

Petite Ecole Internationale



PARENT HANDBOOK

Petite Ecole Internationale is committed to supporting and fostering a diverse community of staff and students.

Petite Ecole Internationale does not discriminate on the basis of race, gender, religion, or national or ethnic origin in the administration of its educational, admissions, or tuition assistance policies or programs.

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TABLE OF CONTENTS	2
INTRODUCTION	3
History	
Montessori	
Mission	
Philosophy	
School organization	
School staff	
SCHOOL OPERATIONS.....	5
Hours of Operation	
Class Schedule	
Summer Program	
Tuition and Fees for the 202-2021 School Year	
Termination/Withdrawal	
Enrollment and immunization record	
Daily Schedule	
Drop-off/Pick-up	
Child Release	
Inclement Weather	
HEALTH POLICIES	8
Meals	
Sick Policy	
Medicine	
Accidents/Emergency	
Nursing Mothers	
Toilet Training	
SPECIAL PROCEDURES	10
Communication	
Inclement Weather	
Field Trips	
Emergency Evacuation and Drills	
Birthdays	
Toys	
Babysitting	
Graduation	
PARENT INVOLVEMENT	12
Transition from Home and School	
Observations	
Volunteer Hours	
DFPS	
APPENDIX I: Board members	15

INTRODUCTION:

Welcome!

We are delighted that you and your child are going to be part of the PEI family! The purpose of this handbook is to provide an outline of the school's policies and operational information, as well as brief information about the school, which will help you and your child have a happy and positive experience with us. Although fairly comprehensive, this handbook may not include everything that might be of interest, which is why parents are invited to share their questions or concerns with their child's teacher, or any member of the Board.

Brief history

Petite Ecole Internationale (PEI) opened its door in 2000. Initially a bilingual school, the program changed to a full immersion one the following year. After the original owner of the school made a decision to close it due to difficulties balancing family life with the responsibilities of owning a school, the parents of PEI got together and decided to buy the school. In May 2006, PEI became a non-profit with strong parental involvement, a renewed commitment to Montessori and stronger bonds between the families.

About Montessori

Montessori is a comprehensive educational approach from birth to adulthood based on the observation of children's needs in a variety of cultures all around the world.

Beginning her work almost a century ago, Dr. Maria Montessori developed this educational approach based on her understanding of children's natural learning tendencies as they unfold in "prepared environments" for multi-age groups.

The Montessori environment contains specially designed, manipulative "materials for development" that invite children to engage in learning activities of their own individual choice. Children in a Montessori classroom learn by making discoveries with the materials while cultivating concentration, motivation, self-discipline and a love of learning.

Mission

Petite Ecole Internationale is a non-profit organization dedicated to providing a quality French immersion Montessori education for children ages 2-5 and to promote the benefits of language acquisition.

Philosophy

We believe that learning a second language at an early age has far-reaching benefits including proven higher testing scores both in verbal and math, overall better problem-solving skills, and stronger linguistic skills. Coupled with a strong Montessori program that respects each child's learning preferences, personal growth, tastes and culture, this special program provides a unique enriching environment with high-quality education.

School organization

The Board of Directors is the governing body of the school and is responsible for policymaking and conducting the routine business of the school. The Director serves in both administrative and advisory capacities.

The structure of the school allows parents to be involved and communicate their concerns through the School Teachers/Director, Board Members and their own volunteer services. Parents play a large role in the school by being Board members, Committee chairs or members and/or working the required 10 hours a year as volunteers.

School staff**[Carrie Schonaerts, Director and Lead Teacher](#)**

Carrie has been with PEI since its creation in 2000, leaving a career in business to devote herself to teaching, her true calling. Starting as an assistant, Carrie became a strong supporter of the Montessori teaching philosophy after observing the independence and initiative exhibited by the children. As the school transitioned to a non-profit organization, she became the Director of the program in 2011. She has lived in Austin for over 20 years and enjoys traveling, hiking, and working in her garden when away from the school. Carrie has lived in France and holds a bachelor's degree from Southwestern University in Georgetown, TX.

[Gail Chovan, Administrative Coordinator and Board Member](#)

Gail Chovan holds a BA in French from Gettysburg College as well a Master's in French Literature from NYU and the Université de Paris III. She is a self-employed clothing designer who was trained in Paris at ESMOD and the Ecole Duperré. Gail and her husband, Evan Voyles, have twin children, Creed & Zelda, who attended PEI for their pre-school years and will now go on to 2nd grade. They spend each summer in Paris where Gail teaches Fashion & Design to international students through the Sorbonne.

[Lynda Molinari, Classroom Assistant and Extended Day Director](#) Lynda Molinari was born a dual citizen of France and the U.S.A. Raised and educated in Paris France, Lynda holds an associate degree in accounting. Lynda has a love and dedication to children. She has experience working with children, beginning with newborns and up to 19 years of age- with special needs and all walks of life. At the Austin Children Shelter, she was a direct care giver for 6 years and went up to being the team manager for the teen mother house for 3 years.. Lynda worked closely with staff and children to teach life skills, coping skills as well as managed the pre-school program. Lynda is the proud parent of a 19 year old teenager! Lynda has been with the PEI program for seven years.

[Jeannette Assiongbon, Classroom Assistant](#)

Born in Lomé, the capital of Togo in West Africa, Jeanette has lived in Austin for 17 years. She attended the Lycée Technique in Lomé to prepare for her career as an office worker but when she came to the US and worked at Dell, she decided to pursue her degree at Austin Community College in Early Childhood Education. Jeanette graduated in 2010 with a degree in Child Development. She enjoys working with children and singing in her church choir. She has two daughters: one who lives in Boston and is a jurist and the other who lives in Lomé. Her son passed away in 2008 after graduating from college.

SCHOOL OPERATIONS

Hours of Operation

PEI follows the Austin Independent School District (AISD) school year. As is our policy, we are closed during their in service days, scheduled vacations and for delays/closings during inclement weather. Hours of operations are from 8:00 a.m. to 5:30 p.m., Monday through Friday (except holidays and specified vacation/in-service days). A school calendar with all the planned events and closings will be provided at the beginning of the school year.

The school day is from 8:00 a.m. to 2:45 p.m. Extended day is from 2:45 p.m. until 5:30 p.m.

Class Schedule

The school day starts at 8:00. You can take your child into the classroom from 8:00 a.m. until 8:30. If you arrive after 8:30 a.m. due to a doctor's appointment or other similar engagement, we ask that you please bring your child onto the porch but allow your child to enter the classroom alone to avoid disrupting the classroom. If possible, please wait until 10 a.m. to drop off your child. It is very frustrating and discouraging to see children who are just beginning to focus on an activity or lesson to be distracted by the late arrival of a friend. By bringing your child on time, you give him/her:

- Time for a relaxed separation
- Time to socialize before engaging in work
- The opportunity to have the teacher's undivided attention for individual lessons
- Good habits that will be already in place when your child is ready to start elementary school

The morning portion of the program allows for a free choice Montessori work period with access to science/culture/practical life/sensorial/and art, the lesson of the day, a snack and group time. The PEI academic curriculum includes pre-reading exercises, math, writing and language acquisition based on students' readiness, initiation and mastery.

Lunch starts at 11:30 a.m., and the children nap from approximately 12:45 to 2:15 p.m. If your child shows signs of fatigue earlier than 12:45, the teacher will accommodate your child's needs. Per DFPS standards, a 30-minute rest period is required of all students, regardless of their napping habits. After 40 minutes of quiet time, children who do not nap or take shorter naps are permitted to quietly look at books.

The school day ends at 2:45 p.m. The children will be brought out through the front door for pick up. If possible, please wait until they are brought outside so that your child can finish any activity and participate in the closing day song.

In addition to our full school-day educational program we offer a half day program for pre-primary children. This option follows our morning work period, recess and lunch. Pick up occurs after lunch at 12:00 pm before our daily story and naptime..

Summer Program Hours of Operation

Our summer program operates during the months of June and July and follows the same operating hours as the school year day. While the main focus of our school program is language acquisition based on an academic curriculum, our summer program's purpose is language acquisition in a more relaxed atmosphere.

During this time, cultural activities and arts and crafts are predominant in the classroom, though academics are still offered to allow new students to acquire basic concepts and to reinforce concepts for returning students. The summer program may include water activities, such as sprinklers, that will require your permission before your child can participate. At this time, we do not use wading pools or other water bodies requiring extra supervision.

TUITION AND FEES FOR THE 2020-2021 SCHOOL YEAR

New Student Fees:

Wait list fee (if applicable) \$100.00

The Wait List Fee is paid to become a prospective family. The Enrollment/Registration and Supply Fee is to hold a space open for your child for the incoming year and are annual fees. These fees are non-refundable should you cancel your enrollment.

Student Fees:

- Supply fee \$250.00 per year
- Registration fee \$250.00 per year
- Pre-Primary Half Day Program Yearly Tuition \$7,000 per year (10 month payment plan)
- Pre-Primary Yearly Tuition, 2-year olds \$10,000.00 per year (10 month payment plan)
- Primary Yearly Tuition, 3 years and up \$9,600.00 per year (10 month payment plan)

The first-month tuition, registration and supply fee are due by the first day of the start date. The registration and supply fee are non-refundable should you decide to cancel enrollment. PEI requires 30 days written notice of the parent s intent to withdraw a child. . Parents shall be responsible for the following month’s tuition in full should they fail to comply with the above notice requirements.

Extended Day (2:45 to 5:30 p.m.)

- Monthly fee (must be registered): \$205.00
- Drop-in fee (based on availability): \$25.00

The yearly tuition is payable in advance but due no later than on the 1st of August. You have the option to pay tuition monthly, payable in advance but no later than the 5th of the month. Tuition can be paid by check or cash. A \$5 processing/billing fee will be added to your monthly tuition. Any payment made after the 5th will be assessed a \$25 late fee plus \$5 per additional subsequent day. A \$25 penalty fee will apply for returned checks. Returned checks not paid by the fifth business day after we notify you of the return will result in termination of services.

We understand that PEI serves families from all over the world who travel regularly over extensive periods of time. However, your tuition is a guaranteed rate and continues to be due in full each month in order to maintain your child’s enrollment.

Termination

A one-month (30 days) advance notice, in writing, no later than the 5th of the month, is required if you choose to withdrawal your child from the school. Except in the case of gross misconduct on the part of either parent or student, PEI will provide a two week notice of expelling a student. If the family withdraws their child without a 30 day written notice, they will be charged for the full month’s tuition (if not paying annually or by the semester). No refunds will be given.

ENROLLMENT AND IMMUNIZATION RECORD REQUIREMENTS

Before we can accept your child into our program, DFPS requires that all registration forms be duly filled and filed at the school. These include the:

- Enrollment form
- Child release form: please make sure to include your spouse
- Emergency form: a physical address needs to be on record in case of emergency. “The closest hospital” does not qualify as a valid address
- Immunization record and a physician’s statement
- Acknowledgement of receipt of our center’s policies and discipline practices. Should any change occur, it is the parents’ responsibility to notify the school and update the information. It is important that we be able to reach you when necessary

Please make sure the varicella vaccine and Prevnar are indicated. If your child does not have the proper immunization due to conflicts with the tenets of your religion or personal beliefs, you will need to request an exemption form with the Texas Health Department. All requests will need to be addressed in person or in writing. For more information, you can go to:

http://www.dshs.state.tx.us/immunize/school/school_exclusion.shtm. For children age 4 and older, a copy of a hearing and vision screening must also be kept on file.

All health immunization information has to be in your child’s file upon admission into our program (Standard 746.611-613). The physician statement can be provided no later than a week after admission.

Drop-off/Pick-up

Dismissal is held outside the front door. A staff member will permit your child to leave the wait area only when you (or a designated person – see Child Release below) arrive. Once your child leaves the porch area, you are responsible for your child’s safety even if you and your child choose to remain on school property for some period of time. Please keep in mind that cars will be pulling into and out of the driveway and that the front area along the street is not fenced.

Policy on Late Pick-up

A flat fee of \$10.00 plus an additional \$5.00 per minute will be assessed for late pick-ups. A late pick-up is any time after 3:00 p.m. for children enrolled only for the regular school day and after 5:30 p.m. for children enrolled in extended day. A total of ten minutes per semester will be allowed for late pick-ups before late fees apply.

Child Release

PEI staff will not release a child without verbal or written consent to anyone other than the persons listed on the *Child Release Form*, including a spouse. Please inform the person(s) picking up your child to be prepared to show proper identification upon request. You may update your information at anytime by requesting a new form.

HEALTH POLICIES

The following policies have been established to optimize your child's well-being during his/her stay at the school. We also want you to be able to understand how we work and why so that you can be an active partner in your child's day even if you are not physically present.

Meals

PEI does not provide meals or snacks. Each child should bring a healthy, well-balanced lunch and one healthy snack each day. Children enrolled in extended day should bring an additional healthy snack for the afternoon. We will on occasion, conduct cooking activities with the children to emphasize cultural celebrations. You will receive advanced notice of any activities that involve food or drinks provided by the school.

The Texas Department of Family and Protective Services (DFPS) requires that student nutritional needs be met during the school day. Consequently, children may not bring any candy (which includes gummies and fruit roll-ups) or other junk food to school. We ask that each day you provide at least one serving of fruit, one serving of vegetables, one serving of carbohydrates and one serving of protein. Parents should work with their child's teacher to improve the quality of meals and snacks when requested by the teacher.

PEI cannot be held responsible for the nutritional value of meals provided by parents or for meeting the child's daily food needs.

Children are not forced to eat. Instead, we encourage them to try new foods and teachers model healthy habits. Whatever your child doesn't eat will be sent back home whenever possible so that you can stay informed about your child's diet and eating habits.

Sick Policy

In accordance with the DFPS Minimum Standards for child care facilities, PEI will not accept any child who is running a fever of 100 degrees or more, is vomiting or has diarrhea. If your child should become ill while at the school, you will be contacted and required to come pick him/her up. If your child is not running a fever but is very uncomfortable and requiring extra attention, consider keeping your child home.

In the event of an outbreak of a communicable disease, PEI will notify the parents in compliance with 746.307 (c) of the DFPS Minimum Standards and will explain when the child may return to the school.

Medicine

When necessary and with your permission, PEI staff can administer medicine to your child. The medicine must be in its original container and accompanied by a prescription or written instructions indicating the frequency and amount to be administered. Medicine is administered once a day, at lunchtime, unless otherwise indicated by the prescription. All medicines are kept in the office or in the refrigerator, in a locked container, out of reach of the children.

If you need PEI staff to administer medicine to your child, please request an authorization form from the staff. PEI must have and maintain an authorization form in order to administer medicine to a student.

Nursing Mothers

As stated in the DFPS Minimum Standards manual (746.501(24)), mothers visiting our classroom have the right to breastfeed their child. PEI will provide a comfortable place with a seat in our center or within the classroom that enables a mother to breastfeed her child. You have the right to breastfeed or provide breast milk to your child while they are in our care.

Insect spray/sunscreen for recess

During the summer months, we will apply a natural insect spray to all children prior to going outside for recess. We will not apply sunscreen given the prevalent shade during the morning recess, however, parents are encouraged to apply sunscreen to their child as a protective measure prior to morning drop off.

Toilet Training

Toilet training is an important milestone for children in our educational program. As with any learning experience, this process should be as developmentally individual as each child. There is no right age that a child should be completely toilet trained, therefore, Petite Ecole does not require children to be toilet trained prior to enrollment. When your child shows signs of being physically and emotionally ready to start the potty training process, we will begin working with your child and ask that you coordinate similar efforts and methods at home. Team work and daily communication will provide the consistency necessary for results. In order to address expected accidents, we ask that you bring in multiple changes of clothes. PEI is not responsible for washing soiled clothes but will send them home for washing.

We also understand that accidents may still happen with children who have finished potty training. It is our policy to have children use the toilet facilities during transition periods and they will also be asked/reminded frequently to use the bathroom throughout the school day. Any child needing to use the restroom will be permitted to do so and will be supervised by an adult to assure safety. Children will not be humiliated or punished for having an accident.

We know that children learn about their bodies and sexual differences in a gradual and natural way, and given our classroom layout, children in our environment use the bathroom facilities together, regardless of sex or age. We will maintain active adult supervision of children when they are in the bathrooms.

Accidents/Emergency

We do our best to provide a safe environment for children. However, in the case of an accident, your child's teacher will notify you as soon as possible.

An incident report will also be completed and kept in your child's file. In the event of an accident resulting in a severe injury or illness requiring medical attention, we will call 911 or take your child to the facility indicated in your *Emergency Form*. We will also notify your child's physician right away to get all relevant information. If necessary, we will perform CPR or First Aid before notifying you. We will maintain supervision of all the children in our care, at all times, including in case of an emergency.

A report of the accident will be filed both with the school (in your child's folder) and the DFPS. We will ask that you review the information for accuracy and sign it to acknowledge that you were properly notified.

Developmental/Behavioral Issues:

If a child is not progressing or is exhibiting disruptive or concerning behavior, his or her parent agrees to work with PEI staff to address developmental or behavioral issues and to seek outside professional assistance if so advised by PEI staff.

The parent understands that PEI cannot diagnose or treat developmental or other problems and agrees not to hold PEI liable for failure to detect any learning or other disability the child may have.

The parent understands that PEI may not be able to provide the proper environment or assistance for some children with disabilities or developmental or behavioral issues and is willing to work with PEI staff and outside specialists to determine the optimal learning environment for the child and to place the child in such an environment. The parent understands that this means that the child may be required to leave PEI to receive proper assistance and/or treatment. If such is the case, the advance notice refund policies will apply.

PEI reserves the right to ask any family to withdraw their child from the school. In such cases, tuition reimbursements or waivers may be provided upon discretion of the board of directors and PEI staff.

Policy on concealed or open carry handguns:

Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter H, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter H, chapter 441, government code (handgun licensing law), may not enter this property with a handgun that is carried openly.

SPECIAL PROCEDURES

Communication

Every day, you will receive a note describing the three major events of your child's day. You will also receive the school's monthly newsletter with upcoming events, reminders, suggestions and information about the classroom.

Remember to check the parents' board by the front door for important notices and reminders. Also make sure you read all material that your child brings home. We frequently send announcements and notices home in lunch boxes. Information on school closures (vacation or in service days) will also be sent via email. Information regarding upcoming events is also posted on our website.

If you need to talk to your child's teacher, she is available after the core school day from 3:00 and until 4:30pm. The staff is very busy during drop-off and need to focus on the children. During this time, please keep communication as brief as possible. E-mail is also available for your convenience.

Parents are encouraged to discuss their child's progress with the lead teacher. It is important not to discuss problems in front of any child. We are all role models for the children so please refrain from making negative comments within the classroom and instead schedule a time to meet with your child's teacher.

Questions or concerns regarding your child or the curriculum should be addressed to the school director.

Inclement Weather

PEI follows Austin Independent School District for closures and/or delays for severe weather such as ice or snow. Please check the TV, radio, or internet for cancellation notices. An email will be sent to parents if there is a change in our scheduled start time.

Emergency evacuation

In the event of an emergency situation (natural, health, and human-caused) the Director will be responsible for contacting the appropriate authorities and notifying DFPS. The Director will also be responsible for contacting parents and notifying them of the situation and whether the children have moved to an off-site premise.

Relocation Area:

In case of severe weather, we will keep the children in the hallway, away from any windows that could be damaged. If we evacuate the building, we will meet in the front parking lot. If we need to leave the immediate premises, we will relocate to the Austin Police Dept Station located at 812 Springdale Rd (512) 974-5900, as an alternate shelter. As Petite Ecole does not provide transportation, we will walk as a group to this designated shelter off premises.

Field Trips

To expose our students to different experiences and cultures, we try to organize at least one field trip per year. We rely on staff and parent volunteers to help with transportation.

Before each field trip, we will:

- Send you a notice in advance, giving you all the details for the upcoming field trip (location, times, transportation regulations, forms and supplies needed as well as DFPS regulations regarding activities away from the school).
- Send a permission slip before the field trip for you to sign. **Without proper authorization, your child will not be allowed to participate.**
- Post a notice prior to the field trip, with the location, time of departure and time of return, as well as a contact number to call in case of any changes/emergency situations.

We always welcome volunteers to help with field trips. In an effort to provide a safe and enjoyable experience for all involved, a mandatory orientation meeting for all volunteers/staff will be held prior to any field trip to address safety issues, DFPS regulations and expectations as well as any questions that you might have.

Birthdays

Parents are invited to join us to celebrate birthdays. During the celebration, we try to put the emphasis on your child's place in our life and in the world. We encourage parents to bring photos that they would like to share with the children and to tell little anecdotes about their child. If you would like, you may bring a small dessert for the class but please make sure to check with your child's teacher about children with any special diet (vegetarian, food allergies, etc). If your schedule allows it, feel free to stay for lunch. Because our birthday celebrations follow the Montessori philosophy, check with your child's teacher to make sure that what you plan to bring is appropriate.

Toys

Toys stay home! We provide a rich and challenging environment with activities that the children cannot necessarily do at home. This encourages them to explore new material. Toys are always very distracting, both for your child as well as for his classmates, and they draw the children away from a focus on classroom activities and routines. They can also cause conflict if a child doesn't want to share something that is very special to him/her. Children often have the same toys and can get confused regarding ownership. Finally, when toys get inadvertently broken, it can be very upsetting for your child.

If your child needs or wishes to bring something to school, we encourage educational items (such as books, games or cultural artifacts) or recognitions for an accomplishment (such as a diploma, medal, something that the child made or completed). Such items will be shared in group and are great for building your child's self-confidence and sense of belonging.

Your child may bring a stuffed animal or soft comfort item for nap, as long as it does not play music, talk or make other noise. Barbie and plastic baby dolls are considered toys and will be not permitted during nap. Comfort toys are kept in a special cubby until naptime.

Children enrolled in extended day are permitted to bring a toy from home for the after-school period. These must be placed in the extended day toys bin located in the front foyer. Please make sure that the toy is age-appropriate and is **properly labeled with the child's name or initials**. If your child wishes to bring a toy for extended day, we ask that you only bring **ONE** toy per day. We respectfully ask that you do not allow your child to bring in any play weapons, guns, etc. as we place a strong emphasis on school as a "safe place". Electronic games (game boys/Leap Frog/ Leapsters,) as well as electronic trucks, cars, etc will not be permitted in the school or during extended day.

Babysitting

We do not permit teachers to babysit children that are enrolled at the school. It is important for our staff that they are recognized as trained professionals. They are the authority figures within the classroom and are responsible for guiding a group of students. When teachers babysit, this both disrupts the group dynamic and changes the authority dynamic for the individual student due to increased familiarity with that individual child. Once your child associates a teacher with individual attention, s/he is more likely to become jealous, needy for the teacher's attention or simply consider her as a friend and act in a more liberal manner. For those reasons, it is important for your child to have very clear boundaries between home and school.

Graduation

At the end of the school year, PEI will invite students' parents and families to attend a small ceremony and pot luck lunch during which each graduate will receive a certificate attesting to his/her accomplishments for the school year.

PARENT INVOLVEMENT

Transition from home to school

Starting school or starting in a new classroom is a big step -- both for students and for parents. In order for the transition between home and school to be as smooth as possible, we invite you to visit the school with your child prior to the first day of school. We also encourage you to attend school-sponsored social events so that you can talk about your apprehensions with other parents and your child can become familiar with his/her new environment.

When you bring your child to school in the morning, allow him/her to walk into the classroom (rather than being carried) and to carry his/her own lunchbox. It helps the child avoid clinging and fosters the feeling of being "a big kid." Develop a ritual for saying goodbye so that your child knows what to expect, and try to be brief. In doing so, you accomplish two things. First, you show your child that you trust the teacher and more generally, the school, sending a very reassuring message to your child. Second, you empower your child by showing that you trust his/her ability to adapt to a new situation and handle changes in a positive way.

This can be tricky and emotionally very difficult. It is hard to go on with your day when the last image that you have of your child is a tearful face. However, your child's day doesn't really begin until you have left. As long as parents stay, the child feels a conflict between wanting to be with the parent and wanting to be with peers and teachers.

We understand how difficult the first weeks of school can be for everyone. We will do our best to ease your family through the transition. If there is difficulty with the separation (or if you just need to know that your child didn't cry all morning after you left!), don't hesitate to talk to your child's lead teacher.

Observations

Observations are an excellent preparation for the parent/teacher conference and provide insight into the Montessori method. We do offer an "open door policy", allowing parents to visit the classroom after the first six weeks of school, when children have learned and settled into the new routine. It can also be beneficial to visit the classroom after dismissal when the child is free to show you around the classroom and the types of activities they enjoy doing. When you visit the classroom, we ask that you follow some simple rules that will allow you to see your child in action in his/her classroom:

- Let your child be your guide.
- Let your child decide what activity s/he wants to show you.
- Try not to correct your child, even though s/he might make mistakes. Your child wants you to be proud of him/her.
- Refrain from interrupting your child's or his/her classmates' work
- When the children address you, be brief and let them know you are there to see them do their work.
- As a reminder, your presence in the classroom will likely change your child's normal behavior, work initiative, and routines that the teachers see on a daily basis.

If you are unsure about what to do, ask your child's teacher.

The school has an open door policy and enjoys welcoming visitors into the classroom.

Volunteer Requirements

PEI, a non-profit school, is overseen by a Board comprised of, but not exclusive to, parents of current and past students. The success of the school is directly related to parent involvement. Consequently, parents are required to volunteer at or for the school for a minimum of 10 hours per academic school year and an additional 5 hours if a sibling is enrolled in the program. Parents who cannot or choose not to volunteer will be billed at the end of the school year for \$15.00 per volunteer hour not worked. Parents will regularly receive notices about volunteer opportunities. There are many committees from which to choose and time spent on them can be used toward your total volunteer hour expectation. The committees include: (Each parent will have the opportunity to sign up during the Parent Orientation held at the beginning of the school year.)

1. Website and Social Media

To update and maintain the website, working with the marketing committee.

2. Staff Appreciation Coordinator

To organize the parents in providing periodic treats/gifts to the staff.

3. Marketing Committee

To maintain marketing efforts in order to enroll students and build a positive reputation of the school in the community.

4. Fundraising Committee

To create an annual fundraising plan and implement all the fundraising events and to seek and apply for grants.

5. Building and Grounds Committee

To work with the Director and if needed, the property landlord, regarding building and ground needs.

6. Volunteer Coordinator

To coordinate the volunteers for socials, workdays and any other special event for which volunteers will be needed.

7. Recruitment Committee

To maintain the Parent Liaison Program, working with the marketing committee to ensure our messages are uniform.

8. Social Events Coordinator

To organize monthly gatherings/playgroups for the families such as an afternoon in a park, dinner in a child-friendly restaurant, etc.

Other ways to provide your services and fulfill your volunteer hours are:

- **Beautification Work Days.** Once a semester, parents convene at the school during a weekend work day to handle simple repairs, landscaping upkeep and other projects identified by the teachers. The board will send a notice the week prior to Work Day notifying parents of the projects to be done that Work Day.
- **Marketing Events.** We periodically need parents to staff tables or booths at events around town to publicize the school.
- **Fundraising Events and Activities.** Parents can assist the Fundraising Committee with fundraising activities.

DFPS

The Department of Family and Protective Services (DFPS) is the entity that governs Child Care operations and ensures compliance with the State's Minimum Standards. It is another partner working in your child's best interest.

In compliance with minimum standard 746.401, the following documents are available at all times for review:

- The most recent fire inspection
 - The most recent sanitation inspection report
 - The most recent gas inspection report
 - The Licensing minimum standards applicable for child-care centers.
 - The latest inspection report from our CCL representative.
 - Information on how to report child abuse. Useful sources of information regarding child care regulations: http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care: this website allows you to research the history of any licensed childcare facility currently in operation.
- Child Abuse Hotline: 1.800.252.5400
Local CCL office: 834.3195

In addition, it is required that parents be informed that the school is located in a **gang-free zone**, which is a designated area around a specific location where prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. Below is some additional on gang-free zones from DFPS:

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my child-care center?

A child-care center must inform parents or guardians of children attending the center about the new gang free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

Faisons Le Voyage Ensemble!

We are excited to have you and your child join the PEI family. If there is ever anything we can do or there are questions you have, please do not hesitate to contact us!

Carrie Schonaerts
School Director
carrie@petiteecole.com
512.302.3180

APPENDIX I: BOARD MEMBERS

John Bello: johnsbello@gmail.com

Tiffany Derr: tiffany@moreland.com

Gail Chovan: gail@petiteecole.com

Dustin Hindman: dustin.hindman@gmail.com

Mathew Schaefer schaematt@gmail.com

Please read and complete the following form.
We cannot complete enrollment of any student whose parent(s) has not submitted all required forms.

The Parent's agreement must be signed to acknowledge that you are familiar with PEI's policies and procedures and that you agree to abide by them.

DFPS now requires that we keep a copy of our discipline procedure signed by the parents.

Petite Ecole Discipline Policy

Our goal is to help the child develop as an autonomous individual via a kind atmosphere promoting respect (for self and others) and problem solving skills. Autonomy means the person is governed by himself/herself.

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control.

The methods of guidance that all staff uses are:

- **Reminders.** A child running inside will be reminded that running is for outside and asked to use his "walking feet".
- **Redirection.** A child climbing the fence is sent to climb the playscape
- **Compliance training.** The children practice appropriate behaviors with the teacher alone or in groups, such as coming when called, walking across the room, etc.
- **Language of encouragement.** The staff uses language that appreciates efforts and emphasizes specific accomplishments. For example, rather than a vague "Good job," an adult might say "You put your shoes on all by yourself today!" (even though they are on the wrong feet).
- **Positive language** that lets the child know what the expectations are. For example, an adult may ask a child "Please use your walking feet" instead of "Don't run!" Positive phrasing helps avoid power struggles.
- **Natural and logical consequences.** These are arranged by the adult to be experienced by the child as logical, reasonable and directly related to the behavior. The emphasis is on treating the child with respect and dignity. Natural consequences help the child understand the relation between cause and effect and allow separating the deed from the doer. Logical consequences are based on a democratic relationship between adults and children, not on a perceived need for retaliation. For example, a child who keeps on shouting after repeatedly being asked to use an inside voice will be taken outside.
- **Renewal time.** Also known as "time out," this is a last resort when the child's actions are dangerous to others or himself/herself. Rather than being a punitive measure, the staff presents it as "renewal time," a valid way to let the child repair mixed-up feelings so that harmonious interaction with others can follow. It provides an opportunity for the child to be accountable for his/her actions. The adult avoids nagging, arguing and threats. Renewal time is designed in a way that allows the child to be away from the other children while still having the teacher's attention.

The following methods will NOT be used by anyone at PEI:

- Corporal punishment or threats of corporal punishment: This includes but is not limited to pinching, hitting, shaking or biting a child.
- Arbitrary punishment, such as punishment associated with foods, naps or toilet training, putting anything on or in a child's mouth.
- Emotional punishment. Children are not to be yelled at, ridiculed or humiliated. They are not to be subjected to any harsh, abusive or profane language or be left in a dark room, bathroom or closet with the door closed or left in a locked room.

(Signature-Parent)

(Date)



Emergency Evacuation Plan Petite Ecole Internationale

Emergency Evacuation:

In the event of an emergency situation (natural, health, and human-caused) the Director will be responsible for contacting the appropriate authorities and notifying DFPS. The Director will also be responsible for contacting parents and notifying them of the situation and whether the children have moved to an off site premise.

Relocation Area:

If we evacuate the building, we will meet in the front parking lot.

In case of severe weather, we will keep the children in the front foyer, away from any windows that could be damaged.

If we need to leave the immediate premises, we will relocate to the Austin Police Department Station at 812 Springdale Rd, (512) 947-5900, as an alternate shelter. As Petite Ecole does not provide transportation, we will walk as a group to this designated shelter off premises.

First Aid Kit and Emergency Materials:

A First Aid Kit, flashlight, and emergency weather radio will be located in the hallway by the ADA bathroom so staff can take these supplies in the event that we evacuate our building and/or move to our safe shelter off the premises.

Emergency Preparedness Drills

FIRE DRILLS and CARBON MONOXIDE TESTS:

Fire drills will be conducted monthly, including documentation of our exit time from the building. Smoke and Carbon Monoxide Detectors will be tested monthly to assure they are in working order.

SHELTERING/SEVERE WEATHER DRILLS:

These drills for emergency weather situations (tornado, hurricane, flooding, etc) will be conducted every 3 months. The secure location for these drills will be in the front door foyer area as it is isolated from windows.

LOCK DOWN DRILLS

Lock down drills will take place 4 times per year. These drills will help us prepare from volatile persons who might be in the school vicinity. Our safe space for these practice drills will be the school office, which is a contained space with a door that can be locked.