



Fall/Spring 2025-2026 Parent Handbook: Operational Policies

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 the 2025-2026 school year 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 3, 2025

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® Fall/Spring 2025-2025 Classes, effective May 30, 2025. **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

Fall/Spring Museum School begins in September and ends in May each school year.

Days and Hours of Operation

Morning & Afternoon Classes

Tuesday through Friday

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

Extended Morning Classes

Thursday and Friday

9:00 AM – 12:30 PM

Extended Day Classes

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

Museum School Address

1600 Gendy Street

Fort Worth, TX 76107

Museum School Administrative Team

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Sarah Oliver

Museum School, Preschool Director

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CHILD CARE REGULATION

A paper copy of the *Museum School Fall/Spring 2025-2026 Parent Handbook* 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.state.tx.us/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.dfps.state.tx.us/Child_Care/



Fort Worth Museum School



Fort Worth Museum School

#museumschoolturtle

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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 2025-2026** are interchangeable and refer to the same period of time.

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

2 ENROLLMENT INFORMATION

For a child to enroll, parents must complete an online Museum School Enrollment Form. Parents are notified with an Admission letter by email. Any changes in enrollment procedures will be posted on the Museum School website and emailed to parents.

2.1 Schedule of Classes

2025-2026 Schedule of Classes *All Classes Meet One Day a Week*					
AGE GROUP	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Age 3 (by 9.1.25)	n/a	Morning 9:00 AM – 11:30 AM OR Extended Day 9:00 AM – 1:55 PM OR Afternoon 12:45 PM – 3:15 PM	Morning 9:00 AM – 11:30 AM OR Extended Day 9:00 AM – 1:55 PM OR Afternoon 12:45 PM – 3:15 PM	Extended Morning 9:00 AM – 12:30 PM OR Extended Day 9:00 AM – 1:55 PM	Extended Morning 9:00 AM – 12:30 PM OR Extended Day 9:00 AM – 1:55 PM
Age 4 (by 9.1.25)	n/a	Morning 9:00 AM – 11:30 AM OR Extended Day 9:00 AM – 1:55 PM OR Afternoon 12:45 PM – 3:15 PM	Morning 9:00 AM – 11:30 AM OR Extended Day 9:00 AM – 1:55 PM OR Afternoon 12:45 PM – 3:15 PM	Extended Morning 9:00 AM – 12:30 PM OR Extended Day 9:00 AM – 1:55 PM	Extended Morning 9:00 AM – 12:30 PM OR Extended Day 9:00 AM – 1:55 PM
Age 5/6 (by 9.1.25)	n/a	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

2.2 Calendar

Important Dates

August 26-29	Meet the Teacher
September 2-5	First Week of Classes
September 30	Fall Open House (5:30 PM – 7:00 PM)
November 25-28	Thanksgiving Break
December 16 - January 2	Winter Break
January 13	Fall/Spring 2026-2027 and Summer 2026 Registration opens for Current Families
February 3-6	Stock Show Break
March 16-20	Spring Break
April 22	Spring Open House
May 5-8	Last Week of Classes

2.3 Enrollment Requirements

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 2, 2025** 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 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](#).

As children receive updated immunizations during the school year, please email a digital copy of the record to registermuschool@fwmschool.org.

In the event a vaccine-preventable disease occurs in the program, 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, 2025); 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)

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.

4 TUITION

4.1 Payments

**All fees and tuition payments are non-refundable. **

Class	Total Class Fees & Tuition	Registration Fee	Payments			
		Due at Registration	Activity/Supply Fee & Tuition #1 July 11		Tuition #2 September 12	Tuition #3 November 7
Morning Class 9:00 AM – 11:30 AM One Day a Week	\$1170	\$150	\$50	\$390	\$390	\$390
Extended Morning Class 9:00 AM – 12:30 PM One Day a Week	\$1638	\$150	\$75	\$546	\$546	\$546
Afternoon Class 12:45 PM – 3:15 PM One Day a Week	\$1170	\$150	\$50	\$390	\$390	\$390
Extended Day 9:00 AM – 1:55 PM One Day a Week	\$2340	\$150	\$100	\$780	\$780	\$780

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 11, 2025. The second Tuition installment will be invoiced with a due date of September 12, 2025. The final Tuition installment will be invoiced with a due date of November 7, 2025.**

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.

4.2 Refunds and Withdrawals

CIRCUMSTANCE	REFUND & WITHDRAWAL POLICY
A parent wishes to withdraw their child from class for the 2025-2026 school year.	Tuition is divided into 3 equal payments (see Section 4.1 Payments). Each payment is non-refundable. July 11, 2025 The deadline to withdraw from the full school year, before the first tuition payment is due. November 7, 2025 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 7, 2025 may attend his/her class through the week of December 9-12, 2025.
A child is absent from classes for any 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 any 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 at any time, for any reason.	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.

Withdraw notification for either the July 11, 2025 or the November 7, 2025 deadlines must be sent by email to museumschool@fwmsb.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.

5 SECURITY / CHILD SAFETY / DROP-OFF AND PICK-UP

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.

5.1 Drop-off and Arrival Procedures

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 Morning	8:45 AM – 9:10 AM	12:30 PM
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 2024-2025 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.*

5.2 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. A Museum School staff member will greet families on Gendy Street at the end of the Museum School sidewalk (at the brick walkway to Will Rogers).

It is imperative that children are picked up promptly at their dismissal time (morning class: 11:30 AM; extended morning class: 12:30 PM; extended day class: 1:55 PM; afternoon class: 3:15 PM). A \$25 late fee will be imposed after the 3rd occurrence of a parent/caregiver not being present to pick the child up from class at the designated dismissal time.

5.3 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.

6 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. Medications 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 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. 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 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](#))

6.1 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 ~~COVID-19~~ and other 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 817-255-9333

6.2 Required Medical Forms

[see Section 3: Enrollment Requirements](#)

6.3 Hand Hygiene Procedures

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

6.4 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.

6.5 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.

- 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 school year; however, parents may choose to take it home and return it weekly.

6.6 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.

6.7 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, 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 child may be provided with a mask.

IF	a child at Museum School is exhibiting signs of illness,	THEN	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 Museum School office must 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 Texas Administrative Code Title 25, Chapter 97 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 24 hours 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 to Museum School 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.

6.8 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. 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.

6.9 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 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. Staff may not apply sunscreen on children.

6.10 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.

6.11 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.

6.12 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 DFPS 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](#).

7 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.

7.1 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.

7.2 Severe Weather

The Museum School Office will notify teachers when the "Shelter" plan will be implemented. Teachers will calmly assemble all children in their designated shelter location.

7.3 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.

8 COMMUNICATION

8.1 Parent Communication

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.

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@fwmsk.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@fwmsk.org to their contacts in order to easily recognize a call or email from Museum School:

817-255-9333

817-255-9337

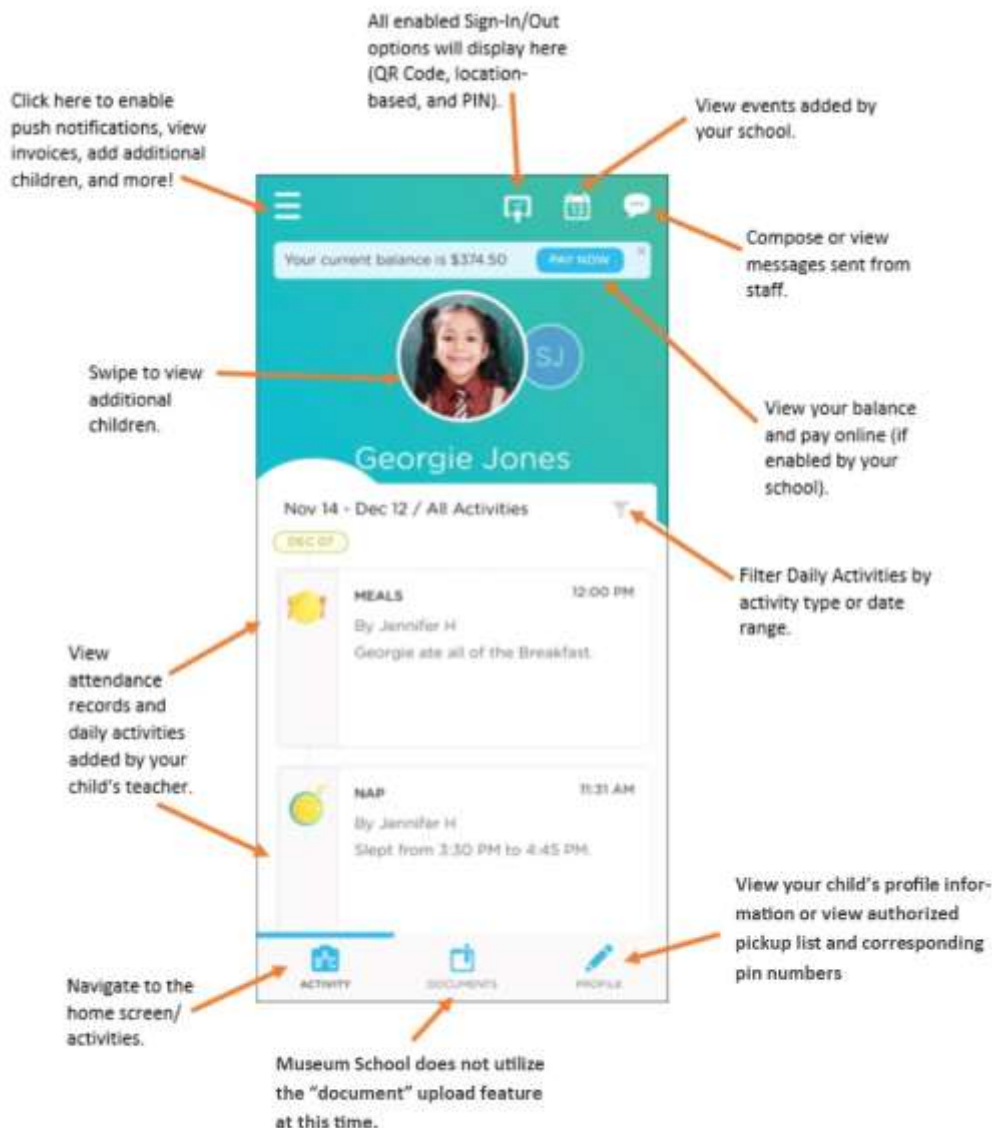
682-560-1672

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@fwmsk.org.
- 3) Contact the Museum Preschool Director at soliver@fwmsk.org or 817-255-9337.

8.2 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)



Changes or additions to the release form should be made by clicking [HERE](#). Procare® 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.

9 GENERAL MUSEUM SCHOOL INFORMATION

9.1 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.

9.2 Curriculum

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. Children have the option to enroll in an extended-day class, where they engage in activities 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 earth science, dinosaurs, and early Texas settlers. Children have the option to enroll in an extended-day class, where they explore engineering concepts through fun 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.

9.3 Student Behavior

Museum School classes are intended for children who can participate in a group setting without parental or one-on-one assistance for extended periods. The school reserves the right to deny participation to children whose persistent behaviors disrupt the learning environment or pose a risk to themselves or others.

The [Discipline and Guidance Policy](#) can be found on page 15 of this document. By signing the Enrollment Form, parents confirm they have received and understand this policy.

9.4 Conflict Resolution

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

9.5 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.

9.6 Assessments

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

9.7 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">○ Clothing that children can easily fasten and unfasten independently○ Underwear○ Shorts & dresses that provide coverage○ Bloomers or shorts under dresses
Highly Recommended	<ul style="list-style-type: none">○ Washable play clothes○ Closed toe shoes○ Tennis shoes (<i>Children in the Extended Day classes will benefit from wearing tennis shoes for Stretch-N-Grow.</i>)
Discouraged	<ul style="list-style-type: none">○ Boots (<i>Exception: "Farm" week for Rabbit & Raccoon Classes; "Cowboys" week for Frog & Turtle classes; "Vaqueros & Cowboys" week for Owl Class</i>)○ Baseball caps
Prohibited	<ul style="list-style-type: none">○ Flip flops○ Dress up/novelty clothing○ Dress up shoes with a heel○ Shirts that expose a child's stomach○ One-piece rompers○ Toys and personal items from home○ Electronic devices○ Pacifiers & bottles

9.8 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.

9.9 Snacks and Drinking Water

Museum School does not routinely provide a snack or scheduled snack time for morning, extended morning or afternoon classes. However, parents will be notified if a special snack, related to the weekly topic, will be served.

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.

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.

9.10 Lunch

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

9.11 Birthdays and Treats

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.

9.12 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.

9.13 Halloween

Due to the nature of Museum School, Halloween costumes are not suitable.

9.14 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 school year.

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.

9.15 Partnership with TCU College of Education

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.

10 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)

11 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.

12 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 asked to agree to the following as part of the enrollment process:

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.

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.

School Photos:

I consent to my child participating in class and individual photos, which will be available for purchase on a password-protected website. No purchase is required.

Parents/guardians have the option to Agree or Disagree to have their child's photo taken for Promotional/Social Media/Publications, Procare®, and school photos on the Enrollment Form.

13 CLASS LISTS

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.

14 MUSEUM MEMBERSHIP

Museum School families may contact membership@fwmsch.org to receive a 10% discount on a Fort Worth Museum of Science and History membership.

15 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, alongside Conscious Discipline techniques. The goal is for each child to have a positive social, emotional, and educational experience.

The Preschool 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 for children whose persistent behaviors endanger themselves or the welfare or education of others.

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.

16 EARLY CHILDHOOD 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 Safety

[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](#)

[Healthy Children](#)

[Potty Training Success Tips](#)

Book: [Potty Mastery: A Child-Centered Approach to Toileting](#)

17 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>.

18 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>

19 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: CURRICULUM SCHEDULE

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

Museum School 2025-2026 Curriculum Topics

Date	3-year-old classes	4-year-old classes	5- & 6-year-old class
	Rabbits & Raccoons	Frogs & Turtles	Owls
August 26-29	Meet the Teacher		
September 2-5	First Week of Class: Welcome to Museum School		
September 9-12	Rabbit	Body	Oceanography
September 16-19	Skunk	Brain	Oceanography
September 23-26	Opossum (SL)	Fish/Shark	Prairie
Sept. 30 – Oct. 3 (Open House)	Fish	Sea Mammals	Prairie (SL)
October 7-10	Bat	Small Rodents	Speleology: Cave
October 14-17	Spider	Large Rodents (SL)	Cave
October 21-24	Snake (SL)	Bears	Urban (SL)
October 28-31	Squirrel	Ringtails (SL)	Urban
November 4-7	Armadillo	Weasels	Lone Star Dinosaur
November 11-14	Lizard	Canines (SL)	Lone Star Dinosaur
November 18-21	Turkey	Felines	Geology: Mountains (SL)
November 25-28	-----Thanksgiving Break-----		
December 2-5	Deer	Ungulates	Forest I
December 9-12	Tree	Small Reptiles (SL)	Forest II (SL)
December 15 - January 2	-----Winter Break-----		
January 6-9	Coyote	Large Reptiles (SL)	Anthropology: Vaqueros & Cowboys
January 13-16	Bobcat	Dinosaurs	Astronomy: Space
January 20-23	Dinosaur	Simple Machines	Astronomy: Space
January 27-30	Farm	Cowboys	Planetarium
February 2-6	-----Stock Show Break-----		
February 10-13	Prairie Dog (SL)	Space	Engineering 101
February 17-20	Earth, Moon & Sun	Planetarium	Meteorology: Weather
February 24-27	Planetarium	Backyard Birds	Ecology
March 3-6	Alligator	Birds of Prey	Ecology
March 10-13	Raccoon (SL)	Texas Settlers	Desert (SL)
March 16-20	-----Spring Break-----		
March 24-27	Fox	Rocks & The Rock Cycle	Desert
March 31 – April 3	Bee	Decomposers	Biology: Pond (SL)
April 7-10	Bird	Water & The Water Cycle	Pond
April 14-17 (Open House)	Ladybug	Amphibians (SL)	Wildflowers & Pollinators
April 21-24	Owl	Botany	Nature's Builders
April 28 – May 1	Turtle (SL)	Insects	Botanical Gardens
May 5-8	Frog	Arachnids (SL)	Our Exceptional Year

1.3.25 (Topic order is subject to change.)

APPENDIX B: CAR LINE MAP

Museum School

MAP FOR STUDENT DROP-OFF AND PICK-UP

