



**FORT WORTH
MUSEUM
SCHOOL®**

PARENT HANDBOOK

Fall/Spring 2018-2019



1600 Gendy Street
Fort Worth, TX 76107

Museum School Office: 817-255-9333
Email: museumschool@fwmsh.org

FALL/SPRING 2018-2019 SCHOOL YEAR

My child's classroom is _____ DAY _____

9:00-11:30 am

12:30-2:30 pm

9:00 am-2:30 pm

Teachers' names and phone numbers:

Name _____ Phone number _____

Name _____ Phone number _____

Classroom email address _____

Notes _____

2018-2019 MUSEUM SCHOOL CALENDAR

September 10 - 14	2018-2019 School year begins this week Parent and Child Meeting on the first day
September 27	Museum School Open House (more details to come!)
November 19 - 23	Thanksgiving Break
November 26	Classes resume this week
December 17-January 4	Winter Holiday Break
January 7	Classes resume this week
February 4-8	Stock Show Break
February 11	Classes resume this week
March 11 - 15	Spring Break
March 18	Classes resume this week
May 13 - 17	Last week of 2018-2019 Museum School

To be announced:

Preregistration dates for Summer 2019 and Fall/Spring 2019-2020 Museum School

Dear Parents,

This handbook is offered to parents of currently enrolled Museum School students. As the year progresses, we hope that many of your questions will be answered and that you will find this a useful reference throughout the school year.

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

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

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



Erin Pinnell
Museum Preschool Director
epinnell@fwmsk.org
817-255-9337

Philosophy

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

Goals

Children will have first-hand experiences.

Children will develop an appreciation for the natural world.

Children will begin to construct their own knowledge.

Children will gain skills in listening and language acquisition.

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

OPERATIONAL POLICIES AND PROCEDURES

HOURS OF OPERATION

Classes meet Monday, Tuesdays, Wednesdays and Thursdays between the hours of 9:00 am and 2:30 pm and Fridays from 9:00-11:30 am.

ATTENDANCE

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

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

SECURITY / CHILD SAFETY

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

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

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

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

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

Parents waiting in the Museum School lobby or the Parent Resource Room during their child's class should

not open the Museum School doors to admit anyone who rings the doorbell. Museum School staff can hear the doorbell in the office and will come to the door to check who is wanting admittance.

NOTICES

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

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

INCLEMENT WEATHER

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

If the Fort Worth Independent School District has a delayed opening (e.g., 1 or 2 hours late) but does not close classes for the entire day, the morning session of Museum School will be canceled. The regularly scheduled afternoon classes will meet. For either situation, a message will be recorded on the Museum School's voice mail system as soon as possible that morning.

EMERGENCY PROCEDURES

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

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

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

IMMUNIZATION RECORDS

In keeping with the guidelines of the Child Care Licensing division of the Texas Department of Family and Protective Services, **Museum School requires a signed Medical Release Form on all registered students. (continued on the next page)**

IMMUNIZATION RECORDS (continued)

Along with the Medical Release Form, a signed and dated current immunization record OR a signed, dated and notarized affidavit exempting the child from Texas immunization requirements must be submitted by the first day of the child's class.

COMMUNICABLE DISEASES

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

MEDICATION

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

TOILET TRAINING

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

STUDENT BEHAVIOR

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

CLASSROOM VISITATION

Parent visitations are not scheduled on a regular basis. The Museum Preschool Director will be happy to assist parents who have concerns or special requests regarding visitation.

VIDEOTAPING AND PHOTOGRAPHS

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

ANIMALS FROM HOME

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

PARENT RESOURCE ROOM

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

LOST AND FOUND

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

PARKING

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

- Enter the lot from Lansford Lane across from the Western Heritage Parking Garage
- Permit must be visible on the dashboard to the parking attendant when entering the parking lot and must remain on the car dashboard while in the parking lot
- Permit is only valid during your child's class hours on the day your child attends Museum School

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

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

ADDITIONAL PARKING INFORMATION

Last year, the city of Fort Worth began a major renovation of Montgomery Street in preparation for the opening of the new Dickies Arena in January 2019. **During the remaining construction phase there will be times where a lane might be closed or traffic re-routed.** These changes in traffic patterns may not be known until the last minute however, we will be monitoring the situation and will communicate major traffic changes as soon as possible if needed. Please allow a little extra time when bringing and picking up your children for Museum School. We apologize for this inconvenience and appreciate your patience!

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

MUSEUM SCHOOL SNACK

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

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

If something different is served, the specific snack will be posted on the wall outside the classroom on the day it is to be served. Parents should let the teachers know if their child cannot have the day's snack.

HALLOWEEN / VALENTINE'S DAY

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

BIRTHDAYS

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

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

GENERAL INFORMATION

Museum School Office Hours

Monday through Friday • 8:30 am until 4:00 pm

Museum School Telephone:

817-255-9333

Museum School Email:

museumschool@fwmsch.org

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

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

MUSEUM SCHOOL CLASSES FOR SCHOOL-AGE STUDENTS

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

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

A brochure with a complete listing of classes and registration information will be posted on the Museum's website - www.fortworthmuseum.org - shortly before each session begins. To be added to the email list to receive school-age class information, please call or email the Museum School office.

EDUCATION STAFF

Cathy Barthelemy

Executive Vice President of Education

Miki Gabbard

Assistant Education Director

Erin Pinnell

Museum Preschool Director

Visit the Museum online at www.fortworthmuseum.org