Fall/Spring 2021-2022 Parent Handbook:

Operational Policies and Notice Regarding COVID-19
Dear Parents,

For over seventy 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.

Everything that makes Museum School special are also the things that make it challenging, but not impossible, to adapt the Museum School classes. We are excited about and focused on all of the unique learning opportunities and interactions that we CAN still offer; however, due to the current situation regarding COVID-19, there are many adaptations in order to meet current health and safety standards in early childhood settings. It is crucial that parents/guardians familiarize themselves with and understand this Fall/Spring 2021-2022 Parent Handbook. The policies and guidelines included will impact families prior to confirming their current enrollment and have been adapted from the typical school year policies and procedures.

We appreciate our Museum School families tremendously. In a typical school year, we would love to welcome families into Museum School to interact in the hallways and with the teachers. Due to 2021 winter storm damage to the Museum School office, that “typical” interaction will look different this school year and may change as the school year progresses.

We look forward to fun-filled classes and welcoming your child to the 2021-2022 school year at Museum School!

Sarah Oliver
Preschool Director
soliver@fwmsh.org
817-255-9337

Paula Butts
Assistant Preschool Director
pbutts@fwmsh.org
817-255-9333

Amber Shive
Director of Education
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817-255-9416

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.

7/16/2021
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 2021-2022 Classes effective July 16, 2021. The policies may change at any time for any reason; families will be notified of changes 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 Classes
Tuesday through Friday: 9:00am - 11:30am

Afternoon Classes
Tuesday through Friday: 12:45pm - 2:45pm

Extended Day Classes
Tuesday through Thursday: 9:00am - 2:00pm

General Information

Museum School Office Hours
Monday through Friday: 8:15am - 4:00pm

Museum School Telephone
817-255-9333

Museum School Email
museumschool@fwmsh.org

Museum School Address
1600 Gendy Street
Fort Worth TX 76107

Education / Museum School Staff
Amber Shive
Director of Education
Sarah Oliver
Museum Preschool Director
Paula Butts
Assistant Preschool Director

CHILD CARE LICENSING


A copy of the Minimum Standards and current licensing reports are posted in the Parent Resource Room. Contact information for the local Licensing office, access to Texas Abuse and Neglect Hotline and access to the Texas Department of Family and Protective Services (TXDPFS) website are posted in the Parent Resource Room. The contact information is also listed below.

In accordance with Licensing, parents may visit Museum School at any time.

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

Local Licensing Office and the Website information:
Health and Human Services Commission—Licensing Office
1501 Circle Drive, Suite 310
Fort Worth, TX 76119
Phone: 817-321-8000
Fax: 512-276-3513
http://www.dfps.state.tx.us/Child_Care/About.Child_Care.Licensing

Instagram
Fort Worth Museum School
Facebook
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 2021-2022 are interchangeable and refer to the same period of time.

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

2 NOTICE TO FAMILIES REGARDING COVID-19

It is the top priority of Museum School to implement increased health and safety standards for the health of the Museum School staff and children. Museum School follows CDC, Child Care Licensing, state and local health officials, and government directives and recommendations. Museum School recommends that families consult the CDC’s guidelines. The actions taken by the Museum School staff will not guarantee that your child will not come in contact with or be exposed to the coronavirus. Each family must assess their own risk of exposure to the coronavirus. The Museum School does not have a medical professional on site and will not provide medical advice.

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.

- If your child tests positive for COVID-19 and attended at least 1 day of class, all parents in the class will be notified by email without disclosing your child’s name. The same practices will be followed for Museum School staff.
- A confirmed case of COVID-19 will result in full or partial cancellation of classes.

2.1 Drop-off and Arrival Procedures

A car line map can be found in Appendix B. We ask for your patience as this is a slow process. The safety and health of everyone involved is our top priority.

Children will only be released to individuals on their Authorized Pick Up List. There will be no exceptions. Individuals picking up without a Procare© pin number must show a photo ID before the child will be released. see Section 6: Security/Child Safety/Drop-off and Pick-up

All parents and siblings must remain in the vehicle for drop-off and pick-up. No gathering or congregating will be permitted. Museum School staff is not able enter your car for your family’s safety or the safety of our staff. Therefore, please unbuckle your child and assist him/her with exiting on the passenger side. During pick up, a Museum School staff member will assist your child into the car and ask that you pull forward several car lengths to buckle your child into the seat in order to keep the line moving.

Be prepared to complete a disclosure statement in the Procare© app upon sign-in at arrival each day that your child has been symptom and fever free for the past 7 days and has not knowingly been exposed to an individual with COVID-19. Parents/guardians/caregivers will be asked if the child has had any medication prior to coming to class so that Museum School is aware of current allergies and medication that could mask other symptoms.

A Museum School staff member will escort each child from their car to their classroom to ensure safe arrival with their classroom teachers. Children must be able to willingly enter the building and walk independently to their classroom. The Museum School staff is not able to carry a child to class.
2.2 Masks

Masks are recommended in the following circumstances:
- As masks slow the spread of COVID-19, it is recommended that non-vaccinated children wear a mask looped around the ears to class according to CDC Considerations for Wearing Masks.
- It is recommended that the driver, adults and children over the age of 2 who are not vaccinated in the car while dropping off/picking up your child wear a mask while interacting with Museum School staff.
- Those who are vaccinated have the option whether or not to wear a mask.
- Masks were required in the original Parent Handbook published on 2.1.21 for the 2021-2022 school year. Mask policies are subject to change at any time due to the fluid health situation.

Proper mask wearing requires covering the nose and mouth. Museum School staff are not responsible for a child’s proper use of a mask. The Museum School staff reserves the right to determine that a child’s mask is detrimental to the health or safety of the child (or children in the class) and may ask the child to remove it.

2.3 Hand Hygiene Procedures

Museum School staff will instruct and assist children with washing their hands upon arrival. Children will initially use hand sanitizer of at least 60% alcohol before entering Museum School and will wash hands with soap and water upon entering the classroom.

Teachers will educate children on safe hand hygiene practices.

Children and staff will wash hands in the following circumstances:
- ✔ Arriving at Museum School
- ✔ Prior to departing from class for the day
- ✔ After using the restroom
- ✔ After coming in contact with bodily fluids or using a tissue
- ✔ After playing outdoors
- ✔ Before and after playing in sand or water

Hand sanitizer with at least 60% alcohol will be used if soap and water are not readily available. Hand sanitizer will be kept out of children’s reach and supervised when utilized to prevent ingestion.

2.4 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. Cleaning products will be EPA registered disinfectants for COVID-19.

2.5 COVID-19 Symptoms and Confirmed Cases

Symptoms of COVID-19 may develop within 2-14 days after exposure to the virus and may include fever, cough, shortness of breath or difficulty breathing, headache, sore throat, muscle pain, chills, new loss of smell or taste, nausea, vomiting, diarrhea, or other symptoms of illness.

The Cardinal and/or the Parent Resource Room will be designated as an isolation room in the event of illness. If a child becomes ill or is not feeling well, the child will be assessed in this isolation room. Assessment for illness will include:
- Taking the child’s temperature with a non-touch infrared thermometer to determine a fever of 100.0°F degrees or higher
- Observation of respiratory symptoms or other symptoms of COVID-19
- Providing the child with a mask if he or she is not already wearing one
<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>a child at Museum School is exhibiting signs of illness.</td>
<td>the parent or emergency contact will be contacted for immediate pick up.</td>
</tr>
<tr>
<td>a child is experiencing any symptoms of COVID-19,</td>
<td>it is recommended that parents contact the child’s medical professional and follow CDC and local health department guidelines regarding self-quarantine.</td>
</tr>
<tr>
<td>a child is tested for COVID-19,</td>
<td>the Museum School office must be contacted immediately.</td>
</tr>
<tr>
<td>a child or staff member tests positive for COVID-19 after attending at least 1 day of class,</td>
<td>all parents in the school will be notified without disclosing the child’s name.</td>
</tr>
<tr>
<td>there is a confirmed case of COVID-19 among a child or staff member,</td>
<td>it will result in full or partial cancellation of classes based on the recommendation of the Health Department.</td>
</tr>
<tr>
<td>a child tests negative for COVID-19,</td>
<td>a note from a medical professional confirming a negative result and an alternative diagnosis is required before the child may return to class.</td>
</tr>
<tr>
<td>a child or staff member tests positive for COVID-19,</td>
<td>all three of the following criteria must be met in order to return:</td>
</tr>
<tr>
<td>a child or staff member is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19,</td>
<td>1. At least 3 days (72 hours) have passed since recovery (no longer running fever without the use of fever-reducing medications)</td>
</tr>
<tr>
<td>a child, staff member or any member of their household believes they have had close contact to someone with COVID-19 (but are not currently sick),</td>
<td>2. Improvement of respiratory symptoms (cough, shortness of breath, etc.)</td>
</tr>
<tr>
<td>a child or staff member is directly exposed to a confirmed positive case within the 48 hours prior to attending class,</td>
<td>3. At least 10 days have passed since symptoms first appeared</td>
</tr>
<tr>
<td></td>
<td>the individual is assumed to have COVID-19. The individual 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 (see Appendix C)</td>
</tr>
<tr>
<td></td>
<td>the child or staff member should not attend Museum School during the 10 days after the last day they were in close contact with the individual with COVID-19; individuals should continue to monitor their health for COVID-19 symptoms until day 14.</td>
</tr>
<tr>
<td></td>
<td>the Museum School office must be contacted immediately so that all families whose children attend class in the exposed individual’s classroom may be notified of the second degree exposure.</td>
</tr>
</tbody>
</table>

### 2.6 Social Distancing

Museum School is taking precautions to limit the exposure of COVID-19. Children will remain with the same group in their classroom with two teachers. Each classroom is equipped with a child-size restroom, a hand washing sink and a teacher sink. These precautions will decrease exposure but will not eliminate risk.

Social distancing is in direct conflict with developmentally appropriate learning through play and peer interaction in an early childhood setting and may not be possible. Parents must be aware that children will interact in close proximity; Museum School teachers are not responsible for the increased risk of such behavior.
2.7 Family Partnership

Maintaining a safe and healthy learning environment is a partnership. Each family plays a significant role in maintaining the safety and health of all children and staff participating in Museum School classes. Please consider the following practices prior to your child attending class at Museum School.

- You may reduce your child’s risk of exposure by limiting exposure to non-family members, avoiding large crowds/gatherings, and limiting unnecessary travel. Any amount of reduction in public settings will help decrease your child’s exposure; therefore, decreasing the possibility of exposing participants in Museum School classes.

- Monitor your child’s temperature each morning before leaving for class. If your child’s temperature is 100.0°F degrees or higher, please contact Museum School and keep your child home.

- If there is any possibility or question that your child may be coming down with an illness of any kind, please do not send them to Museum School. Sending them to school could result in other families and staff being exposed which could have fatal consequences.

- 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.

- Keep your child home if they have had close contact with someone exposed to or infected with COVID-19 in the past 14 days or if a family member is being watched for exposure.

- Consider the safety of family members over the age of 65 that are at higher risk of becoming severely ill if you child is exposed to COVID-19.

- 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.

It is the choice of each family to discern if Museum School is right for their child this school year. The Museum School staff is monitoring quickly changing guidelines and protocols. All Museum School staff members are required to complete training for COVID-19 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@fwmsh.org 817-255-9333
3 ENROLLMENT INFORMATION

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

3.1 Schedule of Classes

<table>
<thead>
<tr>
<th>AGE GROUP</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 3 (as of 9.1.21)</td>
<td>n/a</td>
<td>Morning 9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td>Morning 9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td>Morning 9:00 am – 11:30 am</td>
<td>Morning 9:00 am – 11:30 am</td>
</tr>
<tr>
<td>Age 4 (as of 9.1.21)</td>
<td>n/a</td>
<td>Morning 9:00 am – 11:30 am OR Extended Day 9:00 am – 2:00 pm</td>
<td>Morning 9:00 am – 11:30 am OR Extended Day 9:00 am – 2:00 pm</td>
<td>Morning 9:00 am – 11:30 am OR Extended Day 9:00 am – 2:00 pm OR Afternoon 12:45 pm – 2:45 pm</td>
<td>Morning 9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
</tr>
<tr>
<td>Age 5/6 (as of 9.1.21)</td>
<td>n/a</td>
<td>Extended Day 9:00 am – 2:00 pm</td>
<td>Extended Day 9:00 am – 2:00 pm</td>
<td>n/a</td>
<td>Morning 9:00 am – 11:30 am</td>
</tr>
</tbody>
</table>

3.2 Enrollment Requirements

In keeping with the guidelines of the Child Care Licensing division of the Texas Department of Family and Protective Services, Museum School requires the following information and forms be submitted by August 1, 2021 or 14 days prior to the child’s first day of class once the school year begins.

- **Museum School Enrollment Request 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.
- **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 affidavit exempting the child from Texas immunization requirements. Information about immunization requirements can be found at: www.dshs.state.tx.us/immunize.
- **Vision and Hearing Screening Results** (if age 4 by September 1, 2021); or a signed, dated and notarized affidavit exempting the child from Texas immunization requirements.
- **Statement of Health** from a medical professional
- **FARE Allergy Action Plan** (if applicable)

4 STUDENT ATTENDANCE

Please promptly notify the Museum School Office via email or the Procare© app if you will be late for emergency reasons or if your child is absent due to illness. Families will be contacted if a child is absent from class two consecutive weeks to check on the child and monitor for increased illness within the school.

4.1 School Calendar

Due to the winter 2021 storm damage, the teachers will host a Meet the Teacher Zoom (schedule TBA).

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31-September 3</td>
<td>Meet the Teacher Zoom</td>
</tr>
<tr>
<td>September 7-10</td>
<td>First Week of Classes</td>
</tr>
<tr>
<td>November 23-26</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 13-January 7</td>
<td>Winter Break</td>
</tr>
<tr>
<td>February 1-4</td>
<td>Stock Show Break</td>
</tr>
<tr>
<td>March 15-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 10-13</td>
<td>Last Week of Classes</td>
</tr>
</tbody>
</table>

7/16/2021
5 TUITION
5.1 Payments

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Non-Refundable Registration Fee</th>
<th>Tuition</th>
<th>Total Class Fee</th>
<th>3 Equal Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Class 9:00 am – 11:30 am One Day a Week Ages 3, 4, and 5/6</td>
<td>$100</td>
<td>$930</td>
<td>$1030</td>
<td>$310</td>
</tr>
<tr>
<td>Afternoon Class 12:45 pm – 2:45 pm One Day a Week Ages 3 and 4</td>
<td>$100</td>
<td>$744</td>
<td>$844</td>
<td>$248</td>
</tr>
<tr>
<td>Extended Day 9:00 am – 2:00 pm One Day a Week Ages 4 and 5/6</td>
<td>$100</td>
<td>$1860</td>
<td>$1960</td>
<td>$620</td>
</tr>
</tbody>
</table>

A child’s annual tuition will be divided into 3 equal payments (as noted above). The non-refundable registration fee will be invoiced within 30 days of submitting an Enrollment Request Form and receiving an Admission Letter.

An invoice will be generated through Procare© for the Registration Fee and each of the 3 non-refundable equal payments. The first tuition installment will be invoiced with a due date of July 23, 2021. The second tuition installment will be invoiced with a due date of September 3, 2021. The final installment will be invoiced with a due date of November 19, 2021.

5.2 Refunds and Withdrawals

<table>
<thead>
<tr>
<th>CIRCUMSTANCE</th>
<th>REFUND POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A parent wishes to withdraw their child from class for the 2021-2022 school year.</td>
<td>Tuition is divided into 3 equal payments (see Section 5.1 Payments). Each payment is non-refundable. July 23, 2021 The deadline to withdraw from the full school year, before the first tuition payment is due. November 19, 2021 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 19, 2021 may still attend his/her class through the week of November 16-19, 2021.</td>
</tr>
<tr>
<td>A child is absent from classes for any reason.</td>
<td>No refunds or make-up days will be offered.</td>
</tr>
<tr>
<td>Museum School cancels class for inclement weather.</td>
<td>No refunds or make-up days will be offered.</td>
</tr>
<tr>
<td>Museum School cancels class for any reason other than inclement weather.</td>
<td>No refunds or make-up days will be offered.</td>
</tr>
<tr>
<td>The Museum School program does not begin as expected in September, must be delayed or canceled for any reason.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Withdraw notification for either the July 23 or the November 19, 2021 deadlines must be sent by email to museumschool@fwmsh.org by the deadline date.

It is not possible to predict classes that may close or the length of a closure if there is a positive case of COVID-19 at Museum School; siblings in the program, carpooling families and many other factors will be taken into consideration. Child Care Licensing, Texas Health and Human Services, and the Tarrant County Health Department mandate the guidelines for a closure. It is crucial that parents understand the financial risk entering into the school year.
6 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.

Changes or additions to the release form should be made by emailing the Museum School office. 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® pin.

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

During operational hours, the doors at the main entrance to Museum School will remain locked. If a parent should need access to the Museum School, the doorbell may be used (located on the north wall outside the Museum School entrance).

6.1 Late Arrival/Pick-Up

It is important for children to arrive on time and be picked up promptly. In the event that the car line has ended, please send a Procare® message. A Museum School staff member will greet families on Gendy Street.

6.2 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. While all of these are considered art, the Dr. Seuss sculptures are not meant to be climbed on. Please discuss the importance of not climbing on the sculptures with your child.

7 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. Please do not administer Tylenol, Advil or any other fever reducing medication prior to sending a child to class. Medications given for any reason may mask symptoms related to communicable diseases.

The Museum School staff will not administer prescription medication, over-the-counter medication, sunscreen or insect repellent. If you wish to apply sunscreen or insect repellent, please do so prior to leaving home.

The Museum School staff will administer epinephrine or allergy medication in an emergency (see Section 7.3: Epinephrine & Allergic Reactions). Parents should note any medical conditions or special situations on their child’s Enrollment Request Form; notes will be kept in the classroom folder for the teachers’ reference.

If a child has a special medical situation or condition that is not listed on the child’s Enrollment Request Form, the parent should contact the Museum School office prior to the first day of class to discuss the child’s condition.

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 for 20 seconds). 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.

7.1 Required Medical Forms

see Section 3: Enrollment Information
7.2 Vaccine-Preventable Diseases for Families

Museum School has implemented the following immunization policy for employees to be in compliance with the Texas Department of Family and Protective Services, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employee. The only exception to this policy is the TB test that is currently required for Museum School employees by the City of Fort Worth at the time of initial employment.

7.3 Epinephrine & Allergic Reactions

A FARE Allergy Action Plan must be submitted with a physician and parent signature in the event a child requires epinephrine or medication.

- 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 medical professional.
- Prescription medication must be in the original container with the child’s full name and dosing instructions on the label.

The medication will be registered in the office with the Allergy Action Plan. It is recommended that medication stay at Museum School or the duration of the school year; however, parents may choose to take it home and return it daily.

7.4 Illness/Communicable Diseases

*see Section 2: Notice to Families Regarding COVID-19*

Please contact the Museum School office about specific illnesses. A child with a communicable disease may return with medical documentation indicating the child is no longer contagious.

Exclusion of an ill child from attending Museum School is determined by whether or not –

- the child can 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

7.5 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 Museum Preschool 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. Parents or the emergency contact will be notified immediately in the case that emergency care is required. An AED device is located outside of the Museum School office.

7.6 Lice

Parents are asked to notify the Museum School Preschool Director if their child has lice. A written notice will be provided within 48 hours to the parents of all children in a group when there is an outbreak of lice.
7.7 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 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 https://www.txabusehotline.org/Login/Default.aspx.

8 EMERGENCY PREPAREDNESS PLAN

Fire, severe weather and lock-down procedures will be reviewed with children monthly. Drills will be conducted in order that social distancing measures between groups of children may be enforced.

Evacuation plans are posted in the classrooms, Parent Resource Room, and in the office workroom. Each classroom has a walkie-talkie for emergency communication.

8.1 Communication

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

Families are encouraged to add the Museum School phone number (817-255-9333/817-255-9337 and museumschool@fwmsh.org to their contacts in order to easily recognize a call from Museum School.

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

Emergency contact phone numbers are located in the classroom emergency “Go Kits” so that teachers have the ability to call parents or emergency contacts in the event of evacuation or other emergency.

Families will be contacted if a child is absent from class to check on the child and monitor for increased illness within the school.

8.2 Fire

In the event the fire alarms sound, teachers will calmly evacuate all children in accordance with the classroom’s evacuation route.

8.3 Severe Weather/Lock Down

The Museum School Office will notify teachers when the Severe Weather Plan or Lock-Down Procedure will be put into place. Teachers will calmly assemble all children in their designated shelter location.

8.4 Communicable Diseases

see Section 2: Notice to Families Regarding COVID-19 for information on the plan during a pandemic.

8.5 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 Procare© app will be utilized to inform families of class schedule changes due to inclement weather.
**9 PARENT COMMUNICATION**

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.

Communication between parent and Museum School, teachers and staff, is extremely important. Teachers will use the Seesaw© platform to send weekly updates on the learning that is taking place in class. In addition, the Museum School newsletter – Turtle Talk – is published and distributed to the parent’s email on file 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 such as child development articles.

Changes in policy and procedures, notification of special events, holidays or other pertinent information will be sent to the parent’s email on file from the Museum School office (museumschool@fwmsh.org). Urgent communication will be sent via the Procare© app.

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

1) Contact their child’s teacher through their child’s Seesaw© platform or by Procare© message.
2) Contact the Museum School office at 817-255-9333 or museumschool@fwmsh.org
3) Contact the Museum Preschool Director at soliver@fwmsh.org or 817-255-9337.

**10 GENERAL MUSEUM SCHOOL INFORMATION**

**10.1 Student Behavior**

*Museum School reserves the right to deny participation in classes and activities to children who exhibit persistent behaviors which endanger themselves or the welfare of others.* The Discipline and Guidance Policy of Fort Worth Museum School is located on page 12 of this document. In signing the Enrollment Request Form, parents are confirming receipt and understanding of the Discipline and Guidance policy.

**10.2 Toilet Training**

All Museum School children must be consistently toilet trained and independent. The classrooms are not licensed or equipped for diaper changing. Parents will be called to pick up children in the event of a restroom accident.

**10.3 Clothing**

Children should be dressed appropriately for play with regard to a preschool environment (ex: washable play clothes). Closed toe shoes are preferred. Clothing should be easy for children to fasten and unfasten independently.

Children are required to bring a change of clothing (shirt and shorts) on the first day of class in a gallon zip lock bag with their name in large print on the outside so that clothing soiled with bodily fluids may be removed (runny nose, sneeze, saliva, etc.). The bag will remain in the classroom and replaced if needed. Teachers do not have the ability to change children’s clothing due to a restroom accident as Museum School classrooms are not equipped for diapering. Parents will be called to pick up children in the event of a restroom accident.

**10.4 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 during the Fall/Spring 2021-2022 school year.
10.5 Snacks and Drinking Water

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

Children should bring a 6-8 ounce reusable thermos/bottle of 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. Disposable plastic water bottles with twist caps are not permitted.

Children who will stay in an Extended Day class for lunch must bring their water bottle separate from their lunchbox. Extended Day classes will have a designated snack time. Parents are asked to provide a snack in their child’s lunchbox in a clearly marked “snack” (disposable) baggie/sack/container.

10.6 Lunch

Lunch will be provided by each child’s parent/guardian for those children participating in the Extended Day classes.

- All lunches must be free of peanuts or 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 if needed.
- As parents/guardians are providing the child’s lunchtime meal from home, Museum 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.

10.7 Birthdays

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.

10.8 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 Museum School building or classroom at any time. Museum School staff and children practice good hygiene and hand washing 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 local veterinarian.

10.9 Halloween

Due to the nature of Museum School, Halloween costumes are not suitable.
10.10 Field Trips/Excursions

In order to support the Museum School Philosophy and Goals, Museum School classes will periodically walk into the Fort Worth Museum of Science and History exhibits to enhance the preschool curriculum. Teachers will walk their class into the Museum. As Museum School is a part of the Fort Worth Science and History Museum, transportation is not required. Parents/guardians are required to sign the Field Trip waiver in the beginning of school year paperwork. Field trips to the Museum will continue to be evaluated based on the COVID-19 health situation.

The Museum School Owl Classes participate in an educational end-of-year field trip to the Botanic Gardens. Transportation is provided by each individual child's parent/guardian; a separate Field Trip Permission form is distributed and signed prior to the trip in the spring. As this is a special occasion for one parent to attend and learn with their child, parents are asked to find child care for siblings.

10.11 Classroom Visitation and Parent Resource Room

Due to winter 2021 storm damage, the Parent Resource Room is closed until further notice.

10.12 Partnership with TCU College of Education

For many years, the TCU College of Education and Museum School have collaborated in offering a field experience for TCU students. Students taking the Introduction to Early Childhood course at TCU attend Museum School one morning a week for approximately six weeks each fall and spring semester to gain experience teaching in an early childhood setting. This is an excellent opportunity for future teachers, Museum School, and for the children in our program. There is no better way to learn the principles of child development and developmentally appropriate practices than to be in a classroom where it is so competently demonstrated. Museum School and TCU will monitor the COVID-19 health situation to determine participation during the 2021-2022 school year.

10.13 Stretch-N-Grow

Stretch-N-Grow provides health, fitness and motion activities in the Extended Day classes. Stretch-N-Grow instructors are licensed by Texas Health and Human Services and follow all CDC and Museum School protocols and procedures for COVID-19 infection control. The partnership with Stretch-N-Grow will continue to be evaluated based on the COVID-19 health situation.

11 FIREARMS AND OTHER WEAPONS

Law enforcement officials 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.

12 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.
13 PHOTOGRAPHY AND FILMING

Throughout the school year, Museum School staff (designated as we/our) may take photographs and videos of your child, both in the classroom and at Museum School-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 Request 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 School-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.

14 CLASS LISTS

Parents/guardians have the option to allow their child(ren)’s first and last name(s), primary email address and phone number to be distributed to families in their child(ren)’s class(es) for play date opportunities, birthday invitations, etc. Parents/guardians will indicate their wishes on the Enrollment Request Form.
The following curriculum topics are subject to change. Weekly communication from your child’s teachers with detailed topic information is available in Seesaw®. *(SL = Science Lecture)*

<table>
<thead>
<tr>
<th>Date</th>
<th>3 year olds</th>
<th>4 year olds</th>
<th>5 &amp; 6 year olds</th>
</tr>
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<tbody>
<tr>
<td>August 31-September 3, 2021</td>
<td>Rabbits &amp; Raccoons</td>
<td>Frogs &amp; Turtles</td>
<td>Owls</td>
</tr>
<tr>
<td>September 7-10, 2021</td>
<td>Rabbit</td>
<td>Body</td>
<td>Oceanography</td>
</tr>
<tr>
<td>September 14-17, 2021</td>
<td>Skunk</td>
<td>Brain</td>
<td>Oceanography</td>
</tr>
<tr>
<td>September 21-24, 2021</td>
<td>Opossum (SL)</td>
<td>Small Rodents</td>
<td>Prairie (SL)</td>
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<tr>
<td>September 28-October 1, 2021</td>
<td>Fish</td>
<td>Large Rodents (SL)</td>
<td>Prairie (SL)</td>
</tr>
<tr>
<td>October 5-8, 2021</td>
<td>Bat</td>
<td>Ringtails (SL)</td>
<td>Anthropology: Native Americans</td>
</tr>
<tr>
<td>October 12-15, 2021</td>
<td>Spider</td>
<td>Bears</td>
<td>Native American (Planetarium)</td>
</tr>
<tr>
<td>October 19-22, 2021</td>
<td>Snake (SL)</td>
<td>Weasels (SL)</td>
<td>Speleology: Cave</td>
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<tr>
<td>October 26-29, 2021</td>
<td>Squirrel</td>
<td>Arachnids</td>
<td>Cave</td>
</tr>
<tr>
<td>November 2-5, 2021</td>
<td>Armadillo</td>
<td>Decomposers</td>
<td>Urban (SL)</td>
</tr>
<tr>
<td>November 9-12, 2021</td>
<td>Turkey</td>
<td>Plains Native Americans</td>
<td>Urban</td>
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<td>November 16-19, 2021</td>
<td>Native Americans</td>
<td>Southwest Native Americans</td>
<td>Forest: Chain Reactions</td>
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<tr>
<td>November 23-26, 2021</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
</tr>
<tr>
<td>November 30-December 3, 2021</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
</tr>
<tr>
<td>December 7-10, 2021</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
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<tr>
<td>December 13, 2021-January 7, 2022</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
</tr>
<tr>
<td>January 11-14, 2022</td>
<td>Coyote</td>
<td>Prehistoric Animals</td>
<td>Weather</td>
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<tr>
<td>January 18-21, 2022</td>
<td>Prairie Dog (SL)</td>
<td>Ungulates</td>
<td>Anthropology: Vaqueros &amp; Cowboys</td>
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<tr>
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<td>Farm</td>
<td>Cowboys</td>
<td>Geology: Mountains</td>
</tr>
<tr>
<td>February 1-4, 2022</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
</tr>
<tr>
<td>February 8-11, 2022</td>
<td>Dinosaur</td>
<td>Small Reptiles (SL)</td>
<td>Astronomy: Space</td>
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<tr>
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<td>Lizard</td>
<td>Large Reptiles (SL)</td>
<td>Astronomy: Space</td>
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<tr>
<td>February 22-25, 2022</td>
<td>Earth, Moon, Rock &amp; Sun</td>
<td>Backyard Birds</td>
<td>Planetarium</td>
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<tr>
<td>March 1-4, 2022</td>
<td>Planetarium</td>
<td>Birds of Prey</td>
<td>Ecology</td>
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<td>March 8-11, 2022</td>
<td>Alligator</td>
<td>Earth Science</td>
<td>Ecology</td>
</tr>
<tr>
<td>March 15-18, 2022</td>
<td>Date</td>
<td>Day</td>
<td>Break</td>
</tr>
<tr>
<td>March 22-25, 2022</td>
<td>Raccoon (SL)</td>
<td>Planetarium</td>
<td>Desert (SL)</td>
</tr>
<tr>
<td>March 29-April 1, 2022</td>
<td>Fox</td>
<td>Amphibians (SL)</td>
<td>Desert</td>
</tr>
<tr>
<td>April 5-8, 2022</td>
<td>Bee</td>
<td>Plants</td>
<td>Biology: Pond (SL)</td>
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<tr>
<td>April 12-15, 2022</td>
<td>Bird</td>
<td>Insects</td>
<td>Pond</td>
</tr>
<tr>
<td>April 19-22, 2022</td>
<td>Ladybug</td>
<td>Texas Settlers (SL)</td>
<td>Wildflowers</td>
</tr>
<tr>
<td>April 26-29, 2022</td>
<td>Owl</td>
<td>Crustaceans</td>
<td>Pollinators</td>
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<tr>
<td>May 3-6, 2022</td>
<td>Turtle (SL)</td>
<td>Fish/Shark</td>
<td>Favorite Habitats</td>
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<tr>
<td>May 10-13, 2022</td>
<td>Frog</td>
<td>Sea Mammals</td>
<td>Botanical Gardens</td>
</tr>
</tbody>
</table>
16 DISCIPLINE AND GUIDANCE POLICY FOR MUSEUM SCHOOL

The discipline and guidance policy for the Fort Worth Museum Preschool is the Texas Administrative Code, Title 40, Chapters 746 and 747, Sub chapters L, Discipline and Guidance and is included on this page. Parents are asked to read the policy below and sign the acknowledgment form that was included in their child's preschool paperwork.

A paper copy can be obtained by calling the Museum School office at 817-255-9333 during business hours Monday through Friday, 8:30 am – 4 pm, or sending an email to museumschool@fwmsh.org. Teachers are also required to read and sign this document.

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.

DISCIPLINE AND GUIDANCE POLICY FOR FORT WORTH MUSEUM SCHOOL

• Discipline must be:
  (1) Individualized and consistent for each child;
  (2) Appropriate to the child’s level of understanding;
  (3) Directed toward teaching the child acceptable behavior and self-control

• A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least all of the following:
  (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  (2) Reminding a child of behavior expectations daily by using clear, positive statements; and
  (3) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per one year of the child’s age.

• There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  (1) Corporal punishment or threats of corporal punishment;
  (2) Punishment associated with food, naps, or toilet training;
  (3) Pinching, shaking, or biting a child;
  (4) Hitting a child with a hand or instrument;
  (5) Putting anything in or on a child’s mouth;
  (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  (7) Subjecting a child to harsh, abusive, or profane language;
  (8) Placing a child in a locked or dark room, bathroom or closet with the door closed; and
  (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age

Texas Administrative Code, Title 40, Chapters 746 and 747, Sub chapters L, Discipline and Guidance
ACKNOWLEDGMENT AND WAIVER

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have put guidelines in place to mitigate the spread of COVID-19.

Museum School has preventative measures in place to reduce the spread of COVID-19; however, the Fort Worth Museum of Science and History and the Museum School cannot guarantee that your child(ren) and/or your family will not become infected with COVID-19. Further, attending Museum School could increase the risk of you and/or your child(ren) contracting COVID-19.

By signing this Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 (“Waiver”), I, for myself, and on behalf of my child(ren), acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that by my child(ren) attending Museum School, I, my child(ren) and/or those individuals on my Child Release/Emergency Contact list may be exposed to and infected by COVID-19, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Museum School may result from the actions, omissions, negligence, or gross negligence of me, my child(ren) and others, including, but not limited to, Fort Worth Museum of Science and History Museum School employees and Museum School participants and their families.

I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO ME AND MY CHILD(REN) (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I OR MY CHILD(REN) MAY EXPERIENCE OR INCUR IN CONNECTION WITH MY CHILD(REN)’S ATTENDANCE AT MUSEUM SCHOOL (“CLAIMS”), HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES (AS HEREAFTER DEFINED). I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE MUSEUM SCHOOL, ITS DIRECTORS, OFFICERS, EMPLOYEES, AND REPRESENTATIVES (“RELEASED PARTIES”), FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, CAUSES OF ACTION, COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO, HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES, AND WHETHER A COVID-19 INFECTION OCCURS BEFORE, DURING, OR AFTER PARTICIPATION IN ANY MUSEUM SCHOOL PROGRAM.

By my signature, I agree, acknowledge and consent that this Waiver is fully enforceable, and is binding upon me and my and my child(ren)’s legal representatives, heirs, administrators, guardians, executors, successors and assigns. This Waiver is irrevocable and is binding immediately upon execution and cannot be modified, amended or limited unless agreed upon in writing by me and the Fort Worth Museum of Science and History. In the event any provision or part of this Waiver is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative. By executing this Waiver, I acknowledge that I have read the foregoing and fully understand the terms and consequences of the Waiver.

Parents/guardians recognize receipt of this Acknowledgment and Waiver on the Enrollment Request Form.
APPENDIX A: CAR LINE MAP

CAR LINE MAP FOR STUDENT DROP-OFF AND PICK-UP

Map is not to scale
APPENDIX B: SAMPLE COVID-19 MEDICAL RELEASE TO RETURN TO SCHOOL

This is to certify that ______________________ has been under my professional care and has been evaluated. The symptoms noted have been determined to be the result of a diagnosed condition that is not related to COVID-19.

Medical Provider Name: ____________________________________________
Title: ____________________________________________________________
Address: __________________________________________________________
Phone Number: _____________________________________________________
Signature: _________________________________________________________
Date: _____________________________________________________________