, and employees of Calvary Episcopal School are expected to treat one another with compassion and respect. While all unkind words and acts cause harm, bullying is a form of behavior that is especially damaging to the human spirit. The following policy addresses behavior by students.

#### Policy

Harassment, intimidation, or bullying of any student on school property, at school-sponsored events or through any school-sponsored media is prohibited.

#### Definitions

For purposes of this policy, “harassment, intimidation, or bullying” means any unwanted aggressive and intentional behavior by a student or group of students toward another student that involves a perceived power imbalance and is repeated multiple times or is highly likely to be repeated and is likely to inflict harm or distress on the targeted student, including physical, psychological, social, or educational harm.

#### Duty to Respond to Behaviors

Faculty and staff shall intervene immediately whenever they observe harassment, intimidation, or bullying, or other interactions or behaviors that have the purpose or the effect of ridiculing,

humiliating, or intimidating another student or adult; and they shall report incidents they witness to the Head of School by the end of the day.

### Reporting

Formal complaints of harassment, intimidation, or bullying must be made in writing and provide details of the persons involved, the time and place of any incident(s), the target(s), and any witnesses. A form for a formal complaint is available in the school office, but any written form of complaint containing the above information will be accepted. Such reports shall be made to the Head of School, but may be delivered to the appropriate administrative assistant or Assistant to the Head of School, who will then be responsible for ensuring prompt communication of the report to the Head of School.

Informal complaints of harassment, intimidation, or bullying made to teachers or staff members must be documented in writing and reported to the Head of School by the end of the day on which the complaint is made.

A student's request for anonymity in reporting should be respected to the full extent possible but cannot be guaranteed due to the importance of First Amendment rights of all involved and because anonymity may hinder a full and complete finding of the facts.

### Response to Report

When a formal or informal report has been received by the Head of School, the Head of School shall:

1. direct an appropriate investigation into the facts of the report,
2. provide intervention strategies for protecting a victim from additional harassment, intimidation, or bullying and from retaliation for the report,
3. provide intervention strategies to prevent retaliation against a student who is not a victim but who reported the behavior or interaction, and
4. determine any appropriate disciplinary action, with the primary goal of stopping the reported behavior from reoccurring.

The Head of School shall exercise his/her sole discretion in determining the appropriate intervention or disciplinary action, taking into consideration the age of the student(s) and the facts at hand. The response may include a finding that no harassment, intimidation, or bullying took place, a clarification of policy on the subject, a parent teacher conference, the education of a student or students as to the nature and danger of such behaviors, a referral for counseling, in-school or out of school suspension, or expulsion. The response shall strive to respect the dignity of both victim(s) and perpetrator(s) and to promote reconciliation and healthy relationships within the student body.

### **Discipline**

Calvary Episcopal School has a philosophy of positive guidance, incorporating creative teaching and involvement in decision-making to help children develop self-discipline and inner control over their actions. Positive guidance is based on mutual respect and an understanding of the children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally, as well as to discuss and resolve conflicts, rather than act out their feelings. In certain situations, a "quiet time" is used to allow a child to calm down and recover self-control before resuming group activities.



Most problem behaviors are addressed by the classroom teacher and resolved at that level. However, parents and the Assistant to the Head of School or the Head of School, as appropriate, will be involved in cases of ongoing behavior concerns or in all situations where a student commits a serious offense.

### **Attendance Policy**

Calvary Episcopal School maintains daily attendance records. The attendance sheet is also used during evacuation drills to ensure all children are present and safe. A student may miss no more than ten (10) unexcused days per semester. If more than ten (10) absences occur in any semester, the parents and Head of School will meet to determine if a waiver may be granted to allow the child to be eligible to progress to the next grade level. A day of school is defined as the time period between 8:00 am and 3:00 pm.

### **Tardy Policy**

The school recognizes that it is the direct responsibility of the parent to see that students arrive at school on time. Students arriving past 8:00 am are considered tardy. One of the most important times of the day is the first few minutes after the class has assembled with the teacher. If a student accumulates excessive tardies, the Head of School will contact the parent to discuss this issue to improve the student's attendance.

## **PARENT EXPECTATIONS**

It is important that parents realize their active participation is essential for the successful operation of the school. Parents are reminded of the following responsibilities:

- Ensure proper appearance and dress code of child/children.
- Notify school of any health changes, guardian changes, telephone/address/email changes, or any family situation that might affect the academic success or behavior of your child/children.
- Ensure prompt arrival and pick up of child/children.
- All payments are made in a timely manner or ACH information is supplied to the main office for payment.
- Participation in fundraising activities.

### **Volunteer Opportunities**

Parents are strongly encouraged to volunteer at the school. Volunteer opportunities will be available for parents through Calvary Association of Parents (CAP), fundraisers, in the classrooms and the school. See the section on the Calvary Association of Parents (CAP) page of the Handbook and on FACTS SIS. Volunteer opportunities will be outlined in the registration packet, we encourage you to participate in any way possible. The school is grateful and truly appreciates the help of our parents.

**Saying Goodbye (Separation)** To help your young child become independent, emotionally healthy, and well adjusted, we recommend the following practices with your child if you are walking your child into his/her classroom:

- If possible, children should be walked in, not carried.
- Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief instant. The teacher will then help the child join the classroom activities.
- Students are expected to unpack their belongings themselves following the first few weeks of the school year. Fostering independence is critical for success.
- Goodbyes at school should be part of the normal, everyday routine every child goes through. **Separation should be sweet and brief, with reassurance about the planned pick-up time.**
- Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilty or disloyal to a parent.
- Parents should leave the school after goodbyes are said, so that the child knows that the school schedule will be followed.

### **Parent Involvement**

Effective communication between parents and teachers is essential to each child's adjustment and contentment. Parents are encouraged to visit the school at appropriate times and observe their child's interactions with staff as well as other children and to note the child's progress. Calvary Episcopal School strives to assist parents in understanding the developmental stages the children experience, enabling them to contribute most effectively to each child's growth and enrichment.

If you have a concern about your child, please speak with the child's teacher first. Parents are encouraged to communicate via email or arrange a conference at a mutually convenient time. Informal arrival or dismissal conversations are not appropriate for concerns that warrant a teacher's and parent's full attention. All conversations between parents, teachers, and the Head of School are confidential.

### **Calvary Association of Parents**

Calvary Association of Parents (CAP) was formed so that parents can supplement and enhance the classroom environment through parent involvement and to utilize parental talent. CAP meetings allow the parents to discuss happenings within the school and to take an active role in the school's progress. The main goals of CAP are to organize and implement the Fall Festival, assist the board with Spring Fling, to conduct other fundraisers, as is necessary and prudent and to assist with various functions throughout the school year. Times and dates for the CAP meetings will be communicated to the parent body. To have a healthy school community, all parents are needed to take an active role in CAP.

### **Parent/Teacher Meetings, Progress Reports, and Grades**

Participation in parent/teacher conferences allows a time of sharing which benefits the child, the parent, and the teacher. Calvary Episcopal School believes in a strong partnership between home and school to assure the best experience for the child. Lead teachers will invite you to participate in a parent conference in fall and spring semester to discuss your child's progress.

Graded student work will be sent home weekly in a designated folder or binder. Our elementary and middle school grades use a nine-week grading schedule. Progress reports are sent home at the halfway mark of each grading period. Report cards will be sent home at the end of each grading period. FACTS SIS allows parents to monitor their children's assignments and grades throughout the grading period.

A parent, teacher or the Head of School may request a conference any time a need arises.

### **Arrival/Departure**

**We would like to stress the importance of arriving between 7:45 am and 8:00 am.** There are several important reasons for this, all of which involve the welfare and happiness of all the children.

- Many of the most important activities of each day take place during the morning hours starting at 8:00 am, such as Chapel. When children arrive in the classroom before 8:00, they can walk with their class to chapel and not disrupt the service with a late entry.
- These morning hours also include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers, as well as self-discipline.
- Equally important is the opportunity for a personal greeting from the child's teacher. These personal greetings are crucial elements of the bonding process between child and teacher, where friendship and trust are established and nurtured.
- Once planned activities are underway, teachers must devote their attention to the children who are in the class and are often unable to give a late child a proper greeting. This can make it challenging for a late child to settle into the class routine.
- If you arrive after chapel has begun, please have your child walk into the chapel along the outside aisles (not the center aisle) to join his/her class. This reduces disruption to chapel, but it is much less disruptive to arrive at school before chapel has begun.
- The chapel schedule is as follows: Monday, Tuesday, & Thursday: 8:00 – 3<sup>rd</sup> through 8<sup>th</sup>; 8:30 – Pre-K3 through 2<sup>nd</sup>; Wednesday: 8:10 – all grades.

**Important Note:** Alley A begins the school zone for Calvary Episcopal School. **Speed should be no more than 10 mph and cell phone use is prohibited.** It is important to abide by these laws to keep the children, and all of us, safe. Please stay off your phones while in the Car Rider line.

### **Car Riders**

We use the area along Spring Street from the corner of Alley A back for morning drop off and afternoon pick up. All vehicles shall enter the area from the West and may not be left unattended.

**See** "Drop Off and Car Rider Procedures" and accompanying map attached.

**Note:** *Westbound vehicles on Spring Street may not make a U-turn between Alley A and Church Street to enter the loading and unloading area. No vehicle shall enter the area from the East by crossing the approaching traffic lane. Violations may result in the city eliminating the school loading zone. Do not exit your vehicle.*

- In the morning, from 7:45 am to 8:00 am, Calvary Episcopal School teachers will be waiting in front of the church to oversee the children as they are unloading from their vehicles. The children will enter the narthex and wait there until a teacher can escort them to their classrooms. After 8:00 am, you will need to escort your child into the church or school,

depending upon arrival time. Please do not park in front of the church in the no parking area. The bus will need to pull up there to load and unload satellite students each morning.

- Please do not drop off your child in front of the church unless there is a teacher there to greet your child. All children entering the school must be accompanied by an adult. Walk your child into his/her room, ensuring there is a teacher present to receive the child. Do not have children walk into classes alone.
- Please do not allow your child to open their door or exit the vehicle in car rider line alone. Calvary faculty members will open the car door for your child. This ensures the safety of both your child and faculty members, as all drivers will be aware of when it is appropriate to pull away from the curb.
- The safest place to park is in the library parking lot. Please walk your child into school from there. Please **DO NOT** park across the street in front of the County Tax Office and walk across Spring Street.
- Please **DO NOT** park in Calvary Church Parking spaces in Alley A to drop off or pick up your child. In addition, cars without proper permitting will be towed from disabled parking spaces.
- The car rider time for Half Day Pre-K3 and Pre-K4 children is from 1:00 pm to 1:10 pm. Children will be waiting in the narthex of the church or on the sidewalk with a Calvary Episcopal School staff member to escort them to the car. After 1:10 pm, children will be taken back into the school and may be picked up in After Care. After Care drop in rates will apply.
- For students who are dismissed at 3:00 p.m. or another designated time, a Calvary Episcopal School teacher will escort the children to the loading area for pick-up. Please follow through the car rider line. Your child's name will be called in order of car line up and be sent to stand by the teacher on the sidewalk who will then load your child. After 10 minutes, students will be brought back into the school building and may be picked up in After Care. After Care drop-in rates will apply. Parents may also park and walk up to the dismissal area to pick up a child. A designated staff member will release the child to the parent. If a child is being picked up by an individual who is not the parent, please notify the office before Car Rider time.
- Calvary staff is not permitted to buckle students into car seats. If your student is not able to buckle his or her own car seat, please park in the library parking lot and pick him or her up in the courtyard. Calvary staff is permitted to take your child out of his or her car seat in the drop-off line.
- Departing children will be released **only to parents or other persons shown on the Child Release and Emergency Contact List**. Any person not known to the staff must show a picture ID. Please email the school or add to the Release Form in advance if someone different will be coming for your child. Please do not depend on phone calls or texts when arranging pickup instruction. The first time a new contact, not the child's parents, comes for

a child, the new contact must show the front office a driver's license. A copy will be made of the driver's license and will be put in the child's file.

### **Inside Pick Up/Drop Off**

You may park in the library parking lot to walk your child into the school.

We always welcome you into the school to drop off and/or pick up your child. Goodbyes should be short and pleasant. Please reassure your child that you will be back later in the day to pick him/her up, and then exit the school, so that the regular school schedule can commence.

### **Parent Supervised Play on School/Church Grounds Before/After School**

If a child is playing on school grounds and is not under a teacher's supervision, he/she must be supervised by a parent/guardian. Safety rules that apply during school hours remain in effect. The school/church are not responsible or liable for any injury sustained while a child is under the parent's/guardian's supervision. Please do not allow children to climb trees, play in the church landscaping, or play in the church building.

### **Grievance Procedures**

Procedures formalized by the Board of Trustees require that the parent first contacts his child's teacher if there is a problem that the parent wishes to discuss. This contact can take the form of a phone call, a school visit, or a written note or email. The teacher will attempt to resolve the problem either verbally or with a written response. If there are concerns which cannot be resolved in this manner, the parent will be encouraged by the teacher to contact the Head of School to discuss the situation further.

When appropriate, a follow up conference will be scheduled to allow the parents, Head of School, and teacher to meet as a group. The Board of Trustees will be notified only if the Head of School is unable to arrive at a solution satisfactory to the parent and/or the teacher. A written request for a meeting with the President of the Board of Trustees will be accepted, the reply will be in writing and the matter will be resolved by the Board at this point. The decision made by the Calvary Episcopal School Board of Trustees will be considered final.

### **Financial Contributions**

Contributions to Calvary Episcopal School are always welcome and appreciated, and may be given in honor of, in memory of, or in thanksgiving for anyone of the donor's choosing. Monies donated may be used for operational expenses, to provide tuition assistance, or for capital expenses. Individuals may request that their contributions be designated for a specific purpose. Please see the Head of School for further details.

Financial sustainability is achieved by careful stewardship of funds from tuition, the Annual Fund, fundraisers, and donations and grants. Calvary Episcopal School strives to keep this educational experience affordable.

Fundraising is an essential part of our school's success and growth. Your generous participation in contributing and volunteering to these fundraising activities is needed and greatly appreciated.

Calvary Episcopal School is a 501 (c)(3) organization. Financial contributions are tax deductible, and necessary for the financial health of the school.

## **SAFETY, CERTIFICATIONS, AND REGULATORY COMPLIANCE**

### **Safety**

The following safety precautions have been established to help ensure the safety of children and staff:

- Emergency evacuation drills are held regularly without notice. Parents present should participate in the drill.
- Emergency exit plans are posted in every classroom.
- The daily record of children's arrivals and departures is used as an attendance checklist during safety drills.
- Classroom staff members are trained in First Aid and CPR.
- Criminal history checks are conducted on all employees.
- Faculty and staff receive Safeguarding God's Children certification, a requirement of the Diocese of Texas and the Southwestern Association of Episcopal Schools (SAES).

### **Medical Guidelines**

#### **Administration of Medication**

The staff will only administer medication (including Tylenol) after parents have signed a waiver and according to the Texas Department of Protective and Regulatory Services standards and guidelines.

Any medication brought by parent for their child/children must:

- No medication will be provided by the school.
- Please give medicine directly to the front office, as children will not be allowed to keep medication in their backpacks.
- Must be kept in the office.
- Be in the original container.
- Be labeled with the child's name.
- Include directions to administer the medication.
- If prescribed, include the name of the physician prescribing the medication as well as the appropriate measuring dispenser.
- Over the counter medication should be in a Ziploc bag with the child's name on it and directions for administering the medication.
- Be disposed of or returned to the parent when the child withdraws from the facility or when the medication is out of date.
- Be refrigerated, if refrigeration is required, and kept separate from food.
- Not be administered after its expiration date.

The staff must keep a record of the following and keep it for at least three months:

- The name of the child to whom the medicine was administered.
- Name of the medication.
- Date, time, and amount of medication given; and
- Name (not initials) of staff administering the medications.

**Calvary Episcopal School and its staff accept no responsibility or liability for any error or omission regarding administration of medication.**

**Procedure for Handling Medical Emergencies**

If a child becomes ill while at Calvary Episcopal School:

1. Parents will be contacted to pick up the child.
2. The child will be cared for and separated from other children.
3. Appropriate attention and supervision will be given until the parent picks the child up.

If critical illness or injury requires immediate attention of a physician, we will:

1. Contact emergency medical services.
2. Contact the child's parent.
3. Provide first-aid or CPR, if needed.
4. Contact the physician identified in the child's record.

**Health and Immunizations**

In compliance with state law, each child is required to provide an updated health record and complete immunization report (or notarized waiver) from a physician or health professional **before the school year begins**. Calvary Episcopal School requires a vision, hearing, and scoliosis screening for all students who are four years old or older. Parents will upload appropriate documents to FACTS SIS during the registration process. Students will not be permitted to attend class unless they have the required documentation.

Children should stay at home if they meet any of the following exclusion criteria:

- The illness prevents the child from participating comfortably in school activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- Very congested and unable to participate in daily activities. We will call parents at home or at work if we feel that the child is so uncomfortable that he/she needs to go home.
- Stomachache or sore throat the night before school or the morning of a school day.
- Temperature of 100.5 degrees or higher in the past 24 hours. Children should not return to school until they have been fever-free for 24 hours, **without** the help of medication.
- Conjunctivitis ("pink eye" - redness of the eye and/or lids, usually with yellow discharge and crusting).
- Bronchitis, which begins with hoarseness, coughing and a slight elevation of temperature. The cough may be dry and painful, but gradually becomes productive.
- Any rash which has not been diagnosed.
- Vomiting or diarrhea within the past 24 hours.
- A severe cold with fever, sneezing, and nasal drainage.
- An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.
- Any contagious disease, including, but not limited to, measles, chicken pox, mumps, roseola, strep throat infection, etc.
- The child has symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, etc. for two or more episodes in 24 hours), rash

with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the school's activities.

- A diagnosis of a communicable disease, until a medical evaluation determines that the child's illness is no longer communicable, and the child is able to participate in the facilities activities.
- A diagnosed bacterial infection. The child may return 24 hours after beginning antibiotic treatment if they are able to participate normally in the program.

Our concern for all the children dictates a conservative approach when dealing with health matters. Because of conflicting medical opinions about the advisability of re-admitting children receiving treatment who still appear ill, Calvary Episcopal School will err on the side of safety when making such decisions and ask for your tolerance and understanding.

**Should your child contract a contagious illness, please notify the school immediately so other parents can be alerted to the possibility of exposure.** Guidelines issued by the Texas Department of Health dictate re-admission criteria. Contact the school office for details or visit the website for the Texas Department of Health and check the Communicable Disease Chart for Schools and Child-Care Centers.

### **Allergies**

A record of children with allergies shall be kept in the office and in each classroom where the child with the allergy is present. Directions for care of the allergy shall be provided to the school and will in turn be provided to each teacher (i.e. the use of epi pens, etc.)

### **Child Abuse Reporting Requirements**

Calvary Episcopal School is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child."

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency.

All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

### **Unscheduled Closings**

Inclement weather sometimes demands cancellation of school or delays to the start of school. We will follow the Bastrop Independent School District's procedure for delays or cancellation. Please watch television, listen to the local news, or access BISD's website if you are uncertain. Parents should enroll for <https://www.remind.com/> with Calvary Episcopal School to receive a text message about unscheduled closings or delays to the start of school. You may sign up for Remind using CES school code - @calvaryep. Official closings will come through Remind and email. Please do not depend on the school Facebook page for official information.

Makeup days will be scheduled at the discretion of the Head of School.



### **Non-Discrimination**

Calvary Episcopal School welcomes all qualified students regardless of race, color, ethnicity, nationality, religion, physical disability, or gender in the administration of its admissions and education policies, financial assistance programs, employment practices and other school-administered programs. Calvary Episcopal School is an Equal Opportunity Employer.

### **Records Retention**

Calvary Episcopal School is required to maintain records for each child. This includes but is not limited to the following:

1. Child Release and Emergency Contact List
2. Health Information (including COMPLETE immunization records)
3. Annual enrollment contracts
4. Report cards, as applicable

**Please notify the school as soon as possible if any changes in address, phone number or personal contacts occur. We must have up-to-date contact information available to us.**

### **Changes in Policies or Enrollment Agreement**

Parents will be notified in writing of any changes to the school's operational policies or enrollment agreement.

### **Emergency Plans**

Should an emergency arise while school is in session, it is important for you to know that we have prepared to deal with such an incident. Each staff member receives training in these procedures to ensure the children's safety. We practice fire drills monthly and bad weather and lockdown drills quarterly.

Parents must keep all phone numbers updated. Please make sure the people you list are aware that they will be called and expected to pick up your child.

All teachers carry a classroom emergency bag which includes an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

For fire drills, we evacuate the school buildings and line up outside the building taking a headcount to ensure everyone is present.

For bad weather drills, we gather children in an area away from windows and doors to the inner area of the building.

For lockdown drills, we secure the perimeter of the buildings, doors and gates and close all blinds. During an actual lockdown, a parent or authorized pick up person must not attempt to enter the building until the area is secured and lockdown is removed.

**Questions, comments, or concerns?**

**Please contact the Head of School**

Email: [HeadofSchool@CalvarySchool.net](mailto:HeadofSchool@CalvarySchool.net)

Phone: (512) 321-1610

# CALVARY EPISCOPAL SCHOOL

2023-2024

## Drop Off and Car Rider Procedures

Calvary Episcopal School is a great place, but safe and easy access by car and/or foot is limited and challenging. This is an attempt to reiterate the procedure and to add some clarifying information.

### **DROP OFF**

Walking your child into school: Park in the library parking lot and walk your child into school. If you are the parent/guardian of a child in the **Pre-K3 class**, we highly suggest that you walk your child into school, at least the first week of school.

Traffic pattern (*see map attached*):

- Teachers will be available for drop off and car rider.
  - Please do not exit your vehicle.
  - No child may walk unattended across Spring Street.
1. Follow the directions on the attached map and proceed to the 1<sup>st</sup> available space along Spring Street.
  2. Children must exit or be put in cars on the sidewalk side (they cannot walk around the cars and enter or exit on the driver's side).

### **CAR RIDER**

- Children will exit the school and wait in the narthex of the church or on the sidewalk until their parents arrive. Teachers will monitor the children and assist them into the cars.
- Please do not exit your vehicle.
- Please do not park across the street and indicate that your child should be brought across traffic to you.
- The appropriate child restraint laws for the state of Texas, which can be found on [www.dmvanswers.com](http://www.dmvanswers.com), must be followed. Car seats and/or booster seats, as appropriate should be available while traveling.
- Although faculty and staff will unbuckle children from car seats at drop off, we will not be permitted to load a child into a car seat at pickup. Parents of car seat aged students can collect their child in the courtyard at dismissal. In the event of rain, the children will wait for parents in the Narthex of the church.
- Follow the traffic pattern described above and move to the first available space. Wait for your child to be brought to your car and then promptly leave, so the next parent can pull up.

### **NOTES:**

1. Absolutely no unattended vehicles.
2. Please do not exit your vehicle.

3. If you need to speak with a teacher, please call the school (512.321.1610) or email the teacher. The teacher will be happy to return your call or email.
4. Drivers should not be on cell phones while in Car Rider line.

