

UBORA “*School of Excellence*”
Preparatory School & Child Development Center

Welcome!

On behalf of the UBORA Family, we warmly welcome you to our school. Your involvement and cooperation will make this year successful.

You are your child’s first teacher and their primary caregiver. We are thankful for the opportunity to assist you in the development of your child’s spiritual, social, emotional, cognitive, and physical development. The UBORA staff believe that every child is born a genius, and we want to create the kind of school environment and provide the type of instructional program that will enable each child to reach their potential. Our job, as educators, is to illuminate, nurture and guide that which God has already given each child. We know that for our children to be successful, parents and teachers must have common goals for them and we pledge to work with you.

We look forward to working with you in helping UBORA be the foundation of your child’s educational career.

Enrollment Packet

Please fill out the forms in this packet completely and submit them for consideration. **A copy of your child’s current immunization record and birth certificate** is also needed. All must be submitted before each student will be admitted.

**UBORA “School of Excellence”
Preparatory School & Child Development Center
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**UBORA “School of Excellence”
Preparatory School & Child Development Center
Hours of Operation**

Child Development Center 2-4 yrs.	6:00 a.m. – 6:30 p.m.
Preparatory School K-5 th Grade	8:00 a.m. – 3:30 p.m.
Extended Day K-5 th Grade	6:00–8:00 a.m. & 4:00–6:30 p.m.

Child Development Center Fees

Application (New students)	\$75.00
Registration (Returning students)	\$50.00
Tuition (Monthly)	\$390.00
Lunch (Weekly)	\$10.00
Book Fees (Annually)	\$150.00

Preparatory School Fees

Application (New students)	\$75.00
Registration (Returning students)	\$50.00
Tuition (Monthly)	\$390.00
Lunch (Weekly)	\$12.50
Book Fees (Annually)	\$225.00
Before & After School (Weekly)	\$10.00

10% discount (tuition only) for second child
5% discount (tuition only) for third, fourth or more children

Head Start After School Fees

Application (New students)	\$75.00
Registration (Returning students)	\$50.00
Monthly	\$250.00

Before and After School Fees

Application	\$25.00
Weekly	\$50.00

School Uniform

French Toast School Uniform Supplier

See Uniform Price List Page

**UBORA “School of Excellence”
Preparatory School & Child Development Center**

2004-2005 OFFICIAL SCHOOL UNIFORM

FRENCH TOAST SCHOOL UNIFORM PRICE LIST

<u>Description</u>	<u>Cost Starts at</u>
Boys Navy Pleated Double Knee Pant	\$14.50
Boys Blue L/S Oxford Shirt	\$8.98
Boys Blue S/S Oxford Shirt	\$8.50
Boys/Girls Navy V-Neck Sweater Vest*	\$10.98
Boys Blue/White Adjustable Plaid Tie	\$3.50
Girls Blue L/S Peter Pan Blouse	\$7.50
Girls Blue S/S Peter Pan Blouse	\$6.98
Girls Blue/White Plaid Pleated Skirt	\$11.98
Girls Blue/White Plaid Cross Tie	\$2.98

Navy or black shoes (not tennis shoes), black belt, navy socks (for boys), white ankle socks and/or white tights (for girls) complete the uniform.

*The V-Neck Vest must have the UBORA logo embroidered on the left side (pocket area). Embroidery Cost: \$7.50 per sweater.

All other items can be purchased from

Uniform Super Store

Sharpstown Mall
7500 Bellaire Blvd.
713-981-1081

****PLEASE NOTE****

This is the official Uboras “School of Excellence” Uniform. All students must be in complete uniform the first day they attend school.

UBORA "School of Excellence" Preparatory School & Child Development Center

Texas Dept. of Family and
Protective Services

ADMISSION INFORMATION

Form 2935ep
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Facility Name		Director's Name	
Child's Name		Date of Birth	Child's Home Telephone No.
Child's Address			
Date of Admission	Date of Withdrawal	Hours and days child will be in care	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers where parents/guardians may be reached while child will be in care.			
Mother's Telephone No.		Father's Telephone No.	Guardian's Telephone No.
Give the name, address and phone number of person to call in case of an emergency if parents/guardian cannot be reached:			Relationship
I hereby authorize the childcare facility to allow my child to leave the childcare facility ONLY with the following persons. (NAME and PHONE NUMBER) / /			

CHECK ALL THAT APPLY:	
1. <input type="checkbox"/> TRANSPORTATION: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to be transported and supervised by facility's employees <div style="text-align: center;"> <input type="checkbox"/> Check box for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school </div>	
2. <input type="checkbox"/> WATER ACTIVITIES: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in water activities: <div style="text-align: center;"> <input type="checkbox"/> Check box for emergency care <input type="checkbox"/> sprinkle play <input type="checkbox"/> splashing/wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play </div>	
3. <input type="checkbox"/> FIELD TRIPS: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips: Parent's Comments:	
4. <input type="checkbox"/> RECEIPT OF WRITTEN OPERATIONAL POLICIES I acknowledge receipt of the operational policies including those for discipline and guidance.	
_____ Signature – Parent or Legal Guardian	

SCHOOL AGE CHILDREN:	
<input type="checkbox"/> My child attends the following school:	
Name of School and Address	School Ph #
CHECK ALL THAT APPLY.#	
<input type="checkbox"/> His/her immunization record is on file at the school and all immunizations and tuberculosis tests are current. Current Vision and Hearing screening records are also on file.	
<input type="checkbox"/> My child has permission to <input type="checkbox"/> ride a bus, <input type="checkbox"/> walk to and from school and/or <input type="checkbox"/> be released to the care of his/her sibling(s) under 18 years of age.	
Name of Siblings	

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medication prescribed for long-term continuous use, and any other information which staff should be aware of:

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to:		
Name of Physician	Address	Phone #:
Name of Hospital:	Address:	Phone #:
I give consent for this facility to secure an and all Necessary emergency medical care for my child.		
_____ Signature – Parent or Legal Guardian		

UBORA "School of Excellence" Preparatory School & Child Development Center

Texas Dept. of Family and
Protective Services

HEALTH REQUIREMENTS

Form 2935ep
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Name of Child				Date of Birth:	
IMMUNIZATIONS	Date/dose 1	Date/dose 2	Date/dose 3	Date/booster	Date/booster
DTP/DtaP/DT					
Polio IPV or OPV					
MEASLES Rubeola/Serampion					
MUMPS					
RUBELLA					
Hib					
Hepatitis A					
Hepatitis B					
TB Test (if required)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	Date:		
Varicella (See below)					
Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine. _____ Parent or Legal Guardian Signature Date					

Signature – Physician or Health Personnel Date Signature – Staff Making Handwritten Cop of Record Date

ADMISSION REQUIREMENT: One of the following must be presented when your child (under the age of 5 years) is admitted to the day care facility or within one week of admission. Check to indicate the option you select:

DOCTOR'S STATEMENT: I have examined the above named child within the past year and find that he/she is physically able to take part in the day care program.

Physician's Signature Date

A copy of the medical screening form of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program, if no referral for further diagnosis and treatment is indicated.

A form or written statement from a health service or clinic.

If you do not have any of the above:

PARENT'S STATEMENT: My child has been examined within the past year by a licensed physician and is able to participate in the day care program. Name and address of Physician OR address of EPSDT Screening Site:

Within the next 12 months, I will obtain a physician's statement, a copy of the medical screening form from the EPSDT Program, or a form or statement from a health service or clinic and will submit it to the day care facility.
OR

My child has an appointment for a physical examination:

Date:	Name and Address of Physician OR Address of EPSDT Screening Site:
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I will submit the physician's statement, EPSDT form, or health service or clinic form to the day care facility following the examination.

Signature – Parent or Legal Guardian Date

HEARING	DATE	SIGNATURE			
Hz	1000	2000	4000		PASS <input type="checkbox"/>
R					
L					FAIL <input type="checkbox"/>
VISION	DATE	SIGNATURE			
R20/	L20/				PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Note: If medical diagnosis and treatment and/or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. If immunization and/or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a physician) to that effect and attach it to this form.

UBORA "School of Excellence" Preparatory School & Child Development Center

Medical Authorization

If, in the judgment of any representative of the UBORA School of Excellence, my child needs emergency medical care as a result of injury or illness, I do hereby authorize and consent to such care and treatment by any physician and/or UBORA "School of Excellence," representative, and I agree to save harmless the UBORA "School of Excellence," Covenant Glen United Methodist Church and any UBORA "School of Excellence," representative from any claim on account of said care and treatment.

Milk Authorization

The Texas Department of Family and Protective Services requires that "Children in care for more than seven (7) hours be offered one-half of their daily food needs." As a consequence, we are required to offer milk to all children.

We understand that many of our children do suffer from varying respiratory ailments such as asthma and bronchitis, which are aggravated by consuming milk and other dairy products. Some children also suffer from milk allergies and/or are lactose intolerant.

Therefore, we are asking for your signed permission below indicating what your preference is on this matter. Please check one of the statements below.

_____ I want my child to be served milk at school.

_____ I do not want my child to be served milk at school.

Transportation Authorization

I give my permission for my child to be transported and supervised by UBORA "School of Excellence" staff on all fieldtrips. I agree to save harmless Covenant Glen United Methodist Church, UBORA "School of Excellence" and their staff and representatives from any claim resulting as a consequence of participation in said trip.

Parent/Guardian Signature	Date
Director's Signature	Date
Child's Name	Teacher's Name

**UBORA “School of Excellence”
Preparatory School & Child Development Center**

Application Acknowledgement

I certify the information given on this application and its attachments is true and correct to the best of my knowledge and that there is no intent on my part to defraud.

Parent/Guardian Signature

Date

UBORA “School of Excellence” does not discriminate on the basis of race, color, religion, or national and ethnic origin in the administration of its educational policies and other school administered programs.

UBORA "School of Excellence" Preparatory School & Child Development Center

Student Code of Conduct

Parent/Guardian, please review carefully with your child.

1. The UBORA "School of Excellence" is a safe place for me.
2. Everyone at UBORA "School of Excellence" is special, including me. No one deserves name calling, hitting or pulling hair.
3. Everything at UBORA "School of Excellence" belongs to everyone; however, I will ask a teacher for permission before I use anything.
4. The teachers at UBORA "School of Excellence" are there to help me learn. It is important that I complete all assigned work, participate in class and bring all materials to school everyday.
5. Every adult at UBORA "School of Excellence" expects me to be the best person I can be at all times. I will work very hard not to disappoint them.
6. I will always demonstrate respect for myself and others.
7. I will apply this Code of Conduct as if someone is always watching.

CONDUCT POLICIES

The inappropriate behavior of a few students can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual student and will be used in determining the student's eligibility to continue attending the UBORA "School of Excellence." All rule infractions are documented in an incident/discipline report. Please make certain that both you and your child are completely familiar with these policies. A student may be suspended or released from school, without refund, for the following misconduct:

1. bringing or using any illegal substances.
2. stealing or defacing another child's property.
3. using foul language and being rude or discourteous to staff and students.
4. engaging in fighting as a means of solving problems.
5. intentionally injuring another child.
6. leaving Ubor premises without permission, or going into posted unauthorized areas.
7. refusing to remain with the group during outings.
8. refusing to follow basic rules of safety.
9. refusing to participate in daily classroom activities.
10. not remaining seated at all times, while being transported.
11. having any body part out of the window.
12. defacing UBORA School property or fieldtrip facilities, or any property visited.

These conduct policies have been initiated because it is our desire that each child enjoy the UBORA School experience. These policies are fair and can easily be complied with by all children. After every means to control inappropriate behavior has been exhausted, parents will be called to pick up their child and must conference with the UBORA School Director prior to the child returning.

**UBORA “School of Excellence”
Preparatory School & Child Development Center**

Student Code of Conduct/Conduct Policies Agreement

I have read the conduct policies with my child/children and we understand the consequences of not complying with the rules. I also understand that I could be suspended from school if I violate any serious infractions. I also understand that these rules are not to discourage fun and learning but to promote and encourage a safe and healthy environment.

My signature affirms that we (parent and child) have read and understood the outlined policies.

Parent/Guardian Signature

Date

Child's Name

Date

UBORA "School of Excellence" Preparatory School & Child Development Center

DISCIPLINE AND GUIDANCE POLICIES

❖ Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

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

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using 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.

❖ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.

These policies extend to any adult caregiver (including parent/guardian) of Ubora students while on the Ubora campus. Violation of these discipline and guidance policies may result in state auditing/investigation of the facility and/or adult involved.

My signature verifies I have read and received a copy of this discipline and guidance policy.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Child's Name	Child's Social Security #

UBORA "School of Excellence" Preparatory School & Child Development Center

Texas Department of Family and Protective Services-Child Care Licensing 11/13/03

Registration Agreement

Acceptance of this Enrollment Information and the registration fee assures your child a place at our school. In return, we expect that you will honor your enrollment for the term unless you move from the city or some unusual circumstances make it necessary to come to a mutual agreement to dissolve this Agreement in a way that is most advantageous for the child/children.

I have read the above statement and reviewed the Parent Handbook and Student Code of Conduct. I agree to abide by these policies and I agree to honor this enrollment as described above. I also agree to pay the fees required. In case I do need to remove my child/children from the school, I will give two weeks notice or pay for that time.

I also understand that I if my tuition, which may include extended day fees, is two weeks past due (not paid in full by the 15th with late fee added), and I have not contacted the school regarding payment, my child/children will not be allowed to return to school.

Name of Child/Children _____

Registration Fee	\$ _____
Book/Materials Fee	\$ _____
Extended Day Fee (K-5 th Grade)	\$ _____
Tuition	\$ _____
Amount Due at Registration	\$ _____
Balance	\$ _____

Parent/Guardian Signature

Date

Director's Signature

Date

UBORA “School of Excellence” Preparatory School & Child Development Center

Operational Policies Addendum

Immunization Requirements

Each child enrolled or admitted to child-care centers must meet applicable immunizations requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

Except as otherwise provided in this division, all immunizations required for the child’s age must be completed by the date of admission.

Tuberculin Testing Requirements

Texas Department of Health (TDH) requires tuberculosis testing for children in this child-care center. (i.e. documentation to indicate that each child in our care is free of active tuberculosis)*

Hearing and Vision Screening Requirements

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children enrolled in a child-care center who are –

first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment

in the first, third, fifth, or seventh-grade. Each child must complete a screening or examination within the school year.

A licensed or certified screener or a health-care professional must conduct the screening.

Enrollment Procedures

Enrollment for Child Development Center is year round, depending on available space and following completion and submission of all required documents (enrollment form, birth certificate, current immunization records, registration agreement, milk, transportation, & medical authorization forms, Code of Conduct, and emergency card information.) Enrollment for Uboras Preparatory School is August and January, depending on available space and following completion and submission of aforementioned required documents.

Parents will be notified of policy changes by letter of policy changes as soon as changes have been determined with a two week enforcement period.

UBORA “School of Excellence” Preparatory School & Child Development Center

Transportation

When transporting children to and from the Uboras School, we employ the following safety precautions:

- Load and unloading of children at the curbside of the vehicle or in a protected parking area or driveway
- Children allowed to cross a street only when accompanied by an adult anytime before entering or after leaving a vehicle.
- All children are accounted for when exiting the vehicle before leaving the vehicle unattended.
- Children are never left unattended in a vehicle.
- Each child is secured in an infant safety seat, child booster seat, or a seat belt, as appropriate to the child’s age, height, and weight according to manufacturer’s instructions, before starting the vehicle, and during all times the vehicle is in motion.
- Parents may provide the safety seat system for use in transporting their child, provided the equipment is appropriate and can be properly secured in the vehicle.

Included in each vehicle used to transport children:

- A list of children being transported
- Emergency medical transport and treatment authorization forms for each child being transported
- The child-care center’s name, child-care director or permit holder’s name, and child-care center telephone number in the glove compartment or clearly visible inside the passenger compartment, or the child-care center’s name and telephone number must be clearly visible on the outside of the vehicle.
- Parent’s names and telephone numbers and emergency telephone numbers for each child being transported;
- A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to the adult occupants
- A first-aid kit as specified in TDPRS Minimum Standard Rules for Licensed Child Care Facilities

The driver must have a current driver’s license.

Water Activities

If the age of the youngest child in the group is...	Then the number of caregivers to supervise is...	For every (number of children) children
2 years	2	11
3 years	2	13
4 years	1	18
5 years	1	22
6 years and older	1	26

UBORA “School of Excellence” Preparatory School & Child Development Center

Field Trips

If the age of the youngest child in the group is...	Then the maximum number of children to be supervised by one adult is...
2 years	6
3 years	8
4 years	9
5 years	11
6 years and older	15

Animals

Steps taken when animals are at the Uborá Preparatory School and Child Development Center:

- Parents are notified in writing when animals will be on the premises.
- Ensure animals do not create unsafe or unsanitary conditions.
- Ensure children do not handle any animal that shows signs of illness.
- Ensure that caregivers and children practice good hygiene and hand washing after handling or coming on contact with an animal and items used by an animal.
- Children are not allowed contact with chickens, ducks, and reptiles (i.e. snakes, turtles, lizards, iguanas, and amphibians – frogs and toads).
- Children are not allowed to play with animals unfamiliar to the school including exotic animals such as lions, monkeys and tigers.

Parents may review and discuss with the child-care center director any questions or concerns about the policies and procedures of the child-care center either by telephone or by coming into the office. To guarantee adequate time, appointments can be scheduled.

Parents are welcome to visit the child-care center at any time during the child-care center’s hours of operation to observe their child, the child-care center’s operation, and program activities, without having to secure prior approval.

Parents are welcome and encouraged to participate in any of the child-care center’s operation and activities.

Parents may review a copy of the minimum standards and the child-care center’s most recent Licensing inspection report during hours of operation.

A parent may contact

The local Licensing office by calling 713-940-5200

Family and Protective Services Child Abuse Hotline 1-800-252-5400

Family and Protective Services website at www.tdprs.state.tx.us

**UBORA “School of Excellence”
Preparatory School & Child Development Center**

**Parent Handbook & Operational Policies Addendum
Acknowledgement**

*This is to acknowledge that I have received the **UBORA School Parent Handbook and the Operational Policies Addendum** and my child and I have read and agree to abide by the rules and other information set forth in its pages.*

Child's Name/Signature

Date

Parent/Guardian Signature

Date