



Summerfield Academy is a unique school for children six weeks through ten years old. It was founded in 1985 by Joyce Harlow and is now owned by one of her first students, April Lord Ruzicka. At Summerfield children learn through active exploration and involvement in a thematic literature based curriculum. Summerfield teachers facilitate the learning process by creating a wide variety of environments for the children to explore and experience. Each child enjoys the freedom to advance at his or her own developmental level in an environment conducive to learning. The curriculum is designed to be developmentally appropriate for each age level. "Summerfield Academy is a child's window to the world!"

"It's been over 30 years since I was a student at Summerfield and I still remember specific activities and books that were used in conjunction with the lessons that were taught. That says a lot about the powerful impact Summerfield's unique curriculum has on a child!"

**- April Lord Ruzicka**

*Summerfield Academy Owner & Former Student*

## **Philosophy**

Summerfield Academy is committed to providing a developmentally appropriate educational program where children can feel safe and loved. Summerfield teachers strive to meet the social, emotional, physical, and intellectual needs of each child. Likewise, children are encouraged to develop a feeling of competence, autonomy, and positive self-concept. Summerfield Academy strives to create an environment based on respect between children, parents, and teacher.

## **Staff**

Summerfield Academy's staff is dedicated and energetic early childhood professionals. They are trained in child development, early childhood programs, child guidance, and CPR and First Aid. An FBI background check and fingerprinting is required for all employees every two years. Drug testing may also be required. Teachers are required to receive 24 hours of training each year. Directors are required to receive 30 hours of training each year. Summerfield will provide regular training opportunities that will address the following areas: health and safety, child growth and development, planning learning activities, staff training and development, guidance and discipline techniques, linkages with community services, communication and relations with families, and detection of child abuse. All staff must complete an approved first aid and CPR course within 90 days of their employment and repeat it as necessary.



## **Physical Facilities**

Summerfield Academy includes an open floor plan and was designed with young children in mind. Each classroom is spacious and well equipped. The restrooms and water fountains are easily accessible for small children. Summerfield also includes a fully equipped kitchen with an experienced cook who serves a nutritious breakfast, lunch and two daily snacks. The library houses many books for the children and teachers.

For privacy, nursing mothers may nurse their baby in the Nursing Nook located in the infant room.

The one acre outdoor playground is one of the largest preschool playgrounds in the area and is equipped with licensed playground equipment carefully selected for the safety and enjoyment of each age group and is geared for optimum use by the children. In addition to the playground, Summerfield Academy also has a greenhouse, a luscious garden, two beautiful orchards and a nationally certified butterfly garden.

Summerfield Academy is a Gang-Free Zone under House Bill 2086, chapter 42 of the Human Resource Code section 42.064. Detailed information regarding the Gang-Free Zone is posted on the parent bulletin board located in the front of the school. Copies will be handed out upon parent's request.

## **Hours of Operation**

Summerfield Academy provides full-time care for children 6 weeks through five years old. The hours are Monday through Friday, 6:30 a.m. to 6:30 p.m.

## **Holidays**

Summerfield Academy will be closed on New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve and two days at Christmas (depending on the calendar year). Summerfield will also close at 4:30p.m. on New Year's Eve. Tuition is not reduced for these holidays.

## **Parent Information Bulletin Board**

The bulletin board is located on the wall directly across from the fish tank and includes announcements for parents and/or caregivers to view and read. Please take time to scan the bulletin board regularly to keep informed of Summerfield's happenings and/or announcements.

## **Director-Parent-Teacher Communication**

Teachers post their curriculum and class events on the bulletin boards outside each room to keep parents informed of the various happenings at Summerfield.

Conferences and observation of your child's classroom are encouraged. Parents are welcome to visit the school at any time. If interested, you may call the school to schedule a conference with the owner, directors and/or your child's teacher.



Written notice of any changes made to the policies and procedures will be sent home to be signed by the parent and returned to school the next day to be filed. Parents are welcome to call the school and discuss any questions or concerns about the policies and procedures with the director on staff. .

### **Absences**

Please notify the school by 9:00 a.m. if your child will not be attending that day or is absent due to a specific illness, as the posted health alert is updated on a case-by-case basis.

### **Vacation/Sick Time**

Two weeks of vacation/sick time will be allowed at half the weekly tuition rate per week taken. Vacation/sick time accrues from the beginning of each school year. It does not accumulate and cannot be carried over to the next year. Full payment is expected at all other times. Children enrolling during the school year will receive a pro-rated vacation time as agreed upon between the parents and director. Prior written or verbal notice to the director one week needed to be eligible for vacation credit. Vacation/sick time must be taken in weekly increments.

### **Early Withdrawal**

To provide the best care for your child, a two week written or verbal notice is required to withdraw your child from Summerfield. If a two week notice is not

given, you will be billed for the equivalent of two weeks tuition.

If you plan to withdraw your child during the summer, a registration fee must be paid in advance to reserve a place for your child when school resumes in August. Any time a child is gone for more than two weeks without payment of the regular weekly tuition, the child is dropped from the enrollment list and the vacancy will be filled. In order to enroll your child again, an opening will have to be available and a new registration fee paid.

### **Records Policy**

Enrollment forms, health records and all other information about your child is confidential and will only be accessible to you, the school directors, your child's teachers and any person designated by the state licensing department to review Summerfield Academy's records for licensing purposes.

### **Minimum Standards**

A copy of Minimum Standards, Licensing Reports, Fire Marshall's Inspection Report, and the Health Department Sanitation Inspection is available by request. To contact Licensing please call (936) 756-1551. In order to view Licensing's website go to: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).



## **Inclement Weather/School Closures**

Summerfield Academy reserves the right to close due to weather conditions. We follow the Klein Independent School District's inclement weather closings. Check the local radio and TV reports or call the school to see if it is open. During weather emergencies including: tornadoes, flooding and hurricanes – all children will be taken to their “safe room” inside the building until the all clear is given.

## **Educational Program & Curriculum**

Each age group has its own literature-based curriculum specifically geared to the age-appropriate developmental skills of children. Each teacher selects specific books to develop a theme and utilizes those books to present concepts pertinent to the stage of development of the children. Incorporated into the curriculum are opportunities for music, creative art, learning centers, directed activities and outdoor fun. On campus field trips will be scheduled during the summer.

### **Infants**

Young children learn through play, Summerfield's Infant care program is designed to provide infants with the skills that serve as building blocks for a lifetime of learning. Summerfield Academy provides a safe and nurturing "home away from home" where infants can explore and make new discoveries.

Summerfield is committed to making this first transition away from home easy and natural for you and your child. The low teacher/infant ratio insures that your child receives nurturing care and personal attention in a safe environment to grow and develop into young learners.

Summerfield's Infant Curriculum takes into account that development and learning begin prenatally and continue throughout life. The young infants are immersed in curriculum that invites and promotes multiple



opportunities for motor and sensory development. Their cognitive skills are developed through age appropriate activities that invite them to interact with the environment and demonstrate eagerness, curiosity, persistence, creativity and problem-solving. Literacy and language development are highly nurtured in all of our classrooms, at a developmentally appropriate level. Infants at Summerfield Academy participate in weekly Gymboree classes to facilitate the gross motor and developmental milestones of your young little one.

As part of Summerfield's Infant Program, you will receive a daily report providing individualized information about their day.

## **Toddlers**

Toddlers have a lot to learn and experience. This age is very exciting for families because of how mobile and interactive toddlers are. As toddlers develop friendships, self-esteem, and curiosity, Summerfield's Toddler program will help them explore their world in a safe and nurturing environment.

Summerfield's unique early childhood curriculum is based on the philosophy that children learn best through hands-on experiences. The curriculum guides the classroom with individualized attention to each student. Each day is filled with fun activities that excite and help toddlers develop in ways that give them the comfort and confidence to grow and develop both cognitively and socially.

## **Two and Three Years Old**

Summerfield's two and three year old programs allow young children to be initiators, explorers, and self-learners. The environment is intellectually challenging and emotionally nurturing. Play, exploration, and interaction with other young children is encouraged. Teachers provide a variety of experiences that the children actively participate in. Consistency and clearly defined limits and expectations are also used to develop self-discipline and positive self concept.

## **Four and Five Years Old**

The four and five year old programs provide children with the opportunity to explore reading, writing, mathematics, science, social studies, and creative arts.

Summerfield's curriculum is developmentally appropriate and encourages children to explore their interests and use their emerging skills. A wide variety of experiences and environments are used throughout the year to promote cooperative learning, cultural awareness, problem-solving, and life skills. Finally, local educational trends are carefully monitored so that our students will be well prepared for entry into both public and private sectors.

## **Schoolers: Before & After School**

Summerfield Academy recognizes the growing physical, intellectual, and social competence of the increasingly



independent school-age child. Our before and after school program will provide your child with an engaging, comfortable, and stimulating environment.

Summerfield's innovative before and after school program allows school-age children to balance learning and fun through a variety of experiences. Eager to achieve socially and academically, while expanding their knowledge of the world, schoolers seek new challenges, close friendships, and increasing responsibilities.

From homework help to fun physical activities, Summerfield's after school program is designed to support your child's academic needs.

<b>Before School</b>	<b>After School</b>	<b>Before &amp; After School</b>
6:30 - 8:10 a.m.	2:50 - 6:30 p.m.	6:30 - 8:10 a.m. 2:50 - 6:30 p.m.

### **Transportation**

"Sunny," the official Summerfield van, is used to transport schoolers on summer off-campus fieldtrips and to and from their elementary school in the mornings and afternoons during the regular school year. Each seat in the van is equipped with a child booster seat for safe traveling. For the schoolers program (before and after school) the van leaves Summerfield no later than 7:45 a.m. and returns back to Summerfield in the afternoons no later than 3:45 p.m.

### **Discipline and Child Guidance**

Summerfield provides a loving, supportive environment where children are treated with fairness and respect. Discipline and guidance are consistent and part of the learning process. Corporal punishment is not used and discipline is never associated with food or rest. Instead, teachers help children gain self-control through intervention and redirection before problems occur. When problems do arise, parents are encouraged to work with the teacher and director to help the child correct the behavior in a positive way. It is also important to keep the teacher informed of changes and situations at home that may be affecting your child's behavior so that support at school can be provided.

Summerfield reserves the right to dismiss a child from the program if the needs of the child cannot be met.

### **Reasons for Dismissal**

While it is always unfortunate to dismiss a child for whatever reason, there are times when such action is appropriate and necessary. Summerfield Academy reserves the right to dismiss a child for any reason. Some situations requiring expulsion are, but are not limited to:

- Non-payment of tuition
- Continual tardiness of the parent to pick up their child by 6:30 p.m.
- Inappropriate behavior of a child and/or parent which violates the rights of others



- Inability of a child to cooperate within normal “group-care” activities.
- Failure to comply with the policies/procedures as stated in this handbook.

## **Financial Policies**

### **Tuition**

Tuition is based on a weekly schedule. Payments are due in advance on Monday or Tuesday.

Weekly tuition rates are as follows:

<b>Infants (6 weeks to 18 months)</b>	<b>\$255.00</b>
<b>Under Two Years</b>	<b>\$235.00</b>
<b>Under Three Years</b>	<b>\$225.00</b>
<b>Over Three Years</b>	<b>\$215.00</b>
<b>Before School</b>	<b>\$50.00</b>
<b>After School</b>	<b>\$50.00</b>
<b>Before &amp; After School</b>	<b>\$100.00</b>

### **Late Tuition Fees**

Tuition paid after Wednesday morning is considered late. After Wednesday morning a \$5.00 late fee will be charged for each day payment is past due. If tuition is not paid after two weeks, you will be asked to withdraw your child unless special arrangements are made with the director. Tuition is due whether or not your child attends at all during the week enrolled. Holidays are counted as days present with no reduction in tuition.

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, tuition cannot be refunded for days your child is absent.



### **Late Pick-up Fees**

A late fee \$1 per minute will be charged for children picked up after 6:30 p.m. Please note that the late fee is payable to the teacher or staff member that stays with your child. Late fees are only accepted with exact change. No credit cards or checks will be taken.

### **Automatic Payment**

Summerfield requires that all payments are processed through automatic payment processing. At the time of registration a “Direct Deposit Form” will be given to the parent/and or guardian responsible for payments. Parents/and or guardians have the preference of paying tuition on a weekly, bi-weekly or monthly basis as specified in their paperwork. Summerfield Academy will charge a \$25.00 service fee for all payments that do not process due to insufficient funds.

### **Additional Charges**

Additional charges may occur throughout the year for extra-curricular activities, school photos, hearing and vision testing, etc. These are offered on an optional basis

### **Registration, Supply Fee & Fieldtrip Fees**

A one-time registration fee of \$100.00 is due at the time of enrollment. Each August and January a supply fee of \$100.00 is due. Children enrolled during the school year will receive a prorated supply fee. Please note that registration and supply fees are non-refundable. During the summer a \$100 fieldtrip fee is due for the on-campus

fieldtrips. School-age children will need to pay separately for any off-campus fieldtrips.

### **Discounts**

There is a \$5.00 per week reduction in the weekly tuition for two children and \$10 reduction for two or more.

### **Rest Mats**

All children are required to purchase a special rest mat from the director at the time of enrollment or use something comparable. These rest mats meet school storage needs and state regulations and are available for \$35.00. Please note that Summerfield does not profit from the sale of the rest mats.

### **Receipts and Tax Statements**

If you require a receipt for a dependent care spending account through your employer or to use a tax receipt, please inform the director verbally or in writing in advance. Statements will either be posted by the office door or handed to you. A year-end statement for tax purposes will be available upon request from the director in January of the following year.



## Daily Procedures

### Sign In/Out

Each class has a clipboard containing a weekly sheet with the children's names, date, a space for parent or guardian signatures, and the time of arrival and departure.

### Arrival

Children will be greeted at the front door by a member of the Summerfield staff between 6:30 a.m. and 10:00 a.m. We will ensure that your child goes to the correct classroom and is signed in.

If parents need or want to come inside, please be sure to park in the middle or side parking spaces. Please avoid blocking the flow of traffic in the circle drive. In addition to protecting the safety of other children, this will keep the traffic moving and avoid frustration and delay for parents in a hurry.

As a safety precaution, please hide all valuables and make sure your door is locked at all times.

### Departure

When picking your child up, please notify the teacher on duty so they can sign your child out. Again, please avoid blocking the flow of traffic in the circle drive. If you need to be inside for an extended period of time, park in the middle or side spaces.

## Other Authorized Adults

Parents are required to list the name, address, and phone number of any person authorized to pick up their child. Parents or any other person designated to pick up a child will need to show identification to the director or lead teacher on duty. Children will not be released to any person not listed on the registration form unless we have prior verbal or written notification from the child's parent/guardian with the date, child's name, and the name of the person who will pick up the child.

### Clothing

Please be sure to write your child's name on all articles of clothing to minimize the loss of personal belongings. In the event of a missing item, please notify the teacher or director immediately. Unclaimed clothing is donated to charity at the end of the academic year.

Dress your child in comfortable, washable play clothes free from complicated fastenings. Clothes that children can easily put on or take off for toileting purposes are best. Let your child know it is ok to get dirty. Often, children refuse to participate in painting, water, and outdoor play because they are afraid they will get their clothes messy.

Sneakers or other soft-sole shoes are advised for the prevention of injuries. Boots, open-toed sandals, flip-flops, and cleats are not appropriate and can be dangerous in the school environment. Likewise, hoods



with drawstrings and jewelry are dangerous on our play equipment and should be left at home.

Infants through three year olds need to keep at least two changes of clothing, diapers, and wipes (if applicable) at school. Four and five year olds should have at least one change of clothing. Please be sure to label all clothing with your child's name.

### **Personal Belongings**

It is difficult for young children to share their personal belongings with others and difficult for the teachers to keep track of the many belongings children might bring from home. Please leave all toys, food, gum, jewelry, money, etc. at home. Children are provided with cubbies in their classrooms to hold their changes of clothing. Please do not send backpacks as most rooms have limited storage.

### **Breakfast, Lunch & Snacks**

Hot, well-balanced meals and nutritious morning and afternoon snacks are provided daily. A monthly menu is sent home each month and is also posted on the front bulletin board and in each classroom. Summerfield will provide breakfast between the hours of 6:30a.m.-8:30a.m. If your child is breastfeeding you may use the inner office to breastfeed when needed.

### **Rest Time**

Texas law requires that Summerfield Academy provide a quiet rest or nap time for all children. Some children may need sleep; others may only rest. When enrolling your child you will need to either bring or purchase a specially designed rest mat from the front office at a nominal fee. A small, soft, stuffed animal or doll may also be brought and kept at school during the week. Small blankets are also acceptable. Rest mats and stuffed toys will be sent home for washing each Friday and should be returned on Mondays. Due to limited space and health considerations, pillows, large blankets, and/or sleeping bags are not allowed.

### **Birthdays & Special Holidays**

Birthdays are special for all children and parents/and or guardians are encouraged to bring cookies, cupcakes cakes, etc. for a celebration at snack time. Due to Health Department requirements all food must be prepared by a commercial bakery; homemade baked goods are not allowed. Please consult with your child's teacher or the director in advance for the number of students in your child's class. Summerfield will provide special snacks to celebrate all major holidays. Please consult with your child's teacher if you would like to send a non-edible treat for your child's class to celebrate these or other special holidays.



## **Health and Safety**

### **Screenings**

Texas law that requires all four year old children (as of September 1 of the current school year) to have a vision and hearing screening, the results of which must be recorded in the child's file by December 1. Screening services are available through Summerfield or you can have your child screened through your physician's office. Once a screening has been completed by your doctor, a copy must be submitted to Summerfield.

### **Reporting Suspected Abuse or Neglect**

Texas law requires caregivers to receive annual training for abuse and neglect and to report suspected child abuse or neglect to the Texas Dept. of Protective and Regulatory Services [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or law enforcement. If abuse is suspected parents and staff can call 1-800-252-5400 to make a confidential report. Upon date of hire, Summerfield Academy staff are required to complete online abuse training at [www.dfps.state.tx.us/Training/Reporting/e-reports.asp](http://www.dfps.state.tx.us/Training/Reporting/e-reports.asp). Parents and staff can visit [www.helpandhope.com](http://www.helpandhope.com) or call 1-855-427-2736 to increase awareness. This includes the warning signs and prevention of abuse and neglect and/or obtaining assistance and intervention for a parent of a child who may be a victim.

### **Medicine**

Each day that a child is required to take medication at Summerfield, parents must complete a medication authorization form that is valid for one week. According to state licensing requirements, prescription medication must be kept in its original container, and clearly state the child's name, doctor's name, prescribed dosage, and date. Non-prescription medication must be in the original container and labeled with the child's name and date the medication was brought to Summerfield. Parents will use the same authorization form used for prescription medication. Any non-prescription medication requiring a "consult" for the dosage level will need to have a written doctor's dosage requirement.

Medicine is administered when directed and refrigeration is provided when necessary. Please note, if your child is too ill to go outside you will need to keep him or her at home as teachers will be outside with their classes at recess.

### **Child Immunizations**

According to state licensing requirements, each child must have doctor's certificate and updated immunization record upon enrollment. These records are kept on file in the school's office and must be updated as your child receives immunizations.



## **Staff Immunizations**

All staff must be free of physical and psychological conditions that might adversely affect children's emotional and physical health.

The Texas Department of State Health Services (DSHS) currently does not require tuberculosis testing. Staff will be notified in writing if this policy changes.

If the staff have any of the following symptoms caused by illness or infection: Vomiting – Diarrhea – Jaundice - Sore Throat with Fever – Infected Wounds or Lesions with pus (on hands, wrist and exposed body parts) report to the director on staff immediately.

If a staff member or a household member have been diagnosed by a doctor with: Norovirus – Hepatitis A – Salmonella typhii (typhoid fever) – Shigellosis – E. coli 0157:H7 (or other shiga toxin-producing Escherichia coli) report to the director on staff immediately.

We strongly encourage our staff to have all vaccinations up to date including the Tuberculin test. It is our staff's responsibility to keep their immunizations current. Drug testing may also be requested.

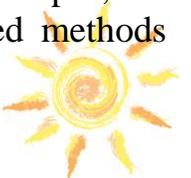
## **Illness**

For the health and well-being of the other children and teachers, children should not come to school if they show signs of a contagious nature such as fever, diarrhea, rash, or vomiting. If a child becomes ill while at school, and/or develops a fever of 100.3 or higher the parents/and or guardians will be notified and asked to pick the child up as soon as possible. If your child goes home with a fever or develops one overnight, they will need to be kept out of school until they have been fever free without medication for 24 hours. The school will also notify parents of any special health concerns, injuries, or communicable diseases that could affect your child. If your child goes home with lice they will need to remain out until they are lice free. Be sure to check the school bulletin board for posted and up-to-date information.

## **Emergency Medical Procedures**

In case of the onset of critical illness or injury, we will make immediate attempts to contact a parent and call 911 for assistance. Parents must keep all phone numbers listed in their children's records current. Once a parent is contacted and it is deemed necessary for further treatment, the child will be taken by emergency vehicle to the nearest emergency room or clinic. Summerfield requires staff directly involved with children be annually trained in rescue breathing, CPR and First Aid.

In case of minor injuries such as bumps and scrapes, the injury will be treated according to prescribed methods



and a report describing the incident will be sent home with the child. A copy of the incident report will be kept on file at Summerfield.

### **Emergency Procedures**

In case of fire all staff shall evacuate their children to their designated safe place outside the building against the back fence. If the building is unsafe for reentry children will be transported to Roth Elementary (**21623 Castlemont Drive, 832-484-6600**). In the event that Summerfield Academy is threatened with criminal activity near or around our property, we will go on lock down mode. The children will be taken into their designated “safe room” inside the building. **In the event of any emergency 911 will be called immediately and parents will be contacted.**

