



**FORT WORTH  
MUSEUM  
SCHOOL®**

# **PARENT HANDBOOK**

**Fall/Spring 2017-2018**



1600 Gendy Street  
Fort Worth, TX 76107

Museum School Office: 817-255-9333

Email: [museumschool@fwmsh.org](mailto:museumschool@fwmsh.org)

# FALL/SPRING 2017-2018 SCHOOL YEAR

My child's classroom is \_\_\_\_\_ DAY \_\_\_\_\_

9:00-11:30 am

9:30-11:30 am

12:30-2:30 pm

9:30 am-2:30 pm

Teachers' names and phone numbers:

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Classroom email address \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2017-2018 MUSEUM SCHOOL CALENDAR

September 11 - 15	2017-2018 School year begins Parent and Child Meeting on the first day
October 12	Museum School Open House
November 20 - 24	Thanksgiving Break
November 27	Classes resume
December 16	Winter Holiday Break (after Friday classes end for the day)
January 8	Classes resume
January 29 - February 2	Stock Show Break
February 5	Classes resume
March 12 - 16	Spring Break
March 19	Classes resume
May 14 - 18	Last week of 2017-2018 Museum School

**To be announced:**

Pre-registration dates for Summer 2018 and Fall/Spring 2018-2019 Museum School

Dear Parents,

This handbook is offered to parents of currently enrolled Museum School students. As the year progresses, we hope that many of your questions will be answered and that you will find this a useful reference throughout the school year. **In addition, a PDF version of this handbook may be downloaded from the Museum Preschool website:**

**[www.fwmuseum.org/museum-school-preschool-program](http://www.fwmuseum.org/museum-school-preschool-program)**

Communication is extremely important to our staff. Teachers will email weekly updates on what is happening in your child's classroom. In addition, the Museum School newsletter, *Turtle Talk*, is published and distributed twice during the school year. This newsletter will keep you informed of upcoming Museum School events and dates.

We invite you to speak with your child's teacher or one of our office staff if you ever have a question or concern. We will be happy to make an appointment if you have a need.

We look forward to a fun-filled year and are happy to have you and your child as a part of Museum School!

Museum School Staff

## **Philosophy**

Museum School's discovery approach enhances a child's awareness of the world. The curriculum combines natural and physical sciences, history, and anthropology with art, music, and literature.

## **Goals**

Children will have first-hand experiences.

Children will develop an appreciation for the natural world.

Children will begin to construct their own knowledge.

Children will gain skills in listening and language acquisition.

Children will creatively express themselves through music, art, and drama.

# OPERATIONAL POLICIES AND PROCEDURES

## HOURS OF OPERATION

Monday through Wednesday  
9:00-11:30 am and 12:30-2:30 pm  
Thursday and Friday  
9:30-11:30 am and 12:30-2:30 pm

## ATTENDANCE

It is important for your child to arrive on time and be picked up promptly. Since "Group Time" is scheduled at the beginning of each class, your child will want to arrive on time. As preschool children have little concept of "time", tardiness in picking them up can create stressful situations. Please notify the Museum School Office if you will be late for emergency reasons.

The Fort Worth Museum of Science and History reserves the right to deny participation in Museum School classes.

## SECURITY / CHILD SAFETY

Your child's safety is very important. Children must be signed in and out each day at the classroom door. A child should never be allowed to walk from the parking lot into the building unattended.

As a parent or guardian, you must complete the Child Release form and return it to your child's teacher. List both parents and other designated drivers (carpool drivers, relatives, or friends) who might assume responsibility for your child. It is important that your Child Release form be kept updated. Children will be released only to those people who are listed on your child's Release Form. Anyone picking up for the first time, other than the child's parents, will be asked to show a picture I.D.

Changes or additions to your release form should be made in person with your child's teacher. Museum School will not release your child to someone without your permission. Emergency last-minute changes for the designated pick-up person must be authorized by the Museum School Director or staff.

In the case of non-custodial parents, a copy of the custody and visitation papers must be on file in the Museum School office.

During operational hours, the doors at the main entrance to Museum School will be locked 10 minutes after classes begin and unlocked 15 minutes before dismissal. If a parent should need access to Museum School in between those times, entrance will be given by using the doorbell (located on the north wall outside the the Museum School entrance.)

## NOTICES

Your child's teachers will send all notification of special events, holidays, or special information to you through the email address you provide on the first class day. If your email should change during the school year, please do not forget to inform your child's teacher of the change.

ANY CHANGE IN POLICY OR PROCEDURE  
WILL BE SENT TO PARENTS IN WRITING.

## INCLEMENT WEATHER

If the Fort Worth Independent School District cancels classes for the entire day, Museum School will cancel all classes. No refunds can be made or make-up days offered.

If the Fort Worth Independent School District has a delayed opening (e.g., 1 or 2 hours late) but does not close classes for the entire day, the morning session of Museum School will be canceled. The regularly scheduled afternoon classes will meet.

## EMERGENCY PROCEDURES

**A. Illness** - If a child becomes ill during class time, the child will be brought to the Museum School office and parents or emergency contact will be notified.

**B. Accident** - It is important to act quickly and surely on behalf of the child. The Museum School office will be notified immediately. The Museum Security Department will be notified. If an accident requires transporting to an emergency room, 911 will be called. Parents or emergency contact will be notified immediately in case of student injury. In addition, an AED device is located outside the Museum School office.

Fire, severe weather and lockdown drills are practiced on a regular basis throughout the school year.

## IMMUNIZATION RECORDS

In keeping with the guidelines of the Child Care Licensing division of the Texas Department of Family and Protective Services, a medical release form must be turned in yearly. It must be accompanied by an immunization record UNLESS a parent states the child will be attending another facility where his/her immunization record is on file.

## COMMUNICABLE DISEASES

Please contact the Museum School office if your child contracts a communicable disease so we may notify other parents. Texas Department of Public Health guidelines will be observed regarding readmittance to class. Please contact the Museum School office about specific illnesses.

## MEDICATION

Museum staff are not permitted to administer medication (besides an EPI Pen in an emergency.) If your child has a medical condition that requires attention, please speak to your child's teachers and the Museum School office staff. Should your child require an EPI Pen on site while in class, a form will need to be completed to keep with the child's EPI Pen. Because of the wide variety of pens and different levels of allergic reactions, this form will describe - in a parent's own words - what signs to look for in their child and the steps to be followed in case of an allergic reaction.

## TOILET TRAINING

All Museum School students must be toilet trained. The classrooms are not equipped for diaper changing.

## STUDENT BEHAVIOR

Museum School reserves the right to deny participation in classes and activities to children who exhibit persistent behaviors which endanger themselves or the welfare of others. Discipline and Guidance Policies will be signed and kept on file.

## CLASSROOM VISITATION

As classes meet once a week for only 2 or 2 1/2 hours, parent visitations are not scheduled on a regular basis. The Museum School staff will be happy to assist parents who have concerns or special requests regarding visitation.

## VIDEOTAPING AND PHOTOGRAPHS

In respect for the privacy of all families, parents may not video or photograph children, other than your own, that are attending Museum School classes.

## ANIMALS FROM HOME

Health regulations require that no live animals - other than Museum animals or official guide, hearing or service dogs - may be in the Museum School building or classroom at any time.

## PARENT RESOURCE ROOM

The Parent Resource Room - located next to the Museum School office - is available to parents during their child's class time. It is intended to be a quiet place for parents to read or work. Please observe the "no food" policy. Drinks with lids are allowed.

## LOST AND FOUND

You may inquire at the Museum School office for articles lost while attending classes.

## PARKING

The lot to the north of the Museum School building is reserved for Museum School families on the day and time their child is enrolled. Each family will receive a parking permit which will need to be shown to the attendant to gain access to the lot. Additional permits are available for others that may drop off or pick up your child. Some important things to remember when entering the Museum School parking lot:

- Enter the lot from Lansford Lane across from the Western Heritage Parking Garage
- Permit must be visible to the parking attendant when entering the parking lot and must remain on dash while in the parking lot
- Permit is only valid during your child's classtime hours (2 or 2 1/2 hours) on the day your child attends Museum School

**Parents are asked to observe all parking guidelines including leaving available the parking places reserved for vehicles with an official handicapped license plate or hanging car tag, and following the one-way direction through the parking lot.**

If you are late dropping off or picking up your child and arrive after the gate has closed, please park in the Western Heritage Parking Garage directly across from the Museum School parking lot entrance while you drop off or pick up your child. (Parking in the garage is normally free up to 45 minutes unless a special event is taking place)

### ADDITIONAL PARKING INFORMATION

The city of Fort Worth has begun a major renovation of Montgomery Street in preparation for the opening of the new Dickies Arena in late 2019. The northbound lanes of Montgomery Street from north of Trail Drive to Camp Bowie Boulevard will be closed during this renovation phase. The southbound lanes of Montgomery Street are open for two-way traffic however travel is very congested during certain times of the day. There will be street closures at various times during the school year as construction progresses.

Due to the increased traffic congestion on Montgomery Street during this time, we ask that you allow a little extra time when bringing and picking up your children for Museum School. We apologize for this inconvenience and appreciate your patience. We will be monitoring the situation and will communicate changes.

**A DETAILED PARKING LETTER AND AREA MAP WAS INCLUDED WITH YOUR CONFIRMATION LETTER. PLEASE REFER TO IT DURING THE YEAR OR INQUIRE IN THE MUSEUM SCHOOL OFFICE WITH ANY QUESTIONS.**

## MUSEUM SCHOOL SNACK

Each day we will serve a small snack of animal crackers and water. The snack will be served for the children to have independently during their scheduled playtime. The crackers are Keebler brand and contain the following ingredients:

*Enriched Flour (Wheat Flour), Niacin, reduced Iron, Thiamine, Mononitrate (Vitamin B1), Riboflavin (Vitamin B2), Folic Acid, Sugar, Vegetable Shortening (Partially Hydrogenated), Soybean and/or Cottonseed Oil, High Fructose Corn Syrup, Contains 2% or less of Salt, Sodium Bicarbonate, Soy Lecithin and Artificial Flavor.*

If something different is served, the specific snack will be posted on the wall outside the classroom on the day it is to be served.

## HALLOWEEN / VALENTINE'S DAY

Halloween costumes are not appropriate for Museum School. Children do not exchange valentines.

## BIRTHDAYS

Children's birthdays will be recognized throughout the year on the day they attend that is closest to his or her birth date. Please let your child's teacher know if you would like to send a small favor such as stickers, an individually-wrapped cookie or other inexpensive items for your child to share with friends at the end of class. Birthday favors may be coordinated with the curriculum topic of the day. This opportunity is strictly optional.

*Note: Balloons, hard candy, gum and very small objects are not appropriate.*

## GENERAL INFORMATION

### Museum School Office Hours

Monday through Friday • 9:00 am until 4:00 pm

### Museum School Telephone:

817-255-9333

### Museum School Office Email:

[museumschool@fwmsch.org](mailto:museumschool@fwmsch.org)

A copy of the Minimum Standards and current licensing reports are posted in the Parent Resource Room.

Contact the Department of Family and Protective Services at 817-321-8604 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or 1-800-252-5400 to report abuse or neglect.

### MUSEUM SCHOOL CLASSES FOR SCHOOL-AGE STUDENTS

Museum School offers classes for school-age children several times during the school year with expanded offerings during the summer. Classes are held on various Fridays (for students who are homeschooled, or who have an abbreviated-week school schedule) and Saturdays.

Classes change each session and focus on STEM topics (science, technology, engineering and math) enriched with Museum specimens or artifacts, creative activities, science investigations and other exciting hands-on explorations.

A brochure with a complete listing of classes and registration information is posted on the Museum's website - [www.fortworthmuseum.org](http://www.fortworthmuseum.org) - shortly before each session begins. For more information about these programs please call or email the Museum School office.

## EDUCATION STAFF

**Cathy Barthelemy**

Executive Vice President of Education

**Shannon Collins**

Museum School Director - Preschool

**Miki Gabbard**

Museum School Director - Youth and Family

**Shelli Landers**

Education Registrar

Visit the Museum online at [www.fortworthmuseum.org](http://www.fortworthmuseum.org)