



FORT WORTH MUSEUM  
SCIENCE AND HISTORY

# MUSEUM SCHOOL & STEM SQUAD

**Summer 2025 Parent Handbook:  
Operational Policies**

Dear Parents,

For 75 years Museum School and the Fort Worth Science and History Museum have introduced hundreds of thousands of children to the wonders of the world around them. The Museum's education programs foster a love for learning... from the wondrous science specimens and historical artifacts of our large teaching collections to the master educators who brilliantly connect children's imaginations to nature in their own backyard and times long ago. Children are encouraged to discover and dream of becoming astronauts, engineers, historians, paleontologists and so much more through their encounters with real objects and real stories. The Museum prides itself on its developmentally appropriate, experiential, engaging learning environments.

We look forward to fun-filled classes and welcoming your child to Summer 2025 classes at the Museum!

Sincerely,

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## Philosophy

The Museum'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

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® and STEM Squad Summer 2025 Classes, effective January 7, 2025. **The policies may change at any time for any reason; families will be notified of changes and updates will supersede previous versions.**

**Summer 2025 Museum School and STEM Squad programs begin June 2 and end July 31.**

## DAYS AND HOURS OF OPERATION

Monday through Friday

Morning 9:00 AM - 11:30 AM  
Afternoon 12:30 PM - 3:00 PM  
Full Day 9:00 AM - 3:00 PM

## GENERAL INFORMATION

### Office Hours

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

### Telephone

Museum School: 817-255-9333  
STEM Squad: 817-255-9521

### Museum School Email

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

### STEM Squad Email

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

### FWMSH Address

1600 Gendy Street  
Fort Worth TX 76107

## CHILD CARE REGULATION

A paper copy of this *Summer 2025 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](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/](https://www.dfps.state.tx.us/Child_Care/)



Fort Worth Museum School



Fort Worth Museum School

#museumschoolturtle

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## 1 DEFINITIONS

**Museum School** may be used interchangeably with STEM Squad and refers to all programs referenced in this handbook for children who will be age 4 by September 1, 2025 to rising 4<sup>th</sup> graders in the 2025-2026 school year.

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.

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

**Summer** and **Summer 2025** 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 Enrollment Form. Parents are notified with an Admission letter by email. Any changes in enrollment procedures will be posted on the FWMSH website and emailed to parents.

### 2.1 Schedule of Classes

		June 2-5	June 9-12	July 14-18	July 21-24
Museum School	Age 4 by 9/1/2025	Stomp, Chomp & Roar, Dinosaur	Stomp, Chomp & Roar, Dinosaur	3, 2, 1... Blast Off!	3, 2, 1... Blast Off!
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
		Rambling River	Rambling River	Seaside Explorers	Seaside Explorers
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
STEM Squad	Age 5 by 9/1/2025	I Dig Dino's	I Dig Dino's	To the Moon and Beyond	To the Moon and Beyond
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
		Around the Trinity River	Around the Trinity River	Ocean Quest	Ocean Quest
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
STEM Squad	Rising 1 <sup>st</sup> – 4 <sup>th</sup> Grade Students in the 2025-2026 School Year	Superhero Science	Superhero Science	Spy Academy	Spy Academy
		1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
		Beach Bash	Beach Bash	Eco-Adventures	Eco-Adventures
		3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>
STEM Squad	Rising 1 <sup>st</sup> – 4 <sup>th</sup> Grade Students in the 2025-2026 School Year	1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>	1 <sup>st</sup> & 2 <sup>nd</sup>
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM
		Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM	Afternoon 12:30 – 3:00 PM
		Beach Bash	Beach Bash	Eco-Adventures	Eco-Adventures
		3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>	3 <sup>rd</sup> & 4 <sup>th</sup>
		Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM	Morning 9:00 – 11:30 AM

## 2.2 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:

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

- **Students enrolled in Museum School 2024-2025 school year have their forms on file and no further action is required.**
- Children who attend another school away from Museum School must have a signed statement that the child's required immunization record or a signed, dated and notarized affidavit exempting the child from Texas immunization requirements are on file at the other school. Parents must provide the name, address and phone number for the school.
- Children who do not attend another school away from Museum School must submit a **Current Immunization Record** signed and dated by a medical professional with the medical professional's address and phone number; or a signed, dated and notarized Official Exemption Affidavit from the Texas Department of State Health Services exempting the child from Texas immunization requirements. Information about immunization requirements can be found [HERE](#). Information about Exemption Affidavit requirements can be found [HERE](#).
- **FARE Allergy Action Plan** (if applicable)
- 

## 3 STUDENT ATTENDANCE

Please notify the office via email or the Procare® app if your child will be absent.

## 4 TUITION

### 4.1 Payments

Program	Class Time	Non-Refundable Fee
MUSEUM SCHOOL	9:00 AM – 11:30 AM or 12:30 PM – 3:00 PM	\$250
STEM SQUAD	9:00 AM – 11:30 AM or 12:30 PM – 3:00 PM	\$255
LUNCH BUNCH (STEM SQUAD ONLY)	11:30 AM – 12:30 PM	\$40

**All class fees are non-refundable.** The full class fee is due upon receipt of the Admission Letter and invoice. The child's placement will be relinquished if the 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.

An invoice will be generated through Procare®. Payment may be made by credit card or ACH bank transfer; cash and checks are not accepted. Families are able to enable auto-pay in their Procare® 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 Procare® 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 a Summer 2025 class session.	A parent/guardian may withdraw from a class by sending an email notice to Museum School <a href="mailto:museumschool@fwmsch.org">museumschool@fwmsch.org</a> or STEM Squad <a href="mailto:dmackey@fwmsch.org">dmackey@fwmsch.org</a> . <b>All class fees are non-refundable.</b>
A child is absent from classes for <b>any</b> reason.	No refunds or make-up days will be offered.
A class is canceled because the minimum enrollment requirement is not met.	Families will be contacted by telephone or email regarding an alternate class. If a suitable alternate class is not available, a 100% refund of fees will be provided.
A class is canceled for <b>any</b> reason, other than minimum enrollment requirements.	No refunds or make-up days will be offered.
The program does not begin as expected or must be delayed or canceled <b>at any time, for any reason.</b>	The 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.

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

## 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 Procare<sup>®</sup> pin.

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

PIN numbers for all authorized individuals may be located in your child's Procare<sup>®</sup> account (see [Procare<sup>®</sup>](#)). Changes or additions to the release form should be made by emailing [museumschool@fwmsch.org](mailto:museumschool@fwmsch.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 if the school will remain locked. If a parent should need to access the school, please contact the administrative team via the Procare<sup>®</sup> app.



## 5.1 Arrival and Dismissal Procedures

Families will park in the Museum School Parking Lot during arrival and dismissal. Each family will receive a digital parking card for their dashboard. Signs may be printed and displayed on the dashboard or shown to security on a phone when entering the parking lot.

Parents/guardians/caregivers will **walk their child(ren) to and from the classroom.**

Class	Arrival Window for Parking Lot Gate	Dismissal
<b>Morning</b>	8:50 AM – 9:10 AM	11:30 AM
<b>Afternoon</b>	12:20 PM – 12:40 PM	3:00 PM

## 5.2 Late Arrival/Pick-Up

It is important for children to arrive on time and be picked up promptly; after-care is not available. In the event that the Museum School Parking Lot gate is closed upon arrival, please send a Procare® message. A staff member will greet families on Gendy Street at the end of the Museum School Parking Lot sidewalk (at the brick walkway to Will Rogers).

A \$25 late fee may be imposed when a parent/caregiver is not 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 intended for climbing.** 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: Epinephrine & Medical Emergencies](#)).

Parents should 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 office **prior to the first day of class or as soon as possible with a new diagnosis** to discuss the child's condition. There is not a medical professional on staff; therefore, the administration and care of a medical condition may be outside of the scope of the staff.

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 for 20 seconds). ([see 6.1 Family Partnership and 6.3: Hand Hygiene Procedures](#)) 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 6.4 Cleaning and Disinfecting](#))

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 classes. Please consider the following practices prior to your child attending class.

## 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 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 each morning 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 staff monitors changing guidelines and protocols for COVID-19 and other communicable diseases. All staff members are required to complete training for infection control. Although infection control strategies are utilized, sending a child is not without risk.

## 6.2 Required Medical Forms

[see 2.2: 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 Epinephrine & Allergic Reactions

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 enrolled week of class; however, parents may choose to take it home and return it daily.

## 6.6 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. The program 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 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. The child may be provided with a mask.

<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 <b>within 20 minutes</b> 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 education 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,		<b>all three</b> 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.**

## 6.7 Accidents & Medical Emergencies

It is important to act quickly and surely on behalf of the child. 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 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 deems it is necessary to call 911, the call will not be canceled under any circumstance. An AED device is located outside of the Museum School office.

## 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 administrative team. Children should be dressed appropriately to play outside 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 Abuse and Neglect

The staff is 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 <https://www.txabusehotline.org/Login/Default.aspx>.

# 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 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/Inclement Weather

The **Procare© app** will be utilized to inform families of class schedule changes due to inclement weather.

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

## 8 COMMUNICATION

### 8.1 Parent Communication

Changes in policy and procedures or other pertinent information will be sent to the primary email on the enrollment form.

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

**Families are encouraged to add the phone number and email address for their child's program to their contacts in order to easily recognize a call from the school.**

Sarah Oliver  
Museum School, Preschool Director  
[museumschool@fwmsch.org](mailto:museumschool@fwmsch.org)  
817-255-9333  
817-255-9337  
682-560-1672

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

Email will be utilized whenever possible as an additional method of communication.

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

- 1) Contact the administration through their child's Procare® account. **This is the quickest method for reaching the administration.**
- 2) Contact the program administrator at the phone number or email address provided above.

### 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 and click [HERE](#) to learn how to use the app)





## 9 GENERAL INFORMATION

### 9.1 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 10 to 14 children. Classes have a 1:5, 1:6 or 1:7 teacher to student ratio. Each class has two lead teachers.

### 9.2 Student Behavior

Summer classes are designed for children who are able to remain in a group setting without one-on-one assistance for an extended period of time. *Museum School and STEM Squad reserve the right to deny participation in classes and activities to children who exhibit behavior(s) which prohibit classmates and staff from engaging in an optimal learning environment or endanger themselves or the welfare or education of others. Behavior may result in dismissal from the program; fees are non-refundable if a child is sent home or dismissed from the program.* The [Discipline and Guidance Policy of Fort Worth Museum School](#) is located on page 12 of this document. In signing the Enrollment Form, parents are confirming receipt and understanding of the Discipline and Guidance policy.

### 9.3 Toilet Independence

The children's bathrooms are located in the classrooms. The toilets are child-size and have automatic flushers. Children must be consistently toilet-trained and toilet-independent to be eligible for enrollment. The classrooms are not licensed or equipped for diaper changing; therefore, **pull-ups and diapers are not permitted.**

Classes are designed for children who can remain in a group setting without caregiver assistance, are toilet trained, and able to use the restroom without assistance. Parents will be called to pick up children in the event of a restroom accident.

#### Toilet independence characteristics to consider:

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

### 9.4 Clothing & T-Shirts

Students will receive 1 colored t-shirt for each week enrolled (*included in tuition*) and are asked to **wear the shirt each day**. Additional shirts may be purchased for \$10 each.

The engaging classrooms feature a multitude of learning and play materials. Children should be dressed appropriately for a school environment. For safety purposes and in order to fully engage in activities, please refer to the chart below.

Required	<ul style="list-style-type: none"> <li>✓ Bloomers/shorts under dresses</li> <li>✓ Underwear</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clothing that easily fasten &amp; unfasten independently</li> <li>✓ Shorts &amp; dresses that provide coverage</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>✓ Electronics</li> <li>✓ Toys and personal items from home</li> <li>✓ Flip flops</li> <li>✓ Dress up/novelty clothing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Dress up shoes with a heel</li> <li>✓ Shirts that expose a child's stomach</li> <li>✓ One-piece rompers</li> <li>✓ Pacifiers &amp; bottles</li> </ul>

### 9.5 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. Caregivers are asked to sign a waiver prior to their child attending class.

## 9.6 Snacks and Drinking Water

Due to the short nature of the classes, snacks are not routinely provided for morning or afternoon classes. However, parents will be notified if a special snack, relevant to the topic, is being served. Parents will provide a reusable water thermos/bottle.

Children should bring an 8–12-ounce **reusable thermos/bottle of CLEAR, UNFLAVORED WATER** to class each day, clearly labeled with the **child's first and last name**. Water bottles should be child size and easily accessible for the child to open **independently**.

## 9.7 STEM Squad Lunch Bunch

**Lunch will be provided by each child's parent/guardian** for those children participating in Lunch Bunch.

- **All lunches must be free of peanuts and tree nuts.**
- Glass containers are not permitted.
- There is no refrigeration or heating of meals in a microwave; it is recommended that a cold pack be used in lunchboxes for foods that need to be kept cool.
- Children are encouraged to open containers independently. However, teachers will assist and/or cut the top off of a package as needed.
- As parents/guardians are providing the child's lunchtime meal from home, the school is not responsible for its nutritional value or for meeting the child's daily nutritional needs. Parents are encouraged to follow the USDA guidelines for providing milk and/or a dairy product.
- Lunch foods are limited to lunch time and should be an appropriate serving size for one sitting. Food that is not consumed will be disposed of and not returned home.

## 9.8 Birthdays and Treats

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

## 9.9 Animals

Health regulations require that no live animals – other than Museum animals, official guide/hearing/service dogs or registered animal therapy teams – may be in the building or classroom at any time. Staff and children practice best hygiene and hand washing practices when coming in contact with a Museum animal and items used by that animal. Museum animals are required to have a statement of health from a veterinarian.

## 9.10 Field Trips/Excursions

In order to support the Museum School Philosophy and Goals, classes will periodically walk to the Fort Worth Museum of Science and History exhibits to enhance the curriculum. Teachers will walk their class into the Museum. As all classes take place at the Fort Worth Museum of Science and History, transportation is not required. Parents/guardians are required to sign the Field Trip waiver in the Enrollment Form.

# 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

Throughout the summer, Museum staff (*designated as **we/our***) may take photographs and videos of your child, both in the classroom and at Museum-sponsored events. We may use these photographs and videos, for example, at special events, in promotional publications, and on the Museum School and Fort Worth Museum of Science and History (FWMSH) websites and/or social media platforms. Therefore, as part of the admission process, we provide the option for parents/guardians (designated as *I* in the statements below) to enter into the following agreements as designated on the Enrollment Form.

**PROMOTIONAL/SOCIAL MEDIA/ PUBLICATIONS:** I agree that Museum School and its agents may take photographs or video of my child both in the classroom and at any Museum-sponsored activity, and that Museum School may use these photographs for any legal purpose related to the internal or external promotional and informational activities of Museum School and the FWMSH, including publishing these photographs on any internal or external Museum School or FWMSH website or social media platform and in printed Museum School and FWMSH publications. Museum School and its agents will never identify a child by name in a publication, on a website or social media platform.

**PROCARE®:** I agree that Museum School and its agents may take photographs or video of my child in the Procare® app so that I can see my child participate in daily classroom activities. I understand that my child may be photographed engaged in activities with other children and those photos may be shared with other families in the classroom through the Procare® app. These photos are taken through the app and are not stored on any one individual's camera roll.

*Parents/guardians have the option to Agree or Disagree to have their child's photo taken for **PROMOTIONAL/SOCIAL MEDIA/ PUBLICATIONS** and **PROCARE®** on the Enrollment Form.*

### 13 DISCIPLINE AND GUIDANCE POLICY FOR MUSEUM SCHOOL

Discipline is individualized and consistent for each child, appropriate to the child's level of understanding and is directed at teaching self-control. Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be employed.

Teachers utilize praise and encouragement for good behavior and will establish behavior expectations by using clear, positive statements.

There will be no harsh, cruel, or unusual treatment of any child and no child shall ever receive corporal punishment. If a child does not respond to redirection or guidance, a brief, supervised separation may be used, in combination with Conscious Discipline techniques. It is the goal of all staff members for children to have a positive social, emotional and educational experience. The staff will partner with families to meet the needs of each child. However; Museum School and STEM Squad reserve the right to deny participation in classes and activities to children who exhibit persistent behaviors which endanger themselves or the welfare or education of others. Museum School and STEM Squad follow 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 157-159).

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

### 14 ACKNOWLEDGMENT AND WAIVER

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.

***Parents/guardians recognize receipt of this Acknowledgment and Waiver on the Enrollment Form.***