



# **STEM Squad**

## **Parent Handbook: Operational Policies**

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

Dear Families,

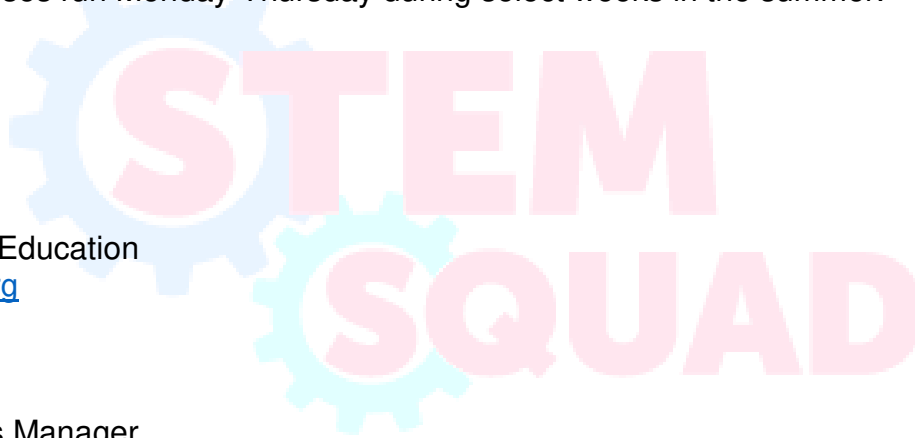
For over 75 years, Museum School has been a leader in informal science education, and STEM Squad expands the reach of that program into grades K-4. The engaging classroom environments and activities are facilitated by enthusiastic educators who support the joy of learning through discovery. STEM Squad uses developmentally appropriate, experiential, engaging, project-based learning to foster curiosity, imagination, and ingenuity. With our science specimens, historical artifacts, and engaging exhibits, students are encouraged to explore, imagine, and inquire. STEM Squad class topics vary each session, always keeping an engineering focus with a creative slant. Activities are designed for students to construct their own knowledge of the world through hands-on experiences.

Fall/Spring STEM Squad classes occur on select Mondays throughout the school year. Summer STEM Squad classes run Monday-Thursday during select weeks in the summer.

Sincerely,

Amber Shive  
Vice President of Education  
[ashive@fwmsk.org](mailto:ashive@fwmsk.org)  
817-255-9416

Dee Dee Mackey  
STEAM Programs Manager  
[dmackey@fwmsk.org](mailto:dmackey@fwmsk.org)  
817-255-9521



## MISSION STATEMENT

To inspire and equip the next generation of diverse problem-solvers by providing hands-on, collaborative STEM experiences that connect Museum content and our unique resources to foster lifelong curiosity and confidence.

## 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 Summer 2026 and Fall/Spring 2026-2027 classes, effective January 1, 2026. **The policies may change at any time for any reason; families will be notified of revised editions and updates will supersede previous versions.**

### Hours of Operation

Fall/Spring STEM Squad classes occur on select Mondays throughout the school year. Summer STEM Squad classes run Monday-Thursday during select weeks in the summer.

### Summer Hours of Operation

#### All Classes

Monday through Thursday  
9:00 AM – 1:55 PM

### Fall/Spring Hours of Operation

#### All Classes

Monday  
9:00 AM – 1:55 PM

### General Information

#### Office Hours

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

#### Phone

817-255-9521

#### Address

1600 Gendy Street  
Fort Worth, TX 76107

### Administrative Team

Amber Shive  
Vice President of Education

Dee Dee Mackey  
STEAM Programs Manager

## TABLE OF CONTENTS [CLICK THE TITLE TO SKIP TO THE SECTION](#)

<b>1</b>	<b>DEFINITIONS.....</b>	<b>1</b>
<b>2</b>	<b>GENERAL STEM SQUAD INFORMATION .....</b>	<b>1</b>
2.1	Staff and Class Ratios.....	1
2.2	Enrollment Information .....	1
2.3	Student Attendance.....	1
2.4	Late Arrival/Pick-Up .....	1
2.5	Dr. Suess Sculptures .....	1
2.6	Security / Child Safety / Drop-Off and Pick-Up.....	1
2.7	Family Partnership .....	2
2.8	Health and Wellness.....	2
2.9	Hand Hygiene Procedures .....	3
2.10	Cleaning and Disinfecting.....	3
2.11	Medication & Medical Conditions.....	3
2.12	Accidents & Medical Emergencies.....	3
2.13	Illness/Communicable Diseases .....	3
2.14	Outdoor Activities .....	4
2.15	Therapeutic and Inclusive Services .....	4
2.16	Vaccine-Preventable Diseases for Employees.....	4
2.17	Abuse and Neglect .....	4
2.18	Emergency Preparedness Plan.....	5
2.18.1	Fire.....	5
2.18.2	Severe Weather .....	5
2.18.3	Inclement Weather .....	5
2.19	Field Trips/Excursions .....	5
2.20	Student Behavior.....	5
2.21	Conflict Resolution.....	6
2.22	Toilet Independence.....	6
2.23	Assessments .....	6
2.24	Clothing, Toys and Accessories .....	6
2.25	Water Play.....	6
2.26	Snacks and Drinking Water .....	7
2.27	Lunch .....	7
2.28	Birthday/Holiday Treats .....	7
2.29	Animals .....	7
2.30	Discipline and Guidance Policy.....	7
2.31	Photography and Filming .....	7
2.32	Procare® .....	8

<b>3</b>	<b>STEM SQUAD CLASS POLICIES</b>	<b>9</b>
3.1	Enrollment Requirements	9
3.2	Arrival and Dismissal Procedures	9
3.3	Lice	9
3.4	Parent Communication	9
3.5	Fall/Spring Schedule of Classes	10
3.6	Fall/Spring Tuition & Payments	10
3.7	Summer Schedule of Classes	10
3.8	Fall/Spring Tuition & Payments	10
3.9	Refunds and Withdrawals	11
3.10	Arrival and Dismissal Procedures	11
3.11	Required Medical Forms	11
3.12	Curriculum	11
3.13	Halloween	12
<b>4</b>	<b>FIREARMS AND OTHER WEAPONS</b>	<b>12</b>
<b>5</b>	<b>GANG-FREE ZONE</b>	<b>12</b>
<b>6</b>	<b>MUSEUM MEMBERSHIP</b>	<b>12</b>
<b>7</b>	<b>PARENT’S RIGHTS</b>	<b>13</b>
<b>8</b>	<b>ASSUMPTION OF RISK AND WAIVER OF LIABILITY</b>	<b>14</b>
	<b>APPENDIX A: PARKING</b>	<b>15</b>

# 1 DEFINITIONS

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

Staff and Teachers are interchangeable in this document and refer to any employee of the Fort Worth Museum of Science and History Education Team.

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 STEM SQUAD INFORMATION

### 2.1 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.

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

Both an online Registration and Enrollment Form must be submitted for a child to be enrolled in a STEM Squad class. Notification of admission is sent by email. Any changes in enrollment procedures will be posted on the website and emailed to parents.

### 2.3 Student Attendance

Please inform the 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 and be picked up promptly. In the event that drop-off has ended, please send a Procure© message or call the office.

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 Dr. Suess Sculptures

The Fort Worth Museum of Science and History 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.

### 2.6 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 staff.

Procare<sup>®</sup> PIN numbers for all authorized individuals can be located in your child's Procare<sup>®</sup> account (see [Procure<sup>®</sup>](#)). Changes or additions to the release form should be made emailing [dmackey@fwmsk.org](mailto:dmackey@fwmsk.org). Procare<sup>®</sup> 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 school, the parent may contact the office via the Procare<sup>®</sup> app or office phone.

## 2.7 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 STEM Squad classes. Please consider the following practices prior to your child attending class.

- ❖ 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.

Our staff monitors changing guidelines and protocols for communicable diseases. Although we implement infection control strategies, sending a child is not without risk. Please contact the office with questions or concerns.

## 2.8 Health and Wellness

We are 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. Medications given *for any reason* may mask symptoms related to communicable diseases and place other children at risk of becoming ill.

Our 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.

Our staff will only administer medication or other life-saving treatments in a medical emergency to prevent serious bodily injury. ([see Section 6.5: 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. We do not have a medical professional on staff; therefore, the administration and care of a medical condition may be outside of the scope of our staff.

Our 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 Section 2: 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 Section 2: Cleaning and Disinfecting](#))

## 2.9 Hand Hygiene Procedures

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

## 2.10 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. Cleaning materials will not be used near children and will be stored out of a child's reach.

## 2.11 Medication & Medical Conditions

Our staff 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.

- 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.

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 class session.

## 2.12 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 program administrator 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 education office.

## 2.13 Illness/Communicable Diseases

Please contact the 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. We 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, etc. (see [Texas Administrative Code Title 25, Chapter 97](#))

We reserve 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 the Fort Worth Museum of Science and History ***within 20 minutes of receiving a phone call.***

Exclusion of an ill child from attending STEM Squad 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

***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.

<b>IF</b>	a child is exhibiting signs of illness,	<b>THEN</b>	the parent or emergency contact will be contacted to pick up the child within 20 minutes of receiving notification.
	a child is experiencing any symptoms of COVID-19 or other communicable disease,		it is recommended that parents contact the child's medical professional and follow CDC and local health department guidelines.
	a child tests positive for COVID-19 within 48 hours of attending class,		the office <b>must</b> be contacted immediately; all parents in the school will be notified by email without disclosing the child's name; those in close contact will be notified separately by email; it may result in cancellation of classes.
	a child is ill and tests negative for COVID-19,		Please see <a href="#">Texas Administrative Code Title 25, Chapter 97</a> for readmission guidelines.
	a child tests positive for COVID-19,		<u>all three</u> of the following criteria must be met in order to return: 1. At least <b>24 hours</b> have passed since recovery (no longer running fever without the use of fever-reducing medications) 2. Improvement of respiratory symptoms (cough, shortness of breath, etc.) 3. At least 10 days have passed since symptoms first appeared
	a child is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19,		the child may not return until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis.

*The COVID-19 and communicable disease protocols may change. The above statements and procedures are subject to change without notice.*

## 2.14 Outdoor Activities

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 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. 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. Staff may not apply sunscreen on children.

## 2.15 Therapeutic and Inclusive Services

In order to support families and children with special needs, STEM Squad 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 program administrator.

## 2.16 Vaccine-Preventable Diseases for Employees

STEM Squad 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 our employees at this time.

## 2.17 Abuse and Neglect

Our 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 employee to contact the [Texas Department of Family and Protective Services \(DFPS\)](#) child abuse hotline at 800-252-5400.

Per the DFPS requirements, 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](#).

## 2.18 Emergency Preparedness Plan

Fire, severe weather and lock-down procedures will be reviewed with staff.

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

### 2.18.1 Fire

The 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.

### 2.18.2 Severe Weather

The office will notify teachers when the “*Shelter*” plan will be implemented. Teachers will calmly assemble all children in their designated shelter location.

### 2.18.3 Inclement Weather

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

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

## 2.19 Field Trips/Excursions

Classes will periodically visit the Fort Worth Museum of Science and History exhibits. Teachers will accompany the class, and no transportation is required as classrooms are part of the Museum. Parents/guardians must sign the Field Trip waiver as part of the registration and enrollment process.

## 2.20 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.. The goal is for each child to have a positive social, emotional, and educational experience.

Our staff will partner with families to support each child’s needs. However, **we reserve the right to deny participation in classes or activities if the administrative team believes the child’s behavior endangers themselves or the welfare or education of others.**

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

- the child is able to participate appropriately 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.

***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 program administrator, 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.
- Hand washing 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

STEM Squad is a developmentally appropriate, STEM enrichment program. As such, classroom teachers do not conduct social, academic, or developmental assessments during the school year.

## 2.24 Clothing, Toys and Accessories

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

Required	<ul style="list-style-type: none"><li>• Clothing that children can easily fasten and unfasten independently</li><li>• Clothing that covers undergarments at all times weather standing or sitting</li><li>• Bloomers or shorts under dresses</li></ul>
Highly Recommended	<ul style="list-style-type: none"><li>• Washable play clothes</li><li>• Closed toe shoes</li><li>• Tennis shoes</li></ul>
Discouraged	<ul style="list-style-type: none"><li>• Boots</li><li>• Baseball caps</li></ul>
Prohibited	<ul style="list-style-type: none"><li>• Flip flops</li><li>• Dress up/novelty clothing</li><li>• Dress up shoes with a heel</li><li>• Shirts that expose stomach</li><li>• Toys and personal items from home</li><li>• Electronic devices</li><li>• 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 content material.</li></ul>

## 2.25 Water Play

Water play tables may be utilized in the 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.

## 2.26 Snacks and Drinking Water

### Water Bottle Policy:

Children should bring a 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:

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

## 2.27 Lunch

**Lunch will be provided by each child's parent/guardian** for those children participating in summer 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, FWMSH is not responsible for its nutritional value or for meeting the child's daily nutritional needs.
- Lunches should be appropriately portioned for one sitting.

## 2.28 Birthday/Holiday Treats

Favors of any kind are not permitted to be shared with other children in the class.

## 2.29 Animals

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

## 2.30 Discipline and Guidance Policy

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. The goal is for each child to have a positive social, emotional, and educational experience.

Our staff will partner with families to support each child's needs. However, we reserve the right to deny participation in classes or activities for children whose persistent behaviors endanger themselves or the welfare or education of others.

***Parents/guardians recognize receipt of this Discipline and Guidance Policy on the Enrollment Form.***

## 2.31 Photography and Filming

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

### Promotional/Social Media/Publications:

I consent to Museum School, STEM Squad 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.

### Procare©:

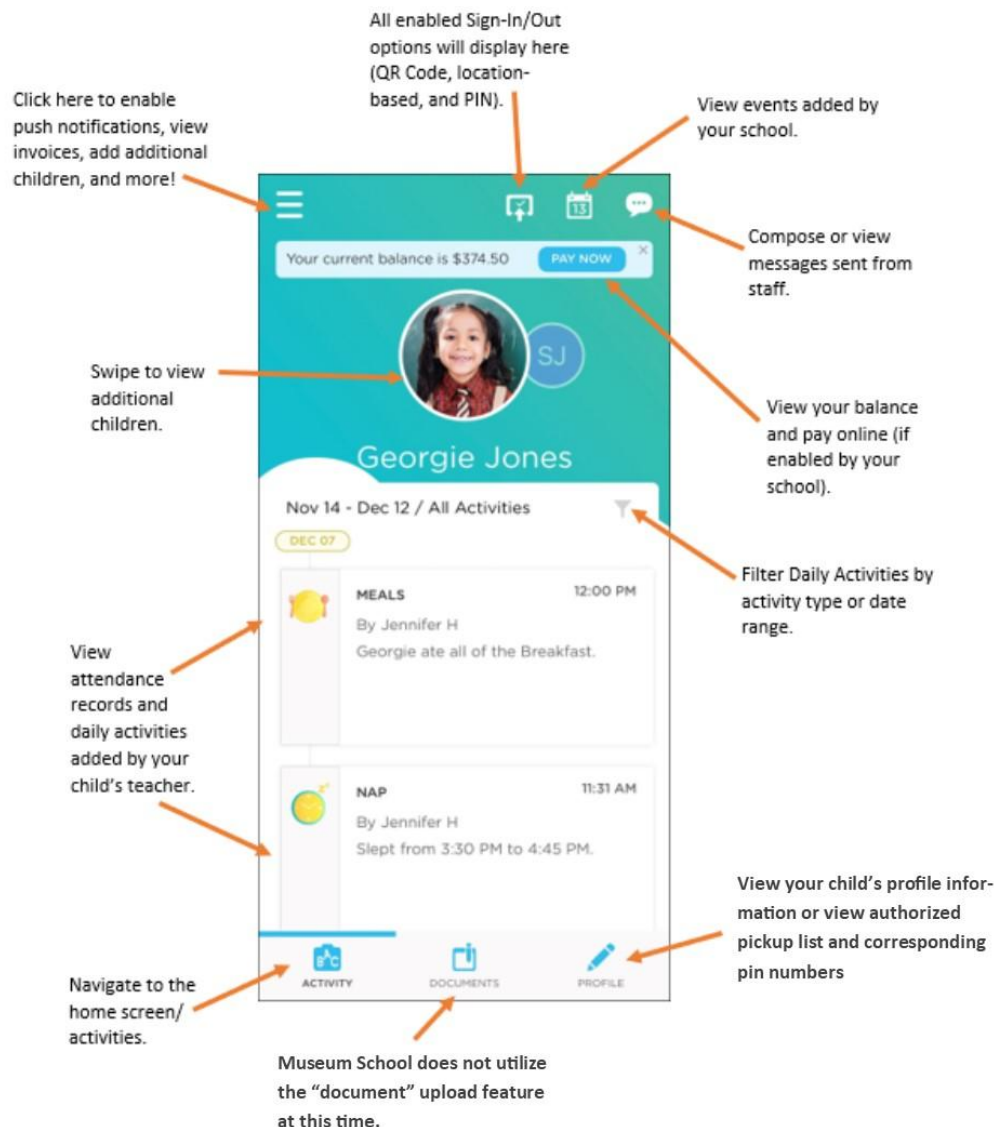
I consent to Museum School taking photos or videos of my child for the Procare© app, allowing me to see my child's daily activities. These photos may also be shared with other families through the app. **Families who do not consent to Promotional/Social Media/Publications use of photos will not receive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

### School Photos:

I consent to my child participating in class photos.

## 2.32 Procare©

Parents/guardians will receive an invitation from Procare© upon enrollment and are strongly encouraged to download the app for ease of drop off/pick up procedures and efficient communication. (see Procare© App Screen Guide below)



### 3 STEM SQUAD CLASS POLICIES

#### 3.1 Enrollment Requirements

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

- Children who attend another 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 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](#).
- **FARE Allergy Action Plan** (if applicable)

#### 3.2 Arrival and Dismissal Procedures

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

Class	Arrival Window for Parking Lot Gate	Dismissal
Fall/Spring	8:50 AM – 9:10 AM	1:55 PM
Summer	8:50 AM – 9:10 AM	1:55 PM

Parents/caregivers must walk children to and from their classroom for arrival and dismissal.

A map of the drop-off car line is provided in [Appendix B](#).

#### 3.3 Lice

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. No refunds or make-up days will be offered. The student may return to class on the 8<sup>th</sup> day with a professional note stating that: 1) All live lice have been removed, and 2) All visible nits have been thoroughly combed out or removed. For example: day 1 is the day the child is sent home or determined to have lice. A child who is sent home or found to have lice on a Tuesday could return to class the following Tuesday, if all conditions are met.

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.

#### 3.4 Parent Communication

We will use the Procure<sup>®</sup> platform to send updates regarding the classroom curriculum.

We are 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 session.

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).

We will utilize the **Procure<sup>®</sup> app** for quickly informing families of an urgent message.



Families are encouraged to add the following phone numbers to their contacts in order to easily recognize a call or email from us:

**817-255-9333**

**817-255-9337**

**682-560-1672**

**817-255-9521**

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 administration.**
- 2) Contact the STEAM Programs Manager at [dmackey@fwmsd.org](mailto:dmackey@fwmsd.org) or 817-255-9521.

### 3.5 Fall/Spring Schedule of Classes

Date	Class Title
October 12, 2026	Gross-ology
November 23, 2026	Animal Architects
December 21, 2026	Evergreen Engineers
February 15, 2027	Crash Test Capers
March 15, 2027	Egg-ceptional Animals

### 3.6 Fall/Spring Tuition & Payments

Fall/Spring Class Fee: \$90 per class enrolled

\*All fees and tuition payments are non-refundable

An invoice will be generated through Procure® for each enrolled class.

The child's placement will be relinquished if the 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.

### 3.7 Summer Schedule of Classes

Date	Class Title
June 1-4	Anatomy Academy
June 8-11	Wild About Weather
June 15-18	Muse Crews
June 22-25	All-Star STEM

### 3.8 Fall/Spring Tuition & Payments

Summer Class Fee: \$510 per class enrolled

\*All fees and tuition payments are non-refundable

An invoice will be generated through Procure® for each enrolled class.

The child's placement will be relinquished if the 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.

### 3.9 Refunds and Withdrawals

CIRCUMSTANCE	REFUND & WITHDRAWAL POLICY
A parent wishes to withdraw their child from a class.	<b><i>Each payment is non-refundable.</i></b>
A child is absent from classes for <b>any</b> reason.	No refunds or make-up days will be offered.
Class is cancelled inclement weather.	No refunds or make-up days will be offered.
Class does not begin as expected, must be delayed or canceled <b>at any time, for any reason.</b>	STEM Squad 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 a 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 the school year.*

### 3.10 Arrival and Dismissal Procedures

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

Class	Arrival Window for Parking Lot Gate	Dismissal
Fall/Spring	8:50 AM – 9:10 AM	1:55 PM
Summer	8:50 AM – 9:10 AM	1:55 PM

Parents/caregivers must walk children to and from their classroom for arrival and dismissal.

A map of the drop-off car line is provided in [Appendix B](#).

### 3.11 Required Medical Forms

[see Section 3: Enrollment Requirements](#)

### 3.12 Curriculum

STEM Squad uses developmentally appropriate, experiential, engaging, project-based learning to foster curiosity, imagination, and ingenuity. With our science specimens, historical artifacts, and engaging exhibits, students are encouraged to explore, imagine, and inquire. STEM Squad class topics vary each session, always keeping an engineering focus with a creative slant. Activities are designed for students to construct their own knowledge of the world through hands-on experiences.



### **3.13 Halloween**

Due to the nature of STEM Squad, Halloween costumes are not suitable.

## **4 FIREARMS AND OTHER WEAPONS**

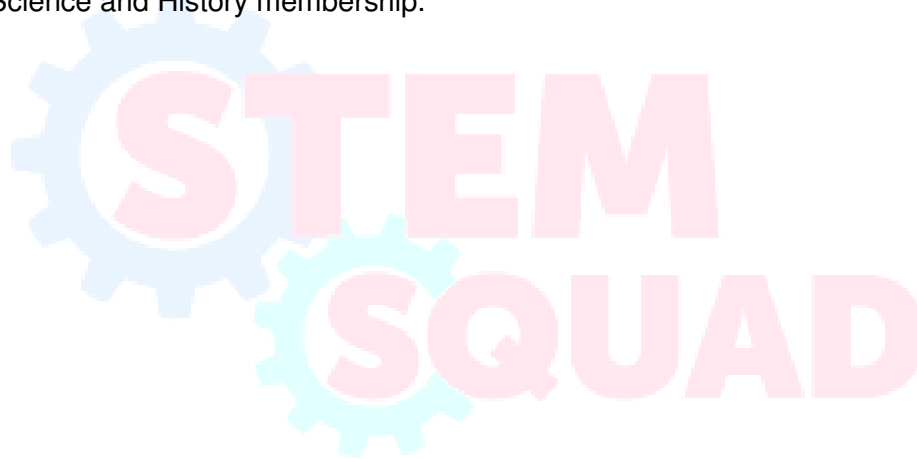
Law enforcement officials and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm may have firearms or ammunition on Museum premises while on duty. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited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

## **5 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.

## **6 MUSEUM MEMBERSHIP**

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



## 7 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 2024-2025 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>

## 8 ASSUMPTION OF RISK AND WAIVER OF LIABILITY

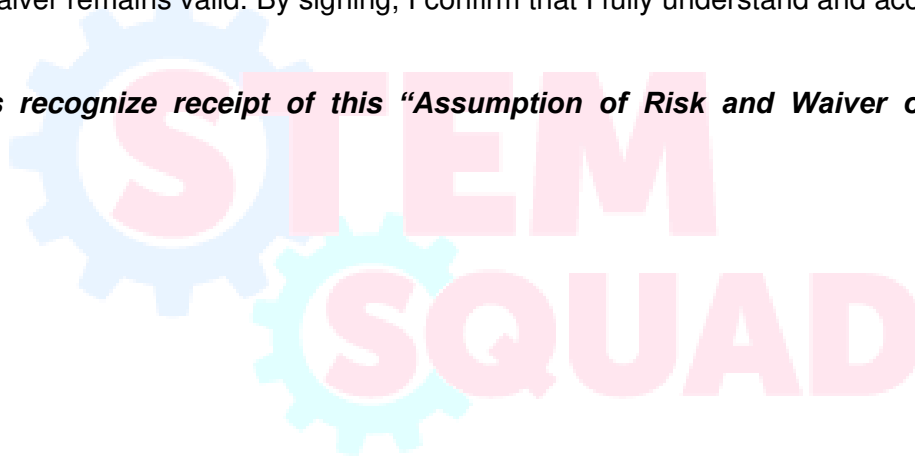
I acknowledge that COVID-19 and other communicable diseases are highly contagious and may spread through person-to-person contact. Although the Fort Worth Museum of Science and History has implemented measures to reduce transmission, I understand that attendance may increase the risk of exposure to and 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 FWMSH, 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 FWMSH 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 STEM Squad 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: PARKING

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



### STEM SQUAD PARKING PASS

Please place this pass on your dashboard, visible to the security staff, or pull it up on your mobile device. A member of the FWMSH security team will begin letting cars into the Museum School lot **10 minutes before arrival/dismissal**. Please escort your students in/out of Museum School. PASS IS ONLY VALID ON YOUR CLASS DAY.

The Museum School parking lot is located on Lansford Lane directly across from the Western Heritage Garage. For navigation purposes, you can use 1401 Lansford Lane.

Please do not block the gate if you arrive early. We have staff entering and exiting the lot to pick up materials for off site programs throughout the day.

