

St. James Episcopal Day School

2024-2025

Celebrating over 50 years of early childhood education
in the Conroe community.

Parent Handbook: Policy & Procedure Manual



EDUCATING THE WHOLE CHILD;
MIND, BODY, AND SPIRIT

1803 Highland Hollow Drive

(936) 756-4984

<https://stjamesconroe.school>

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Our Mission Statement

St. James Episcopal Day School strives to offer an exemplary educational program that emphasizes the training and development of the whole child: spiritually, academically, morally, emotionally, and physically.

Our Purpose

To provide a Christ-centered learning experience that supports the overall development of each child's mind, body, and spirit.

Our Vision

To be the premier, self-sustainable early educational program for young children in and around Conroe, Texas.

Our Goals

1. To **create** within each child a love of Christ.
2. To **provide** a Christ-centered environment that encourages natural participation, exploration, curiosity, and aesthetic appreciation.
3. To **foster** an atmosphere of academic excellence.
4. To **develop** an awareness and appreciation for the world God gave us.
5. To **encourage** each student as an individual to live a creative and compassionate life pleasing to God.
6. To work in **partnership** with parents and community members to maximize learning.

Philosophy

The school offers an academic program within a Christian environment, which strives to meet the diverse needs of our students. The staff and administration endeavor to foster in each child a growing awareness of God's love and to encourage the child to relate with confidence and love toward people within our school, community, and world.

Policy and Accreditation

As a non-profit parish school, St. James Episcopal School operates within the framework of the Protestant Episcopal Church. The Day School offers a superior educational program in which a child is given the opportunity and encouragement to develop spiritually, physically, academically, emotionally, and socially. Each child is challenged to achieve at his/her own rate and to attain his/her highest potential. For this reason, student-teacher ratios are kept low.

St. James School is pursuing accreditation with National Association for the Education of Young Children (NAEYC).

Licensing Standards

St. James Episcopal School meets or exceeds all standards set by the Texas Department of Family and Protective Services (DFPS) and is fully licensed as required by state regulations. A copy of the Minimum Standards is available for parents to review, as well as the most recent licensing inspection report.

The Head of School keeps a copy of Minimum Standards and the most recent Licensing Inspection Report. Parents are welcome to review these documents. To report child abuse call 1-800-252-5400. If you need to speak to a local state representative, contact Brittney Aparicio with Texas Health and Human Services. You may also visit their website at https://www.dfps.state.tx.us/child_care/

Licensed programs are required to provide parents with information about product safety recalls. Parents can access important information at the United States Consumer Product Safety Commission website at www.cpsc.gov or at the Texas Department of Family and Protective Services website given above.

Admissions and Enrollment Policy

St. James is an equal opportunity school, and as such, decisions regarding admissions and opportunity at the school are based solely on an individual's qualifications and suitability without regard to race, color, gender, national origin, religion, or physical handicap. Admission to St. James is based on the availability of space and total readiness of the individual child to profit from this group experience. Within these guidelines, each child's social and emotional maturity and well-being are considered, as well as his/her academic maturity. Applications for the following year will be accepted after the Christmas break. Re-enrollment preference is given to children already attending the school, siblings of those children, and members of St. James Episcopal Church. Applications are dated upon receipt in the office, with a waiting pool maintained as appropriate.

Enrollment is for the full year with the understanding that the school is obligated to reserve the appropriate number of spaces for each registered child. Upon registration, parents accept the responsibility for full annual tuition payment.

Annual Registration Fee Policy

Annual Registration fees cover admission, workbooks, curriculum, school supplies, snacks, and guaranteed tuition assessment. These non-refundable fees are payable at the time of enrollment. A current annual fee table is available in the school office.

Tuition & Payment Policy

Each year, St. James Episcopal School Board reviews the tuition and fee schedule as part of the normal budgetary process. The goal is to establish a tuition and fee schedule that covers projected expenses necessary to operate the school the following school year. The School Board and the school administration work diligently to ensure cost are kept as affordable as possible while looking for alternative ways to earn money through fundraisers to enhance each child's experience at St. James.

St. James uses ProCare Tuition Express, a tuition collection service to assist in tuition management. ALL families MUST establish a ProCare Tuition Express account if you choose to make monthly tuition payments or if you plan to utilize extended care on a monthly or daily basis. Current tuition tables are available in the school office. Payments begin in August and end in May, for a total of ten (10) installments. If tuition payments are not made in a timely manner, the child may be suspended and

will only be readmitted when all balances are paid in full. Please contact the office if you are having trouble fulfilling your tuition obligations due to financial difficulties.

The following information applies to the payment of tuition:

1. Unless tuition payment is made in full before the start of the school year, all tuition, fees, and extended care charges are required to be paid through ProCare Tuition Express by electronic transfer on the 20th of each month.
2. All payments must be made via check or ProCare Tuition Express. Checks should be made payable to St. James Episcopal School by the 20th of each month.
3. **Reductions, prorated tuition payments or refunds ARE NOT provided due to absences of any type.**
4. A \$35.00 charge will be collected for all returned checks or failed ProCare Tuition Express payments.
5. A \$50.00 late fee will be assessed to each account for tuition payments made after the 25th of the month.
6. Alternate payment schedules are available on an individual basis. If you have a need, please contact the Head of School in writing. We will make every reasonable effort to accommodate your situation / requests.
7. Limited financial aid and scholarships are available and are awarded based on financial need and availability. This is an application process and decisions are made by the School Board each spring during the budgetary process for the approaching school year. If you would like to apply for assistance, please contact the Head of School for an application.
8. All tuition installments, fees and extended care charges must be current by May 25th of the school year. Students WILL NOT be permitted to re-enroll for the next school year, and school records WILL NOT be released or transferred to other schools if your child's account is outstanding.
9. If extenuating financial circumstances arise, please contact the Head of School in writing to explain the situation. Each case will be reviewed on an individual basis, and we will make every reasonable effort to accommodate your situation.

The Parent Association

The purpose of the Parent Association is to serve the school's best interests by supporting the school's mission, vision, special programs, and activities. The Parent Association is critical to the success of St. James School. Money earned via fundraising is used to support the special needs for school events. Special events include but are not limited to: Santa's Workshop, Snow Day, Western Day, and class parties. Please present any requests to the Head of School before asking the Parent Association for specific funding of any kind.

Attendance and Tardy Policy

Faithful attendance and promptness are good habits. Students must have regular attendance at school to master concepts introduced during the school year. "Excused absences" include family illness, death in the family, medical and dental appointments, and family emergencies. Parents are asked to call the school Office at (936) 756-4984 or message their teacher via ProCare to report absences or scheduled appointments. If an appointment has been scheduled in advance, please notify the school office as soon as possible so that the teacher will be aware of the child's absence before the day of absence.

Many of the most important concepts of the day are introduced at the beginning of the school day. Tardiness not only prevents the child who is late from learning but disrupts the school day for the remainder of the class. Being on time is essential and is an expected courtesy to the teacher and to the other children in the classroom.

Drop-Off & Pick-Up Policy

St. James has partnered with ProCare which is a web based childcare management software to assist us in the daily management of both students and staff. You will find iPad kiosks in the hallways of both the Main Bldg. and Arnold Bldg. These kiosks should be used to check your child in and out each day using a personal passcode. You will receive an email invitation to the ProCare Parent Engagement where you can make changes to your child's information. Once your child has been checked in/checked out for the day, walk them to/from their designated classroom.

If there is a change in your normal pick-up routine, you MUST notify the school by telephone, email, and/or ProCare. A photo I.D. will be required by anyone picking up the child from school and they must be listed as additional authorized pick-up/drop-off personnel. The individual picking up/dropping off your child should check into the school office before we will release your child. This is for the safety of all the children in our care.

In cases such as divorce or legal separation, we are required to release a child to parent unless there is a legal custody agreement stating otherwise. Please contact the Head of School if this pertains to your child so we may be abreast of the situation. If a problem should arise, we will contact local law enforcement for assistance. If a restraining order has been filed on your child's behalf with the court system, we require that proof of the order having been served upon the respondent be provided to us before we will enforce the order. Orders must be filed at least 7 days prior to child's return to SJES.

Persons appearing to be under the influence of drugs and/or alcohol will not be permitted to pick up children from the school and local law enforcement will be contacted immediately.

Hours of Operation Policy

St. James Episcopal Day School is in session August 12, 2024, through May 23, 2025. Classroom curriculum-based instruction is from 8:30am -1:00pm for Infants through Intermediates and 8:30am – 2:00pm for Pre-Kindergarten. Before and after school care is available. See Extended Care Policy.

Dress Code Policy

Beginners, Intermediates, and Pre-K students will wear polo style shirts in red, white, grey, navy blue or light blue. Bottoms include khaki or navy shorts, jeans, khaki pants, skorts, or collard polo dresses for girls. Uniforms are to be worn Monday – Thursday. During cold weather, girls can wear leggings with their shorts, skorts, and polo dresses. Friday is school spirit day and dress of your choice is allowed. Tennis shoes or black and white saddle oxfords are the shoe of choice. Closed toe shoes are required as they offer the best protection from foot injury. No boots except for special events (such as Western Day). Two extra set of clothes should be sent to school in case of accidents. Be sure to send sweaters or jackets when the weather is cool, your child needs them when playing outdoors. All garments should be labeled inside with the child's name or initials.

Gang Free Zone

A gang-free zone is the designated area around our childcare center where certain gang related activity is prohibited and is subject to increased penalty under Texas Law. Certain gang-related criminal activity that occurs within 1000 feet of our school or childcare center is a violation of the law and is therefore subject to increased penalty. For more information of what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Guidance and Discipline Policy

The purpose of all “discipline” at St. James Episcopal School (SJES) is to help children become increasingly more self-managing, independent and responsible individuals. According to the state Minimum Standards for Child Care, discipline must be:

- individualized and consistent for each child
- appropriate to the child’s level of understanding; and
- directed toward teaching the child acceptable behavior and self-control.

SJES staff members may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior,
- Remind a child daily of behavior expectations by using clear, positive statements,
- Redirect behavior using positive statements; and
- Use brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourage acceptable behavior. The St. James Discipline policy will never include physical punishment, psychological abuse, or coercion. Under no circumstances should staff practices include striking/jerking, shaming, threatening, or rough handling.

The purpose of all discipline is to help children realize they are responsible for their actions. Our teachers work with their children to be able to cooperate with others, express their feelings and negotiate conflicts. We are aware young children are limited and inconsistent in their ability to control their reactions and emotions. We use the following techniques when working with children when their day is “out of sorts:” divert/redirect, compromise and negotiate differences, and offer encouragement and praise.

If none of the above works for the child to regain their self-control, they will have supervised private time, away from the situation. He or she will be allowed to quiet him or herself before speaking with an adult, facilitating re-entry to the classroom and rejoining activities. If distracting behavior continues, parents will be contacted to work together to find a solution.

If a child presents ongoing challenging behavior, St. James Episcopal School will:

- Document frequency, severity and environmental factors surrounding the challenging behavior.
- Teachers and administration will conference with families and work together to develop an individualized plan to address the behavior.
- Continued monitoring of behavior will be documented, including positive behavior support strategies.

Every effort will be made to avoid suspension/expulsion, while remaining in compliance with all federal and state civil rights laws. Upon agreement that exclusion is in the best interest of the child, St. James reserves the right to dismiss any child who frequently:

- Disrupts the class and ability for the teacher to teach.
- Is destructive.
- Causes bodily injury to self or others,
- Continuously referred to Head of School without obvious positive results; and

- In need of individual assistance or care which cannot be provided in our school setting

St. James Episcopal School will aid the family in accessing services and an alternative placement.

Although we anticipate being able to resolve any issue or concern, misunderstandings may occur regarding students, policy or personnel and professional practice. In such an event, the School Board provides the following procedures to clarify the resolution process. We feel that most conflicts, grievance issues or concerns will be resolved within steps one through three. If not, we offer additional measures to ensure that everyone receives the best possible representation and assistance in the resolution process. As always, any decision made should revolve around the primary goal to provide the safest learning environment for all students.

1. Talk over your concerns with your child's primary teacher. If such a conference is not possible, discuss your concerns with the Head of School.
2. If, after this initial contact, the situation has not been resolved in a satisfactory manner, meet with the Head of School to present your problem and the history of your attempts to get it resolved. This must be resolved within ten (10) days.
3. The parent or Head of School may request a joint conference with the parents, teacher, and Head of School present. This must be requested within ten (10) days after step two (2).
4. After a reasonable period of time, if the problem is still present, parents may request a hearing with the School Board, through the Head of School. The Board will meet with the parents and deliver their finding within ten (10) days.

Sexual Misconduct

Sexual misconduct in the parish or school setting is a violation of trust, an inappropriate use of power, and a breach of professional ethics. The Vestry and School Board believe that the spiritual growth and well-being of all persons at St. James Episcopal Church and School are best offered only in an environment where there is mutual respect. St James Church and School are committed to providing a positive environment that is safe and nurturing for all students, staff, and parish members.

Sexual misconduct in any form by any members of the clergy, staff, faculty, students, volunteers, or parish members is not tolerated and strictly forbidden. All allegations of sexual misconduct are taken seriously and immediately investigated. If anyone feels that he or she has been the victim of sexual misconduct or has observed an incident that may need to be investigated, he or she is urged to contact either the Head of School and/or the Rector. If the complainant wishes to file a formal complaint, it will be promptly investigated by the Response Team. For a complete copy of the Sexual Misconduct Policy and Procedures, please come by the school office. We will be happy to provide that information to you.

All staff and volunteers having any contact with students are required to attend Safeguarding God's Children provided through the Episcopal Diocese of Texas. This training deals with issues of sexual misconduct.

School Closure Policy

A decision to close SJES due to inclement weather is strictly based off announcements made by Conroe Independent School District. If the district closes, then St. James Episcopal School will also be closed. Every attempt will also be made to communicate school closures via social media, email, and ProCare messaging. Stay tuned to Conroe radio station 103.7 FM or Houston television channels 2 (NBC), 11 (CBS), 13 (ABC), or 26 (Fox) for information. There will not be prorated tuition based on inclement weather closures.

Outside Play

Watching the weather is part of the job for staff who work with children, and planning outdoor playtime is part of their daily routine. All educators know that they are responsible for protecting children’s health and safety while in the outdoor environment. Our goal at SJES is to have children playing outdoors in the fresh air as often as the weather permits. Children need physical exercise and a change of sensory stimulation that the great outdoors can offer. With the appropriate clothing, children can go outside year-round in most climates. In the summer children will need layers of lightweight cotton clothing. In the winter warm jackets, pants, hats, and mittens/gloves might be needed. The Head of School uses the Child Care Weather Watch chart below to determine indoor or outdoor recess.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Wind Speed in mph										
Calm 5 10 15 20 25 30 35 40										
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
Relative Humidity (Percent)														
40 45 50 55 60 65 70 75 80 85 90 95 100														
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												

Chapel and Raise the Roof Policy

The school is dedicated to providing the opportunity for each child to experience the love of God through prayer, music and Bible stories. Intermediate and Pre-Kindergarten classes attend chapel twice a week. On Thursdays all children attend “Raise the Roof” service which consists of praise through song. One of the clergy members of St. James Church will meet with the children on Tuesdays; Clergy members will interact with the children via stories and lessons from the Bible. Students are expected to walk in a safe and secure manner to and from both the Keeling Building (main building) and Arnold Building to the Chapel. Parents are always welcome to attend these joyous services.

Curriculum Policy

St. James curriculum is designed to meet the individual needs of our students with no absolute limits in subject matter. Our goal is to provide a balanced program of academic, spiritual, moral, physical, and social experiences for each student. A complete curriculum guide is available in the school office. Classroom teachers will communicate with you frequently regarding the objectives being covered.

Physical Activity Policy

The American Academy of Pediatrics recommends that children have time for physical activity each day. Physical activity is important in many ways. It helps prevent obesity, helps students to focus, improves sleep, releases stress, boosts self-esteem, and strengthens the cardiovascular system. As a part of the curriculum here at St. James students take part in indoor and outdoor physical activity. Infants are provided with tummy time, free play floor time, outdoor walks, and outdoor free play as tolerated. Toddlers, Beginners, Intermediates and Pre-K students engage in outdoor free active play for 30 minutes once in the morning and once in the afternoon. They also engage in a variety of Indoor physical activity for at least 30 minutes a day. Some examples of indoor active play include, music and movement, children's yoga, indoor P.E. In the event of inclement weather students are provided with outdoor active play in a covered area or indoor active play in the music building. To safely participate in physical activity all students are required to wear closed toe shoes.

Safe-Sleep Policy

In accordance with Texas Health and Human Services a copy of their operational policy on infant safe sleep, Form 2550, will be provided to each parent with a child under one year of age. A signed copy of this form will be kept in the infant binder located in the infant classroom as well as their student file. Infants will be placed for sleep in compliance with the outlined safe sleep policy of this form.

Extended Care Policy

We offer before and after school care as a service for those parents who require childcare outside of the instructional times of either 8:30am to 1:00pm or 8:30am to 2:00pm dismissal times. The Extended Care program extends our day to 6:30am to 6:00pm and follows the calendar of the St. James school year and is only offered on days the school is in session and only for days in which your child attends. A chart of extended care rates is available in the front office.

Children who participate in after school extended care must be picked up by 6:00pm or a late fee will be immediately assessed. The late fee policy is as follows: A fee of \$25.00 will be charged to the parents at 6:01pm. After 6:01pm, an additional \$1.00 per minute will be charged until the parent arrives. This rule WILL be strictly enforced! If there is an emergency, and you cannot make it by 6:00pm, please call 936-756-4984 as soon as possible. When Extended Care is paid for monthly, the Morning Extended Care is included in the monthly fee; however, when paying on a daily rate it is charged separately.

Meals and Snack Policy

Parents are responsible for providing a daily lunch for their child. Please pack foods that keep well and include a non-carbonated drink. Pack things you know your child will eat. Please pre-cut all large items to prevent choking hazards. Refrigeration/microwaves are not available for use by the students.

Daily snacks will be provided by SJES. Water will be offered at snack time, lunchtime, and after active play. Please send a water bottle with your child daily. We are a “nut” free school therefore nut products made from peanuts, almonds or any other tree nuts are strictly prohibited. Sunflower butter, with the brand name Sunbutter, is acceptable, as well as Wowbutter, and soynut butter.

If a student’s lunch or water bottle is not provided by a parent for the day. The school will provide a replacement lunch (mac-n-cheese and applesauce) and bill your account \$3. The school will provide a disposable bottle of water and bill your account \$1.

Fire and Tornado Drill Procedures

As required by state law, buildings are inspected annually by the Fire Marshall. There will be a monthly fire drill and four tornado/disaster drills each year. Evacuation routes are posted in each classroom. Students and staff will move to designated areas quickly and quietly. An evacuation drill will take place for removal from campus, if needed.

In the event of a real emergency that requires removal from the building, all students will evacuate to the grass area near the Summit, located in the parking area between the Church and the Summit. If removal from the campus is required, the students will evacuate to Lakeside Audio on 105W, just west of the Valero station that is on the corner of 105W and Highland Hollow.

Illness & Communicable Disease Outbreak Policy

For the protection of all students the following rules have been set up and will be strictly enforced at all times. Children with the outlined symptoms WILL NOT BE ALLOWED to attend SJES. Parents will be asked to take their child home as soon as they are notified.

1. Oral temperature of 100.4 degrees or more
2. Vomiting, nausea, or severe abdominal pain
3. Sore throat, acute cold, or persistent cough
4. Red, inflamed or discharging from the eyes
5. Acute skin rashes or eruptions
6. Swollen glands around jaws, ears, or neck
7. Suspected scabies or impetigo
8. Earache
9. Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
10. Head lice
11. Suspected contagious disease
12. Other symptoms suggestive of acute illness.

If your child has any of the above symptoms before coming to school, please keep them at home. We have limited facilities for putting a child to bed at school. We will do this only until other arrangements can be made for him/her to go home. If it is determined that a child has a communicable disease, he/she may not return to school unless they are free of fever/vomiting without the use of medication for 24 hours and/or cleared by a physician. When a contagious disease occurs, families of exposed children will be notified by the school.

The school will treat minor cuts and bruises and other injuries deemed of a minor nature when such injuries occur. Parents will be notified of any injury that occurs while the child is in the school’s care. For severe injuries, every effort will be made to contact the parent immediately. In the unlikely event that parent contact cannot be made, the school will exercise the use of

Medical Treatment Authorization form and seek medical attention at the nearest appropriate medical facility. Accident report forms will be completed by the staff member present at the time of the accident and for the student(s) in which injury took place.

COMMUNICABLE DISEASE OUTBREAK

All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, handwashing, food preparation and general common-sense measures such as keeping surfaces clean and sanitized, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause communicable illnesses. In the event of an outbreak, the Head of School, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak. The Head of School, or person in charge, will inform all staff members of any necessary instructions/guidelines to be followed.

As of May 18th, 2020, in the event of a center closure due to cases of Coronavirus (Covid-19), as per CDC and Texas Health Department Guidance, a thorough cleaning and sanitization of the center will be performed after 24hrs of closure. This measure meets the current standards for a Coronavirus (Covid-19) outbreak response. The Head of School, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing. All staff is to follow the school's confidentiality policies when speaking of the above outbreak and any violation of the confidentiality policy is grounds for immediate termination.

Health Excuse Policy

A child may be excused from physical education or any other regular activity if a health issue arises. Please let us know with either a written note or telephone call to the office.

Immunization Policy

A complete statement of requirements is found in Appendix B. Children **MUST BE UP TO DATE** for all immunizations on the first day of school. The school office must have a current immunization record on file to attend school. You can access the requirements at <http://www.dshs.state.tx.us/immunize/> or you may obtain a copy from our local or state health department.

See Appendix B: Immunization Schedule.

Administering Medication Policy and Procedures

Every effort should be made to give medication at home. If medications must be administered during regular school hours, it will be given at 12:00 noon and 4:00pm. Please adjust dosage to meet those times, and follow these instructions:

1. Send prescribed medicines in the original container.
2. Complete a Medication Authorization Form which is available in the office or in your child's classroom.
3. Medications will be kept in your child's classroom, out of reach of ALL children with the Medication Authorization Form. Medication will be administered by a teacher that has completed the required administering medication training.
4. Students are not authorized to carry any medication on them, apart from an inhaler.
5. Parents must complete and sign the Medication Authorization Form each time/day medication is given.

Medical and Emergency Procedures

A current Medical Release and Immunization Form signed and stamped by a physician must be on file for each child. An Emergency Form must also be on file in rare case your child should need emergency medical attention. In case of an emergency, parents will be notified immediately, and at that same time another staff member is notifying Montgomery County Emergency Services for an ambulance. Our children are taken to Texas Children's Hospital in The Woodlands, which is the nearest Pediatric Emergency Room to our campus. Two staff members accompany the child, one will ride in the ambulance and the other will follow in their private car. We will stay with the child until the parent / guardian arrives and we are no longer needed.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and/or stress. It is important to remember to never place blame on children, their parents, or their teachers. There are a variety of strategies we implement at St. James Episcopal School to prevent biting occurrences. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration toward the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. To avoid reinforcing of the biting behavior, little attention as possible will be placed on the biting child.
- Appropriate first aid will be provided to the child who was bitten. The bite mark will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.
- Both families will be contacted via ProCare and/or a signed incident report. A linked incident report will be kept on file for both parties involved.

It is important to explore the reasons for biting when it occurs. Teachers should work with parents to gather information about the child's behavior and begin observations to determine the reason(s) for biting. Examples of why biting-related behavior appears could be, but not limited to, communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child, to get an idea of why/when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent(s), and Head of School will meet regularly to regulate an action plan and measure outcomes.

7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and the names of the children involved in the incident are not to be shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

Blood-born Pathogen Policy

If a staff member or student is bleeding or vomiting, the school will take the following precautions:

1. We will remove the staff or student from others.
2. Staff members will wear vinyl gloves in handling fluids.
3. Staff members will call the office for assistance with the student/staff member. All items (clothing) will be placed in a plastic bag and sent home.
4. All items infected by bodily fluids will be cleaned and sterilized properly.
5. The parent will be contacted, and the child will be sent home if necessary.

Allergies

Please notify us in writing if your child has a specific allergy. We need detailed instructions if your child has a life-threatening allergy (i.e., food, insect stings or bites, latex, etc.). Please contact the Head of School prior to your child's first day of school or immediately after diagnosis. SJES must have a written Emergency Plan signed by the doctor for each child with an allergy.

Good Health Policy

St. James School focuses on providing a healthy and safe environment for the wellbeing of each child and staff member. We constantly strive to maintain safe and hygienic conditions throughout our school. We have enclosed our guidelines regarding common childhood illness in Appendix A.

We realize that doctors may diagnose illnesses differently, and illnesses may affect children differently. The policies in Appendix A supersede any written notes from your doctor. We ask that you contact your child's physician with any questions you have concerning your child's illness. It is because of the differences in how illnesses affect children that we have chosen to adopt an overall health policy to protect both the entire school body and staff.

If your child arrives at school well, but later develops symptoms, we will do our best to provide tender loving care until you arrive. We are not trained to diagnose illness, and we will always follow the attached policies. We will contact you immediately and keep your child in the office until you arrive. If we are unable to reach you, we will contact the persons you have listed on your emergency card as alternate contacts.

Insurance

The Church and School are covered by general liability insurance for any accidents happening on the church grounds. In addition, each student is covered under an accident policy carried by the school. A portion of each registration fee is applied to cover the cost of this insurance coverage.

Common Childhood Illnesses

Please see Appendix A for a listing of the following: Illness, Symptoms, When to Exclude (students) from School, and When (students) May Return to School.

Health and Safety Policy

St. James Episcopal School is always concerned about the welfare of our students. We know we have an obligation and legal responsibility for the protection and wellbeing of children while they are on school grounds. A safety committee has developed a comprehensive emergency plan. This plan addresses most emergencies that might arise. The Plan will not be published in this document, but any parent is welcome to review this document in the school office. The teachers also have a copy.

The school has an open-door policy. Parents are welcome to visit classroom. To ensure optimum security on our campus, guests, including parents, are required to check in at the office, prior to going to a classroom; visitor badges are available in the office. If your child must leave campus early, please sign him/her out from the office before checking them out via ProCare. Please do not knock on doors to a classroom or windows to a building as this disrupts the classroom. For mothers of infants, it is your right to breastfeed or provide breast milk for your child while in our care and we honor this right. There is a rocking chairs within the infant classrooms that enable you to breastfeed your child and a refrigerator to maintain the freshness of breast milk. Please check in to the front office before making your way to the infant room.

Physical Abuse and Neglect Policy

SJES completes a health check on every child on a daily basis. This includes looking for any head lice, skin lesions, rashes, red or swollen eyes; as well as any outward sign(s) of physical abuse or neglect (excessive bruising, scratches, etc.) All faculty and staff have completed training in preventing and responding to abuse and neglect. The training includes increasing awareness of prevention techniques and warning signs, strategies for communicating with the appropriate agencies, and actions that a parent of a child who is a victim of child abuse or neglect should take to obtain assistance and intervention.

Birthdays and Holiday Parties Policy

When celebrating your child's birthday, special snacks may be brought to the class. Parents should plan with their child's teacher prior to providing snacks. Remember to check in with the front office upon arrival and remember to adhere to our *nut free policy*.

Holiday parties are celebrated in each classroom under the direction of the teacher. Classroom parties are permitted on Grandparent's Day, Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year. Water activities are occasionally held during the year, especially at the end of the year. Parents will be notified prior to all or our planned activities.

Field Trip Policy

Field trips are planned during the year for Pre-Kindergarten classes. Transportation is not available for field trips. A parent or authorized caregiver is required to attend and drive their child to and from the destination. Only students enrolled in the class and their parent (or grandparents in some cases) will be allowed to participate in field trips. Volunteers must have also taken the "Safeguarding Children" course offered by the Episcopal Diocese of Texas. See the office for details about attending training.

Parent Conferences and Report Cards Policy

Parent teacher conferences are held anytime the teacher or parent feels there is a need. The teacher maintains continuous communication during the year with the parents through newsletters, notes, phone calls, ProCare, and mid-quarter progress reports.

Memorial Fund

Every year St. James School receives monetary gifts in memory of family members or friends. All memorial funds will be placed in the Scholarship Fund unless the donor designates a specific fund. When the gift is received, acknowledgement cards will be sent to the donor of the bereaved family.

Miscellaneous

If a policy or procedure is added or changed during the year, parents will receive notification via email.

St. James has always had a strong group of parent involvement and volunteers. The Parent Association makes the “extras” possible. These parents work on activities such as Western Day, Snow Day, Santa’s Workshop, the annual Spring Fundraiser, etc. Please feel free to come up at any time to volunteer. There will always be something a volunteer can do. (Laminate, run copies, help in any way, etc.) If you work full-time, there will be opportunities to help out on a few Saturdays.

Water activities are occasionally part of the SJES school day. On those days, we will have a teacher, staff member, or parent volunteer supervising each water station. All students will be required to arrive with their sun block on (if desired), a towel labeled with the child’s name, and an extra change of clothes. If a student is to refrain from water activities, they will still need to remain in their classroom during this time.

On Site Emergency Policy

In case of an emergency and if we should have to relocate, we shall do so under the direction and assistance of local authorities. Children will walk with their teachers to a designated close-by business. We do not have the ability to transport children other than on foot, so transportation by automobile or other vehicles would be coordinated by local emergency authorities. In the event of an emergency evacuation, parents will be notified by ProCare, website, email, text or phone call as services are available. Contact the front office for a copy of the full Emergency Preparedness Plan.

Acknowledgement of Late Pickup

Children are to be picked up promptly at 1:00 or 2:00 p.m., according to age, and if staying for extended care, no later than 6 p.m. A Late Fee of \$25.00 will be immediately assessed to your account for the first minute and \$1 for every minute after. If you are unavoidably detained, please call the school so we can reassure your child you are coming and are just running late.

The Front Offices

The School Office Staff is here to help you and your children. Phone calls, e-mails, and written messages are all welcome. The office staff is committed to providing prompt communication between parents and teachers. Please direct all communication through the front office. Keep up with our activities and see wonderful pictures of our events on your student’s daily activity tab in ProCare or on Facebook at <https://www.facebook.com/StJamesEpiscopalSchoolConroe>.

We send ProCare reminders for all upcoming events. Please let us know if there is a better way for us to keep you informed (i.e., telephone or text). School Office Hours: 8:30 am – 5:00 pm, Monday through Friday.

Provider's Guide to Parent's Rights

Senate Bill 1098 states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the childcare facility's local Childcare Regulation office;
- Inspect any video recording of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

What to Send to School with Your Child Each Day

Please send the following items daily. A few of these items will be kept in class throughout the school year or sent home weekly. All personal items should be labeled with your child's first name and last initial. If your child's belongings are not labeled, we will use a sharpie to write their name on their item(s).

1. An appropriately sized backpack. Teachers stress the importance of independence, so it is important for students to be able to transport their own belongings. Please make sure backpacks are an appropriate size and not too heavy for your child to carry on their own.
2. Two extra changes of clothing, including shoes, socks, and underwear. This will be kept in your child's classroom. Please re-fill extra sets of clothing as they come home. Remember to replace used clothing with weather-appropriate clothing.
3. Diapers or Pull-ups, if necessary. Your child's teacher will inform you when your child needs more.
4. Please pack a healthy cold lunch daily. We do not have a microwave for daily use. To prevent choking hazards, make sure to cut fruits, vegetables, and proteins into bite sized portions. We are a nut-free campus so please avoid any nut-based butter products. Send only 100% real fruit juice or milk. SJES provides a daily snack.
5. Send a water bottle for your child each day. Children are active on campus, and it is necessary they stay hydrated. We will refill their water bottles throughout the day.
6. If your child is utilizing extended care, you will need to send your child with a nap mat. Their nap mat will be sent home the last day of each week to be washed and cleaned for the following school week.

What Should Stay at Home

Please keep these items at home:

1. Toys such as but not limited to baby dolls, tractors, lovies, stuffed animals, dress-up items, etc.,
2. Candy (chocolate, gummies, gum, etc.),
3. Soda or fizzy drinks,
4. Money, real or fake,
5. Play knives or guns or any overly sharp objects,
6. Valuable items of any kind; or
7. Nut-based food products

2024-2025 SCHOOL BOARD

Erica Olsen

Nancy Busen

Becky Page

Linda Baumgartner

Cliff Vlasin

Kristen Cartwright

Taylor Jones, Head of School

Reverend Jerald Hyche

Appendix A: Childhood Illnesses and Attendance

Common Childhood Illnesses	Symptoms	When To Exclude from Care	When May Return to Care
Chickenpox	Slight fever, loss of appetite, irritability, itchy, blister like rash. Blisters dry and crust over.	When evidence of fever, lesions or blisters are present. Usually about 6-9 days before able to return.	When child has been fever-free without medication assistance for 24 hours & all lesions have dried and are crusted over.
Cold Sores	Fever, runny nose, cold sores or fever blisters on the lips or in the mouth.	Not necessary unless fever is present, or sores are draining.	Once has been fever free for 24 hours without medication
Cold, congestion or upper respiratory illness – Nasal Discharge is green or yellow	Sore throat, cough, headache, nasal discharge, fatigue, muscle aches	Persistent yellow or green discharge or copious discharge – continues after several wipes. Unable to participate in group activities (including outdoor play) and/or requiring extensive individualized care	Once evaluated by a pediatrician, on treatment and responding to treatment (minimum of 24 hours). Must be able to participate in group activities (including outdoor play)
Diarrhea – infectious (May be caused by bacteria, virus, or parasites)	Stools decreasing in consistency	1 or more stools decreasing in consistency in a 24-hour period &/or requiring extensive individualized care	May return when the child has been symptom free for 24 hours without further diarrhea
Diarrhea – non-infectious (may be caused by food intolerance and some antibiotics)	Stools decreasing in consistency	Exclude unless / until the information mentioned to the right is presented and extensive individualized care is not required.	If related to food intolerance or medication, must have written authorization to attend school from a pediatrician.
Ear infections	Pulling at ear, irritability, fever	Exclude if fever is present and/or requiring extensive individualized care.	May return once fever free for 24 hours without fever reducing medications and able to participate in group care (including outdoor play)
Hand, Foot, Mouth / Herpangina (Coxsackievirus)	Cold-like symptoms initially. Blisters on inside of cheek, gums and tongue. Blisters on palms of hand, fingers, soles of the feet, and sometimes buttocks.	Exclude if fever is present & / or unable to participate in group activities (including outdoor play) and / or requiring extensive individualized care.	Once fever free for 24 hours without medication and able to participate in group activities (including outdoor play) Doctor's note may be required.
Head Lice	Persistent itching or scratching at the back of the head or around the ears may occur. Check hair shafts for head lice or their nits (eggs).	Exclude from care and send home all linens	May return after one treatment with an effective medicated shampoo or cream treatment. Treatment must include medicated shampoo & tick /nit removal with specialized comb. Prior to re-entering classroom, child must be checked by school nurse.

Common Childhood Illnesses	Symptoms	When To Exclude from Care	When May Return to Care
Impetigo	Reddish spot or bump on the skin which breaks. Releases a yellow cloudy fluid, leaving a weeping sore. The fluid dries, leaving a yellow, golden or honey-colored crust. Usually involves the face, neck, and limbs but may be anywhere on the body	Exclude from care until on treatment and responding and / or requiring extensive individualized care.	May return after receiving treatment and responding (minimum of 24 hours after receiving treatment)
Pertussis (Whooping Cough)	Cough following a cold that the child has difficulty in catching a breath of air. Characteristic of a "whooping (sound) cough"	Exclude from care until on treatment and responding and / or requiring extensive individualized care.	A person with whooping cough may be considered non-infectious only after they have taken antibiotics for at least the first 5 days of the 14 day course of treatment.
Pinkeye / conjunctivitis	Redness that involves the whites of the eye or surrounding tissues. Itching and burning of the eye. Discharge	When the tissue or whites of the eye are red OR the eye has petulant colored (green or yellow) discharge or copious amounts of white discharge	May return when child has been on treatment and is responding. Clearing of the redness AND no discharge must be evident. Doctor's note may be required.
Tearful Eyes (allergic)	Tearful eyes, discharge is clear	Evaluate by pediatrician if continues for more than 3 weeks. Not excluded from care.	-
Rashes	Raised, reddened areas of inflammation of the skin. May or may not have fever.	When fever is present and / or requiring extensive individualized care.	May return when the rash has been identified by the pediatrician, fever has been absent for 24 hours without medication, rash is gone and child is able to participate in group activities (including outdoor play)
Ringworm	Flat, scaly areas with reddish borders, spreading in a circular pattern.	Exclude until on treatment and responding	Once on antifungal medication & responding to treatment, may return to group care. All areas must be covered.
Roseola	Sudden fever that can go up to 106 and last 3-5 days. May have sore throat with swollen glands. Rash will appear after fever breaks. May fade within hours or last 1-2 days	Exclude for fever and rash and requiring extensive individualized care.	May return when fever free for 24 hours without medication and no rash is evident and the child is able to participate in group activities (including outdoor play)
Strep Throat	Fever, red painful throat, swollen tonsils, ear infections possible	Exclude until on treatment and responding (minimum of 24 hours) and fever free and /or requiring extensive individualized care.	May return when fever free for 24 hours without fever lowering medication and on antibiotic treatment and responding.
Vomiting	Disgorging the contents of the stomach through the mouth	Exclude if there is a vomiting episode in a 24 hour period – may indicate a bacterial or viral infection and/or requiring extensive individualized care.	May return when child has been symptom free for 24 hours without further episodes.

Appendix B: Immunization Schedule

2022 - 2023 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

↓ Notes on the back page, please turn over. ↓

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- ¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
- ² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.
- ³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:
- For children seven through 11 months of age, two doses are required.
 - For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
 - Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.
- ⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.
- ⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



Texas Department of State Health Services • Immunizations • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • (800) 252-9152