



## FAQ - Preparing for Early Childhood at HSES

We are thrilled to welcome you and your child to Early Childhood (EC) at Holy Spirit Episcopal School! We are here to partner with you in the care and early learning of your child. In order to support and help you along the way, we've provided answers to these FAQs to help better understand what to expect and how to prepare.

As always we are here to help, please feel free to reach out anytime by emailing [earlychildhood@hses.org](mailto:earlychildhood@hses.org) or calling 713-468-5138 ext 219.

- **What schedule does my child have?**
  - *New school year starts:* The selection you made for your schedule in your enrollment packet is your child's schedule for the year, unless you were notified otherwise by our Director of Admissions.
  - *Mid-year starts:* After you apply, we will contact you with schedule availability.
- **When will we meet my child's teacher?**
  - For the *new school year*, all enrolled students and their parents will be invited for a Meet the Teacher Event before the first day of school.
  - For *mid year enrollment*, you will be contacted by the Head or Assistant Head of Early Childhood to schedule your Meet the Teacher before your child's first day.
- **How do I communicate with my child's teacher?**
  - **SeeSaw App** - You will receive an invite within the first week of school to create an account so that you may access photos, group messages, one-to-one messages, etc
  - **Daily Written Communication** - Children receive daily written communication regarding their child's day that will include information on their eating, sleeping, toileting, etc
  - If you need to communicate with your child's teacher immediately, please contact our office, and we will pass the message along: 713-468-5138 ext 219.
- **What information can I find on the [Parent Resources | Holy Spirit Episcopal School](#) website?**

- Parent Portal
  - Student/Parent Handbook
  - Uniform Guidelines and purchase link
  - Medical Records
  - Carpool Instructions
  - School Year Calendars
  - Hot Lunch Program and Link to Order
  - Weekly Newsletter Archives
- **Can I change my child's schedule?**
    - Please reach out to [earlychildhood@hses.org](mailto:earlychildhood@hses.org) or [admissions@hses.org](mailto:admissions@hses.org) to request a schedule change. A schedule change is based on availability; reductions must adhere to our 90 day notification policy.
  - **What do I need to provide for my child?**
    - If two before September 1, students wear uniforms. Visit the Uniform Guidelines page: <https://www.hses.org/life-at-hses/parent-resources>
    - School Bag (provided by HSES)
    - Change of clothes (labeled with name in a plastic bag)
    - Closed toe shoes (walkers)
    - All food items (*each item labeled*): 2-3 snacks per day, lunch, and a water cup (teacher has sample)
    - Diapers, wipes, creams, ointments, insect repellent, sunscreen (*each item labeled*)
    - Washable rollup Nap Mat (walkers and up) [Nap Mat suggestion](#)



- Items from the Supply List which is provided by your child's teacher before the first day of school
- Medical Records - Student health records must be in the school clinic **by the first day of school regardless of your child's birthday or last doctor visit.** Review the forms linked below and submit all paperwork to the school nurse before your child's first day: <https://www.hses.org/life-at-hses/parent-resources>

Please remember to **LABEL LABEL LABEL**. Each and every item you send with your child *must* be labeled - we receive many items and brands that are popular. We want to be sure your child uses and goes home with the items they bring.

- **How can I get involved or volunteer?**
  - Please contact Catherine Costello, Directory of Development, to inquire about PTO and other volunteer opportunities: [ccostello@hses.org](mailto:ccostello@hses.org)
- **How do I pay tuition?**
  - You will receive an invite link within the first week of your child's start date from **Smart Care** to set up your monthly payment options.
- **How does HSES handle allergies and medication administration?**
  - If your child has an allergy or food aversion, please contact the Early Childhood Office and School Nurse to inform us. We will provide you with an Allergy Action Form to complete.
  - If a child has an allergy to a particular food, their classroom will be "free" of such items.
  - Medication to respond to allergic reactions (ie. Benadryl, Epi-Pen, etc) must be accompanied by an Allergy Action Form signed by the child's physician and parent.
  - All medications and permission forms must be kept in the Early Childhood Office. Epi-Pens will be kept with the child's teacher at all times.
- **What are the policies we must follow?**
  - Parents must read and adhere to the [Student/Parent Handbook](#) for the following policies and guidelines and refer to **APPENDIX: EARLY CHILDHOOD OPERATIONS (updated annually)**
    - Clothing and Personal Effects
    - Lost and Found
    - Health Policies
      - Classroom Health Policies
      - Fever Policy
      - Communicable Diseases
      - Guidelines for Keeping Your Child at Home
    - Physical Health and Wellbeing
      - Illness and Injury
      - Medication
      - Insect Repellent, Sunscreen, and Creams
      - Promotion of Indoor and Outdoor Physical Activity
      - Extreme Weather Conditions
    - Infants
      - Safe Sleep Policy
      - No Shoe Policy
    - Toddlers and Twos
    - Meals and Food Service Practices
    - Hours of Operation
    - Licensing Policies and Procedures
    - Emergency Exits

- Arrival and Dismissal
- Additional Charges
- The First Few Weeks
- Discipline, Guidance, and Supporting Inclusiveness
- Biting
- Rest Time
- Holidays
- Absentee Policy
- Tuition Policy
- Gang Free Zone
- Child Abuse and Neglect
- Emergency Preparedness Plan
- Vaccine-Preventable Diseases for Employees
- Water Activities