



# **Parent Handbook: Operational Policies**

**Summer 2026 &  
Fall/Spring 2026-2027**

Dear Parents,

For 75 years Museum School has introduced over 200,000 young children to the wonders of the world around them. The program's intimate classroom surroundings foster a love for learning... from the wondrous science specimens and historical artifacts from our large teaching collections to the early childhood master teachers who brilliantly connect children's imaginations to nature in their own backyard and times long ago. Young children are encouraged to discover and dream of one day becoming astronauts, engineers, historians, paleontologists and so much more through their encounters with real objects and real stories. Museum School prides itself on its developmentally-appropriate, experiential, engaging learning environments.

We appreciate our Museum School families tremendously. We look forward to fun-filled classes and welcoming your child to Fall/Spring and Summer 2026-2027 at Museum School!

Sincerely,

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## 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.

January 6, 2026

# OPERATIONAL POLICIES

The Fort Worth Museum of Science and History has an established blueprint for the way it conducts its daily business and treats visitors and program participants. The following are the Operational Policies for Museum School® Summer 2026 and Fall/Spring 2026-2027 Classes, effective May 30, 2026. **The policies may change at any time for any reason; families will be notified of revised editions and updates will supersede previous versions.**

## Months, Days and Hours of Operation

Summer 2026 classes are scheduled in June. Fall/Spring Museum School begins in September and ends in May each school year.

### Summer Days and Hours of Operation

Extended Day Classes (ages 4-5 by 9.1.26)

Monday through Thursday

9:00 AM – 1:55 PM

### Fall/Spring Days and Hours of Operation

Morning & Afternoon Classes (age 4 by 9.1.26)

Wednesday

9:00 AM - 11:30 AM and 12:45 PM – 3:15 PM

Extended Day Classes (ages 3-6 by 9.1.26)

Tuesday through Friday

9:00 AM – 1:55 PM

### General Information

Office Hours

Monday through Friday: 8:15 AM - 4:00 PM

Contact Museum School

817-255-9333 (office)

682-560-1672 (cell)

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

Museum School Address

1600 Gendy Street

Fort Worth, TX 76107

### Museum School Administrative Team

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Vice President of Education

Sarah Oliver

Museum School, Director

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Museum School, Associate Director

## CHILD CARE REGULATION

A paper copy of the *Parent Handbook: Operational Policies* is available upon request.

The [Child Care Minimum Standards](#) are linked in this document and are available in the Museum School Office. The following items are available for review in the Museum School Lobby: the most recent Texas Health and Human Services Inspection Report, Tarrant County Health Department report, contact information for the local Child Care Regulation office, access to Texas Abuse and Neglect Hotline and access to the Texas Health and Human Services website.

In accordance with Regulations, parents may visit Museum School at any time.

Contact the Department of Family and Protective Services at 1-800-252-5400 or by visiting [https://www.dfps.texas.gov/contact\\_us/report\\_abuse.asp](https://www.dfps.texas.gov/contact_us/report_abuse.asp) to report abuse or neglect.

### Local Regulation Office and the Website information:

Health and Human Services Commission—Child Care Regulation  
1501 Circle Drive, Suite 310

Fort Worth, TX 76119

Phone: 817-321-8000

Fax: 512-276-3513

<https://www.hhs.texas.gov/services/family-safety-resources/child-care>



Fort Worth Museum School



Fort Worth Museum School

#museumschoolturtle

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# Museum School Parent Handbook

# 1 DEFINITIONS

The terms **parent(s)**, **families**, and **guardian(s)** are interchangeable in this document and refer to any individual who has custodial care of a child or children enrolled in Museum School.

Museum School **staff** and Museum School **teachers** are interchangeable in this document and refer to any employee of the Fort Worth Museum of Science and History Museum School.

The **school year** and **Fall/Spring 2026-2027** are interchangeable and refer to the same period of time.

**Summer** and **Summer 2026** are interchangeable and refer to the same period of time.

**Coronavirus** and **COVID-19** are interchangeable and refer to the same illness.

## 2 GENERAL MUSEUM SCHOOL INFORMATION

### 2.1 Museum School Staff and Class Ratios

All staff have education, experience or degrees in early childhood, elementary or special education. Each teacher is CPR and First Aid certified.

Museum School class sizes range from 12 to 14 children. Classes have a 1:6 or 1:7 teacher to student ratio. Each class has two lead teachers.

### 2.2 Enrollment Information

An online Museum School Registration and Enrollment Form must be submitted. Notification of admission is sent by email. Any changes in enrollment procedures will be posted on the Museum School website and emailed to parents.

### 2.3 Student Attendance

Please inform the Museum School Office via email or the Procure® app if your child will arrive late or be absent. While your child will be missed, there is no penalty for absences, and class placement will not be affected.

### 2.4 Late Arrival / Pick-Up

It is important for children to arrive on time. In the event that drop-off has ended, please send a Procure® message or call the office to receive instructions for the drop-off procedure.

It is imperative that children are picked up promptly at their dismissal time. A \$25 late fee will be imposed after the 3<sup>rd</sup> occurrence of a parent/caregiver not being present to pick the child up from class at the designated dismissal time.

### 2.5 Security / Child Safety / Arrival and Dismissal

**Parents must complete the Authorized Pick-Up information upon enrollment.** The information must include a list of parent(s)/guardian(s), emergency contacts, and all other designated drivers (carpool drivers, relatives or friends) who might assume responsibility for the child.

**Children will be released only to those people who are listed as Authorized for Pick Up.** Anyone picking up for the first time, other than the child's parents, will be asked to show a picture identification or provide a Procure® pin.

	Method of SIGN IN and OUT
Parents/Guardians	use the Procure App.
Caregivers	scan the QR code and enter their PIN number or provide the PIN number to a staff member.

Procure® PIN numbers for all authorized individuals can be located in your child's Procure® account (see [Procure®](#)). Changes or additions to the release form should be made by clicking [HERE](#). Procure® is not set up for parents to edit authorized individuals (or other personal information) so that the office has the most current information on file for your child.

In a custody situation, a copy of the custody document must be on file in the Museum School office.

During operational hours, the doors at the main entrance to Museum School will remain locked. If a parent needs access to the Museum School, the parent may contact the Preschool Director via the Procure® app or office phone.

## 2.6 Parent Communication

Changes in policy and procedures, notification of special events, holidays or other pertinent information will be sent to the primary email address on file from the Museum School office ([museumschool@fwmsch.org](mailto:museumschool@fwmsch.org)).

Museum School will utilize the **Procure® app** for quickly informing families of an urgent message.

**Families are encouraged to add the following Museum School phone numbers and [museumschool@fwmsch.org](mailto:museumschool@fwmsch.org) to their contacts in order to easily recognize a call or email from Museum School:**

**817-255-9333**

**817-255-9337**

**682-560-1672**

If a parent/guardian has a question or concern they may:

- 1) Contact the teachers and administration through their child's Procure® account. **This is the quickest method for reaching the Museum School administration.**
- 2) Contact the Museum School office at 817-255-9333 or [museumschool@fwmsch.org](mailto:museumschool@fwmsch.org).
- 3) Contact the Museum School Director at [soliver@fwmsch.org](mailto:soliver@fwmsch.org) or 817-255-9337.

## 2.7 Procure®

Parents/guardians will receive an invitation from Procure® upon enrollment and are strongly encouraged to download the app for ease of drop off/pick up procedures and efficient communication. See [Getting to Know Your Procure® App](#).





## 2.8 Museum School Sculptures

Museum School has been the beneficiary of several generous donations of whimsical outdoor sculptures, all of which are on display in front of the Museum School entrance. As works of art, **the Dr. Seuss sculptures are not meant to be climbed on.** Please help your child respectfully observe these pieces of art without climbing.

## 2.9 Health and Wellness

Museum School is a **WELL CHILD** facility. If you suspect your child is sick or may be coming down with an illness, the child must remain home to prevent the spread of infection. Tylenol, Advil or any other fever reducing medication may not be administered prior to sending a child to class. Medication given *for any reason* may mask symptoms related to communicable diseases and place other children at risk of becoming ill.

The Museum School staff will not administer over-the-counter medication, sunscreen, insect repellent, vitamins or supplements, unless there is a medical condition requiring life-saving intervention. Please administer these substances prior to leaving home.

The Museum School staff will only administer medication or other life-saving treatments in a medical emergency to prevent serious bodily injury. ([see Medication and Medical Conditions](#))

Parents must note any medical conditions or special situations on their child's Enrollment Form. If a child has a special medical situation or condition that is not listed on the child's Enrollment Form, the parent should contact the Museum School office **prior to the first day of class or as soon as possible with a new diagnosis** to discuss the child's condition. Museum School does not have a medical professional on staff; therefore, the administration and care of a medical condition may be outside of the scope of the Museum School staff.

Museum School staff and children are encouraged to practice healthy behaviors (for example, staying home when they are sick, covering coughs and sneezes with a tissue or the inside of their arm, and frequently washing hands). ([see Hand Hygiene Procedures and Family Partnership](#)) Tissues and hand soap are available in all classrooms and hand sanitizer is used if hand washing is not possible. Frequently touched surfaces are cleaned routinely and items are sanitized in accordance with health department guidelines. ([see Cleaning and Disinfecting](#))

## 2.10 Family Partnership

Maintaining a safe and healthy learning environment is a partnership. Each family plays a significant role in maintaining the safety and health of all children and staff participating in Museum School classes. Please consider the following practices prior to your child attending class at Museum School.

- ❖ If you have knowledge of or suspect that your child has: 1) ingested a foreign substance or object, or 2) stuck a foreign object in their nose, ear or mouth, please seek medical advice and monitor your child at home before they return to class.
- ❖ Monitor your child's temperature before leaving for class. If your child's temperature is 99.5°F or higher, do not send your child to class.
- ❖ If your child's eating habits have changed, they are vomiting or have diarrhea within 24 hours of attending class, regardless of the potential cause, do not send your child to class. Keep the child home and monitor them for illness.
- ❖ If there is any possibility or question that your child may be coming down with an illness of any kind, do not send them to class in order to protect other students, families and staff from being exposed.
- ❖ Have a conversation with a medical professional if you are concerned that your child has an increased risk for severe illness if COVID-19 is contracted. Increased risk may include cardiovascular disease, respiratory disease including asthma, diabetes, and immunocompromised systems, among others.

The Museum School staff monitors changing guidelines and protocols for communicable diseases. All Museum School staff members are required to complete training for infection control. Although Museum School is implementing infection control strategies, sending a child is not without risk. Please contact the Museum School office with questions or concerns. [museumschool@fwmschool.org](mailto:museumschool@fwmschool.org) 817-255-9333

## 2.11 Illness/Communicable Diseases

Please contact the Museum School office about specific illnesses. A child with a communicable disease may return with medical documentation from a physician indicating the child is no longer contagious. Museum School must be notified if a child has a communicable disease, such as (but not limited to) COVID-19, streptococcal sore throat, fifth disease, conjunctivitis, mumps, measles, chickenpox, lice, etc. (see [Texas Administrative Code Title 25, Chapter 97](#))

Museum School reserves the right to discontinue any class or the entire program at any time with less than 24-hour notice. Families must have the ability to pick children up from Museum School ***within 20 minutes of receiving a phone call.***

Exclusion of an ill child from attending Museum School is determined by whether or not –

- the child is able to comfortably participate in the activities planned for the day in his/her classroom/age group
- the child requires more care than the staff can provide without compromising the care/needs of other children in the class
- keeping the child in care will pose an increased risk to other children and adults

***Museum School staff reserve the right to deny admittance for the day if a child's health or physical condition may pose a health or safety risk to themselves or their classmates.***

If a child becomes ill or is not feeling well, the child will be assessed and the child's parent/guardian will be notified. ***The COVID-19 and communicable disease protocols may change. The above statements and procedures are subject to change without notice.***

## 2.12 Medication & Medical Conditions

Museum School does not administer medication, with the exception of a medical condition requiring life-saving treatment. Medical conditions may include, but are not limited to, diabetes, anaphylactic allergic reaction, asthma, or seizures. Medication must be authorized by the child's parent in writing with a signature and date of the request and must be accompanied by a health care professional's instruction. It is recommended that medication stay at Museum School for the duration of the child's class; however, parents may choose to take it home and return it each day that the child attends class.

- Over-the-counter allergy medication must be in its original container labeled with the child's full name and will be given as stated on the label directions unless amended in writing by the child's health care professional.
- Prescription medication must be in the original container with the child's full name and dosing instructions on the label.
- A FARE Allergy Action Plan must be submitted with a physician and parent signature in the event a child requires epinephrine or medication for allergic reactions.
- Expired medication will not be accepted.
- Museum School does not have an unassigned epinephrine injector on site.
- Insect repellent and sunscreen are considered medications and may not be applied by staff or children while at school.
- Children may not self-administer medication or access medication independently while at school, including, but not limited to, cough drops, lotions and creams, vitamins, supplements, and lip balm.

## 2.13 Accidents & Medical Emergencies

A first aid kit is kept in each classroom and the office for cuts and scrapes. Parents will be provided an Incident/Illness Report in the case of illness or injury. The form must be signed by the Museum Preschool Director or Assistant Director and the parent/guardian.

In the event medical care is required, Museum Security will be notified. If an accident requires transporting to an emergency room, 911 will be called with instructions to transfer to **Cook Children's Medical Center located at 801 7th Ave, Fort Worth, TX 76104**. Parents or the emergency contact will be notified immediately in the case that emergency care is required. If a staff member calls 911, the call will not be canceled under any circumstance. An AED device is located outside of the Museum School office.

## 2.14 Therapeutic and Inclusive Services

In order to support families and children with special needs, Museum School welcomes the opportunity to partner with families to ensure the best educational environment for their child.

A licensed therapist or health care professional, independently contracted by a child's parents, may attend class in order to shadow and provide assistance to a child when the following criteria are met:

1. A background check is submitted by the therapist's or health care professional's employer.
2. An Affidavit for Employment is notarized.
3. The professional has attended an orientation with the Preschool Director.

Museum School will implement the guidelines outlined in [Child Care Regulations section 746.2202 \(page 124\)](#) in relation to planning activities for children with special needs.

## 2.15 Vaccine-Preventable Diseases for Employees

Museum School has implemented the following immunization policy for employees to be in compliance with the Texas Department of State Health Services which recommends employees receive the Hepatitis A, Influenza and Pertussis immunizations. While the safety of our employees and children in our care is paramount, immunizations for vaccine-preventable diseases are not required of Museum School employees at this time.

## 2.16 Hand Hygiene Procedures

Children and staff will wash hands in accordance with Child Care Regulation guidelines.

## 2.17 Cleaning and Disinfecting

Classrooms and restrooms will be cleaned and disinfected on a daily basis. Surfaces and objects that are frequently touched will be cleaned and disinfected routinely.

## 2.18 Abuse and Neglect

The Museum School employees are dedicated to preventing and responding to abuse and neglect of children. In the event of suspected abuse or neglect, it is the responsibility of the Museum School employee to contact the [Texas Department of Family and Protective Services \(DFPS\)](#) child abuse hotline at 800-252-5400.

Per the Texas Health and Human Services Child Care Regulation requirements, Museum School employees are required to complete annual training focused on prevention, recognition, and reporting of child abuse and neglect, including:

- 1) Factors indicating a child is at risk for abuse and neglect;
- 2) Warning signs indicating a child may be a victim of abuse or neglect;
- 3) Methods for increasing awareness of prevention techniques; and
- 4) Community organizations that have assistance and intervention programs.

A parent/guardian of a child who is the victim of abuse or neglect should call the child abuse hotline at 800-252-5400 or visit the Texas Abuse Hotline [website](#).

## 2.19 Emergency Preparedness Plan

Fire, severe weather and lock-down procedures will be reviewed with staff monthly. Fire and severe weather drills will be performed in compliance with Child Care Regulation guidelines.

Evacuation plans are posted in the classrooms. Each classroom is equipped with communication devices.

### 2.19.1 Fire

The Museum School Office will notify teachers when the “*Evacuate*” plan will be implemented. Teachers will calmly evacuate all children in accordance with the classroom's evacuation route.

### 2.19.2 Severe Weather

The Museum School Office will notify teachers when a “*Shelter*” plan will be implemented. Teachers will calmly assemble all children in a designated shelter location.

### 2.19.3 Volatile Person

The Museum School Office will notify teachers when a “*Shelter*” plan will be implemented. Teachers will calmly assemble all children in a designated shelter location.

### 2.19.4 Inclement Weather

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

The Procure® app will be utilized to inform families of class schedule changes due to inclement weather.

## 2.20 Discipline and Guidance Policy/Student Behavior

Discipline is individualized, consistent, and tailored to each child's level of understanding, with a focus on teaching self-control. Positive discipline methods that promote self-esteem, self-control, and self-direction are utilized.

Teachers encourage helpful and safe behavior by setting clear and positive expectations for conduct. Harsh, cruel, or unusual treatment will never be used, and corporal punishment is not allowed. If a child does not respond to redirection, a brief, supervised separation may be implemented, alongside Conscious Discipline techniques. The goal is for each child to have a positive social, emotional, and educational experience. The Director, Associate Director and teachers will partner with families to support each child's needs. However, **Museum School reserves the right to deny participation in classes or activities if the administrative team believes the child's behavior prohibits classmates and/or staff from engaging in an optimal learning environment or endangers themselves or the welfare or education of others. Behavior may result in dismissal from the program; fees are non-refundable if a child is sent home or dismissed from the program.**

Exclusion of a child from attending Museum School is determined by whether or not the teachers and administrative team believe –

- o the child is able to participate appropriately in the activities planned for the day in his/her classroom/age group.
- o the child requires more care than the staff can provide without compromising the care/needs of other children in the class.
- o keeping the child in care will pose an increased risk to other children and adults.

Museum School follows the guidance and regulations set forth in the [Texas Administrative Code, Title 40, Chapter 746.2803 and 746.2805, Subchapter L, Discipline and Guidance](#) (pages 160-161).

***Parents/guardians recognize receipt of this Discipline and Guidance Policy on the Enrollment Form. In the event the administrative team does not believe it is in the best interest of the child and/or the other children in the class for the child to participate in class, no refunds or make up days will be offered.***

## 2.21 Conflict Resolution

Families may address any concerns with their child's teachers. If unresolved, they may contact the Director, who may arrange a meeting to find a resolution.

## 2.22 Toilet Independence

Children's bathrooms are located in the classrooms, featuring child-sized toilets with automatic flushers. Children must be consistently toilet-trained and toilet-independent to be eligible to attend class. **Pull-ups and diapers are not permitted**, as classrooms are not licensed or equipped for diaper changing.

### **Toilet Independence Characteristics:**

- Children must recognize the need to use the restroom and get there in time.
- Clothing should be easy to manage independently (avoid buttons, belts, or snaps).
- Children must handle personal hygiene, including wiping, without assistance.
- Handwashing is essential, and children should be able to wash thoroughly on their own.

Parents will be called to pick up children in the event of a restroom accident. If a child has frequent accidents or cannot manage personal hygiene independently, they will be asked to work on these skills before returning to class. Placement in the class will not be lost, but refunds will not be provided for missed sessions.

## 2.23 Assessments

Museum School is a developmentally appropriate, play-based science and history enrichment program. As such, classroom teachers do not conduct formal social, academic, or developmental assessments.

## 2.24 Clothing, Toys and Accessories

Museum School classrooms are filled with engaging learning and play materials. Children should dress appropriately for a preschool environment. To ensure safety and full participation in activities, please refer to the chart below.

Required	<ul style="list-style-type: none"><li>o Clothing that children can easily fasten and unfasten independently</li><li>o Underwear</li><li>o Shorts &amp; dresses that provide coverage</li><li>o Bloomers or shorts under dresses</li></ul>
Highly Recommended	<ul style="list-style-type: none"><li>o Washable play clothes</li><li>o Closed toe shoes</li><li>o Tennis shoes</li></ul>
Discouraged	<ul style="list-style-type: none"><li>o Boots (<i>Exception: "Farm" week for Rabbit &amp; Raccoon Classes; "Cowboys" week for Frog &amp; Turtle classes; "Vaqueros &amp; Cowboys" week for Owl Class</i>)</li><li>o Baseball caps</li></ul>
Prohibited	<ul style="list-style-type: none"><li>o Flip flops</li><li>o Dress up/novelty clothing</li><li>o Shoes with a heel or a wheel</li><li>o Shirts that expose a child's stomach</li><li>o One-piece rompers</li><li>o Toys and personal items from home</li><li>o Electronic devices</li><li>o Pacifiers &amp; bottles</li><li>o Clothing or personal items with an object, emblem, or wording that promotes illegal or inappropriate activity that the administrative team deems to distract from the learning environment - including (but not limited to) drugs, alcohol, weapons, profanity, gang-related symbols or language, or offensive material.</li></ul>

## 2.25 Snacks and Drinking Water

### Water Bottle Policy:

Children should bring an 8- to 12-ounce reusable thermos or bottle of **clear, unflavored water** each day, labeled with their first and last name. Bottles should be child-sized and easy for the child to open independently. Twist-cap plastic water bottles are discouraged; flip-top lids are encouraged.

### Snack in Extended Day Classes:

Children staying for Extended Day must bring their water bottle separate from their lunchbox. Parents should pack a designated snack, clearly marked in a disposable bag, sack, or container. Extended Day classes will include a scheduled snack time.

## 2.26 Lunch

**Lunch will be provided by each child's parent/guardian** for those children participating in the Extended Day classes.

- **All lunches must be free of peanuts and tree nuts.**
- Choking hazards (e.g., whole grapes, cherry tomatoes, popcorn, sliced hot dogs, jumbo marshmallows) are prohibited.
- Glass containers are not allowed.
- Meals cannot be refrigerated or heated; a cold pack should be provided for items needing to be cooled.
- Children should be able to open containers independently; teachers will assist as needed.
- Parents/guardians provide the child's meal; therefore, Museum School is not responsible for its nutritional value or for meeting the child's daily nutritional needs.
- Lunches should be appropriately portioned for one sitting. Unconsumed food will be discarded and not sent home.



## 2.27 Birthdays, Treats and Holidays

A child's birthday will be recognized on the day he or she attends that is closest to their birth date with a special birthday wish in the classroom. Favors of any kind are not permitted to be shared with other children in the class for birthday or holiday celebrations. Due to the nature of Museum School, Halloween and other dress-up costumes are not suitable.

## 2.28 Water Play

Water play tables may be utilized in the Museum School classrooms. Children are required to wash their hands prior to and after supervised water table play. Parents are asked to sign a waiver prior to their child attending class as part of the registration and enrollment process.

## 2.29 Field Trips/Excursions

To support the Museum School Philosophy, classes will periodically visit the Fort Worth Museum of Science and History exhibits. Teachers will accompany the class, and no transportation is required as Museum School is part of the Museum. Parents/guardians must sign the Field Trip waiver at the beginning of the class session.

## 2.30 Animals

Health regulations prohibit live animals in the Museum School building or classroom, except for Museum animals, official guide/hearing/service dogs, or registered animal therapy teams. Staff and children practice good hygiene and handwashing after contact with Museum animals or their items. Museum animals must have a veterinarian's health statement.

## 2.31 Outdoor / Physical Activities

Children will play outdoors when weather permits, and outdoor play will be limited when the weather conditions pose a health risk. Weather will be monitored and outdoor activities are at the discretion of the Museum School Administrative team. Children should be dressed appropriately to play outside when temperatures are above 40°F with a calm wind, when the heat index is below 96°F and when the air quality index is in the "good" to "moderate" range. Weather permitting, children will play outdoors every day. Shade is not always available; therefore, parents may choose to apply sunscreen with UVA and UVB protections of SPF 15 or higher to exposed skin prior to school. Sunscreen may not be applied by children or staff at school.

Children enrolled in an Extended Day class will participate in gross motor movement activities for a minimum of 30 minutes per day. See [Parent Resources](#) for the benefits of physical activity and outdoor play. See [Clothing, Toys and Accessories](#) for recommended clothing for physical activities.

## 2.32 Photography and Filming

Museum School staff may take photos and videos of your child during class and Museum School events for use in promotional materials, on websites, or social media platforms. Parents/guardians will be given the option to agree to the following policies as part of the enrollment process:

### 2.32.1 Promotional/Social Media/Publications:

I consent to Museum School and the Fort Worth Museum of Science and History using photos or videos of my child for promotional purposes, including on websites or social media, without identifying my child by name.

### 2.32.2 Procure©:

I consent to Museum School taking photos or videos of my child for the Procure© app, allowing me to see my child's daily activities. These photos may also be shared with other families through the app. **Families who do not consent to Promotional/Social Media/Publications use of photos will not receive photos in Procure©.**

### 2.32.3 School Photos:

I consent to my child participating in class photos.

### 3 SUMMER CLASSES

#### 3.1 Enrollment Requirements (Summer)

**Enrollment Form** (online), including Immunization Acknowledgement, Physician's Information, Medical Authorization, Statement of Health Acknowledgment, and Field Trip/Water Play/Photography/Class List Waiver.

- **Students enrolled in Museum School 2025-2026 school year have their required health forms on file.**
- Children who attend another school away from Museum School must have a signed statement that the child's required immunization record or a signed, dated and notarized affidavit exempting the child from Texas immunization requirements are on file at the other school. Parents must provide the name, address and phone number for the school.
- Children who do not attend another school away from Museum School must submit a **Current Immunization Record** signed and dated by a medical professional with the medical professional's address and phone number; or a signed, dated and notarized Official Exemption Affidavit from the Texas Department of State Health Services exempting the child from Texas immunization requirements. Information about immunization requirements can be found [HERE](#). Information about Exemption Affidavit requirements can be found [HERE](#). The Affidavit can be found [HERE](#).

In the event of the presence of a vaccine-preventable disease, children who are not immunized for the disease will not be able to attend class.

- **FARE Allergy Action Plan** (if applicable)

#### 3.2 Parent Communication (Summer)

Museum School will use the Procure® platform to send daily updates regarding the classroom curriculum.

Museum School is committed to providing an exceptional learning experience for each child. Therefore, families are provided with an opportunity to provide feedback through a Family Survey at the end of each summer.

#### 3.3 Schedule of Classes (Summer)

##### Summer 2026 Museum School & STEM SQUAD Class Schedule

Each class is offered Monday through Thursday from 9:00AM - 1:55PM.

Children may attend one week per topic, for a maximum of 4 weeks.

Classes fill on a first-come-first-serve basis. There are 14 spots available per class.

Children will bring lunch and a snack each day. All classes are NUT FREE.

	June 1-4	June 8-11	June 15-18	June 22-25
Age 4 by 9/1/26	Digging Up Dinos	Digging Up Dinos	3, 2, 1... Blast Off!	3, 2, 1... Blast Off!
	Seaside Explorers	Seaside Explorers	Rambling River	Rambling River
Age 5 by 9/1/26	Dino Detectives	Dino Detectives	To the Moon and Beyond	To the Moon and Beyond
	Ocean Quest	Ocean Quest	Trinity River Expedition	Trinity River Expedition
Rising 1st-2nd Grade	Anatomy Academy	Wild About Weather	Muse Crews	All Star STEM
Rising 3rd-4th Grade	Anatomy Academy	Wild About Weather	Muse Crews	Wild About Weather

### 3.4 Tuition (Summer)

Summer 2026 Tuition

	Total Non-Refundable Fee per Class Enrolled	Invoice Date	Payment Due Date	Withdrawal Deadline
MUSEUM SCHOOL	\$500	The fee of \$500, per class enrolled, will be invoiced through Procure in conjunction with the Admission Letter.	Payment is due upon receipt.	You may withdrawal from a class in writing by emailing <a href="mailto:museumschool@fwmsch.org">museumschool@fwmsch.org</a> . Fees are NON-REFUNDABLE once payment is made.
STEM SQUAD	\$510	The fee of \$510, per class enrolled, will be invoiced through Procure in conjunction with the Admission Letter.	Payment is due upon receipt.	You may withdrawal from a class in writing by emailing <a href="mailto:dmackey@fwmsch.org">dmackey@fwmsch.org</a> . Fees are NON-REFUNDABLE once payment is made.

### 3.5 Refunds, Withdrawals & Class Changes (Summer)

CIRCUMSTANCE	REFUND & WITHDRAWAL POLICY
A parent wishes to withdraw their child from a Summer 2026 class session.	A parent/guardian may withdraw from a class by sending an email notice to Museum School @ <a href="mailto:museumschool@fwmsch.org">museumschool@fwmsch.org</a> . <b>All class fees are non-refundable.</b>
A child is absent from classes for <b>any</b> reason.	No refunds or make-up days will be offered.
Museum School cancels class for inclement weather.	No refunds or make-up days will be offered.
Museum School cancels class for <b>any</b> reason other than inclement weather.	No refunds or make-up days will be offered.
The Museum School program does not begin as expected or must be delayed or canceled <b>at any time, for any reason.</b>	The Museum School program requires an investment in staff training, planning, and preparation of classroom materials and supplies. Therefore, no refunds or make-up days will be offered.
A request is made to change a child's class schedule.	There is a \$25 fee to change classes after the tuition for the class is paid.

*Note: It is not possible to predict classes that may close or the length of a closure if there is a positive case of a communicable disease; siblings in the program, carpooling families and many other factors will be taken into consideration. Child Care Regulation, Texas Health and Human Services, and/or the Tarrant County Health Department will be consulted regarding a closure. It is crucial that parents understand the Refund and Withdrawal policy entering into summer enrollment.*

### 3.6 Arrival and Dismissal Procedures (Summer)

Families will park in the Museum School Parking Lot during arrival and dismissal.

Class	Arrival Window for Parking Lot Gate	Dismissal
Extended Day	8:45 AM – 9:10 AM	1:55 PM

The plan\* is for parents/caregivers to walk children to and from their classroom. Parents/caregivers will park in the Museum School lot and walk into the school to pick children up from their classrooms at dismissal time. A map of the drop-off car line is provided in [Appendix B](#).

*\*This plan is subject to change at the discretion of the Museum School administrative team.*

### 3.7 Clothing (Summer)

Children will receive 1 colored t-shirt for each week enrolled and are asked to wear the shirt each day. Additional shirts may be purchased for \$10 each. See [Clothing, Toys and Accessories](#) for detailed clothing information.



### 3.8 Lice Policy (Summer)

If a child is found to have head lice or nits (lice eggs), the parent or guardian will be notified, and the child will be sent home. The child may return to class on the 8<sup>th</sup> day after being found to have lice or being sent home, if applicable. (*Day 1 is the day that lice or nits are discovered.*) No refunds or make-up days will be offered. A professional note is required for the child to return to class stating that: 1) All live lice have been removed, and 2) All visible nits have been thoroughly combed out or removed.

In the event that a child has lice while in class, a written notice will be provided within 48 hours to the parents or guardians of all children in the affected group or classroom.

## 4 FALL/SPRING CLASSES

### 4.1 Enrollment Requirements (Fall/Spring)

In keeping with the guidelines of the Child Care Regulation division of the Texas Health and Human Services, Museum School requires the following information and forms be submitted by **August 3, 2026** or 7 days prior to the child's first day of class for children with August birthdays.

- **Museum School Enrollment Form** (online), including Immunization and Hearing/Vision Acknowledgement, Physician's Information, Medical Authorization, Statement of Health Acknowledgment, and Field Trip/Water Play/Photography/Class List Waiver.
- **Statement of Health** signed by a health-care professional who has examined the child within the past year, indicating that the child is able to take part in the program.
- **Current Immunization Record** signed and dated by a medical professional with the medical professional's address and phone number; or an **original** signed, dated and notarized Original Official Exemption Affidavit from the Texas Department of State Health Services exempting the child from Texas immunization requirements. Information about immunization requirements can be found [HERE](#). Information about Exemption Affidavit requirements can be found [HERE](#). The Affidavit can be found [HERE](#).

As children receive updated immunizations during the school year, digital copies of the record must be emailed to [museumschool@fwmsd.org](mailto:museumschool@fwmsd.org).

In the event of the presence of a vaccine-preventable disease, children who are not immunized for the disease will not be able to attend class.

- **Vision and Hearing Screening Results** (if age 4 by September 1, 2026); or a signed, dated and notarized affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the child is a member.
- **FARE Allergy Action Plan** (if applicable)

### 4.2 Arrival and Dismissal Procedures (Fall/Spring)

Families will park in the Museum School Parking Lot during arrival and dismissal.

Class	Arrival Window for Parking Lot Gate	Dismissal
Morning	8:45 AM – 9:10 AM	11:30 AM
Extended Day	8:45 AM – 9:10 AM	1:55 PM
Afternoon	12:35 PM – 12:50 PM	3:15 PM

The plan\* is for parents/caregivers to walk children to and from their classroom, in the same way children were greeted during the 2025-2026 school year. At dismissal time, parents/caregivers will park in the Museum School lot and walk into the school to pick children up from their classrooms at dismissal time. A map of the drop-off car line is provided in [Appendix B](#).

*\*This plan is subject to change at the discretion of the Museum School administrative team.*

### 4.3 Required Medical Forms (Fall/Spring)

[see Enrollment Requirements](#)

#### 4.4 Parent Communication (Fall/Spring)

Communication between parents and Museum School, teachers and staff, is extremely important. Teachers will use the Procure® platform to send weekly updates regarding the classroom curriculum. In addition, the Museum School newsletter, *Turtle Talk*, is published and distributed twice during the school year. The newsletter serves to inform parents of what has taken place in the classrooms, upcoming Museum School and Fort Worth Museum of Science and History events plus other beneficial information.

Museum School is committed to providing an exceptional learning experience for each child. Therefore, families are provided with an opportunity to provide feedback through a Family Survey in the fall and spring of each school year.

#### 4.5 Lice Policy (Fall/Spring)

If a child is found to have head lice or nits (lice eggs), the parent or guardian will be notified, and the child will be sent home. The child may return to school after treatment has been administered to eliminate lice and nits. Parents or guardians must ensure that: 1) All live lice have been removed, and 2) All visible nits are thoroughly combed out or removed.

In the event that a child has lice while in class, a written notice will be provided within 48 hours to the parents or guardians of all children in the affected group or classroom.

#### 4.6 Schedule of Classes (Fall/Spring)



Fall/Spring 2026-2027 Class Schedule

Age by September 1, 2026	Tuesday	Wednesday	Thursday	Friday
<b>Age 3</b> class once per week	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM
<b>Age 4</b> class once per week		Morning 9:00 - 11:30 AM		
		Afternoon 12:45 - 3:15 PM		
	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM
<b>Age 5/6</b> class once per week	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM	Extended Day 9:00 AM - 1:55 PM

#### 4.7 Tuition & Payments (Fall/Spring)

Fall/Spring 2026-2027 Tuition

	Non-Refundable Registration Fee <small>Invoice sent with Admission Letter</small>	Activity & Supply Fee <small>Due with first tuition payment on July 10, 2026</small>	Tuition Payment #1 <small>Due July 10, 2026</small>	Tuition Payment #2 <small>Due September 11, 2026</small>	Tuition Payment #3 <small>Due November 6, 2026</small>	Total Tuition	Total Class Fees
<b>Morning Class</b> 9:00 AM - 11:30 AM Class Once Per Week	\$150	\$50	\$390	\$390	\$390	\$1,170	\$1,370
<b>Afternoon Class</b> 12:45 PM - 3:15 PM Class Once Per Week	\$150	\$50	\$390	\$390	\$390	\$1,170	\$1,370
<b>Extended Day Class</b> 9:00 AM - 1:55 PM Class Once Per Week	\$150	\$100	\$780	\$780	\$780	\$2,340	\$2,590

All fees and payments are non-refundable.

July 10, 2026 | The deadline to withdraw from the full school year, before the first tuition payment is due.

November 6, 2026 | The deadline to withdraw from the remainder of the school year, before the final tuition payment is due.

A child's annual tuition will be divided into 3 equal payments (as noted above). The non-refundable registration fee will be invoiced within 24 hours of receiving an Admission Letter.

An invoice will be generated through Procure® for the Registration Fee, the Activity/Supply Fee and each of the 3 non-refundable equal payments. **The Activity & Supply fee will be invoiced with the first Tuition installment with a due date of July 10, 2026. The second Tuition installment will be invoiced with a due date of September 11, 2026. The final Tuition installment will be invoiced with a due date of November 6, 2026.**

The child's placement will be relinquished if the registration and/or tuition fees are not paid within 3 business days of the due date listed on the invoice. A \$25 late fee will be incurred for each day that a payment is past due.

Families are able to enable **auto-pay** in their Procure® account. When auto-pay is enabled, for every billing cycle, the full available balance will be pulled from the account on the due date listed on the invoice. Click [HERE](#) for detailed Procure® instructions.

A \$25 fee will be incurred for returned ACH payments.

#### 4.8 Refunds, Withdrawals and Class Changes (Fall/Spring)

CIRCUMSTANCE	REFUND & WITHDRAWAL POLICY
A parent wishes to withdraw their child from class for the 2026-2027 school year.	Tuition is divided into 3 equal payments ( <a href="#">see Tuition &amp; Payments</a> ). <b>Each payment is non-refundable.</b>  <b>July 10, 2026</b> The deadline to withdraw from the full school year, before the first tuition payment is due.  <b>November 6, 2026</b> The deadline to withdraw from the remainder of the school year, before the final tuition payment is due. A child who is withdrawn by November 6, 2026 may attend his/her class through the week of December 8-11, 2026.
A child is absent from classes for <b>any</b> reason.	No refunds or make-up days will be offered.
Museum School cancels class for inclement weather.	No refunds or make-up days will be offered.
Museum School cancels class for <b>any</b> reason other than inclement weather.	No refunds or make-up days will be offered.
The Museum School program does not begin as expected in September, must be delayed or canceled <b>at any time, for any reason.</b>	The Museum School program requires an investment in staff training, planning, and preparation of classroom materials and supplies. Therefore, no refunds or make-up days will be offered.
A request is made to change a child's class schedule.	There is a \$25 fee to change classes after the tuition for the class is paid.

*Withdraw notification for either the July 10, 2026 or the November 6, 2026 deadlines must be sent by email to [museumschool@fwmsk.org](mailto:museumschool@fwmsk.org) by the deadline date.*

*Note: It is not possible to predict classes that may close or the length of a closure if there is a positive case of a communicable disease; siblings in the program, carpooling families and many other factors will be taken into consideration. Child Care Regulation, Texas Health and Human Services, and/or the Tarrant County Health Department will be consulted regarding a closure. It is crucial that parents understand the Refund and Withdrawal policy entering into the school year.*

## 4.9 Calendar of Events (Fall/Spring)

### Important Dates

August 25-28	Meet the Teacher
September 1-4	First Week of Classes
September 29	Fall Open House (5:30 PM – 7:00 PM)
November 24-27	Thanksgiving Break
December 14 - January 1	Winter Break
January 12	Fall/Spring 2027-2028 and Summer 2027 Registration opens for Current Families
February 2-5	Stock Show Break
March 15-19	Spring Break
March 26	No Classes
April 21	Spring Open House (5:30 PM – 7:00 PM)
May 4-7	Last Week of Classes

## 4.10 Curriculum (Fall/Spring)

Each week, Museum School class topics and activities for all ages change or build on each other, taking children on an exciting journey of investigation and discovery. ([see Appendix A: Curriculum Schedule](#))

**Three-Year-Old:** Three-year-old children explore the fascinating world of animals, learning about their appearance, diet, and preferred habitats. They discover the differences between mammals, reptiles, birds, insects, and more. Through STEAM activities, children have the opportunity to explore concepts that complement and connect with the Museum School's natural science and history curriculum.

Characteristics of a child in a three-year-old extended day class:

- \*A student who is able to remain in a group setting without parental assistance for an extended period of time.
- \*An independent child who is able to sit at a table and eat a meal in a group setting.
- \*An inquisitive learner who finds joy in building, investigating, creating, and engaging in sensory activities.

**Four-Year-Old:** In this engaging class, four-year-old children explore how animals with similar characteristics are grouped into families. The curriculum includes exciting topics like dinosaurs, space, Earth Science and early Texas settlers. Children have the option to enroll in an extended-day class, where they explore engineering concepts through STEAM activities that enhance and connect with the Museum School's natural science and history curriculum.

**Five- and Six-Year-Old:** In this dynamic class, children explore the exciting world of habitats and the interdependence of all living things. From mysterious caves and vast deserts to lush forests, wide prairies, and even outer space, students discover the unique features of different environments. Children can attend this class for two consecutive years at ages 5 and 6. While the curriculum remains the same, repetition allows for deeper exploration and diving into new interests and information. The extended-day class engages children in hands-on engineering activities through STEAM concepts that complement the Museum School's natural science and history curriculum.

## 4.11 Field Trips and Excursions (Fall/Spring)

The Owl classes participate in an end-of-year educational field trip to the Botanic Gardens, with transportation provided by a parent/guardian. A separate Field Trip Permission form will be signed before the spring trip. Parents are required to arrange child care for siblings, as this event is for one parent to attend with their child enrolled in the Owl class.

## 4.12 Partnership with TCU College of Education (Fall/Spring)

The TCU College of Education and Museum School collaborate to provide TCU students in the Introduction to Early Childhood course with a field experience. Each fall and spring semester, students spend one morning a week at Museum School for approximately six weeks, gaining hands-on teaching experience. This partnership benefits future teachers, Museum School, and the children in our program by demonstrating developmentally appropriate practices in action.

### 4.13 Class Lists (Fall/Spring)

Parents/guardians may choose to have their child(ren)'s first and last name(s) and family's primary email address shared with other families in the same class for purposes such as playdates or birthday invitations. Parents/guardians will indicate their preference on the Enrollment Form.

## 5 FIREARMS AND OTHER WEAPONS

Law enforcement officials and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm may have firearms or ammunition on Museum premises while on duty. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on Museum premises. (§746.3707 Texas Administrative Code)

## 6 GANG-FREE ZONE

As required by the Texas Department of Family and Protective Services, it is the responsibility of the Museum School under the Texas Penal Code to notify parents that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## 7 MUSEUM MEMBERSHIP

Museum School Fall/Spring families may contact [membership@fwmslh.org](mailto:membership@fwmslh.org) to receive a 10% discount on a Fort Worth Museum of Science and History membership.

## 8 PARENT RESOURCES

### Child Safety

[Cook Children's Child Safety Center](#)  
[Texas Department of Transportation](#)

### Discipline & Guidance

[Conscious Discipline](#)

**Book:** [Managing Emotional Mayhem](#)

**Book:** [Easy to Love, Difficult to Discipline](#)

### Early Childhood Intervention Services

[Texas Health and Human Services: ECI](#)

[Texas Education Agency: Early Childhood Special Education](#)

### Outdoor Play & Safety

[Benefits of Outdoor Play](#)

[Playing Outside: Why It's Important for Kids](#)

[Outdoor Safety for Parents](#)

[The Facts About Kids and the Danger of Drowning](#)

[Sun Safety: Information for Parents About Sunburn and Sunscreen](#)

[Playground Safety for Parents](#)

[Summer Outdoor Safety Tips](#)

### Parenting

[Early Childhood Texas: Resources for Raising Kids](#)

[The Parenting Center - Fort Worth](#)

### Speech Therapy

[Cook Children's Speech Therapy](#)

[TCU Miller Speech and Hearing Clinic](#)

[Texas Speech-Language-Hearing Association](#)

### Toileting

[Kid Sense](#)



## 9 INFANT SAFE SLEEP

Texas Health and Human Services Minimum Standards for Child-Care Centers requires families to be informed of safe sleep practices for infants from birth through 12 months. *Note: Infants are not age-eligible for the Museum School program.*



Form 2550  
September 2023

### Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards Sections 746.501(9) and 747.501(6) for the safe sleep policy.

**Directions:** Parents will review this policy upon enrolling their infant at NOT APPLICABLE TO MUSEUM SCHOOL and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

#### Safe Sleep Policy

All staff, substitute staff, and volunteers at NOT APPLICABLE will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2427 and 747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs [Sections 746.2409 and 747.2309].
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices [Sections 746.2415(b) and 747.2315(b)]. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing [Sections 746.2429 and 747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [Sections 746.2415(b) and 747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [Sections 746.3407(10) and 747.3203(10)].
- If an infant needs extra warmth, use sleep clothing NOT APPLICABLE (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [Sections 746.2415(b) and 747.2315(b)].
- Place only one infant in a crib to sleep [Sections 746.2405 and 747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [Sections 746.2415(b) and 747.2315(b)] or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk [Sections 746.2401(6) and 747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2426 and 747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [Sections 746.3703(d) and 747.3503(d)].
- Actively observe sleeping infants by sight and sound [Sections 746.2403 and 747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [Sections 746.2427 and 747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [Sections 746.2427 and 747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2428 and 747.2328].

#### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

## 10 PARENT'S RIGHTS

In accordance with 746.501(25), a location will be provided within the school or museum for a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk for their child while in care.

Parents Acknowledge the receipt of Texas Health and Human Services Parent's Rights in signing that they have read, understand and agree to the 2025-2026 Parent Handbook.



Form 2987  
October 2023

### Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review these rights upon enrolling their child.

#### Rights of Parent or Guardian

**A parent or guardian of a child at a child care facility has the right to:**

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

#### Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

## 11 ASSUMPTION OF RISK AND WAIVER OF LIABILITY

I acknowledge that COVID-19 and other communicable diseases are highly contagious and may spread through person-to-person contact. Although the Fort Worth Museum of Science and History and Museum School have implemented measures to reduce transmission, I understand that attendance may increase the risk of exposure to and infection by these diseases, including COVID-19 and any future pandemics.

By signing this Waiver, I, for myself and on behalf of my child(ren), voluntarily assume the risk of exposure to communicable diseases and agree to hold the Museum School, its employees, and representatives harmless from any claims arising from illness, injury, disability, or death resulting from exposure to such diseases during attendance at Museum School. This includes risks resulting from the actions or omissions of myself, my child(ren), Museum School staff, or other participants.

I hereby release, waive, and discharge the Museum School and its affiliates from all liability, claims, damages, or expenses related to exposure to or infection by communicable diseases, including COVID-19, before, during, or after participation in Museum School programs, regardless of the cause or whether resulting from negligence.

This Waiver is binding upon me, my child(ren), and our legal representatives, heirs, and assigns. It is irrevocable and enforceable immediately upon signature. If any provision is found unenforceable, the remainder of the Waiver remains valid. By signing, I confirm that I fully understand and accept the terms of this Waiver.

***Parents/guardians recognize receipt of this "Assumption of Risk and Waiver of Liability" on the Enrollment Form.***



# APPENDIX A: FALL/SPRING CURRICULUM SCHEDULE

The following curriculum topics and order of study are subject to change.

## Museum School 2026-2027 Curriculum Topics

Date	3-year-old classes	4-year-old classes	5- & 6-year-old class
	Rabbits & Raccoons	Frogs & Turtles	Owls
August 25-28 (Parent Orientation: Monday, August 24)	Meet the Teacher		
September 1-4	First Week of Class: Welcome to Museum School		
September 8-11	Rabbit	Body	Oceanography
September 15-18	Skunk	Brain	Oceanography
September 22-25	Opossum (SL)	Fish/Shark	Prairie
Sept. 29 – Oct. 2 (Open House: Tuesday, Sept. 29)	Fish	Sea Mammals	Prairie (SL)
October 6-9	Snake (SL)	Small Rodents	Speleology: Cave
October 13-16	Spider	Large Rodents (SL)	Cave
October 20-23	Bat	Texas Settlers	Urban (SL)
October 27-30	Squirrel	Weasels	Urban
November 3-6	Lizard	Bears	Lone Star Dinosaur
November 10-13	Armadillo	Small Reptiles (SL)	Lone Star Dinosaur
November 17-20	Turkey	Large Reptiles (SL)	Geology: Mountains (SL)
November 24-27	-----Thanksgiving Break-----		
December 1-4	Deer	Canines (SL)	Forest I
December 8-11	Tree	Felines	Forest II (SL)
December 15 - January 1	-----Winter Break-----		
January 5-8	Coyote	Dinosaurs	Anthropology: Vaqueros & Cowboys
January 12-15	Bobcat	Simple Machines	Astronomy: Space
January 19-22	Dinosaur	Ungulates	Astronomy: Space
January 26-29	Farm	Cowboys	Planetarium
February 2-5	-----Stock Show Break-----		
February 9-12	Prairie Dog (SL)	Space	Engineering 101
February 16-19	Alligator	Planetarium	Meteorology: Weather
February 23-26	Earth, Moon & Sun	Ringtails (SL)	Ecology
March 2-5	Planetarium	Backyard Birds	Ecology
March 9-12	Raccoon (SL)	Birds of Prey	Desert
March 16-19	-----Spring Break-----		
March 23-26 (No School: Friday, March 26)	Fox	Amphibians (SL)	Desert
March 30 – April 2	Bird	Insects	Nature's Builders
April 6-9	Ladybug	Arachnids (SL)	Biology: Pond (SL)
April 13-16	Bee	Rocks & The Rock Cycle	Pond (SL)
April 20-23 (Open House: Wednesday, April 21)	Turtle (SL)	Decomposers	Wildflowers & Pollinators
April 27-30	Owl	Water & The Water Cycle	Botanical Gardens
May 4-7	Frog	Botany	Our Exceptional Year

12.1.25 (Topic order is subject to change.)

SL=Science Lecture

Fort Worth Museum School • 1600 Gendy Street, Fort Worth, TX 76107 • 817-255-9333

## APPENDIX B: CAR LINE MAP

It may be helpful to put **1401 LANSFORD LANE, FORT WORTH** into your navigation system to locate the entrance to the parking lot.

### Museum School MAP FOR STUDENT DROP-OFF AND PICK-UP

