

# Student Handbook

For

## Preschool

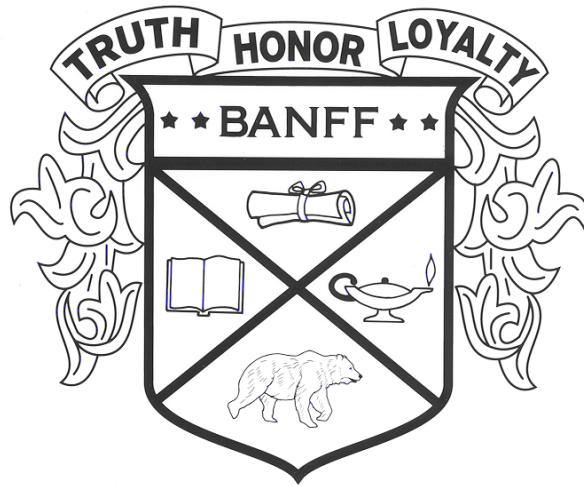
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### Foreword

Welcome to The Banff School. This handbook was prepared to introduce students and their family to the school's operational procedures, guidelines, rules, and general minutia. If answers to queries are not found herein, please call Monday through Friday from 9:00 to 4:00pm.

The Banff School, established in 1969, holds memberships in two professional organizations: the Southern Association of Colleges and Schools, and the National Association for the Education of Young Children.

The administrators, teachers and students who make up the Banff community come from a broad spectrum of differing cultural, social and religious backgrounds. With this diversity as a foundation of the school, Banff's official policy of no discrimination on the basis of color, physical handicap, national origin, race, religion or sex is realized inherently as a daily reality. Respect for all people is a basic tenet of everyday life as well as a key component of the philosophy of Banff.



Dear Parents,

Welcome to Banff. We are pleased you have chosen to share your children with us. Equally we are gratified to know that you share in our goals.

Our teachers and our curriculum are chosen with the utmost care and consideration. Consequently, we have every confidence in both. If you do have special concerns during the year, please know I am always available to you.

At Banff we take very seriously the challenge and responsibility of educating and caring for your children. We want you to know we will honor your trust in us.

Sincerely,

Mrs. Irmgard Banff

## **Philosophy and Objectives**

**The Banff School is a caring place, a safe and loving place, where children play, learn, and grow together; a place that you can trust.**

**We know that selecting a school for your child is one of the most important and most difficult decisions you will make. Like the parents who select Banff for the preschoolers, we care about children; we believe that early childhood is a precious time – a time of wonder – a time to be celebrated.**

**Our program is therefore designed to stimulate curiosity, imagination and discovery. Our activities help to sharpen all of the child's senses and build upon the child's special skills and interests. Children thrive in a nurturing and supportive environment, one in which each child is treated like a unique and whole individual.**

**Communication between parents and teachers is crucial to a student's ability to perform at school. Since both parents and teachers have the welfare of the student foremost in their minds, it is imperative that both parties trust each other. Students need the security of knowing that their days will be somewhat predictable, and teachers need to be able to understand behavior that varies from the norm. Communication needs to go both ways. A few examples of items that are helpful for teachers to know are: when parents are traveling and there is a sitter at home; when illnesses and death in the family are experienced; when a parent is changing jobs; if health issues for the student are serious; a separation of family; etc. Demonstrations of insecurity and inability to concentrate can be successfully coped within the classroom when there is understanding among the adults involved. Banff teachers and administrators strive to give each student a professional and personal relationship that fosters growth and excellence. With constructive parent involvement this goal is realized.**

**Most importantly, with the firm but gentle guidance of our professional staff, Banff children gain social skills, confidence and independence. They also acquire certain lifelong values: co-operation, sharing and responsibility. Add to the mix a healthy blend of education, attention, discipline and fun ... and that's The Banff School ... a caring place.**

# SCHOOL REGULATIONS

## GROUPING AND REPORTS TO PARENTS

Our students are grouped by age and ability. As the learning and teaching tasks of students and teachers change, the size of the group is adjusted to meet the specific needs. The needs of the child are determined and learning tasks prescribed before the student is placed in an optimum size group to meet individual needs.

Preschool classes will have three reporting periods: December 1<sup>st</sup>, March 1<sup>st</sup> and the last day of class. The 1<sup>st</sup> and 2<sup>nd</sup> progress reports must be taken home and signed by the parent and returned as soon as possible to the teacher. The last report is yours to keep.

In the event parents should have any questions or comments about their child in relation to school or the child's schoolwork, the person to contact is the child's teacher. Each teacher will have a page on RenWeb under [www.banffschool.org](http://www.banffschool.org) that will have current information regarding activities happening in the classroom. Please check it out often to keep informed.

## TUITION

Tuition is paid in 11 monthly payments. The first tuition installment is due June 5<sup>th</sup>; remainder to be paid monthly, the last on or before April 5<sup>th</sup>. Enrollment fees and tuition payments are non-refundable nor applicable. Payments are to be sent in your child's lunch box. Please do not hand to carpool teachers. Tuition is the same each month regardless of absences or holidays. The school does not send regular monthly statements, however if your tuition is not received by the 10<sup>th</sup> of the month, you will be billed with an additional 10% of total due. A \$25.00 fee will be assessed for each returned check. After receiving 2 returned checks, all future payments must be made in cash, cashiers check or by money orders. If your tuition is not paid by the 15<sup>th</sup> of the month your child cannot be accepted after that date.

## REQUIRED IMMUNIZATIONS AND SCREENINGS

A Banff School Health and Immunization Record, completed by your child's physician, must be on file in the school office on or before the start of the school year.

Vision and hearing screening must be performed according to state regulations for all first time entrants four years of age or older, as well as for all four year olds, kindergarten, first, third, fifth, seventh and ninth grade students.

## LUNCHESES

A well-balance, catered hot lunch is provided in the cafeteria or the students may bring their lunch from home. Lunches from home should be packed in kits with the students name on **the outside**. Pack a well-balanced, light lunch-such as full or half sandwich, chips or veggie sticks,

fruit and maybe a small treat. Uneaten food will be sent home. Include 2 napkins and a straw. Drinks should be sent in a **thermos** only. **No carbonated beverages – they leak.**

## **DISCIPLINE AND CARE OF SCHOOL PROPERTY**

Banff School students are taught to obey school rules and respect the rights and property of others. If your child does not respond to positive methods of discipline or isolation from the group under adult supervision, you will be called. Corporal punishment is against the philosophy of The Banff School.

## **MINOR EMERGENCIES, ILLNESS AND MEDICATION**

Minor accidents occurring during class, are promptly treated by the teacher. In case of emergency, the school will try to reach a parent by phone. If neither parent can be reached, the child's doctor will be called. If you have not completed the emergency numbers on your child's application, we urge you to send them in.

Regular attendance is important for the continuity of the child's development, but parents should keep their children home when they are ill. If your child contracts a contagious disease, please notify the school so that parents of other children may be notified.

Parents please understand that it is impossible for your child's teacher to administer any type of medication to your child.

Due to many allergies, we ask that each child bring a box of Kleenex the first day of school.

## **ATTENDANCE, ARRIVALS AND DISMISSALS**

Regular, punctual attendance is necessary to the success of all Banff students.

It is the responsibility of the parent to see that all children from her carpool enter the building before the car leaves.

For the safety of students and parents, when you arrive at the school, say a friendly goodbye, only one time and leave the child in the care of the teacher. **Please do not park and walk your child into the school on the first day.** It only makes it harder for you and your child. What happens after that moment is the teacher's responsibility and you need to have confidence in her ability if your child attends Banff School. It may take some children several weeks to adjust to school.

Preschool arrival time: 8:30a.m.

Preschool dismissal time: 3:00p.m.

Before that time, teachers are preparing work for the day and are unavailable to receive children earlier.

For the convenience of our parents, students may come before and stay after regular school hours. The charge for this service is **\$5.00** per hour. To be paid on a daily basis. For students remaining after school hours, please pack an extra treat in their lunch box for a light afternoon snack (it is not necessary to pack a full lunch again). Clearly label with child's name. It will be placed in the snack basket.

Full-day preschool students will have a daily rest. You are to provide a folding mat (labeled non-flammable) and cover. No extra toys, blankets or pillows please. Covers will be sent home for cleaning every other week.

Parents should call for their child promptly at dismissal time. The teachers will dismiss the children individually as you drive through the carpool line. For the safety of you and your carpool children, please do not park to pick up the children. There is a \$5.00 late fee per hour for children not picked up on time.

For dismissal time, we offer the following suggestions:

1. On a white card or paper plate, please write your child's name in bold lettering and put in the front right window so it is visible to carpool teachers.
2. Please use the card or plate all year.
3. Check with the office if you need help with finding other parents in your neighborhood.

It for any reason you will be late in picking up your child, please call the school. Teachers are not responsible for children left after dismissal time. Arrangements must be made with the office staff. Students will not be released to anyone other than parents or carpool mothers unless **written** permission is obtained.

School closes at 6:00 PM. After 6:00 PM, a **\$15.00** charge per 15 minutes will be assessed.

## **VISITORS**

Parents are welcome at Banff School at any time. All adult visitors must sign in and receive a visitor's pass at the front office before they can visit any area of the school. No student-age visitors will be allowed unless accompanied by the parent of a student presently enrolled at Banff. Those who wish to observe their child at work may do so by appointment after the first of October.

Parents who wish to help with any projects are very welcome. If you will let your child's teacher know, we will try to make any materials available.

## **FIELD TRIPS**

During the year, the classes will attend field trips that relate to their class activities or holidays and are close to home. Field trips are an important part of a child's introduction to his/her environment. So it is up to us to ensure the safety and well being of all the children.

We have a policy at Banff that if a parent is driving as a volunteer, they are responsible for the students put in their care. It is very important that no other children attend the field trip (such as a baby or toddler) so your full attention is devoted to the students in your care. If there is no

other option but to bring your baby or toddler, we ask that you not be responsible for being a parent volunteer. You may still attend the field trip but not for carpooling and chaperoning purposes.

Please inform your child's teacher before she depends on you as a driver, of your circumstances.

## **DRESS CODE**

### **On Mondays, Tuesdays, Thursdays and Fridays:**

Preschool children are to wear any combination of the wardrobe offered by Mills and approved by Banff. The polo shirts will have the school's name embroidered on the front.

On Wednesdays, and when "Dress Uniform" is specified, the following applies:

1. Girls: red plaid jumper, white Middy blouse, and navy middie tie
2. Boys: navy slacks and white cotton polo

Uniforms are to be worn on all field trips, unless specified otherwise. For the safety of your active student, we recommend that he or she wear tennis type or rubber soled shoes. **No sandals please.**

All articles of clothing usually removed during the school day should be labeled with the students first and last name.

Unclaimed articles of clothing will be given to a charitable organization at the beginning of the next school year.

## **WEATHER BULLETIN**

In case of bad weather such as hurricanes, flooding, icy streets, etc. please listen to a local radio or television station for instructions.

## **ACTIVITY FEES**

In addition to enrollment fees the following activity fees may be expected where applicable:

- Art Fees
- Field Trips
- Program Fees

## **SPECIAL ACTIVITIES**

The Performing Arts Department offers the following for the students to enroll. Classes will follow class time.

- Dance – all levels
- Piano – group and private