Fall/Spring 2022-2023
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.

We appreciate our Museum School families tremendously. We look forward to fun-filled classes and welcoming your child to the 2022-2023 school year at Museum School!

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

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

Amber Shive
Director of Education
ashive@fwmsh.org
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.
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 2022-2023 Classes effective January 25, 2022. 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
Senior Director of Education
Sarah Oliver
Museum Preschool Director
Paula Butts
Assistant Preschool Director

CHILD CARE REGULATION

A paper copy of the Museum School Fall/Spring 2022-2023 Parent Handbook is available upon request.

A copy of the Minimum Standards and current inspection reports are posted in the Parent Resource Room. 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 are posted in the Parent Resource Room. The contact information is also listed below.

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

Contact the Department of Family and Protective Services at 1-800-252-5400 or by visiting https://www.dfps.state.tx.us/contact_us/report_abuse.asp to report abuse or neglect.

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

1/25/2022
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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 2022-2023 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 Regulation, state and local health officials, and government directives and recommendations. Museum School recommends that families consult the CDC’s guidelines and Texas Health and Human Services. 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 with 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 may result in full or partial cancellation of classes.

2.1 Masks

Masks are recommended in the following circumstances:
- As masks slow the spread of COVID-19, it is recommended that children wear a mask looped around the ears.
- It is recommended that adults and children over the age of 2 wear a mask during arrival, dismissal and while interacting with Museum School staff.
- 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.

Children who are experiencing allergy or cold-like symptoms may be asked to wear a mask out of caution to protect other children and staff.

2.2 Hand Hygiene Procedures

Museum School staff will instruct and assist children with washing their hands upon arrival. Children may 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.
2.3 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.

2.4 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 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 99.5°F 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 tests positive for COVID-19 within 48 hours of attending class,</td>
<td>the Museum School office must be contacted immediately; all parents in the school will be notified by email without disclosing the child’s name; those in close contact will be notified separately by email; it will result in full or partial cancellation of classes.</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>
</tbody>
</table>
| a child tests positive for COVID-19, | all three of the following criteria must be met in order to return:
  1. At least 24 hours have passed since recovery (no longer running fever without the use of fever-reducing medications)
  2. Improvement of respiratory symptoms (cough, shortness of breath, etc.)
  3. At least 10 days have passed since symptoms first appeared |
| a child is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, | the child may not return to Museum School until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis (see Appendix C). |
| a child has had close contact to someone with COVID-19 within the 48 hours prior to attending class (but are not currently sick), | the child should not attend Museum School during the 10 days after the last day they were in close contact with the individual with COVID-19. |

The COVID-19 Protocols are changing frequently. The above statements and procedures are subject to change without notice.
2.5 Social Distancing

Museum School is taking precautions to limit the exposure of COVID-19. Social distancing is in direct conflict with developmentally appropriate learning through play and peer interaction in an early childhood setting. Parents must be aware that children will interact in close proximity; Museum School teachers are not responsible for the increased risk of such behavior.

2.6 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 to any illness 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 99.5˚F or higher, please contact Museum School and keep your child home.
- 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, please do not send them to Museum School. Sending them to school could result in other families and staff 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.
- Keep your child home if they have had close contact with someone exposed to or infected with COVID-19 in the past 10 days.

The Museum School staff monitors changing guidelines and protocols. All Museum School staff members are required to complete training for infection control. Although Museum School is implementing infection control strategies, sending a child is not without risk. Please contact the Museum School office with questions or concerns. museumschool@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 an Admission letter by email. 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</td>
<td>n/a</td>
<td>Morning</td>
<td>Morning</td>
<td>Morning</td>
<td>Morning</td>
</tr>
<tr>
<td>(as of 9.1.22)</td>
<td>9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td>9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td>9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td>9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
<td></td>
</tr>
<tr>
<td>Age 4</td>
<td>n/a</td>
<td>Morning</td>
<td>Morning</td>
<td>Morning</td>
<td>Morning</td>
</tr>
<tr>
<td>(as of 9.1.22)</td>
<td>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>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>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>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></td>
</tr>
<tr>
<td>Age 5/6</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>Extended Day 9:00 am – 2:00 pm</td>
<td>Morning 9:00 am – 11:30 am OR Afternoon 12:45 pm – 2:45 pm</td>
</tr>
<tr>
<td>(as of 9.1.22)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2 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 be submitted by August 1, 2022 or 7 days prior to the child’s first day of class once the school year begins.

- **Museum School Enrollment Form** (online), including Immunization and Hearing/Vision Acknowledgement, Physician’s Information, Medical Authorization, Statement of Health Acknowledgment, and Field Trip/Water Play/Photography/Class List Waiver.
- **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](#).
- **Vision and Hearing Screening Results** (if age 4 by September 1, 2022); or a signed, dated and notarized affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the child is a member.
- **Statement of Health** from a health-care professional who has examined the child within the past year, indicating that the child is able to take part in the program.
- **FARE Allergy Action Plan** (if applicable)

4 STUDENT ATTENDANCE

Please notify the Museum School Office via email or the Procare® app if you will be late or if your child is absent. 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.

1/25/2022
4.1 School Calendar

- August 30 - September 2: Meet the Teacher
- September 6-9: First Week of Classes
- November 22-25: Thanksgiving Break
- December 13-January 6: Winter Break
- January 31-February 3: Stock Show Break
- March 13-17: Spring Break
- May 9-12: Last Week of Classes

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</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 am – 11:30 am</td>
<td>$100</td>
<td>$930</td>
<td>$1030</td>
<td>$310</td>
</tr>
<tr>
<td>One Day a Week Ages 3, 4, and 5/6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45 pm – 2:45 pm</td>
<td>$100</td>
<td>$744</td>
<td>$844</td>
<td>$248</td>
</tr>
<tr>
<td>One Day a Week Ages 3 and 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 am – 2:00 pm</td>
<td>$100</td>
<td>$1860</td>
<td>$1960</td>
<td>$620</td>
</tr>
<tr>
<td>One Day a Week Ages 4 and 5/6</td>
<td></td>
<td></td>
<td></td>
<td></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 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 22, 2022. The second tuition installment will be invoiced with a due date of September 9, 2022. The final installment will be invoiced with a due date of November 18, 2022.** 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.

5.2 Refunds and Withdrawals

<table>
<thead>
<tr>
<th>CIRCUMSTANCE</th>
<th>REFUND &amp; WITHDRAWAL POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A parent wishes to withdraw their child from class for the 2022-2023 school year.</td>
<td>Tuition is divided into 3 equal payments (see Section 5.1 Payments). Each payment is non-refundable. <strong>July 22, 2022</strong> The deadline to withdraw from the full school year, before the first tuition payment is due. <strong>November 18, 2022</strong> 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 18, 2022 may attend his/her class through the week of December 6-9, 2022.</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 22, 2022 or the November 18, 2022 deadlines must be sent by email to museumschool@fwmsh.org by the deadline date.

1/25/2022
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 Regulation, Texas Health and Human Services, and/or the Tarrant County Health Department will be consulted regarding a closure. It is crucial that parents understand the Refund and Withdrawal policy entering into the school year.

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 Drop-off and Arrival Procedures

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.

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.

**INFORMATION REGARDING SPECIFIC ARRIVAL AND DISMISSAL PROCEDURES WILL BE DISTRIBUTED TO FAMILIES IN AUGUST.**

6.2 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 for drop-off has ended, please send a Procare® message. A Museum School staff member will greet families on Gendy Street.

6.3 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. 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 for their safety.
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 over-the-counter medication, sunscreen, insect repellent, vitamins or supplements. Please administer these substances prior to leaving home.

The Museum School staff will only administer prescription medication in a medical emergency to prevent serious bodily injury (see Section 7.3: 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 Museum School office prior to the first day of class or as soon as possible with a new diagnosis to discuss the child’s condition. Museum School does not have a medical professional on staff; therefore, the administration and care of a medical condition may be outside of the scope of the Museum School staff.

Museum School staff and children are encouraged to practice healthy behaviors (for example, staying home when they are sick, covering coughs and sneezes with a tissue or the inside of their arm, and frequently washing hands for 20 seconds). (see Section 2: Hand Hygiene Procedures and Family Partnership) Tissues and hand soap are available in all classrooms and hand sanitizer is used if hand washing is not possible. Frequently touched surfaces are cleaned routinely and items are sanitized in accordance with health department guidelines. (see Section 2: Cleaning and Disinfecting)

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 Health and Human 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 & Medical Emergencies

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.

Medication for a medical condition that may cause severe bodily harm must be authorized by the child’s parent in writing with a signature and date of the request.

- 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.

It is recommended that medication stay at Museum School for the duration of the school year; however, parents may choose to take it home and return it daily.
7.4 Illness/Communicable Diseases

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

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. Museum School must be notified if a child has a communicable disease, such as fifth disease, conjunctivitis, mumps, measles, chickenpox, etc.

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 or Assistant Director and the parent/guardian.

In the event medical care is required, Museum Security will be notified. If an accident requires transporting to an emergency room, 911 will be called with instructions to transfer to *Cook Children’s Medical Center* located at 801 7th Ave, Fort Worth, TX 76104. Parents or the emergency contact will be notified immediately in the case that emergency care is required. 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 *Texas Department of Family and Protective Services (DFPS)* child abuse hotline at 800-252-5400.

Per the DFPS requirements, Museum School employees are required to complete annual training focused on prevention, recognition, and reporting of child abuse and neglect, including:

1) Factors indicating a child is at risk for abuse and neglect;
2) Warning signs indicating a child may be a victim of abuse or neglect;
3) Methods for increasing awareness of prevention techniques; and
4) Community organizations that have assistance and intervention programs.

A parent/guardian of a child who is the victim of abuse or neglect should call the child abuse hotline at 800-252-5400 or visit the Texas Abuse Hotline website [https://www.txabusehotline.org/Login/Default.aspx](https://www.txabusehotline.org/Login/Default.aspx).

8 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, Parent Resource Room, and in the office workroom. Each classroom has a walkie-talkie for emergency communication.

8.1 Fire

In the event the fire alarms sound, teachers will calmly evacuate all children in accordance with the classroom’s evacuation route.
8.2 Severe Weather
The Museum School Office will notify teachers when the “Shelter In Place” Plan will be implemented. Teachers will calmly assemble all children in their designated shelter location.

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

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

9 COMMUNICATION

9.1 Parent Communication
Communication between parents and Museum School, teachers and staff, is extremely important. Teachers will use the Seesaw® and Procare® 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 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.

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).

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

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

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

1) Contact the teachers 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.
9.2 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)

10 GENERAL MUSEUM SCHOOL INFORMATION

10.1 Museum School Staff and Class Ratios

All staff have education, experience or degrees in early childhood, elementary and special education. Museum School class sizes range from 12 to 14 children. Classes have a 1:6 or 1:7 teacher to student ratio. Each class has two lead teachers.

10.2 Curriculum

Each week, Museum School class topics and activities for all ages change or build on each other, taking children on an exciting journey of investigation and discovery. (see Appendix A: Curriculum Schedule)

Three Year Old - Three-year-old children become familiar with individual animals – what they look like, what they eat and the kind of homes they prefer. They soon learn the differences between mammals, reptiles, birds, insects and other animals.

Four Year Old - Four-year-old children discover how individual animals with similar characteristics are grouped into families. Their curriculum includes additional topics such as earth science, Native American cultures and early Texas settlers. Children who are age four have the option to enroll in an extended-day class which integrates engineering concepts through STEAM activities that compliment and connect with the traditional Museum School natural science and history curriculum.
Five and Six Year Old - The five and six year old class introduces the concept of habitats and the interdependence of all living things. Caves, deserts, forests, prairies and space are just a few of the exciting topics that reinforce the idea that there are many types of environments, all with their own unique features. Please note that children may attend this class for two consecutive years at age 5 and 6. However, the curriculum remains the same; children will benefit from repetition and will continue to learn new details the second year. Children who are age five and six have the option to enroll in an extended-day class which integrates engineering concepts through STEAM activities that compliment and connect with the traditional Museum School natural science and history curriculum.

10.3 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 or education of others. 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.

10.4 Toilet Training

All 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. Museum School classes are designed for children who can remain in a group setting without parental 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.

10.5 Assessments

Due to the nature of Museum School as a developmentally appropriate, play-based science and history enrichment program, classroom teachers do not conduct social, academic or developmental assessments during the school year.

10.6 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/pants) 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.

10.7 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.

10.8 Snacks and Drinking Water

Due to the short nature of the Museum School 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.

10.9 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.

10.10 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.

10.11 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.

10.12 Halloween

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

10.13 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.

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.

10.14 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.

1/25/2022
11 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)

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 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. 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.*

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 Form.

15 MUSEUM MEMBERSHIP

Museum School families may contact membership@fwmsh.org to receive a 10% discount on a Fort Worth Museum of Science and History membership.
16 DISCIPLINE AND GUIDANCE POLICY

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 of good behavior instead of focusing only upon unacceptable behavior and will remind children of 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 or punishment associated with food. If a child does not respond to redirection or guidance, a brief, supervised separation may be used. It is the goal of all Museum School staff members for children to have a positive social, emotional and educational experience. The Preschool Director and teachers will partner with families to meet the needs of each child. However; Museum School reserves 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. Texas Administrative Code, Title 40, Chapters 746 and 747, Sub chapters L, Discipline and Guidance

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

17 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 and 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 OR 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 Form.*
APPENDIX A: CURRICULUM SCHEDULE

The following curriculum topics are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>3 year olds</th>
<th>4 year olds</th>
<th>5 &amp; 6 year olds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rabbits &amp; Raccoons</td>
<td>Frogs &amp; Turtles</td>
<td>Owls</td>
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<tr>
<td>August 30-September 2</td>
<td>Meet the Teacher</td>
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<tr>
<td>September 6-9</td>
<td>Rabbit</td>
<td>Body</td>
<td>Oceanography</td>
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<tr>
<td>September 13-16</td>
<td>Skunk</td>
<td>Brain</td>
<td>Oceanography</td>
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<tr>
<td>September 20-23</td>
<td>Opossum (SL)</td>
<td>Small Rodents</td>
<td>Prairie (SL)</td>
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<tr>
<td>September 27-30</td>
<td>Fish</td>
<td>Large Rodents (SL)</td>
<td>Prairie (SL)</td>
</tr>
<tr>
<td>October 4-7</td>
<td>Bat</td>
<td>Ringtails (SL)</td>
<td>Anthropology: Native Americans</td>
</tr>
<tr>
<td>October 11-14</td>
<td>Spider</td>
<td>Bears</td>
<td>Native American (Planetarium)</td>
</tr>
<tr>
<td>October 18-21</td>
<td>Snake (SL)</td>
<td>Weasels (SL)</td>
<td>Speleology: Cave</td>
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<tr>
<td>October 25-28</td>
<td>Squirrel</td>
<td>Arachnids</td>
<td>Cave</td>
</tr>
<tr>
<td>November 1-4</td>
<td>Armadillo</td>
<td>Decomposers</td>
<td>Urban (SL)</td>
</tr>
<tr>
<td>November 8-11</td>
<td>Turkey</td>
<td>Plains Native Americans</td>
<td>Urban</td>
</tr>
<tr>
<td>November 15-18</td>
<td>Native Americans</td>
<td>Southwest Native Americans</td>
<td>Forest: Chain Reactions</td>
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<td>November 22-25</td>
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<td>November 29-December 2</td>
<td>Deer</td>
<td>Dog Family (SL)</td>
<td>Forest (SL)</td>
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<td>December 6-9</td>
<td>Tree</td>
<td>Cat Family</td>
<td>Meteorology: Weather (SL)</td>
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<tr>
<td>December 13-January 6</td>
<td>Winter Break</td>
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<td>January 10-13</td>
<td>Coyote</td>
<td>Prehistoric Animals</td>
<td>Weather</td>
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<tr>
<td>January 17-20</td>
<td>Prairie Dog (SL)</td>
<td>Ungulates</td>
<td>Anthropology: Vaqueros &amp; Cowboys</td>
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<td>January 24-27</td>
<td>Farm</td>
<td>Cowboys</td>
<td>Geology: Mountains</td>
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<tr>
<td>January 31-February 3</td>
<td>Stock Show Break</td>
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<tr>
<td>February 7-10</td>
<td>Dinosaur</td>
<td>Small Reptiles (SL)</td>
<td>Astronomy: Space</td>
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<td>February 14-17</td>
<td>Lizard</td>
<td>Large Reptiles (SL)</td>
<td>Astronomy: Space</td>
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<tr>
<td>February 21-24</td>
<td>Earth, Moon, Rock &amp; Sun</td>
<td>Backyard Birds</td>
<td>Planetarium</td>
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<td>February 28-March 3</td>
<td>Planetarium</td>
<td>Birds of Prey</td>
<td>Ecology</td>
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<td>March 7-10</td>
<td>Alligator</td>
<td>Earth Science</td>
<td>Ecology</td>
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<tr>
<td>March 14-17</td>
<td></td>
<td>Spring Break</td>
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<tr>
<td>March 21-24</td>
<td>Raccoon (SL)</td>
<td>Planetarium</td>
<td>Desert (SL)</td>
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<tr>
<td>March 28-31</td>
<td>Fox</td>
<td>Amphibians (SL)</td>
<td>Desert</td>
</tr>
<tr>
<td>April 4-7</td>
<td>Bee</td>
<td>Plants</td>
<td>Biology: Pond (SL)</td>
</tr>
<tr>
<td>April 11-14</td>
<td>Bird</td>
<td>Insects</td>
<td>Pond</td>
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<tr>
<td>April 18-21</td>
<td>Ladybug</td>
<td>Texas Settlers (SL)</td>
<td>Wildflowers</td>
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<tr>
<td>April 25-28</td>
<td>Owl</td>
<td>Crustaceans</td>
<td>Pollinators</td>
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<td>May 2-5</td>
<td>Turtle (SL)</td>
<td>Fish/Shark</td>
<td>Favorite Habitats</td>
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<td>May 9-12</td>
<td>Frog</td>
<td>Sea Mammals</td>
<td>Botanical Gardens</td>
</tr>
</tbody>
</table>
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: __________________________________________________