La Crèche - TPS
18 Months - 2 Years Old

Student - Parent Handbook

Operational Policies

• Excellence • Rigor • Kindness
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DISCLAIMER
The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student, but instead serve as an aid to the Lycée International de Houston in its everyday decision-making responsibilities.

This handbook is intended to serve as a guide to help students and their families come to know the Lycée International de Houston’s programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to become familiar with the contents. We are hopeful that the handbook will answer the majority of questions parents/guardians and students may have about academics, security, discipline, school rules, safety, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the Lycée International de Houston to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its faculty, employees, students, or overall school community. The policies may also be revised or updated periodically, even during the school year. Parents/guardians and students will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of School.
Dear Parent or Guardian,

Welcome to the Lycée International de Houston! We believe that every family helps to make the School successful.

We hope that you will be proud to belong to Lycée International de Houston family. This handbook describes our policies; however, it cannot be possible to cover every situation which can arise. Parents are encouraged to speak to any faculty, staff member, or call a member of the Administration Team if you have any questions or concerns. We are always looking for ways to improve our service, and we need your feedback to do so!

Early childhood education gives you the advantage for a successful transition into kindergarten. Getting an early start encourages confidence and builds self-esteem. Whether you are beginning our la Crèche/18 month or TPS/PK-2 program, you are giving your child a lifelong gift of learning. Learning how to be part of a group, how to form relationships, and how to make meaningful contributions to classrooms are all part of our process to help support childhood development.

Here, your child will find a rich, nurturing environment where learning is fun, the curriculum grows as skills increase, and enthusiastic teachers turn every learning moment into a positive experience.

In short, it is a place where you can be confident your child will thrive. We are happy to meet with you any time to talk about your child’s progress and growth, and we invite you to share your suggestions or concerns with us. You know your child better than anyone else; we value your insights.

We hope that your experience here will be enjoyable and rewarding for you and your child. Again, welcome!

Our administrative team oversee the day-to-day operation of the center. We are looking forward to getting to know you and your child. And again, if there is anything we can do to improve ourselves, do not hesitate to speak up.

Warm regards,

Margaret Combs
Head of School
DESCRIPTION OF Lycée INTERNATIONAL de HOUSTON

The Lycée International de Houston Bilingual School was founded by Ahmed El Naggar and Marva Martinez. The founders set out to create a truly bilingual French and English school, one where faculty would embrace excellence, rigor, and kindness with our students. Their vision was to offer the highest standard of educational excellence through the French Baccalaureate program, where students graduate with confidence and knowledge gained from a highly rigorous, multilingual education that can lead to careers around the world – and to a more culturally enriched life.

Our state-of-the-art campus was built during 2015-2016 and the Lycée International de Houston opened in the Fall of 2017. This incredible space with a capacity for eight hundred students sits on ten acres and includes thirty-eight classrooms, eighteen plus administrative offices, two conference rooms, three meeting rooms, a library, physics, chemistry, and biology labs and a lovely spacious atrium. The teachers have two lounges and a workroom. The indoor play area, called the Olympic, is 30,000 square feet. There is a soccer field and two playgrounds, one for KG – 12th grade students and one for Pre-kindergarten students. Lycée International de Houston offers perfect surroundings for perfect learning.

At the Lycée International de Houston, bilingualism is an inherent part of everyday life for our students. They gain full native fluency in both language and culture, as they move fluidly between our two core languages and cultures in an international environment each day. In the classroom, on the playground, in the field, and on the stage, they engage with native-French and native-English speaking teachers, coaches, leaders and staff, and each other. Beginning in Pre-K and continuing through 12th grade, our students thrive in a unique multicultural, dual-language learning environment where instruction is provided in French and English.

The Lycée International de Houston encourages and nurtures the personal growth of our students and creates in them a sense of responsibility and the skills necessary to have influence. Our students enjoy a wide range of classes. They are immersed in a program that opens doors and allows for opportunities all over the world.

At this point in time, we are proud of our curriculum, which allows children from all over the world to benefit from the classic European education as well as important current issues. Our emphasis on the arts, sciences, and languages is unsurpassed. We can definitely state that the Lycée International de Houston curriculum is every bit as challenging as the French Program and culminate with either the French Baccalaureate or the French American Baccalaureate.

The Lycée International de Houston is excited to announce its authorization to become an International Baccalaureate (IB) World School in 2021. In doing so, Lycée International de Houston will join just nine high schools in Houston to offer the IB Diploma Program (DP).

The school plans to offer courses that align with the DP, which aims to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed. IB strives to develop students who will build a better world through intercultural understanding and respect.

The Lycée International de Houston is accreditation by the French Ministry of Education (M.E.N.) and the authorized by International Baccalaureate Organization (IBO).
PREAMBLE

ABOUT US
The Lycée International de Houston Bilingual School’s la Crèche program is licensed by the Texas Child Care Licensing (Operation Number 1692782). The role of the Lycée International de Houston Bilingual School is to teach and guide children to discover what it means to be a unique person with individual talents and gifts.

MISSION
The Lycée International de Houston’s mission is to provide an inclusive and diverse learning environment in which rigorous international programs foster academic excellence, innovation, creativity, and cross-cultural communication to inspire a passion for learning and empower each student with knowledge, understanding and open-mindedness.

VISION
With excellence, rigor, and kindness as the core value at the Lycée International de Houston Bilingual School, our vision is to prepare multilingual, academically, and socially prepared students to be leaders and positively impact their communities.

OUR PHILOSOPHY
Each child is a person of worth deserving of our love and respect. Each child is unique with his/her own needs, interests, abilities, and individual development. Each child is a creative person who needs opportunities to experiment with a variety of materials and to develop social skills in an age-appropriate setting.

Self-awareness is a developmental process, which occurs best in an atmosphere of acceptance and understanding. To facilitate maximal learning and development, children need a stimulating environment, which will lead them to construct their own knowledge of the world around them.

No behavior is meaningless; freedom to express feelings in positive ways is important. Children need to learn to recognize, accept and understand their own feelings and those of others. This is done in an appropriate environment with the love, respect, and support necessary to maximize all areas of growth.

The School welcomes children from Crèche (18 months) through High School. Mentored and taught by qualified professionals, every student benefit from individualized teaching methods within small groups. We use differentiated teaching methods that are tried and evaluated. Our school encourages students to build their curiosity, creativity, and independence.

OUR VALUES

Excellence
Teachers implement classroom instruction that combines current academic standards with research-based and innovative practices.

Rigor
Teachers employ effective best practices, including cross-curricular and differentiated instruction, and critical thinking and problem-solving strategies.

Kindness
Teachers provide children a healthy dose of the warmth and empathy in order to flourish as healthy, happy, well-rounded individuals.

The School favors the use of the words “child” and “children” when referring to students.

We consider each child as a whole human being with unique capacities and skills. It is only when a child is well, that the student within can fulfill their potential.
PROGRAM GOALS
The Lycée International de Houston aspires to meet the needs of ALL children and families. We provide care and developmental stimulation through play-based academic growth opportunities for young children as well as educational opportunities for families through our parent resource center and family nights. Teachers at our center see themselves as researchers, learning about each child’s development and simultaneously furthering their own pedagogical knowledge. They specialize in developing and implementing the newest techniques based on the growing body of research that shows positive correlations between home-like indoor environments and strong interpersonal relationships and the ability to concentrate. In our indoor and outdoor classrooms, we are constantly “Discovering and Caring Together!”

The young child is a member of his/her family. It is our aim to work with each family to create the best possible environment for their child while in our program. The faculty and staff of the School focus on the total and unique growth and development of each child. We promote:

Cognitive Development:
- Learning to solve problems and form concepts
- Discovering and exploring the near environment

Social-Emotional Development:
- Developing self-esteem and personal adjustment skills
- Achieving self-confidence in relationships
- Developing a sense of responsibility and persistence in completing tasks

Physical Development:
- Developing hand and body coordination
- Learning physical skills
- Learning good health habits

Language Development:
- Express wants and needs using words
- Develop communication skills with adults and peers

Creative Development:
- Expressing ideas through creative skills
- Expressing self through creative media
- Developing the ability to think and act in different and unique ways

NON-DISCRIMINATION POLICY
The Lycée International de Houston does not discriminate on the basis of religion, national origin, cultural heritage, race, gender, age, political beliefs, sexual orientation, marital status, toilet training status or disability in its admissions or hiring practices. It is our goal to recognize and respect each person’s individuality.
ACCREDITATION
The Lycée International de Houston is known globally and is accredited by a number of international organizations that each attest to the excellence of the school.

FRENCH NATIONAL MINISTRY OF EDUCATION
The Lycée International de Houston is on the official roster of the French Schools in Foreign Countries (AEFE). It is part of the French Ministry of Education network worldwide, which includes more than 450 schools outside France. A student leaving the School is prepared to transition smoothly into sister schools in the AEFE network in the US, France, or any country in the world.

THE INTERNATIONAL BACCALAUREATE (IB)
The International Baccalaureate Organization (IBO) is a nonprofit educational organization founded in 1968. The four programs offered by the IBO are taught in more than 5,000 schools around the world. The School became part of the IB World School 2020 and is authorized to administer the Diploma Programme for students in grades 11 and 12.

TEXAS ALLIANCE OF ACCREDITED PRIVATE SCHOOLS (TAAPS)
The Lycée International de Houston’s rigorous academic curriculum and programs are recognized and accredited by TAAPS. You can find additional information about our accreditation by visiting the TAAPS website.

The Texas Alliance of Accredited Private Schools (TAAPS) sets the standards for excellence in Texas education. Since 1988, its primary mission seeks to accredit private schools that meet the standards of the association and continue to maintain the quality of education as expected by the Texas Education Agency.

PRESCHOOL PROGRAM AND AGE REQUIREMENTS
We have an open enrollment policy throughout the year following the admission process and procedure and accept children meeting the assessment and admission procedure.

PRESCHOOL PROGRAM (CRÈCHE-PK2):
Preschool (Crèche-PK2) operates from 8:00 am to 3:15pm. Our half-day program operates from 8:00am to 12:00pm from Monday through Friday. Our full day program operates from 8:00am to 3:15pm, Monday through Friday.

A child is eligible for our Crèche program starting at 18-months. A child is eligible for our PK2 program starting at the age of two. Parents provide lunch, snacks, and supplies.
**EARLY MORNING BUILDING BLOCKS:**
This program operates from 7:30am – 8:00am. All children are eligible for this program, and it is included in the cost of tuition. Parents are welcome to stay and participate in activities with their children.

**EXPLORING THROUGH PLAY (CRÈCHE-PK2):**
This program operates from 3:00pm-4:30pm. Crèche and PK2 students are eligible for this program. Exploring through Play (Crèche-PK2) includes well supervised play activities. Snacks are provided by parents. This program is at additional cost.

**AFTER SCHOOL EXPLORING THROUGH PLAY II (CRÈCHE-PK2):**
This program operates from 4:30pm-6:00pm. Students from La Crèche and PK2 are eligible for this program. Exploring through Play II (Crèche-PK2) includes well supervised play activities. Snacks provided by parents. This program is at additional cost.

**ARRIVALS AND DEPARTURES**
Entrance and departure records: each day upon arriving, teachers sign the students in on an attendance sheet. Logging in allows the School to keep a record of your child’s presence on campus. It is important for the School to keep an exact count of children under our care for safety reasons.

Release of children: children will only be released to the persons who are officially designated in writing on the form provided by the School on the first day of school. We may require photo identification if we do not know the authorized person picking up your child.

For safety and smooth operation of your child’s dismissal, please read carefully:
- Children can be picked up in the classroom, but parents must sign them out.
- The school closes at 6:00 pm after this time we charge according to the rate ($1.00 per minute-see 3.6. LATE PICKUP FEE)

In addition, please notify the School Life Coordinator in advance by email at schoollife@lihouston.org before noon if someone other than the parent or authorized person is to pick the child up. In such cases, parents must send a written permission to the abovementioned staff members. The person picking up the child must provide a valid photo identification.

Please inform your emergency contacts that may be called upon to pick up your child, that we will require photo identification and that identification may be copied at time of pickup.

**SCHOOL CALENDAR**
The School follows the French school calendar year while also meeting the Texas requirements on the number of school days. Our calendar can be found under the “School Life” section of our website. The School remains open during these breaks and care options will be provided. At an additional cost, the students can join various camp activities at the School, while school is not in session.

**VISITING YOUR CHILD**
Normally, we allow parents to visit their child at any point during the day to observe their child’s and his/her adjustment. We ask you to be as quiet as possible so that there is a minimal disturbance in the classrooms regularly scheduled program. An extended duration of visitation causes disturbance in the regularly scheduled routine. We ask you to limit your visitation time to 10 minutes.

Due to the COVID 19 pandemic, the TEA has advised no parents to enter the student learning environment.
ACCESS TO VISITORS ON CAMPUS
All visitors must report to the reception area to obtain a visitor badge before proceeding to their destination.

ADMISSIONS AND ENROLLMENT
The School Admissions Department will give special consideration to children with siblings already enrolled, children of employees, as well as parents collaborating with corporations who authorize The School for their employees’ families. After those demands are met, the Admissions Department works on a First Come, First Serve basis. The Admissions Department will consider a child’s application date only after receiving all requirements for a complete Admissions file: the application, the $300 Application Fee, a complete record of immunization records, or with an approved exemption, the birth certificate or visa and a completed Allergy Form.

Enrollment is available throughout the year based on availability. The School makes every effort to accommodate relocating families, as we understand that changing countries can be very challenging.

We are committed to keeping children of the same family under one roof, whenever possible.

ENROLLMENT POLICY
Every family is encouraged to tour before enrollment time to meet with the Director and teachers; view our facility and observe a classroom in action. The School has open enrollment, so applications are accepted on a first come-first served basis from the following:
1. Children who are presently enrolled
2. Siblings of currently enrolled students
3. Alumni of former students
4. New families

If there are insufficient spaces available to accommodate all applicants, spaces are filled by a first come, first- served format. The remaining names are placed on a waiting list and families are notified, as space becomes available. The school retains the right to balance classes in the best interest of the children and teachers.

* Any families with tuition payments in arrears are not eligible for enrollment until the outstanding balance has been paid. If financial assistance is required, please contact the Director.

PAYMENT OPTIONS AND FEES:
Tuition

SCHEDULE OF TUITION & FEES (Per Child / Per Year)

<table>
<thead>
<tr>
<th></th>
<th>PK2/TPS 7:30-3:15 (Lunch and Snacks Incl.)</th>
<th>PK2/TPS 7:30-3:15 (Lunch and Snacks Incl.)</th>
<th>PK/TPS 7:30-6:00 (Lunch and Snacks Incl.)</th>
<th>PK/TPS 7:00-6:00 (Lunch and Snacks Incl.)</th>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>$300.00</td>
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<tr>
<td>Building Fee</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>New Student Fee ***</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
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<tr>
<td>Tuition Refund Insurance**</td>
<td>$474.60</td>
<td>$525.00</td>
<td>$583.80</td>
<td>$634.20</td>
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<tr>
<td><strong>Tuition</strong>*</td>
<td><strong>$11,300.00</strong></td>
<td><strong>$12,500.00</strong></td>
<td><strong>$13,900.00</strong></td>
<td><strong>$15,100.00</strong></td>
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</table>

* Lunch and Snacks are included in the tuition (except La Crèche/PK2).

** The 4.2% tuition refund insurance is only optional for the One Payment Plan. For all other plans, it is added and to be paid with the first installment.
Registration Fee and Building Fee are due with Enrollment/Re-enrollment Contract and are non-refundable.

*** New student fee is $1,200 and is a one-time fee for students who have not previously enrolled in the past two years at LIH. First Tuition Payment and Tuition Refund Insurance are due June 1st, 2022, and are non-refundable.

**Additional Fees:** Exam Fees – Are not included with tuition and are the responsibility of the parents/guardians.

**Required and Optional Fees Required Application Fee $300**
The application fee is used strictly to cover the cost of the assessment and admissions process.

**New student fee $900**
The new student fee is a one-time payment of $900 per student.

All new students, including students who have not previously enrolled in the past 3 years, must pay a one-time non-refundable fee. The new student orientation fee is a one-time mandatory fee assessed each fall term to all new students. This fee supports the cost associated the academic and transition programs designed specifically to set students up for success.

**Building fee $1000**
A non-refundable building fee is due at the time of enrollment. Private schools require working capital to fund routine operating costs such as teacher and administrator salaries and benefits, academic and athletic programs, utilities, maintenance and repair, printing, copying and office supplies, IT supplies, software and services, student transportation and the like. One source of such working capital is the building fee.

**Registration fee $300**
A non-refundable registration fee is due at the time of enrollment. The registration fee is used to defray the costs associated with the registration process. It also covers the cost of transcript requests.

**Optional:**
**Other Languages Taught $ 2,500-$ 5,000**

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<tr>
<th>Arabic</th>
<th>Mandarin</th>
<th>French☆</th>
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<tbody>
<tr>
<td>English☆</td>
<td>Spanish☆</td>
<td>German</td>
</tr>
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**Not Included in Tuition**
Personal supplies, uniforms, after school care (after 4:30 pm for 18 months to 12th grade), extracurricular activities, camps during school breaks, supplementary language classes, field trips, and exam fees.

1. The following forms must be completed prior to the commencement of the school year, and if the proper forms are not completed and submitted prior to the start of the school year, the student will not be permitted to attend school until such forms are submitted:

2. Up to date Immunization Record, signed by a physician only. If a family for religious or medical reasons chooses not to vaccinate, a letter from the parent and physician is necessary

3. A recent Physical, within the last year, signed by a physician only

4. Registration Form

5. US Birth Certificate or, if applicable, copy pf Passport/Visa

6. Photo

7. Allergy Notification
8. Pick-Up Authorization
9. Emergency Contact Form
10. Signed Enrollment Agreement

**PAYMENT PLANS**

**PAYMENT PLAN OPTIONS FOR TUITION ONLY**

Tuition Refund Insurance and ACH are required for all multiple-payment plans.

ACH has a one-time enrollment fee of $50, waived if submitted before June 1st, 2022, or within 2 weeks of contract submission.

**One-Payment Plan**
The balance of tuition is due in one installment payable by June 1, 2020. If enrolling after this date, the payment would be due 10 days after enrolling.

**Three Installment Payment Plan** (Finance fee +3% of tuition)
(Optional payment plan for Tuition only)

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<th></th>
<th>PK2/TPS 7:30-3:15</th>
<th>PK2/TPS 7:30-3:15</th>
<th>PK/TPS 7:30-6:00</th>
<th>PK/TPS 7:00-6:00</th>
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<td>Payment 1 due: June 1st, 2022. (includes 4.2% tuition insurance)</td>
<td>$6,308.34</td>
<td>$6,978.25</td>
<td>$7,759.81</td>
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<td>Payment 2 due: Oct. 1st, 2022.</td>
<td>$2,909.75</td>
<td>$3,218.75</td>
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<td>Payment 3 due: Dec. 1st, 2022.</td>
<td>$2,909.75</td>
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<td><strong>Total</strong></td>
<td><strong>$12,127.84</strong></td>
<td><strong>$13,415.75</strong></td>
<td><strong>$14,918.31</strong></td>
<td><strong>$16,206.22</strong></td>
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**Ten Installment Payment Plan** (Finance fee + 6% of tuition)
(Optional payment plan for Tuition only)

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<th>PK2/TPS 7:30-3:15</th>
<th>PK2/TPS 7:30-3:15</th>
<th>PK/TPS 7:30-6:00</th>
<th>PK/TPS 7:00-6:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment 1 due: June 1st, 2022. (includes 4.2% tuition insurance)</td>
<td>$1,700.87</td>
<td>$1,881.50</td>
<td>$2,092.22</td>
<td>$2,272.85</td>
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<tr>
<td>Payment 2 to 10 due: July 1st, 2022, through March 1st, 2023.</td>
<td>$1,197.80</td>
<td>$1,325.00</td>
<td>$1,473.40</td>
<td>$1,600.60</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$12,481.07</strong></td>
<td><strong>$13,806.50</strong></td>
<td><strong>$15,352.82</strong></td>
<td><strong>$16,678.25</strong></td>
</tr>
</tbody>
</table>

**REFUNDS**

**Tuition**
The financial obligation to the School is for the full annual tuition as stated in the school’s enrollment/re-enrollment contract. The School cannot refund tuition or cancel unpaid obligations if a child(ren) **is dismissed or if the parent decides to withdraw** during the academic year for any reason.

During the admissions process, parents/guardians are made aware of the Tuition Refund Plan. If a child(ren) withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the School who will collect any outstanding fees and refund any remaining balance to the parents.

Tuition will not be prorated for holidays, vacations, absences or emergency closures or any other reason.
**After School Activities**
A student who withdraws from the After-School extracurricular program before attending the selected activity will receive a full refund, less a $100.00 administrative fee. All refunds must be requested in writing to accounts office at accounting@lihouston.org. No refunds will be given after the first day of class. This pertains to all prepaid programs. This policy is strictly enforced.

The After-School Extracurricular Activity or Aftercare Fee will not be prorated for late registration, holidays, vacations, absences, or emergency closures.

**Absence and Make-Up Policy**
In the event that the instructor is absent, and/or an After-School Extracurricular Activity class must be cancelled (rainout, sick, etc.), the School will attempt to schedule a make-up lesson. However, due to scheduling conflicts, we cannot guarantee make-up lessons. The School will not offer refunds unless there are excessive class cancellations.

**Cancellations/Changes**
It may be necessary for an After-School Extracurricular Activity class to be changed or cancelled. If the minimum enrollment is not met for each activity before the semester begins, the class will not be offered. Parents/Guardians will be contacted and will receive a full refund.

**Camp(s)**
A student who withdraws from a Camp(s) program before attending will receive a full refund, less a $100.00 administrative fee. All refunds must be requested in writing to accounts office at accounting@lihouston.org. No refunds will be given after the first day of camp. This pertains to all prepaid camps. This policy is strictly enforced.

The Camp(s) will not be prorated for late registration, holidays, vacations, absences, or emergency closures.

The Camp(s) abides by the After School Extracurricular Activities and Aftercare absences, make-ups, and cancellation procedures.

**LATE AND DELINQUENT PAYMENT FEES**
Payments of tuition and fees not received by the due date are considered delinquent. A late fee of 3.0% will be assessed on the current balance due.

**LATE PICK-UP FEE**
The fee for the **first** late pickup is $1.00 per minute. The fee for the **subsequent** late pickups is $3.00 per minute if the parent or guardian is late again within a 30-day cycle.

**HOLIDAYS 2022-2023**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>5</td>
<td>Labor Day School closed</td>
</tr>
<tr>
<td>November</td>
<td>23-25</td>
<td>Thanksgiving Holiday School closed</td>
</tr>
<tr>
<td>December</td>
<td>24-25</td>
<td>Christmas Eve and Christmas Day School closed</td>
</tr>
<tr>
<td>January</td>
<td>16</td>
<td>Martin Luther King, Jr. Day School closed</td>
</tr>
<tr>
<td>May</td>
<td>29</td>
<td>Memorial Day School closed</td>
</tr>
<tr>
<td>June</td>
<td>2</td>
<td>End of after school program</td>
</tr>
<tr>
<td>June</td>
<td>30</td>
<td>Last Day of school and aftercare</td>
</tr>
</tbody>
</table>
ENROLLMENT/REENROLLMENT INSTRUCTIONS

My Backpack is a web-based parental portal. It is a way to facilitate communication between the School and our parents. My Backpack is user-friendly and is a safe and secure place to store your child’s information. This is the portal you will use to reenroll your child every year. Below are instructions on how to reenroll your child.

1. Log onto your My Backpack account, then click on the Enrollment/Reenrollment link.

2. After clicking on the link, you will be able to see your child(ren)’s name and grade. There will be a red X indicating you must review your profile before viewing your contract.

3. Please click on the review your profile, and make sure you have the proper contact information listed. If changes need to be made, click on the Edit button, make your changes, then click Done. After that, be sure to check the box “My profile is up to date” at the top of the screen and Submit that.

4. After submitting, you will see a green check mark on your profile, which means your contract is now viewable. Simply click on the magnifying glass to view, fill out and submit your contract.

5. Please make sure to check our “Additional Forms” page for all necessary documents for reenrollment/withdrawal.

FAMILY STYLE DINING GUIDE
WHAT IS FAMILY STYLE DINING?

Family Style Dining is a meal service approach that early care and education programs implement to address childhood obesity prevention and support children in developmentally appropriate mealtime experiences. All foods that meet the meal pattern requirement are placed on the table where children
and adults sit together to share the meal. Children are encouraged to serve themselves independently or with adults’ help.

**WHY IS FAMILY STYLE DINING IMPORTANT?**

There are 1,892 days from when a child is born until he or she enters kindergarten and early care, and education (ECE) professionals must be intentional in offering experiences that last a lifetime. Family Style Dining is one of these experiences. It reinforces learning and development, exposes children to mealtime practices, encourages social interactions with peers, families, and communities, and instills lifelong healthy habits.

Family Style Dining is an approach that can impact childhood obesity through prevention strategies. It encourages healthy eating habits that can last into adulthood. Children are more likely to try new fruits, vegetables, and whole grain foods when they see peers and adults eating and enjoying these foods. They practice serving correct portion sizes and listen to their own cues when hungry or full.

When children do not have healthy eating habits, they are at risk for unhealthy body weight, poor self-image, diabetes, increased blood pressure, and heart disease. Children receive adequate nutrition when they eat a variety of vegetables, fruits, whole grains, and lean proteins. Proper nutrition is important for healthy brain and body development.

Childhood Obesity has more than doubled in children and quadrupled in adolescents in the past 30 years. Children and adolescents who are obese are likely to be obese as adults and are therefore more at risk for adult health problems such as heart disease, type 2 diabetes, stroke, different types of cancer, and osteoarthritis. One study showed that children who became obese as early as age 2 were more likely to be obese as adults. (https://www.cdc.gov/healthyschools/obesity/index.htm) Children grow at different rates, so it is not always easy to know when a child is obese or overweight. A child’s health care provider can determine if a child’s weight and height are in a healthy range.

**WHO BENEFITS FROM FAMILY STYLE DINING?**

**BENEFITS FOR CHILDREN**

When children set the table and pass a bowl of blueberries to their peers they learn how to engage in the social aspects of mealtime. They are gaining independence, learning cooperation and turn-taking skills. Having mealtime conversation about children’s interests and the food they enjoy together enhances a child’s vocabulary, models language use, and encourages peer and adult interactions. Children also benefit from the consistency of routines experienced at early learning programs and home.

Research shows that Family Style Dining has the ability to change children’s eating habits that last into adulthood. According to the Academy of Nutrition and Dietetics, children who regularly eat family style are eating more fruits, vegetables, and grains. Also, children eat less fried and fatty foods and drink less sugary beverages.

Family Style Dining is an approach that addresses these health benefits for children, which may address childhood obesity factors:

- Awareness of portion size
- Recognition of hunger and fullness
- Exposure to healthy foods
- Control over the amount of food they eat

**BENEFITS FOR FAMILIES**

As Family Style Dining builds lifelong habits for children, families may discover that children are more eager to contribute to family mealtime when they have a role to play. Children demonstrate...
pride in their ability to carry spoons and napkins to the table and place them next to family members’ plates. Children who feel that they have a contributing role at the table gain a sense of pride and belonging. Children may also be more willing to try foods at home when they have had positive food exposure in their ECE program.

**BENEFITS FOR EARLY CHILDCARE EDUCATION PROFESSIONALS**

ECE professionals are important to the success of Family Style Dining. Just as in all areas of learning and development, children are dependent on adults to support and guide them in this mealtime approach. ECE professionals take great satisfaction when adopting these practices knowing that they will help instill healthier eating habits and teach important self-help skills while strengthening children’s social, emotional, and physical development. Family Style Dining also addresses common mealtime challenges, such as rushed transitions and hurried mealtimes.

**BENEFITS FOR EARLY CHILDCARE EDUCATION PROGRAMS**

According to the Child and Adult Care Food Program (CACFP) Handbook for Independent Child Care Centers and the Family Day Care Monitor Handbook, Family Style Dining is recognized as a meal service option for childcare centers and family childcare providers.

**POLICIES AND PROCEDURES**

A copy of the Minimum Standards of The Department of Health Services, regulating daycare operations, is available for review online [http://hhs.texas.gov/doing-business-hhs/providerportals/protective-service-providers/child-care-licensing/minimum-standards](http://hhs.texas.gov/doing-business-hhs/providerportals/protective-service-providers/child-care-licensing/minimum-standards) It is the parents’ responsibility to do their part, so we are able to conduct the policies as described here in.

You may visit The Department of Health and Human Services. Child Care Licensing at [www.hhs.texas.gov/](http://www.hhs.texas.gov/) to view your center’s recent licensing report. The local department of Health and Human Services. Child Care Licensing phone number is 713-940-3004. To report child abuse, use the toll-free Child Abuse Hotline 1-800-252-5400 or online: [https://www.txabusehotline.org/login/default.aspx](https://www.txabusehotline.org/login/default.aspx).

**CHILDREN’S INDOOR AND OUTDOOR PHYSICAL ACTIVITY**

Physically active play is important for the health and development of all children. Our program is committed to providing children with opportunities to move throughout the day.

**Time**

We provide 2-year-olds with at least 120 minutes for indoor and outdoor physical activity every day, and children 18 months with at least 90 minutes. As weather allows, we strive to take children outside three times per day or more, for a total of 90 minutes for preschoolers and 60 minutes for toddlers. We see the outdoors as an extension of the classroom, so children not only enjoy the outdoors through physically active play but also through other learning activities. During heavy rain, icy conditions, poor air quality, or dangerous heat or cold, children will stay indoors, but get the same total amount of time for physically active play. Throughout each day, we look for opportunities to keep children moving and limit the amount of time they are expected to remain seated.

We ask that families support our efforts by dressing children ready for play. This includes closed-toed shoes and clothing that is appropriate for the weather and allows children to comfortably run, jump, and climb, both indoors and out. In the summer, [mention your program’s sunscreen policy here].

**Equipment and Environment**

We seek to provide a fun and challenging play space that encourages movement and learning. We provide a variety of play equipment, in good condition, both indoors and outdoors. Additionally,
books and posters in our classrooms help to teach children about the importance of physical activity. Outdoors, shade is provided, and children are given regular opportunities to drink water.

**Supporting Physical Activity and Outdoor Learning**
Teachers actively encourage children’s physical activity during daily free play time, daily adult-led games and activities, and weekly lessons on gross motor skills like throwing, catching, and kicking. We provide/participate in professional development on early childhood physical activity and outdoor play and learning twice a year. Additionally, we share information and tips in our parent newsletters to support children’s physical activity and enjoyment of the outdoors at home.

**Encouraging Children’s Active Play Indoors and Outdoors**
Physically active play is important for the health and development of all children. Our program is committed to providing children with opportunities to move throughout the day. Teachers and staff members are role models and leaders when it comes to getting children active. Our teachers and staff members are expected to:

- wear shoes and clothing that allow for active participation in indoor and outdoor play with children;
- incorporate physical activity into classroom routines, transitions, and planned activities throughout the day, and use “teachable moments” to talk with children about the importance of physical activity;
- use the outdoors as an extension of the classroom by planning outdoor lessons and activities;
- plan weekly lessons, indoors or outdoors, that help preschool children learn and practice gross motor skills (such as skipping, jumping, throwing, catching, kicking, balancing, stretching, etc.);
- take an active role to help children stay active during indoor and outdoor free play time, including verbally encouraging children’s activities, and when appropriate, joining in with children’s activities to encourage more movement;
- never manage challenging behavior by taking away scheduled or promised physical activity time or removing children from physically active playtime for more than a couple of minutes to “cool off;”
- talk with families about the ways our center is supporting children’s physical activity and gross motor skill development each time there is a good opportunity to do so.

To support our teachers and staff members, our program will provide:

- opportunities for professional development related to children’s physical activity and outdoor play and learning quarterly;
- a variety of toys, in good condition, both indoors and outdoors, to help encourage children’s physical activity.

**SCREEN TIME**
The amount of time children spend on screens impacts their health in a variety of ways. Too much screen time can keep children from being physically active and playing with peers. We are committed to limiting screen time in our program. We believe that limiting screen time helps children be more physically, emotionally, and mentally healthy. By limiting screen time at the Lycée International de Houston we help children get more physical activity, develop social skills, and learn school-readiness skills through active play and firsthand learnings.
Availability and Daily Practices

• Televisions, tablets, smart phones, and computers are not visible to children in classrooms. They are either covered or stored out of sight when they are not in use.
• We offer no screen time for children under 2 years old.
• We offer less than 30 minutes of screen time each week for children 2 years old and older.
• When we use television shows or videos in our program, they are always educational and commercial free. Educational shows and videos are age appropriate and support children’s learning goals.
• If screen time is being used, teachers are talking to children about what they are seeing and learning. Screen time is never unsupervised.
• When screen time is being used, teachers always give children the option to participate in another activity, such as extended free play, instead of watching a program.
• Screen time is never used as a reward or to manage challenging behavior.

Education and Professional Development

• We offer teachers and staff professional development on screen time twice a year.
• We offer families educational materials on screen time twice a year.

GANG FREE ZONE

A Gang Free Zone 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 daycare centers. The gang-free zone is within one thousand feet of your childcare center. For more information about what constitutes a gang-free zone, please consult 71.028 and 71.029 of the Texas penal code. The local municipal or courthouse may produce and update maps for the purpose of prosecution.

Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

ABUSE AND NEGLECT OF CHILDREN

Child abuse is any act that endangers or impairs a child’s physical or emotional health and development. Our staff is required to have training each year on preventing and responding to abuse and neglect of children. The common signs of abused and neglected children are overall poor care, child afraid of their parents, have injuries that seem inadequately treated, bear welts, bruises, or sores, sudden changes in behavior and absence of supervision. Any teacher must report child abuse or neglect to the Department of Health and Human Services. Child Care Licensing. The abuse hotline is available 24 hours a day, 365 days a year. They can be reached at 1-800-252-5400 or at www.txabusehotline.org/login/default.aspx. For life threatening situations, call 911.

Anyone can report abuse or neglect to the Department of Health and Human Services. Child Care Licensing. For assistance or intervention of abuse or neglect, you can contact the Fort Bend Women’s Center at 281-342-4357 at any time, 24 hours a day. For more information, please visit http://hhs.texas.gov/.

There is a procedure in place for our Head of School and Staff members for reporting suspected abuse or neglect. Please keep in mind that due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

LICENSING

We are licensed by The Department of Health and Human Services. Child Care
Licensing. Our school is inspected by The Department of Health and Human Services. Child Care Licensing, county health and local fire departments. We follow the guidelines set out for us regarding staff qualifications, facility playground, health safety school and personnel records, schedules, and rates. A copy of the Texas State minimum standards for childcare centers is available in the School life office for your review at any time. Our most recent licensing inspection report is available to you any time. Please ask the Head of the School if you would like to review the report. The minimum standards can be accessed through the website http://hhs.texas.gov/doung-business-hhs/providerportals/protective-services-providers/child-care-licensing/minimum-standards. Information about this facility is also available on the Texas Department of Protective and Regulatory Services website at www.tdprs.state.tx.us.gov. The local Department of Health and Human Services. Child Care Licensing phone number is 713-940-3004. To report child abuse, use the toll-free Child abuse Hotline number 1 800-252-5400 available 24 hours a day or online www.txabusehotline.org/login/default.aspx.

SAFETY DRILLS / EMERGENCY PROCEDURES

The school utilizes the following methods to contact parents/guardians in the case of an emergency:

- An emergency email notification to all parents/guardians, faculty, and staff.
- Emergency notices posted on the school website and Facebook page.
- Our emergency text messaging notification to all parents/guardians, faculty, and staff.

Under emergency situations, parents/guardians should check local media and the school’s social media accounts to ensure the campus is open.

Fire Drills

The School will conduct regular fire drills. All persons present on campus during these drills must participate. If the alarm sounds, everyone must head in an orderly fashion to the emergency exits. Once outside, every adult who is responsible for a group must ensure that all students are accounted for. School management will keep all adults and students informed of the situation as the events unfold.

Fire alarms are only to be pulled in an emergency. Doing so in any other circumstance will result in disciplinary action. The School Staff members will inspect the premises before classes resume.

Lockdown Drill

Lockdown procedures are used to protect building occupants from potential dangers in the building or external threats that may enter the building.

The Head of School or designee will announce repeatedly “Code Lockdown!” Only the Head of School or designee will issue “All Clear” notice when conditions are safe.

The School will LOCK EXTERIOR DOORS. Monitor security cameras.

Teachers/staff will:

1. Clear the hallways.
2. Lock classroom doors and windows.
3. Close shades.
4. Keep everyone away from windows and doors.
5. Keep students calm.
6. Take attendance.
7. Turn off lights.
8. Allow no one to enter or leave classroom or secured area.

In this instance, an announcement will be made with the appropriate emergency code through the PA system by the Head of the School or designee.

The School will notify parents/guardians of the lockdown safety drill.

**Severe Weather or other Emergencies Drill**
Severe wind, rain, hail, thunderstorms, and flash floods are not uncommon in Texas. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.
- Be alert for weather warnings and monitor Emergency Alert Stations.
- Bring all students and staff inside building. Move to safe areas.
- Review “drop and cover” procedures if tornadoes are a concern.
- Close windows and blinds; avoid outside walls.
- Take class rosters to account for all students. Be ready to move quickly if flooding threatens.
- Remain in safe areas until warning expires or emergency personnel has issued “all clear” advisory.
- If early dismissal is necessary, the Head of School will contact parents/guardians of students.
- A sheltering drill for severe weather will be practiced during the school year.

The School will notify parents/guardians of the severe weather and other emergencies safety drill.

**HEALTH EMERGENCY**

**Safety Steps**
- **Step 1:** If a student or colleague has health problems or questions, contact the nurse (On the walkie talkie/come to the nurse’s office)
- **Step 2:** Nurse will be the first person to apply FIRST AID on campus.
- **Step 3:** Nurse makes the decision to call the ER and family members/parents as well.
- **Step 4:** Do not stay close to the patient for breathing purposes (3-4ft).
- **Step 5:** Make every attempt to keep kids away from situation.
- **Step 6:** Nurse will send you an update via email after any situation.

**ASSAULTS/FIGHTS**
- First, ensure the safety of students and staff.
- Notify the Head of School.
- Notify the School Emergency Response Team.
- Seal off the area where the assault took place.
- De-escalate and defuse the situation, if possible.
- Head of School notifies parents of students involved in the assault.
- Document all actions.
- Notify nurse if necessary.
- If medical attention is needed the nurse/Head of School will contact the parents.
HAZARDOUS MATERIALS/CHEMICAL SPILLS

- Notify Head of School.
- Do not panic.
- Seal off area of leak/spill.
- Take charge of area until fire or hazmat personnel contain the incident.
- Follow plans and procedures for evacuation.
- Notify parents if students are evacuated.
- Recover normal operations after consulting with fire or hazmat officials.

WEAPONS

Staff or students who are aware of weapons brought to school:

- Immediately notify Head of School or teacher.
- Tell Head of School or teacher the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- If a teacher suspects that a weapon is in the classroom, a neighboring teacher should be notified confidentially. The teacher should not leave the classroom.

Head of School:

- Ask another administrator or School Life Officer to join you in questioning the suspected student or staff member.
- Accompany the suspect to a police officer or SRO. Teacher must be present during this time.
- If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
- If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up.

UNIFORM

18 MONTHS/ LA CRÈCHE

La Creche/18 months are not required to wear a school uniform. Clothing must remain school colors which are Navy Blue, White, and Gray.

Shoes:

At this age, any set of trainers or shoes that fit well and may be worn with socks. (can substitute Velcro for laces)

Socks must remain school colors (White, Navy Blue, or Gray)

*Please no slip-on shoes or flip flops.

Cold Weather:

Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket with School logo
Full Zip Hooded Cardigan with School logo
Long Sleeve Scallop Edge Cardigan with School logo

Hair and Jewelry:
Hair longer than shoulder length should be tied up.

Accessories and Jewelry: A simple pair of stud earrings, school color Headbands and Hair Accessories are allowed ONLY.

Please send the following to school for your child to keep in his or her cubby:

- Extra change of clothes

**PRE-KINDERGARTEN 2/LA MARTERNELLE**

**Girls**

**Dresses:**
Blue Plaid Jumper with School logo

**Shirts:**
White Short Sleeve Peter Pan shirt (Navy Piping),

**Bottoms:**
Biker shorts, Leggings, Opaque Knit tights

**Boys**

**Shirts:**
Short Sleeve Pique Polo
Long Sleeve Pique Polo

(All shirts must be Navy Blue or Grey with school Logo and shirts always tucked in)

**Bottoms:**
Shoes Socks:
All black shoes or trainers (can substitute Velcro for laces)
Ruffle ankle socks.

Cold Weather:
Micro Fleece Jacket with School logo
Zip Front Microfleece Jacket with School logo
Full Zip Hooded Cardigan with School logo
Long Sleeve Scallop Edge Cardigan with School logo

Formal Uniform:
Feminine Fit Long sleeve Oxford shirt (white)
Pearl Snap Crossover Tie (Navy Blue/Silver)
White Ruffle plaid ankle socks

Hair and Jewelry:
Hair longer than shoulder length should be tied up.
Accessories and Jewelry: A simple pair of stud earrings, school color Headbands and Hair Accessories are allowed ONLY.

Other Dress Code Policies:
All bottoms must be Navy Blue, no other color bottoms will be allowed on campus
No slip-on shoes, flip flops, no color other allowed, e.g., no colored soles, laces, sparkle or logos, no light up or roll shoes

Please send the following to school for your child to keep in his or her cubby:
  - Extra change of clothes

Although we make reasonable effort to protect their clothing during class activities, spills could still occur. the School will not be responsible for damaged clothing.

SCHOOL LIFE
STUDENT ATTENDANCE, ABSENCES AND LATE ARRIVALS
Students and parents must comply with the school calendar and timetables as published on the “School Life” section of our website.

Please report scheduled absences to the student’s teachers and schoollife@lihouston.org by email no later than the day preceding the absence.

If for whatever reason a child is to be released earlier than the regular dismissal time, parents are asked to inform the teachers and schoollife@lihouston.org by email before noon. Parents must sign their child out. In case of emergency, please inform the School by email. Students are not allowed to bring visitors to the school.
PARENT-TEACHER COMMUNICATION
The school’s main and official communication to our parents is through email and through the Tadpole application. It is the parent’s responsibility to check those accounts on a regular basis to stay aware of current events at the school, including emergency actions. Please make sure your email address is kept up-to-date with the school.

Teachers can also be reached by e-mail and will communicate their address to you at the beginning of the school year. They are also available for one-on-one meetings as needed.

TADPOLE
The Tadpole application is used to log the children under our care in and out of the school. It allows parents to receive information regarding their children’s daily activities.

PARENT PARTICIPATION
the School considers parents as partners in their child’s education, and fully supports parents wishing to play an active role in our community. Communications will be sent periodically regarding opportunities to take part in our school life.

SNACKS AND MEALS
Child Nutrition in Our Early Care and Education Program
We are committed to providing healthy foods and beverages and positive mealtimes so that your child can learn good eating habits and grow up strong.

Foods and Beverages
- Parents should provide a fruit and/or vegetable at every meal and snack.
- We request that parents do not serve fried foods, high fat meats, or vegetables cooked in fat.
- Sweets and salty snacks are offered once a month or less.
- Parents should provide only healthy beverages like non-fat milk and water.

Mealtimes
- Teachers and children eat meals together, family style, so that children can learn and practice table skills.
- Television and other screens are turned off so that teachers can talk with children about healthy habits and healthy foods and check in with them about hunger and fullness.
- Teachers never force or bribe children to eat any particular foods or to clean their plates.

Celebrations
- Celebrations are focused on healthy foods and fun non-food items.
  - We think healthy treats can be just as fun as cookies and cake. As such, we ask that you provide only healthy treats or non-food items to help celebrate your child’s birthday. Healthy treats include fruit salad, fruit or vegetables with dip, whole-grain graham crackers or animal crackers, fig bars, low-fat pudding cups or yogurt, or 100% juice freezer pops. Ideas for non-food treats are stickers, bubbles, and sidewalk chalk.

Nutrition Education
- Children learn about food and eating each week through stories and activities.
- Each year, all staff and teachers participate in training on nutrition topics.
**NUT-AND PORK FREE ZONE**
The School is a nut-free school. Please do not pack nuts or nut products of any kind for your child. This includes peanut/almond butter, almond/cashew milk, hazelnut spread, or other nut products. Pork will not be served.

**FOOD ALLERGIES**
Ingredients for any specially provided snacks will be posted by the classroom door. For children with special food needs, please talk with your child’s teacher to see what accommodations need to be made. For severe allergies, please see Epi-Pen Policy.

**EPI-PEN POLICY**
When leaving a child with severe allergies, parents must bring two epi-pens in their original box with prescription label. These pens are kept at the Clinic for emergency access. Epi-pens must be current and not with expired expiration dates.

**BOTTLE FEEDING**
Children will be given bottles prepared at home and properly labeled. Leftover bottle must go home and will not be refrigerated overnight. Please only send plastic bottles as we cannot have glass bottles in the classrooms.

**BREASTFEEDING**
We are happy to provide a private, comfortable place for our nursing moms here at the School.

**BREAST MILK**
If your child is on breast milk, please bring it to the class in properly labeled bottles. Leftovers must go home and will not be refrigerated overnight.

**FOOD AND NUTRITION**
Please pack a healthy lunch and snacks for your child, including a water bottle or drink to be used at snack time and lunch time.

Please ensure that children can eat packed food independently (within their abilities) and that food does not require teacher preparation beyond opening container lids.

the School discourages junk food on school premises. Please do not pack your child’s lunchbox with candy, chips, gum, or sodas.

Parents need to pre-cut any foods that could be a choking hazard before packing it for the child’s lunch. Avoid foods that may be choking hazards, and please note the following foods may pose a risk of choking:

- Whole hot dogs
- Whole grapes
- Raisins
- Large pieces of raw vegetables
- Hard candy
- Popcorn
- Chunks of meat or cheese
- Chewing gum

For more information, please consult the American Academy of Pediatrics guidelines on choking prevention.
**LABELING**
Properly labeled supplies should include the child’s complete name, class, and teacher. Properly labeled food items also require a current date.

**NAP TIME**
We provide a supervised nap period after the noon meal for all children who are 18 months or older and who are in our care five or more consecutive hours. We will provide a cot and sheet for your child to sleep on, but blanket, pillow, and stuffed animal (if needed) are to be provided by the parents. They will be sent home for washing on Fridays.

**TOILET TRAINING**
Toilet training is an important milestone for a child and requires parents and caregivers to work together. We will collaborate with you after your child turns 2 years old. Diapering procedure is used to clean up toileting accidents. If your child has more than one accident, he/she will be required to wear Pull-Ups. Please bring a change of clothes in case of an accident.

**SUPPLIES TO BE PROVIDED BY THE PARENTS**
The following supplies will be provided by the parents and come to the School properly labeled:

- Disposable Diaper or Pull-Ups
- Wipes
- Rash Ointment
- Pacifier (if needed)
- Milk (if needed)
- A bottle or sippy cup for water (no glass)
- Change of clothes
- Bib (if needed)
- Nap blanket and pillow
- Food for snacks and lunch

**WATER ACTIVITY**
There will be no water activities for the 18 months (Crèche) and 2-year-old students.

**BIRTHDAYS AND CELEBRATIONS**
The School promotes an all-inclusive environment. As such, the entire class must be invited, or no birthday or party invitations may be distributed on campus. Classroom birthday celebrations should be coordinated with the teacher. Moreover, please be thoughtful to the teacher as they accommodate the needs of the students. For example, not bringing food that causes a known allergic reaction for a classmate.

**PLAYGROUND IMPACT MATERIAL**
The playground equipment of the School is surrounded by an area of playground impact material as required by the Texas State DFPS Minimum Standards.

**AFTER SCHOOL PROGRAMS**
The school offers after-school programs for its students. Please log in to My Backpack for more information and rules on Exploring through Play I and II.
COMMUNITY RULES
Parents are expected to behave in a manner that is respectful of the teachers, the School staff, and the school premises. Damage or willful destruction of buildings, premises, or equipment by a student shall be the parent’s responsibility to repair the damage or pay adequate compensation.

Everyone on campus has a duty to respect common spaces and all efforts must be made to ensure that the school is maintained in a proper state of cleanliness and order.

DISCIPLINE AND GUIDANCE
Discipline aims at teaching the child what is acceptable behavior, and about teaching them self-control. the School encourages positive redirection and adapts its approach to each child. Discipline will always be appropriate to the child’s developmental level of understanding. The goal is to teach children about limits, about how to maintain control of their bodies and about how to solve problems when conflicts arise. Children will be redirected to appropriate behavior and given choices. the School will make every effort to collaborate with parents of children who have difficulties.

DISCIPLINARY CONSEQUENCES
Disciplinary consequences are at the sole discretion of the school. Continued infractions may lead to a meeting with the Head of School; parents or caregivers may be asked to pick their child up early; or they may even be asked to take a small break from school. Parents are expected to cooperate with the school in disciplinary matters.

TOYS, SPECIAL OBJECTS OR ELECTRONIC DEVICES
Please do not send special objects or toys to school with your child. The item could be lost or damaged while at school and we cannot accept that responsibility. On occasion, we may ask for special items from home to support our curriculum.

HEALTH

THE SCHOOL HEALTH CLINIC
The Health Clinic is located on the ground floor and open Monday through Friday when school is in session and is operated by a registered nurse.

MINOR INJURIES
In the event of a minor injury (minor cuts, bruises, scratches), the School staff member will provide first aid. Parents will be informed by email if necessary, and an incident report will be prepared and filed. In case of a medical emergency, the School will take steps to ensure the child’s safety (calling 911 and advising the child’s parents or emergency contact person(s) immediately).

SUNSCREEN AND INSECT REPELLENT
If you wish for your child to wear sunscreen or insect repellent, you must apply it before the child is signed in to school. Teachers may not apply either sunscreen or insect repellent to your child.

SICK POLICY
the School is unable to host a child who has a fever (temperature of 100.4 or higher); conjunctivitis (pink eye); flu; unusual rash; severe cough; rapid breathing or labored breathing; severe cold; vomiting; yellowish skin or eyes; diarrhea; head lice; contagious illness of any sort which results in a child being too ill to participate in daily activities.

A student who exhibits any of the above symptoms must remain at home to prevent the spread of the disease. If a student shows symptom of disease during the school day, parents will be notified, and they will be asked to pick up their child. Students who have fever, diarrhea and vomiting must remain symptom-free for 24 hours without medication before they can return to school. As viral
illnesses can quickly spread, we ask that you please help us safeguard all children. Students with headlice may not return to school until they are headlice-free.

Students on antibiotics must stay at home for the first 24-48 hours of treatment, depending on the illness.

the School will notify all parents in writing and within 48 hours of becoming aware that a child or employee has contracted a communicable disease under the Texas Department of State Health Services as specified in 25 TAC section 97.7. Such child or employee will be excluded from school.

Any child excluded for reason of communicable disease may be readmitted by submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease’s non-communicability in a school setting.

**PRESCRIPTION MEDICATION**
If a child is under treatment and taking medication that must be administered during the school day, parents must deliver such medication to the School in its original container with the child’s name, U.S. doctor and U.S. pharmacy name, dosage, and instructions for administering the medication. Medication will be kept at the Health Clinic. Parents will also be required to sign a form on Magnus Health authorizing the School to administer the medication as per the doctor’s instructions. The same applies to non-prescription medication: in no circumstances will students be allowed to self-administer medication. This will only be done by an authorized adult.

**MEDICAL HEALTH RECORDS**
All students must have a Student Health Record form on file (Magnus) before the first day of school. A U.S. physician must complete the physical examination.

The form is available on Magnus Health.

At this time, we do not require Vision and Hearing Screening for Crèche (18 months) and 2-year-old students per The Texas Department of Health Title 25 Health Services, §37.23 of the Texas Administrative Code guideline.

**MAGNUS HEALTH**
Magnus Health is the School’s electronic student health record (SHR) software. The SHR is an online solution for collecting, managing and tracking student health information. This technology helps the School streamline communication with parents and keep schools prepared in the event of an emergency.

**MAGNUS HEALTH LOG IN INSTRUCTIONS**
1. Log into your My Backpack account, by going to www.lihouston.org and clicking on “Login” at the top of the page. Enter your User ID and password (to reset User ID and password, email MyBackpack@lihouston.org).
2. Click on Magnus Health Link located on the right of your screen under the School. Important! You must log into Magnus Health from your My Backpack account to access the proper log in screen. Use the same User ID and password as your My Backpack account to log into Magnus Health.
3. Click onto Student Health Tracker and complete the information required on your Magnus Health account.
4. If you forgot your Physical Exam form when going to the doctor’s appointment, a summary of your visit with all pertinent information, as well as your immunizations can be emailed to our nurse at the Schoolhealthcare@lihouston.org.

**IMMUNIZATIONS**

The School complies with immunization requirements outlined by the Texas Department of Health-Immunization Division (25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education)). All new students must be vaccinated or file an approved exemption as set forth by the State of Texas. All immunizations or exemption documents must arrive at the Health Clinic prior to the first day of school. Failure to do so may result in a student being excluded from the School. All records must be translated if not in the English language.

**EMERGENCY MEDICAL RELEASE**

Parents must complete an Emergency Medical Release Form each school year through Magnus Health. If a student is injured or becomes seriously ill, the School will first ensure the safety of the child and immediately notify the parent. If the School is not able to contact a parent or guardian, the student will be taken to a hospital for medical treatment. Please make sure that all health problems, allergies to medications, foods or other sources, or medications taken by the student are documented on your Magnus Health account.

**SAFETY**

The school utilizes the following methods to contact parents in the case of an emergency:

- An emergency e-mail notification to all parents, faculty, and staff.
- Emergency notices posted on the school website at www.lihouston.org and on our Facebook page.
- Our emergency texting notification to all parents, faculty, and staff.

Under emergency situations, parents should check local media and the school’s social media accounts to ensure the campus is open.

**DRIVING AND PARKING**

- Please drive slowly and cautiously on campus. Vehicles should not exceed five miles per hour.
- Please obey all signs and instructions on campus.
- Visitors must park in spaces marked “Visitor Parking Only”
- The school is not responsible for theft or damage to your vehicle or contents. Please do not leave valuables in your car.
- Please refrain from using your cell phone while on campus and in carpool.
- Texting is prohibited while the car is in motion.
- A valid handicap parking tag is required to park in a handicapped space.

**CAMPUS CAMERAS**

The School camera system’s primary purpose is for property protection. It may or may not be monitored. Only authorized personnel are allowed to view the recordings. The school reserves the right to use the recording for disciplinary and legal purposes.

**TRANSPORTATION**

At this time, we do not provide transportation for 18 months (Crèche) and 2-year-old students.
**FIELD TRIP**
At this time, we do not provide field trips for 18 months (Crèche) and 2-year-old students unless accompanied by an older sibling.

**COMMUNICATION**
The school’s main and official communication to our parents is through email, the Tadpole application and through My Backpack. It is the parent’s responsibility to check those accounts on a regular basis to stay aware of current invoices and current events at the school, including emergency actions. Please make sure your email address is kept up to date with the school.

Lycée International de Houston is active on Facebook, Twitter, YouTube, and Instagram. Please register with the various social media services, to get the most current updates from the school.

Parents and students are not allowed to use the school’s directory for commercial use. The school’s directory should only be used to communicate with the school’s staff as it relates to your child’s education.

**SCHOOL RECORDS**
A parental release is required in order for the school to send the student’s school records and teacher’s recommendation. A student’s school records will not be given to parent or student for hand-delivery. Requests will be processed within 14 days. Parents are allowed to request and pay for courier service when time is of the essence.

the School reserves the rights to withhold school records from any student whose account is delinquent. An account is considered delinquent when the balance is not paid 10 days after the due date. the School reserves the right not to re-enroll a student with a delinquent account until all outstanding tuition and fees and paid in full.

**GIFTS**
A token of appreciation for teachers or staff member should not exceed a $50.00 value.

**VIDEO AND PHOTOGRAPHY**
the School reserves the right to use any student’s photograph and information in a school publication or related websites without compensation or prior approval.

**SOCIAL NETWORKING POLICY**
It is the policy of the School that our teachers or staff do not “friend” with the parents of the children in the school on Facebook or any other social media. We also request that you refrain from posting pictures of your child’s classmates on your Facebook and other social media accounts without specific permission from the child’s parent. We want to protect the privacy of all involved.

**USE OF THE SCHOOL LOGO**
It is prohibited to use the School logo without prior authorization.
PARENT SIGNATURE PAGE

I, _________________ the parent/guardian of ______________________ have read the Parent Handbook and fully understand The Lycée International de Houston’s policies and procedures. I agree and comply with any and all policies hereby stated in this handbook. I understand that violating these policies will jeopardize my child’s enrollment at the Lycée International de Houston. I understand that the policies in this handbook are subject to change without notice.

Parent/Guardian Signature ________________________________ Date _____________

Parent/Guardian Signature ________________________________ Date _____________

Childcare Director Signature _______________________________ Date ______________

*Please note that both parents/guardians must sign the signature page if applicable*