

SCIENCE SCHOOL

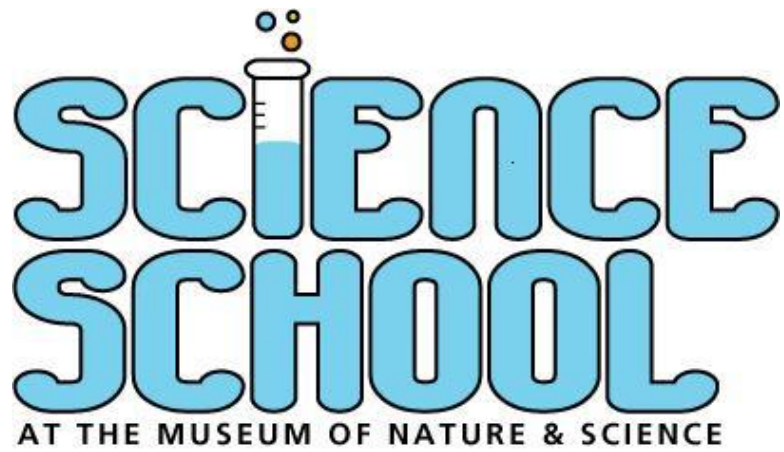
AT THE MUSEUM OF NATURE & SCIENCE

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Handbook and General Policies



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Established 1957

*Inspiring Minds Through Nature &
Science*

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History

The Science Place Preschool (now known as the Science School at Museum of Nature & Science) was created in 1957 by the American Association of University Women in Dallas. They recognized a need for a preschool in Dallas and thought that having an emphasis on science would make it even better. Dodson Carmichael, President of the Southwest Museum of Science and Technology (aka the Science Place) agreed, and the school started. A hands-on science museum was an excellent place for preschool children to attend one day/week for the school year. Over the years the school has continued to emphasize science and focus on early childhood education even as it has changed. Responding to the needs of families, more days and hours were offered for classes so that children could attend from one to five days/week and part-time or full-time. The Science Place Preschool became the only school for many families and not just an enrichment opportunity. The next addition to the program included adding a dual language English/Spanish aspect to the science based curriculum and expanding the classes to include elementary ages.

The merging of the Dallas Museum of Natural History and the Science Place in 2006 created the Museum of Nature & Science. Currently, The Science School at Museum of Nature & Science offers classes for preschool through Kindergarten with plans to expand as space and enrollment dictate. Through the years we have continued to adjust to meet the needs of families as well as improve our educational programs by providing a complete curriculum based on science and recent educational research. All educational disciplines are part of our curriculum, including math, art, language arts, social studies, music, and P.E. - all with science as the basis.

The school is supported by tuition and fundraisers. It has received grants from Junior League of Dallas for materials and scholarship grants for students. The administration of the museum supports the school through the Development, Finance, Marketing, Custodial, Education, Exhibits, Human Resources, Operations, and IT departments. The building is owned by the City of Dallas. We are licensed by the State of Texas through the Department of Family and Protective Services. We have been striving to meet or exceed the standards for accreditation and hope to apply for this in the coming school year. The staff participates in a minimum of 15 hours of professional development annually to stay abreast of current educational developments and to maintain and learn new skills, ideas, and techniques. The staff also receives First Aid and CPR training every other year.

Philosophy

At the Science School we design each class around a science, nature and math curriculum, integrating other subject areas. We use specific objectives that are developmentally appropriate as well as the Texas Essential Knowledge Skills (TEKS) to plan our activities. Parent input and suggestions are welcome. The exhibits and programs of the museum are incorporated into our curriculum. We send home and/or email newsletters and notes to inform the families of what we are doing in school.

Methodology

The Science School uses a variety of learning centers or stations designed to allow free exploration which empowers children with choice. By allowing children to choose activities that interest them, the child's inner curiosity motivates them to learn. Age-appropriate centers allow children to play and explore their environment through hands-on activities. During Center Time, areas of focus include social, emotional, cognitive and physical development. Using science as our focus we offer a complete curriculum, which includes reading, writing, math, science, critical and creative thinking, discovery, and problem solving. Center Time also provides an effective setting for individualized attention from our teachers – a time to work on a child's strengths and weaknesses at his or her own pace.

A Typical Day

At the Science School, we begin every day with a group Circle Time. It is a period designed to introduce new ideas and prepare children for the day. The children and teacher form a circle on the floor and begin with daily activities such as calendar and weather. The theme or educational unit selected is then introduced and discussed as a group and more fully explored through related activities at a variety of centers that are chosen individually by each child. Throughout each day, an ample amount of time is allotted for exploration and fun both inside and outside. Learning centers include Discovery, Art, Language, Math, Computer, Library, Dramatic Play and Manipulatives. Each day ends with group Circle Time where students and teachers reflect on the discoveries of the day.

Attendance

Regular attendance is important for the continuity of each child's education and his/her adjustment to school. The length of time spent on each curriculum topic is usually more than one week and the information, activities, and experiments from one week may be built on, expanded, and continued in following weeks. Please call or email us if your child will not be attending school because of illness or other reasons. You may leave a message on the school voice mail. We record attendance each day. Arriving on time is also important to the continuity of routines.

Registration and Forms

Families are encouraged to visit the school with their child during a regular class time before enrolling to decide if our program is suited for the child.

Parents/guardians may register their child/children by filling out a registration form, signing the form and sending it to the school with the nonrefundable registration fee and deposit. Priority is given to currently enrolled families, then members of the museum, and then nonmembers. Classes are filled on a first come first served basis following our priorities list. If a class is full when a registration is received, the child will be put on a waiting list. Waiting lists are not carried over from year to year. Submission of registration materials does not constitute acceptance. All families must be at least family members of the museum at the time the child starts school.

In order to attend the Science School a child must be 3 years old and fully potty trained when he/she starts school. You may be requested to provide proof of age such as a birth certificate.

Each child must have a registration form signed by the parent/guardian with the date of enrollment. The following forms must also be in the child's file before the first day of school: field trip permission, directory permission, photograph release, water play activities permission, student information form, emergency information (to include names, phone, addresses of persons other than parents/guardians, doctor and hospital address and phone), **parent/guardian acknowledgment of receiving and reading a copy of the school handbook and policies, copy of current immunizations, medical statement, and a tuition contract.** A registration fee and deposit must be paid by the set dates, and payments for tuition must be made on the set dates. *Please keep us informed of any changes: courier person, address, telephone, emergency numbers, etc. This is very important.* Parents will be notified of any policy changes by written note or e-mail before the change goes into effect unless an immediate change is dictated by laws and regulations set by the federal government, state, city or rules from The Museum of Nature & Science Board of Directors.

Tuition & Fees

Tuition and fees are non-refundable once paid. A tuition contract must be on file. There is a late fee of \$25 for payments made after the 5th of the month. A returned check or refused charge will result in a \$25 fee. The amount of the returned check or refused charge must be paid for in cash or money order and if you have a returned check/refused charge you may not be allowed to pay by check or charge card in the future. Delinquent accounts may result in your child not being able to attend school or dismissal from the school.

The tax ID number for the museum is located on your tuition contract. A copy of the contract will be issued to each family. Please keep this for your tax records. If you request another copy there will be a \$5 charge per request.

All financial information related to your tuition payments is located in the education reservations/finance department. Questions regarding finances should be directed to them at 214-428-5555 ext.1382.

Financial aid/scholarship funds may be available based on funds given to the school or fundraising for this purpose. You may request an application from the office. Submission of the form does not guarantee aid or a scholarship.

Withdrawal from School / Changing Schools

Written notice of withdrawal must be in writing and delivered in person to the school director at least 30 days prior to withdrawal. Any funds still owed for tuition must be paid. Records will not be released if there is any outstanding balance. No refunds will be issued for tuition and fees paid.

Parents/guardians must request in writing that school records and/or other information about their child be sent to another school. This must be delivered in person to the school director. The Science School will send any forms and evaluations that we have in the child's file as directed by the parent/guardian request. We will not be able to fill out individual forms from each school you are considering. Any requests for a recommendation letter need to be given to the school office staff at least 30 days before they are needed along with the information about what should be in the letter. Please provide a stamped and addressed envelope for us to mail the letter and/or copies of our forms.

Operational Hours

The Science School regular school year starts in late August or early September, and goes through late May or early June. We generally follow the DISD calendar. The calendar is set each year and given to the parents before school starts. School hours for preschool are 9:30-1:00 Monday- Friday. School hours for Kindergarten are 9:30-3:00 Monday- Friday. Spanish enrichment hours are 3:30-5. Early care is available from 8:30-9:30 and late care from 1:00-5:30 or 3:00-5:30 are available for an additional fee. A student may register for early or late care along with the normal school hours. Extended care can also be used on space availability basis. Please call the school at least 24 hours before to check on availability. Payment for early and/or late care is due on or before the date of service.

We also offer a Science School Summer program. The calendar for this program is set each year. Generally, we start in early June and end in late July or early August. The basic hours are 9:30-1:00 Monday - Friday, with early care from 8:30-9:30 and late care from 1:00-5:30 available following the same guidelines as during the regular school year.

Medical

Each year all students are required to have a current immunization form and medical statement from the doctor on file. You may use the forms provided by your doctor. The immunizations must be current, including a record of a TB examination with negative results (if required by the Health Dept.) and a record of vision and hearing screening for ages 4 and up. The medical form must state that the child has been examined by a doctor within the last year and is fit to attend this school. Please bring a copy of any updated immunizations or examinations when your child visits the doctor through the year. [Note: The school will do vision and hearing screenings for children ages 4 and older once a year.]

As a general rule, The Science School will not administer medication to children. We welcome parents to come to the school if they need to administer medication when necessary. For cases of children with disabilities addressed by ADA guidelines, we will review special needs on an individual basis. If you have special needs, please discuss these with the school staff as any exceptions to the general rule will need to be preapproved by the school and written authorization contained in the child's school file.

We will contact you if your child becomes ill at school so that you can come and pick her/him up. She/He will be separated from the class until you arrive. Please note that we may be required to report some illnesses to the Health Department.

Please keep children home if they have a fever of 100° or more, skin rash, and/or discharge from the eyes, ears, nose, or any other visible signs of illness. Children may return to school after they have been free of symptoms for 24 hours and/or have been to the doctor and the doctor has cleared the child to return. If you have visited the doctor, please bring a note from the doctor stating that your child is cleared to come back to school.

We will email or send a note home alerting you to cases of chicken pox, lice, or similar contagious medical conditions for which such notification is appropriate.

Emergencies, Mishaps, and “Boo Boos”

If a child needs emergency medical help, we will deal with it as appropriate; generally we will call 911 and then notify the parents as quickly as practical. In the event a parent/guardian cannot be reached, we will call the person or persons listed on the emergency form. We will then call the doctor's office listed on your emergency form. We will follow the emergency medical personnel's recommendations once they have arrived.

If a child may need to see a doctor because of an accident at school, we will notify the parent/guardian as quickly as practical. In the event a parent/guardian cannot be reached, we will call the person or persons listed on the emergency form. If no one can be reached then we will call your child's doctor for further instructions.

In the case of a situation that places your child at risk, we will call you as quickly as practical. In the event a parent/guardian cannot be reached, we will call the person or persons listed on the emergency form.

In all of the above cases, we will fill out an accident/incident/illness report. We ask that you review the report and sign it and then we will put it in your child's file.

If a child has an accident that causes a scrape, bump, etc., we will take care of the "boo boo" and notify you when you pick up your child or by phone/email the same day.

In the event there is an emergency at the museum such as severe weather, we will accompany the children to a safe location within the museum. If we need to evacuate the building and cannot return to it, we will call you to pick up your child. We will also try to relocate to another building if necessary. This will be directed by the museum security.

We practice fire drills monthly and severe weather drills twice a year.

Procedures for Release of Children:

Drop off / Pick up

Parents/guardians dropping off or picking up their children in the classroom will need to sign the children in or sign the children out each time such event occurs. The child's name, date, time of arrival, time of departure and the parent's initials are required each time the child is dropped off and/or picked up. If your child is dropped off and picked up in carpool, then the staff will fill in this information.

If someone other than the parent/guardian or other than the designated person on file is picking up a child, the parents/guardians need to notify us in advance by writing each time such occurs of the name and driver's license number of the individual picking up the child. That person must park and come into the school. We will make a copy of the driver's license, date it, and attach it to the note and put it into the child's file. If a designated person is picking up your child for the first time and we do not know them, we ask that you let us know and that they show us his/her driver's license for verification before we release your child to them.

A court order must be on file with the school for us to legally prohibit a parent/guardian from picking up a child.

Our classes begin promptly because scholastic continuity is important to our program. The staff will meet the children at the car pool line 5 minutes before class begins.

If you have a child who is sensitive to being left or cries when being left, we suggest that you give her/him a reassuring hug and kiss, tell her/him you will return for her/him after lunch and look forward to finding out what she/he did in school and then leave immediately. If you would like to check on your child, please contact the school director by phone/email. We will be happy to check on your child at any time and let you know how she/he is doing.

Please remember the speed limit in Fair Park is 20 mph and we do have stop signs. Police patrol Fair Park continuously and you may be ticketed for violations.

The staff is reasonably available after class time for conversation or conference about your child (not during carpool). Please call the school office (214-428-5555 ext. 1381) ahead to schedule a time.

Each family will be given a Science School card to be used to identify you as a parent/guardian if you need to pick your child up early.

Science Building Carpool:

We will gather and dismiss the children from the Science building drive and enter and exit from the front doors to the lower left of the main entrance stairs at 9:25, 1:00, 3:00 (for kindergarten only) and 5:25 for extended pm care. Special Spanish classes do not have carpool. Cars may drop off and pick up (but not park) in the drive. Once your child is in the car, please pull forward out of the drive to put seatbelts on. **Please wait for the staff to bring your children to you. Do not get out of your car or leave your car unattended in the carpool line at any time.**

If you need to drop your child off late or pick up your child before a regular dismissal time (1:00 for morning classes and 5:25 for extended day) you will need to ring the doorbell or knock at the regular school entrance. **The doors will remain locked for security purposes.** One of the staff members will let you in. Please be patient with us, as we don't always hear the knock or doorbell the first time.

We request that parents/guardians refrain from using cell phones, pagers, PDA's etc. when dropping off and picking up the children in the carpool line.

We appreciate it when everyone arrives on time for carpool. Please keep in mind that when you arrive late a teacher will need to leave the classroom to open the door for you.

Planetarium Building Carpool:

We will gather and dismiss the children from the right side of the circle drive and enter and exit from the door at the end of the building across from the parking lot at 9:25, 1:00, and 3:00 (for Kindergarten only). Once your child is in the car, please pull forward out of the carpool drive to put on seatbelts. Children staying for extended day will walk to the other building with the staff. All AM and PM extended care is at the Science building. **Please wait for the staff to bring your children to you. Do not get out of your car or leave your car unattended in the carpool line at any time.**

If you need to drop your child off after the regular carpool drop off, or pick your child up early, present your Science School card (parent card) to the museum staff member at the front desk. **Do not go to the regular school entrance. These doors will remain locked for security purposes.**

We request that parents/guardians refrain from using cell phones, pagers, PDA's etc. when dropping off and picking up the children.

Discipline & Guidance

Discipline and guidance of the children are developmentally appropriate for the child's age and level of understanding. We strive to make it individualized and consistent for

each child. It encourages and teaches children acceptable behavior, self-control, self-esteem and self-direction. Methods used may include the following:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
- Reminding the children of behavior expectations daily with clear, positive statements.
- Redirection using positive phrases.
- Using brief supervised separation or “time-out” from the group when appropriate for the child’s age and development, approximately 1 minute per year of the child’s age.
- Encouraging the children to use “their words” to ask, discuss, or let another child know how they are feeling. Helping them learn the right words, how to use them and when to use them.
- Reasonably involving the children in creating the rules for the classroom.
- Treating each child with respect and dignity. This models appropriate behavior and encourages the children to treat their friends the same way.

The following types of punishment are specifically prohibited:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child’s mouth.
- Humiliating, ridiculing, rejecting or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with the door closed.
- Requiring a child to remain silent or inactive for inappropriate lengths of time for the child’s age and development.
- Pinching, shaking or biting a child.

General School Rules

- Keep hands, feet, and other body parts to yourself
- Treat our friends nicely and with respect
- Walking feet
- Inside voices
- Share toys, materials, and equipment
- Take turns
- Listen to the teachers
- Use toys and materials properly
- Everyone cleans up
- Wash hands after using the restroom, touching animals and before eating
- Use tissues to blow your nose
- Cover sneezes/coughs with your elbow/shoulder
- Weapon play or imaginary weapon play is not allowed

Students are expected to follow all rules at all times including during field trips and other school functions outside of the classroom or museum buildings. Introduction of and

learning to follow rules is done in developmentally appropriate ways. If a student is having trouble following rules and/or her/his conduct is disrupting the learning process or safety of others in the class, the parents/guardians will be contacted

We will try to work with the parents/guardians if a problem with a child occurs to see if the problem can be alleviated. Cooperation of the family is necessary. If necessary, the student may need to have an evaluation at the expense of the parents/guardians to provide the school more complete information about the child and allow the child to remain at the school. The school and museum reserve the right to refuse service or dismiss students from school at any time. If this occurs, any tuition paid for time not attended will be refunded minus the deposit (one month's tuition), minus registration fee, and minus supply fee.

If a child accidentally or intentionally damages, destroys or otherwise harms school property or the property of another child or person, then the parents/guardians may be required to pay for the repair or replacement of the item/s.

Parents/Guardians

Parent/guardian cooperation and support is required for continuous enrollment of their child. Specifically, parents/guardians should cooperate with and support the implementation of all rules, policies and procedures of The Science School and MNS. They should speak about and act positively regarding the school. Parents/guardians should represent the school and its students in a positive manner.

Verbal abuse, vulgar language, and/or disrespectful behavior by a parent/guardian to or regarding students, staff, and/or the school and museum may result in the dismissal of your child/children from our school.

If a parent/guardian is helping with a field trip or other school function, the parents are considered to be representing the school. They are subject to the same rules and policies pertaining to student behavior during any school related function.

The school staff works in cooperation with the museum to insure that everyone respects the children's right to learn and the staff's right to teach. Interference with the teaching/learning process will not be tolerated; any such interference may result in the dismissal of your child/children from our school.

It is important that parents/guardians do not interrupt the staff during school hours. Parents/guardians should not expect a staff member's full attention for a mini conference at any school function or during carpool. Teachers are reasonably available for phone calls, emails, or conferences after school. You can email or call with simple information or questions and we will return them as soon as we can. If it is a serious issue, we can schedule a conference time.

When parents/guardians are divorced or separated, we will assume that the all parties have access to their children unless we are provided with legal evidence that indicates one has sole custody. A copy of the document must be provided for the child's file. If a non custodial parent/guardian arrives to pick up a child and that person is not on the list

as an approved person to pick up the child, the child will not be released to him/her. If necessary, we will call the authorities to remove the person from the premises.

We request that parents/guardians refrain from using cell phones, pagers, PDA's etc. when dropping off and picking up the children.

Concern/Complaint Procedure

Parents/guardians are encouraged to address any situation/concern involving their children with the classroom teacher/s first. Most concerns or situations can be solved at this level. The school director will become involved only as appropriate and generally after it has been addressed with the classroom teacher/s. We will try to work out a solution as a team. If the concern/situation is still not solved or it is otherwise appropriate, the Director of Education at the museum will get involved and then the CEO if necessary.

What To Bring

Every child pays a supply fee at the beginning of the school year. Please bring an extra set of clothing for your child. Sometimes accidents happen and it helps if the child has her/his own clothing to put on. Please label each piece of clothing and put it in a large zipper bag also labeled with your child's name. If your child is staying for extended care, please bring nap items (see extended care section). Please label all items brought to school including lunch boxes, cups, coats, jackets etc. with your child's name. Names on the items help everyone keep track of ownership but things do get lost. Please note that we cannot be responsible for lost items.

We ask you to please leave all toys at home, unless a teacher specifically asks for something that goes along with a unit of study. Please note that weapon play is not allowed at our school. We appreciate your cooperation with this.

Clothing

Please dress your child in clothing that is suitable for outdoor play and messy activities. Undergarments are required. Children should wear closed-toe shoes with socks. Please do not send your child to school in flip-flops.

Please send a coat, jacket or sweater with your child if the weather is cool or cold for outside play. You may want to send a sweater that stays in the classroom in case the air conditioning is too cold for your child. Please label each of these items.

No uniform is required, however on field trips and other special occasions we ask that children wear our school T-shirt.

Food

The Science School does not provide lunches or snacks for core school hours. The families choose what is provided for these snacks and meals. Since the parents/guardians provide food, the Science School is not responsible for recommended daily requirements or nutritional value or any food allergies that your child may have. Parents are required to sign a form stating that they are aware of this policy. Individual lunches are not to be shared with other children. Copies of the recommended daily requirements are available. We may request that you not bring food that may cause allergic reactions.

Lunch

Each child staying until 1:00 needs to bring a lunch with a drink. The lunch items should cover 1/3 of their daily requirements for the various food groups. Foods that the children can serve themselves, such as finger foods and sandwiches, work best. You may want to include a freezer packet in the lunch during warmer weather. Please note that refrigeration and heating are not available for lunches. Please do not send bag drinks (i.e. Capri Suns). Please label the lunch box and any reusable containers with your child's name.

Snacks

We ask each child to bring healthy snacks several times during the year. The staff will assign snack days. We will send home a note and snack basket when it is your child's turn. Please speak with the teachers for snack suggestions or special snack times such as holidays. A calendar of what has been served for snack is available in the classrooms for viewing. Please do not send bag drinks (i.e. Capri Suns).

Conferences and Evaluations

A midyear progress report is sent home for each child in February. Formal conferences are scheduled at the end of the school year. Parents/guardians are welcome to call us if they would like a conference at any other time and we will schedule such a conference at a reasonable time as appropriate. We do a developmental evaluation on each student that covers areas of development as well as different subject areas. A copy of this is given to the parents and shared at the conference.

The school has a parent survey/evaluation once per year at the end of the school year. We welcome comments, concerns, suggestions, or compliments at any time.

Extended Care

The afternoon extended day includes story time, rest time, snack, and activities. A beach towel or small baby size blanket, baby-sized pillow, and ONE "lovey" may be brought to school to use during rest time. Please put these items in a pillowcase and label all of them with your child's name. Everything should be taken home and washed once per week. Mats are provided for students enrolled in extended care. Large

blankets and pillows, sleeping bags, rolled sleeping mats etc. will be sent home to be replaced with items of the appropriate size.

Any child enrolled in the Science School can use the extended care program on a yearly basis or drop in basis based on availability. We require a 24 hours advance notice for drop in care by email or phone (scienceschool@natureandscience.org, 214-428-5555 ext. 1381). The school director must confirm availability. Children using drop in care need to provide their own mat and sleeping items according to the directions above.

Field Trips

We take walking trips around Fair Park and use the exhibits as part of our curriculum. Most off site field trips are done during the second week of the State Fair. (School is not held during the third week.) Parents meet us at the field trip sites. We do not meet at the school during this time. The Science School does not provide transportation. Parents are encouraged to carpool and/or participate in the field trips. We may take other off site trips at other times. Parents are notified at least 48 hours in advance of a field trip. A notice will also be posted at the school. Parents, other adults, and siblings are always welcome and encouraged to attend.

Transportation

The Science School does NOT provide any transportation to its students. Parents/guardians or other persons designated by the parent/guardian are responsible for all transportation to and from school. The Science School does NOT provide transportation for off site field trips. Parents are informed of designated pick up/drop off areas for convenience. Parents are also encouraged to carpool.

Water Play Activities

The Science School uses only wading pools with no more than 1 foot of water, water tables, and sprinklers for water play activities. Extra staff is present at all times during water play activities and child/staff ratios mandated by the state for water activities are always met.

Class Pets

We have a guinea pig named Nina. She is gentle and sweet. She will be taken out of her home from time to time so that the children can pet her. This playtime will always be supervised and before and afterwards the children will wash their hands. If you do not wish your child to be in contact because of allergies or health reasons please notify your child's teacher.

We also have Jar Jar, a snow bearded dragon, Spike, an Australian bearded dragon, a red-eared slider turtle, a fish tank, Crabs the hermit crab, and Tara the tarantula as classroom pets. These pets are in our classrooms; however, they are NOT taken out of their homes for the children to pet. They are only for observation.

Directory

Each year we publish a directory with children's names, parent/guardian names, addresses, home phone and emails. This is only shared with the Science School families. If you do not wish to be included in the directory or if you prefer us to omit some information from the directory, please indicate this on the directory form that is placed in your child's file.

Birthdays

The staff will try to assign your child a snack time around his/her birthday. We ask that you bring a healthy snack for snack time and a special birthday treat for after lunch if you so desire. Cupcakes, cookies, and brownies work well. We will celebrate your child's birthday whether there is a special treat or not.

Invitations to a birthday party may only be handed out at school if the entire class is invited. Please consult your directory for addresses.

Weather

In the event of inclement weather, please follow the announcements on KRLD 1080 radio. We generally follow DISD's decisions. If they are closed, we are closed. We will also leave a message on the school voice mail. If children are at school when this happens, we will call you with an early dismissal so that you can pick up your child.

Volunteers

We need parent volunteers. Parents can help by being room parents, coordinate different parts of the carnival and auction, being school and/or museum volunteers, and assisting with fundraisers. Room parents help with parties and special events. Volunteers help in the class, with preparation of materials, in the office, on field trips, or in other parts of the museum. Fundraising involves helping the school raise funds for equipment, scholarships, and other special needs.

All parents that are regular classroom volunteers need to fill out a volunteer application and pay a fee for a background check. This is coordinated through the museum's Volunteer Manager.

Ongoing Fundraisers

School Carnival

Every spring the school has a carnival and an auction that are run by the parents. This is a family event that is usually held on a Saturday afternoon. The carnival/auction is the major fundraiser for the school.

Box Tops For Education

Please clip Box Tops for Education coupons from hundreds of General Mills products and bring them to The Science School, or shop online at the Box Tops for Education Marketplace (boxtops4educations.com). Money from these will be donated to our school by General Mills.

Office Depot®

Office Depot® 5% Back to Schools Program credits our school 5% for purchases of many supplies at their stores and online. If you make a purchase with Office Depot® please give them our ID number: 70201269.

Other

Help your child look forward to attending school. Your positive attitude can help him/her have a positive experience.

Look upon the teachers as people who want to know about your child. Please feel free to discuss anything with us that will help us to know your child better.

Parents/guardians are welcome to visit at any time and participate in our activities. We also have scheduled Open Houses.

The Science School does not discriminate against any child based on the child's gender, race, color, national origin or religion. Children are admitted on a first come first served basis.

The Science School at MNS is part of Museum of Nature & Science which is in compliance with all applicable local, state, and federal laws. The museum is a not for profit institution and is governed by the Board of Directors.

Department of Family & Protective Services (DFPS)

A fire inspection report, sanitation inspection report, verification of liability insurance, letter of compliance evaluation form from DFPS and the snacks served are available for parents to review. A copy of the minimum standards is also available for review or can be found on the DFPS website at www.dfps.state.tx.us. The law requires that we report suspected child abuse and/or neglect to DFPS or a law enforcement agency. The local office of the DFPS is located at 2355 N. Stemmons Freeway, Dallas, TX, 75207 and the phone number is 214-951-7902. The Abuse and Neglect Hotline number is 1-800-252-5400. Call this number to make confidential reports of suspected abuse and/or neglect.

School Address / Phone/ Email

The Science School phone number is 214-428-5555 ext 1381. The email is scienceschool@natureandscience.org. Please call or email us if you have questions, comments, concerns, suggestions, or would like a conference. Your input is important to us. Our webpage is www.natureandscience.org/education/sp_School.asp.

In an emergency only, if no one answers our phone, call ext. 0 for the museum operator and they will locate us.

Our mailing address is:

The Science School at Museum of Nature & Science
P.O. Box 151469
Dallas, TX 75315-1469

Our physical address is:

1318 2nd Ave.
Dallas, TX 75210