

**PARENT HANDBOOK**

**TO**

**YORKSHIRE**

**ACADEMY**

**EST. 1984**

**TAAPS Accredited**  
**(Texas Alliance of**  
**Accredited Private Schools)**

**TPSA - Texas Private Schools Association**

**“Learning for a Lifetime”**

**Please retain for future reference**  
**Please check YA website for all scheduled events**

**14120 Memorial Drive, Houston, Texas, 77079.**

**Tel.: 281-531-6088**

**[www.yorkshireacademy.com](http://www.yorkshireacademy.com)**

**e-mail: [crain@yorkshireacademy.com](mailto:crain@yorkshireacademy.com)**



Dear Parents,

Welcome to Yorkshire Academy for the 2024-2025 school year! I hope that the pages in this Parent Handbook will provide you with an understanding of the mission, philosophy, policies and procedures followed at our school. We ask parents to carefully read all sections of the Handbook and review them with their children.

Sincerely,

Shirley Swinbank (Founder – Executive Director)  
Elizabeth Williams (Principal)  
Vivien Crain (Director)

ESTABLISHED 1984  
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## Yorkshire Academy Calendar 2024 – 2025

### August

August 15<sup>th</sup> YA Opening Day - “Rhythm of Yorkshire”

### September

September 2<sup>nd</sup> Labor Day – holiday

September 3<sup>rd</sup> MAP classes begin

September 6<sup>th</sup> PVC Meeting

### October

October 14<sup>th</sup> Columbus Day – holiday

October 31<sup>st</sup> Fall Celebrations – noon dismissal

### November

November 25<sup>th</sup> – 29<sup>th</sup> Thanksgiving Break

### December

December 20<sup>th</sup> Holiday Celebrations - noon dismissal

December 23<sup>rd</sup> – Jan 3<sup>rd</sup> Holiday break

### January – Fall Registration Opens

January 6<sup>th</sup> School resumes

January 20<sup>th</sup> Martin Luther King, Jr. Day – holiday

### February

February 14<sup>th</sup> Valentine’s Celebrations

February 17<sup>th</sup> Presidents’ Day – holiday

### March

March 10<sup>th</sup> – 14<sup>th</sup> Spring Break

### April

April 18<sup>th</sup> Good Friday - Holiday

### May

May 22<sup>nd</sup> Noon dismissal

May 23<sup>rd</sup> Last Day of School – noon dismissal

Yorkshire Gatherings for parents are scheduled for the first Friday of every month unless otherwise noted.

The Yorkshire calendar, for all scheduled activities, can be found at: [www.yorkshireacademy.com/calendar](http://www.yorkshireacademy.com/calendar)

Yorkshire Academy 14120 Memorial Drive, Houston, Texas 77079 Phone: 281-531-6088 Fax: 281-531-6097

# Yorkshire Academy Staff & Faculty 2024-2025

## Shirley Swinbank Founder & Executive Director

Dayna Allen

Vivien Crain

Jill Davis

Susi Hagedorn

Janet Howard

Phylene Jakobsen

Callie Randel

Elizabeth Williams

Michelle Young

Associate Principal

Director & Admissions Director Early Childhood

Finance Director

Receptionist

Educational Consultant

Campus Operations Manager

Marketing & Program Development

Principal

Technology/Educational Consultant

<p><b>Cottage Team &amp; Teachers</b></p> <p>Farnoush Abedsoltan Maylim Dominguez Malak Golchin Anabea Munoz Hanieh Nafar Ingrid Van De Coevering</p>	<p><b>Pre-school Team &amp; Teachers</b></p> <p>Annelean Botha Zahra Jahanbakhsh Zahra Kargar Susan Ogle Sonia Owen Candice Podvorec</p>
<p><b>Pre-Kindergarten Teachers</b></p> <p>Monica Calderon Ana Diaz Dena LaVora Eva Strnad</p> <p><b>Upper Elementary Teachers</b></p> <p><b>Science</b> Laura DeCherico &amp; Kate Potter</p> <p><b>Third Grade</b></p> <p>Shelly Jackson &amp; Julia Holmes</p> <p><b>Fourth Grade</b> Kim Cooley</p> <p><b>Fifth Grade</b> Jacqui Stanley</p>	<p><b>Lower Elementary Teachers</b></p> <p><b>Kindergarten</b></p> <p>Amy Pierce Tiana Rassam Melissa Rogers</p> <p><b>First Grade Teacher</b></p> <p>Bianca Bijarro Angela Thomas</p> <p><b>Second Grade Teachers</b></p> <p>Robin Hodges Kate Potter</p>
<p><b>Extra-Curricular Team</b></p> <p><b>Librarian</b> Rose Roth</p> <p><b>P. E. Teachers/Health</b></p> <p>Melissa Hanst &amp; Coach Josh</p> <p><b>Computer Teacher</b> Kathy Flores</p> <p><b>Art Teachers</b> Jacqui Stanley &amp; Tiana Rassam</p> <p><b>Music Teachers</b> Madelaine Morris, Helen Murphey &amp; Sue Ogle</p> <p><b>Spanish Teachers</b> Ana Mendoza &amp; Sonia Owen</p> <p><b>Social Emotional Learning</b></p> <p>Karen Gilbert</p>	<p><b>Aftercare Program</b></p> <p><b>Aftercare Team</b></p> <p>Bianca Bijarro Ana Diaz Maylim Dominguez Malak Golchin Ruth Ann Jones Ana Mendoza Anabea Munoz Reilly Popovici</p>

All staff members at Yorkshire Academy have an email address  
[lastname@yorkshireacademy.com](mailto:lastname@yorkshireacademy.com)

# Yorkshire Academy Terminology

YA = Yorkshire Academy      YF = Yorkshire Foundation      PVC= Parent Volunteer Community  
BB = Bateswood Building (faces Bateswood Street)      MB = Memorial Building (faces Memorial Drive)

## Yearly Calendar Event Terminology

### Messages That Matter

- Purpose: Sharing information about your child
- What is it: 15-minute individual meeting with your child's teacher
- When: Before school starts
- Who: All parents
- Where: Student classrooms

### Meet & Greet – Mother's Day Out/Cottage, Pre-School & Pre-Kindergarten

- Purpose: Parent & Child meet the teachers and see the classrooms
- What is it: Opportunity to receive important information for the start of school
- When: Before school starts
- Who: All parents and students
- Where: Student classrooms

### Back to School Night

- Purpose: Opportunity to Visit all classrooms, see your child's work, network with other parents
- What is it: Positive parenting activity for parents only - no children
- When: September - see calendar
- Who: Parents ONLY
- Where: Student classrooms/all campus
- Time: Evening - see calendar

### Yorkshire Parent Gathering (sponsored by the Yorkshire Foundation)

- Purpose: Be informed about each team's class activities and visit with other parents
- What is it: Come and Go information session - Sign up to volunteer for various activities
- When: First Friday of each month
- Where: Location to be announced
- Who: All parents
- Time: 7:45 a.m.-9:10 a.m.

### Parent Education Series (sponsored by the Yorkshire Foundation)

- Purpose: Educational opportunity for parents
- What is it: Professional speakers sharing various topics of interest
- When: To be announced
- Where: Music room - MB
- Who: Parents and guests
- Time: 9:00 a.m. – 10 a.m.
- Open to community participation

### Fall Parade

- Purpose: YA Fall all school seasonal activity - Halloween
- What is: Student costume dress up/class parties
- When: Last school day in October
- Where: Party occurs in child's classroom/parade is on the field
- Who: All parents, adult guests, relatives
- Time: 10:00 a.m. - class party follows for one hour

### **Social Studies Night/Art Show/Book Fair**

- Purpose: Patriotic Celebration/ Student Artwork celebration  
Student music presentation/Library fundraiser
- What is it: Student music presentation/Student display of Social Studies projects and Art projects/ Book Fair
- Where: Music presentation location: Outside PE (Physical Education) covered pavilion. Art Classroom located in the Memorial building. Library located in Memorial building
- Who: Elementary students/parents/guests
- When: Fall – see YA online calendar

### **Holiday Parties**

- Purpose: Holiday celebrations
- What is it: Class parties celebrating seasons throughout school year
- Where: Student classroom
- When: Check YA online calendar
- Time: Generally, lasts 1 hour of school day with noon dismissal
- Who: Students/parents

### **Open House**

- Purpose: Open House for our community and opportunity for parents to share Yorkshire Academy, its campus, student activities with friends and relatives
- Purpose: Early registration for YA parents
- What is it: Student display of Math projects
- Where: Yorkshire Academy campus — all classrooms
- When: Generally last Thursday of January - see YA online calendar
- Time: To be announced
- Who: YA parents, friends, guests, open to the community

### **January Preview Coffees**

- Purpose: Fall registration for next school year
- What is it: Informative session-classroom visitation - staff presentation about student's next grade level
- Where: Yorkshire Academy classrooms/campus
- When: Mid-January - see YA online calendar
- Time: Early morning
- Who: YA parents only

### **Spring Science Fair/Book Fair**

- Purpose: A day to share Science projects of our talented YA students and shop the Book Fair supporting our Library
- What is it: Student display of Science projects
- Where: Yorkshire campus-classrooms/Library
- When: Spring – check YA online calendar
- Time: Science projects displayed all day/ shop the Book Fair all day
- Who: YA parents (guests welcome)

# **Yorkshire Academy General Terminology**

## **Yorkshire Academy: Private school for children 18 months-5th grade**

- Cottage/Early Learning: Ages 18 months - 2 years old
- Pre-School: Ages 3 years – 4 years
- Pre-Kindergarten- 4 years - 5 years
- Lower Elementary: Kindergarten - 2nd grade
- Upper Elementary: 3rd grade - 5th grade

## **Yorkshire Foundation: A 501(C)3 nonprofit foundation**

- Purpose: Purposeful fundraising for school improvements and community outreach
- Five outreach areas: Literacy, Computer Technology, Parent Education, Staff Education, and Development of programs for the Visual and Performing Arts
- Provides educational support and enrichment programs for students, families, and community
- See our Yorkshire Foundation web page and details @ [www.yorkshirefoundation.org](http://www.yorkshirefoundation.org)

## **Yorkshire Parent Volunteer Community: PVC – All parents welcome**

- Positive Parenting Partnership opportunity for all parents choosing to volunteer in a variety of ways, for example: assisting staff, administrators, students and community
- PVC has an organized board of parent volunteers – All parents welcome

## **Yorkshire Academy's Memorial Afterschool Program ("MAP")**

- Purpose: Provide additional enrichment classes after school
- What is it: A variety of enrichment opportunities conveniently located on campus
- Where: On campus
- When: Fall and Spring
- Time: Daily schedule of classes on YA online web page
- Who: Yorkshire students
- Sign up: Online registration required
- Pick up: Dismissal at the Memorial Gates via carpool

## **Yorkshire Academy's Before and After Care program**

- Purpose: To provide support to parents needing additional care
- What is it: Before school care and after school care
- Where: On campus
- When: Pre-arranged program – see fee schedule
- Time: Before school care-begins at 7:00 a.m. - until class begins  
After school care starts at 3:00 p.m. until 6:00 p.m. Yorkshire Academy's Safe Care Program
- Purpose: To provide full time care for working parents
- See fee sheet for details

## **Yorkshire Academy - "Mid-Day Stay"**

- Purpose: Opportunity for students to remain at school for a longer day
- What is it: Student brings a lunch, naps, and in Pre-School may participate in various hands-on activities after nap.
- Where: Student classrooms
- When: Choose 2 day, 3 day, or 5 day - see monthly fee schedule
- Time: Noon-2:30 p.m.
- Who: Cottage/Early Learning and Pre-school

### **Yorkshire Academy's Homework Club**

- **Purpose:** Opportunity to complete homework after school
- **Where:** Library located in Memorial Building or assigned classroom to be announced
- **When:** Monday – Thursday - pre-arranged schedule/payment
- **Time:** 3:00 p.m. - 4 p.m.
- **Who:** 1st grade - 5th grade. Group sessions not to include individual tutoring.

### **Yorkshire Academy's IRIS Parent Communication System**

- **IRIS:** Immediate Response Information System
- **Purpose:** Emergency alert system allowing school contact with parents
- **Procedure:** Alert given through phone and /or email

### **Yorkshire Academy's Carpool**

- **Purpose:** Student drop off with drive through service
- **Where:** Parking lot drive-thru
- **When:** 7:30 - 9:00; 11:50 - 12:00; 2:15 - 3:00
- **Who:** Available for all students
- **Bonus:** Staff loads and unloads student(s) while parent remains in car

### **Walk in Gate**

To ensure maximum security on our campus and safety of your children, we will continue to handle all arrival and departure of students through our carpool drop off/pick up procedure. Pedestrian walk in/drop off will not be an option. Please respect that our plans will always prioritize providing a safe and secure campus for our Yorkshire community. Our morning, noon and afternoon carpool procedures offer the best solution. We appreciate that an Officer will be present to support carpool each day.

### **Memorial Building Main Entrance to School**

- Located in southeast corner of Memorial parking lot-black gate
- Buzz in at gate
- All parents must turn right and enter reception to check in and check out

### **“OOPS” Alert**

- Written note denoting uniform violation



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## **Mission Statement:**

At Yorkshire Academy, we cultivate qualities of character, citizenship and academic curiosity in a safe, secure and loving environment, providing personal and engaging educational opportunities in academics and the visual and performing arts.

## **Our Philosophy:**

Our vision is to continue to create a culture in which students, teachers and parents work together to build a welcoming, joyful school with mutual trust and respect. Yorkshire Academy creates a safe, secure, and loving environment respecting the individuality of each student. We believe that responsibility, collaboration and intellectual curiosity develop when students are known by their teachers and classmates and feel appreciated for what they do best; when they are encouraged to stretch themselves beyond their own current achievements and points of view.

Yorkshire Academy has high expectations, is vigorous, enjoyable and fun. We welcome inquiry in the academic subjects, experiences in the visual and performing arts, and participation in physical activity and community service. Programs and curriculum directed by talented, qualified, eager, engaging and energetic teachers inspire each student to strive for excellence and creativity so they might know the pleasures and value of learning and making contributions for their growth and also others. Thus, for the growing student, areas of intellectual development, emotional maturity and moral life equal a successful educational experience.

Seeds of educational passion are planted, nurtured and challenged as students understand that risks are worth taking and failure is a learning opportunity. Each individual is understood and accepted for their strengths and weaknesses. Time and energy are invested in all students so that each will know they are worthy, have talents and can succeed! Yorkshire Academy builds confidence, encourages students to strive to be the best they can be, try harder and learn more, thus raising positive self-esteem in each individual.

Along with the support of their parents, students who begin our program in the early years and continue in our program through 5th grade are the ones who have the greatest benefit. The value of education and the investment made results in mannerly, happy, kind, successful, well rounded, self-disciplined and responsible students whose firm educational foundation creates a love of learning for a lifetime!

## School History

*By Shirley Swinbank, Founder and Executive Director*

It seems like yesterday that my dream of owning my own school became a reality with Yorkshire Academy. In May of 1984, we started out in West Houston as a preschool with 80 students, and gradually made our way to offer an exciting program for children from 18 months through fifth grade with almost 250 students. Our parents continually ask us to expand to middle school, but we've chosen to concentrate on providing what we feel is the best, most comprehensive program for younger children available in the area.

What makes Yorkshire Academy special are the students. What a privilege to have made a difference in the lives of the literally thousands of young people from all over the world who have come through our doors. The elements that make Yorkshire's program special are the small class sizes, our devoted staff, the strength of our academics coupled with a strong emphasis in extracurricular classes, i.e. Music, Art, Spanish, Computer, P.E., and library, and the attention to the individual needs of each student. We're able to involve our students in so many special endeavors, including PSIA academic competition, an annual entry in Houston's Livestock and Rodeo Art Competition, and now as an Ocean Guardian School, to name a few.

In 2000, we expanded our campus to include a new building to house our upper elementary homeroom classes, the music room, library and computer lab, as well as a playing field and parking lot.

Each year has its own challenges and opportunities to keep us all on our toes and completely engaged. We continually look for ways to improve and enhance our existing programs, and we look forward to what the future has in store for us. As Ben Sweetland said, "We cannot hold a torch to light another's path without brightening our own."

In 2012 we added the Treichel Building, which is dedicated to my family, who gave me the confidence to believe I could own my own school. The Treichel Building is home to both our fifth-grade class and our art room. Amazing things happen there.

### **Yorkshire Academy School Song**

Yorkshire Academy, my school is number one.  
Yorkshire Academy, where learning can be fun.  
I'm a \_\_\_\_\_ grader, and proud to say it!  
Today and ever after, I'm a Y.A. kid!  
Today and ever after, I'm a Y.A. kid!

Yorkshire Academy, we learn to be our best.  
Yorkshire Academy, we stand out from the rest.  
I'm a \_\_\_\_\_ grader, and proud to say it!  
Today and ever after, I'm a Y.A. kid!  
Today and ever after, I'm a Y.A. kid  
Composed by: Hunter Nelson – Alumni

### **Positive Parenting Partnership:**

One of the most important factors in your child's education is your commitment to be an integral, interactive “partner”. We take this so seriously at Yorkshire Academy. Better understanding of the entire educational process and how your role can affect your child's learning sets your child up for success. We appreciate your commitment!

- Our commitment to provide each Yorkshire student with consistent and meaningful learning opportunities requires regular school attendance.

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence may automatically be considered unexcused.

- Scheduled parent/teacher conferences are available three times a year. If additional conferences are needed, it is understood that these are to be scheduled appointments and are not to interfere with the teaching day.
- Procedures for resolving parent concerns:
- Concerns must be resolved directly with the person(s) involved through a scheduled meeting time.
- If the issue is still not resolved, concerns should be brought to the attention of the Principal or Director.
- Events in the student's home and environment may markedly affect his/her behavior. We would appreciate communication between parents and staff concerning any unusual happenings or events such as illness, death, and changes in living situations, etc. so that we may make an extra effort to support the student through the changes.
- All parents are expected to be directly involved with their child and his/her school happenings. This includes, but not limited to: open houses, back-to-school night, parent/teacher conferences, musicals, parent group meetings, educational seminars, etc.
- Fundraising is an integral part of Yorkshire Academy. Your participation and encouragement is expected and appreciated as it directly benefits your child and community service
- In the event of terminations, mutual respect is appreciated. No termination will be made by anyone other than the Principal or Director of Yorkshire Academy. Major reasons of termination include: infrequent attendance, excessive tardies, unpaid fees, incomplete medical forms, behavioral (disruptive or abnormal), and lack of parent participation.

## General Information

### Accreditation

Yorkshire Academy has sought out and welcomed the educational scrutiny of the governing board of the Texas Alliance of Accredited Private Schools. Accredited schools must meet the high educational standards set by TAAPS. In addition, they must continue to maintain the quality of education as expected by TAAPS. (More information on the standards for accrediting schools can be found at [www.taaps.org](http://www.taaps.org).)

Yorkshire Academy is also a certified member of the Texas Association of Gifted and Talented (TAGT), the Houston Association of Independent Schools (HAIS), the National Association of Independent Schools (NAIS), the Educational Records Bureau (ERB), Texas Private Schools Association (TPSA) and Texas Private School Association.

### Academic Excellence

Yorkshire Academy has a history of academic excellence as evidenced by our impressive, standardized testing scores, our success at academic competitions in all subject areas, and our students' high acceptance rate at area private schools, as well as honor and gifted programs at public schools as they move on. Also, our international students successfully transition with continued education.

Private Status - Yorkshire Academy is a select private school. Enrollment, participation and attendance is a privilege and not a right.

### Attendance Policy

Good attendance is of prime importance to your child's educational development. Please honor the school calendar.

The school office must be informed when a student is or is going to be absent from school. We care about our students. A phone message to the office is appreciated. Students are required to provide a note from the parent/guardian for each absence. This note must include the student's name and grade, the reason for the absence, a telephone number and signature of the parent/guardian. If the student does not bring a note, the absence may be counted as unexcused.

**Students with unexcused absences that total more than 10% (of the 175 total academic days) or 18 days in a calendar school year may jeopardize promotion to the next grade level. Students must be in attendance a total of 3 hours to receive credit for having attended the entire day.**

If absenteeism extends beyond five days per month without a reasonable explanation, termination may result.

## **Excused Absences**

Yorkshire students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

- **Illness of student**
- **Illness of an immediate family member**
- **Death in the family**
- **Religious holidays of the student's own faith**
- **Required court appearance or subpoena**
- **Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days ahead of time.**
- **Medical or dental appointment that cannot be scheduled before or after school hours.**

## **Tardies**

Attendance for all elementary students will be officially taken at 8:00 a.m. each morning. Students arriving late will be considered tardy. Excessive tardies will be handled on an individual basis. Please respect the classroom procedures that support and benefit the wellbeing of each student.

## **Make-up Work**

- **Excused absences: Make-up work for credit and grade is allowed for ALL excused absences. A two (2) day absence will receive a 2 (two) day allowance for completed assignments, etc.**
- **Suspension: Make-up work for credit and grade is permitted. It is the student's responsibility to collect incomplete assignments. All work is due on the day of return.**

## **Before & After School Care**

Yorkshire Academy opens at 7:00 a.m. and closes at 6:00 p.m. for those students who require extended care for any reason. If extended care is required parents **MUST** call the school to make a reservation. At that time the student will be signed into our After School Program. All parents are given a pin number, and they must sign out their child/children with the pin number. Failure to do so will result in the child being charged for the whole afternoon (the 3-hour time period). The hourly rate for this is \$25.00/hour. All Safe Care students require healthy snacks, both for morning care and for the afternoon.

If you arrive past 6:00 p.m. please note the following policy regarding our late fees:

**Late pick-up:** Flat rate of \$15.00 until 6:05 p.m.  
\$5.00/minute from 6:05 p.m. until sign out

**Late fees must be paid promptly in cash delivered to the Bateswood Office.**

## **Homework Club**

Homework Club is available to elementary students, Monday – Thursday, for an additional charge for non after care students.

## **Pick-Up Procedure:**

For the Safety of all Aftercare Students and Parents we ask that you abide by the following:

- **Parent pick up location to be determined.**
- **We must have a signature and time for all children leaving campus. This is mandated by the State of Texas. You will be assigned a pin number.**
- **We must be notified if someone besides the authorized person is to pick up a child. See Release of YA Students.**
- **Please call as soon as possible if you will be late arriving so that we are able to reassure the child.**
- **Do not leave your car running.**
- **Do not block the covered carpool lane.**
- **Do not use your cell phone while in carpool.**
- **Do not leave your valuables in the car or visible if entering the school. Yorkshire Academy is not responsible for valuables left in your car.**
- **Do not allow your child to Enter/Exit car unattended.**

Please send any emails or correspondence regarding pick up authorizations to Vivien Crain ([crain@yorkshireacademy.com](mailto:crain@yorkshireacademy.com)), or you may call the main office

## **Carpool:**

### **Cell phone free zone:**

It is against the law to use your cell phone in school zones during posted hours. School Zone signs are posted on Bateswood and Memorial Drive.

What is it?	An easy opportunity for parents to remain in their car and have their student(s) dropped off or placed in the car by one of our friendly staff.
Why do it?	Because it is the safest, easiest and fastest way to accomplish the arrival and dismissal of the students.
When?	7:30 a.m. – 9:00 a.m. At 11:50 for those going home at lunchtime. 2:20 p.m. for Cottage, Preschool & Pre-K 2:45 p.m. for all other students



## **Carpool Safety**

- **Do not park your car in the driveway/handicap zone/marked spaces**
- **Do not walk your child through traffic**
- **Do not double park**
- **Do not leave your car with the engine running – it is against the law!**
- **Do not let students enter/exit a vehicle prior to reaching the carpool entrance**
- **Do buckle up each student before leaving the carpool lane**
- **Drivers should remain in their cars at all times during carpool**
- **Be aware of the No Parking Signs**
- **Cell phone free zone**

The parking lot is closed for parking during peak carpool times. Please be aware that traveling west on Memorial Drive from Kirkwood is normally the safest way to enter Bateswood Drive. From the carpool line that forms along the curb, you can safely turn right into Yorkshire's parking lot. Please note you may not turn left in the parking lot upon entering and you may not park your car during carpool due too many moving vehicles in the parking lot at those times. Proceed patiently through the carpool line only. Parking lot security is not provided. Items in vehicles are left at the sole risk of the owner.

Any student arriving after 9:00 a.m. must be dropped off at the Memorial reception gate. Any student not picked up by 3:00 p.m. will be admitted into our After Care program and will be charged accordingly. You will be required to sign out your child upon pick up.

All Entrance/Exit gates must be **closed at all times**.

## **Carpool Pedestrians**

To ensure maximum security on our campus and safety of your children, we will continue to handle all arrival and departure of students through our carpool drop off/pick up procedure. Pedestrians walk in/drop off will **not** be an option. Please respect that our plans will always prioritize providing a safe and secure campus for our Yorkshire community. Our morning, noon and afternoon carpool procedures offer the best solution. There is a Security Officer present to support carpool each day.

The center Memorial Gate is closed to pedestrian traffic.

## **Communication**

We take great care to keep parents/guardians informed of the activities of their child's class and the school at large. MEANS of communication:

- **Yorkshire Academy website [www.yorkshireacademy.com](http://www.yorkshireacademy.com).**  
Specifically, the school calendar.
- **School wide emails.**
- **Messages that Matter.**
- **Monthly newsletters.**
- **Monthly Parent Volunteer Community (PVC) meetings open to all Yorkshire Parents.**
- **Message board at carpool.**
- **It is important that your child's application reflects your current email addresses and telephone numbers at all times.**

Report cards, progress report and Parent/Teacher conferences (Messages that Matter) keep parents abreast of their child's progress.

Teachers are always happy to discuss a student's activities with parents during the year. However, it is imperative that you respectfully set up an appointment if you need to have a lengthy discussion or if you have a sensitive matter regarding your child. Please refrain from having these conversations during drop-off or pick-up times, or any time that the teacher is on duty in his/her class. The Principal and/or Associate Principal are also available for conferences upon request. Our goal is for everyone to provide an excellent education experience for all students as stated in our Positive Parent Partnership.

Please schedule an appointment with the Principal or Associate Principal for any necessary meetings or the Business Office for financial matters.

## **Discipline**

Yorkshire Academy's goal is to provide a safe, secure environment where children can grow emotionally, as well as intellectually. Children who constantly follow established rules are likely to be happy and feel safe because boundaries have been established for their behavior. Acceptance of school rules means the expectations for behavior are understood. Yorkshire Academy embraces the idea of positive reinforcement in the classroom. All students are expected to treat others with respect, be honest and kind and demonstrate responsibility for their actions. Bullying is not accepted at Yorkshire Academy.

## **Termination Policy**

Please note the following Yorkshire policies and procedures for termination of services. The rights and responsibilities of the students/parents were examined very closely when this termination policy was being developed.

Your child may be terminated from Yorkshire Academy based on behavior, nonpayment, and/or neglect of our rules and guidelines. If the situation is found to be in violation of the rules and guidelines, the following procedures will generally be followed:

- A notice will be sent home to bring the situation to your attention.
- Written warning of suspension/immediate expulsion.
- Suspension-three days (the student may not attend for three days).
- Termination from the program if the situation continues. Written notice stating reason for termination.
- Threatening or violent behavior that may cause harm constitutes reason for immediate
- Termination without previous notice or suspension.
- A termination deemed by the Principal to be in the best interests of the student and/or
- Yorkshire Academy may be made immediately without previous notice or suspension.

### **Major Reasons for Termination**

- Attendance (infrequent). See Attendance Policy:
- Tardies (excessive)
- Behavioral (disruptive or abnormal)
- Behavior that threatens the well-being of others
- Fees (unpaid)
- Lack of parent participation
- Late pick up (excessive)

### **Dress Code**

Students are required to wear the uniform appropriate to their grade level (see following chart). Yorkshire sweatshirts, sweaters and the navy jacket may be worn when an additional layer of clothing is necessary. All articles of clothing **must be labeled with a permanent marker with your child's first and last name**. Unclaimed items will be held for the uniform resale at the end of the school year. **Hats & caps strongly recommended for all students during recess & P.E.**

### **All uniforms are available at:**

Dennis Uniform: 9331 B Katy Freeway, 713-464-3400 or [www.dennisuniform.com](http://www.dennisuniform.com) school code 1412. You may find a link to their website on the Yorkshire website under Parents' Alley.

Students who do **not arrive in appropriate uniform** will receive an "OOPS" alert - a form sent home to the parents when a child is out of uniform. This form must be signed by the parent and returned to school. Repeated offenses will be handled on an individual basis.

Every Friday (unless otherwise stated) is YA t-shirt day. All Yorkshire students are allowed to wear any Yorkshire Academy t-shirt (tucked inside pants) with blue jean shorts or pants. No leggings or athletic shorts.

### **Change of Clothes**

Students in Cottage, Preschool and Pre-Kindergarten programs must have a change of clothing (for emergencies) at all times. These will be left in their school bags and must be replaced when used. (All articles of clothing should be marked with the student's name).

## Yorkshire Academy Dress Code – Items purchased at Dennis

<u>Grade Level</u>	<u>Boys / Girls Uniform Requirements</u>
<p>Cottage, Preschool &amp; Pre-Kindergarten</p> <p>Uniforms from Dennis with the Yorkshire logo are required for all students. All clothing, including those in the child's school bag, <b>must be labeled</b>.</p>	<p><b>Boys:</b> long or short sleeve solid red shirts (with Yorkshire logo) and navy pants or shorts.</p> <p><b>Girls:</b> Cottage-Pre-S. red/navy plaid jumper, or navy pants with princess blouse or white polo (with Yorkshire logo). Pre-K plaid jumper or skort</p> <p style="text-align: center;">Socks must conform with YA colors (red, navy or white)</p>
<p>K – 5th Grade</p> <p>Uniforms from Dennis with the Yorkshire logo are required for all students. All clothing, including those in the child's emergency bag, <b>must be labeled</b>.</p> <p>Plaid skort/skirt with white blouse or navy pant/skort with polo shirt.</p>	<p><b>Boys:</b> long or short sleeve blue/red striped polo shirts, long or short sleeve blue/white pinstriped oxford shirts (with Yorkshire logo), long or short sleeve red polo shirts and navy pants or shorts.</p> <p>Belts are required for pants with loops.</p> <p><b>Girls:</b> long or short sleeve blue/red striped polo shirt with navy skort, skirt or navy pants or the red/navy plaid skirt with white princess blouse or white polo (with Yorkshire logo). No blue/red polo with plaid skirts.</p> <p style="text-align: center;">Socks must conform to with YA colors (red, navy or white).</p>
Winter Wear	On cool days students may wear the blue Yorkshire jacket, zip up hoodie or a red sweatshirt with the Yorkshire logo. Socks, tights, and leggings that follow uniform colors (red, navy, white, black) may be worn.
Shoes	Only rubber-soled shoes are permitted at school. No open toed sandals, cowboy boots or hiking boots may be worn at any time.
<p>Watches and Jewelry</p> <p style="text-align: center;"><b>Smart Watches are not allowed at school</b></p>	Watches are allowed. For playground/P.E. safety, bracelets, rings or necklaces are <b>not</b> to be worn at school.
Hair	Hair should be clean cut and well-groomed for boys & girls. Hair should be worn in a style that does not hamper learning or distract other students. No decorative headbands. Boy's hair must be cut above the eyebrows, above the collar in the back, and no longer than the middle of the ear on the sides. Mohawks or faux hawks are not allowed.
Hats/Caps	Hats/caps are <b>strongly</b> recommended at recess and P.E.
School Bags and Rolling Backpacks	Red bags for early childhood and backpacks for elementary are required and must be purchased at Yorkshire Academy.

Please set your child(ren) up for success by following dress code.  
OOPs ALERTS will be sent home if dress code not followed.

## **Free Dress**

Friday is Yorkshire T-shirt Day. Your child may wear any YA t-shirt (red, musical, summer, P.S.I.A.) with jeans or jean shorts, above mid-thigh in length.

The last Friday of every month (unless noted on the Yorkshire Academy website calendar), is designated as a FREE DRESS DAY. Special free dress days may be given at the discretion of the Principal/Director ie. holiday parties such as Halloween, Christmas, Valentine's Day, and Easter. Free dress may also be worn during the last week of school. Students may wear clothing that is appropriate for the school environment.

- **Shorts must not be above mid-thigh in length.**
- **Jumpers and shirts must be no shorter than two inches above the knee. Please be mindful of modesty when choosing free dress attire.**
- **Tops must be modest and appropriate for the school environment. Students may not wear crop, halter, spaghetti strap, or midriff tops.**
- **Athletic & mesh shorts are not appropriate because they do not meet length guidelines.**
- **Clothing such as t-shirts may not contain slogans or designs that are deemed inappropriate for the school environment.**
- **Free dress attire should be clean and without holes.**
- **Rubber soled shoes should be worn.**

## **Electronics**

Students may not bring any electronics to school i.e. cell phones, gaming devices, iPads, etc.

## **Field Trips** – To Be Determined

Field trips are planned to be an extension of a particular unit of interest or study in the classroom. Plans for field trips are announced in the school newsletter, by e-mail and by notes sent home to the parents/guardians. Some field trips may require payment prior to the trip. Students are expected to demonstrate good behavior on field trips.

A permission slip must be signed and returned to the teacher before a child may leave Yorkshire's campus to attend a field trip. No child may go on a field trip without written authorization. All field trips are taken via a rented bus and all students must be in full uniform unless otherwise noted.

Please note: If a parent is invited to chaperone a field trip, he or she will be assigned a small group of students for which to be responsible and therefore will be asked not to bring along younger siblings. Yorkshire Academy's Bus Policy is available upon request.

Parents may be required to drive and follow the bus as bus seats are limited and reserved for students and staff.

## **First Few Days of School**

Please reassure your child(ren) that you will return shortly and that he/she will enjoy playing with the other children in the class.

To ensure maximum security on our campus and safety of your children, we will continue to handle all arrival and departure of students through our carpool drop off/pick up procedure. Pedestrian walk in/drop off will **not** be an option. Please respect that our plans will always

prioritize providing a safe and secure campus for our Yorkshire community. Our morning, noon and afternoon carpool procedures offer the best solution.

## **Food Allergies**

Food allergy management at Yorkshire Academy centers around a partnership between parents and faculty. It includes planning, prevention of exposure, education & training, and management of an allergic reaction/exposure.

Some of the parental responsibilities include:

- **Notifying the school before school starts of any student allergies.**
- **If your child's allergy requires medication and/or emergency treatment at school, Yorkshire needs and Emergency Care Plan signed by the doctor, Yorkshire Academy Epi Pen Policy signed, Medicine Authorization signed and two Epi Pens and Benadryl. Epi Pens need to be sent in the original prescription box. This is the only medication YA staff is allowed to administer PER STATE REGULATIONS**
- **Consult with the school to review the Plan, need for other accommodations, such as eating at an allergen-free table, special supply of snack, whether or not student will only be eating food from home, special food supply for birthday celebrations.**
- **Parents in each class are notified of food allergies in the class. The notification includes education about food allergies as well as detailed prevention strategies.**
- **Parents are requested to bring in nonperishable "safe" snack supply to keep in class in covered container.**
- **Class holiday parties and birthday celebrations in class - if food is served, allergic children only eat food from home unless food is approved by parent.**

## **Health & Medical Care**

A current copy of the Immunization Record/Statement of Health **signed** by the Doctor must be in the student file by the 1st day of school. This form signed by the doctor will show that your child is in good health and that all immunizations are up to date. Failure to comply with this request will result in your child being sent home until the form is received in the office. This is a State of Texas requirement.

Great care is taken to protect our students from acquiring infections or illnesses at school. Therefore, children who are ill **MUST** be kept at home. Student absences must be reported to the Office. Please advise if the absence is due to a communicable disease such as Strep throat, chicken pox, pink eye, lice, impetigo, ringworm, flu, vomiting and/or diarrhea.

Yorkshire Academy follows Texas Department of State Health Services Communicable Disease guidelines for student exclusion from class. If a child has had a fever, **vomiting, or diarrhea, he/she must stay home for at least 24 hours** and be **fever free for 24 hours** before returning to school (without the use of fever medication) in order to help prevent spreading viral illness to classmates and teachers. Students with communicable diseases and/or fever should not accompany parents to school to retrieve assignments.

Children may not carry medicine with them at school, including cough drops. Due to state Health laws and our licensing agreement, it is Yorkshire Academy's policy not to dispense medications to students.



### **Common Communicable Diseases, Incubation Periods and Readmission**

- **Common Cold/COVID:** fever free for 24 hours without use of fever medication.
- **Fever 100.4 °F or greater:** fever free for 24 hours without use of fever medications
- **Conjunctivitis (Pink Eye):** 1 – 3 days physician states that the person is non-infectious
- **Chicken Pox:** 10 – 21 days 7 days from onset of rash or until all blisters have crusted over
- **Impetigo:** Variable 3 – 7 days when treatment has begun
- **Measles (Rubella):** 7 – 14 days 5 days from onset of rash
- **German Measles:** 14 – 21 days 8 days from onset of rash
- **Mumps:** 1 – 26 days 10 days from onset of swelling
- **Ringworm of Scalp:** 10 – 21 days when treatment has begun
- **Fifth Disease:** 6 – 14 days when fever subsides

### **Outdoor Activities**

Minimum Standards states that children must go outside every day. Admin will monitor the weather and adjust outside times depending on conditions. If your child is not healthy enough to go outside, they do not need to come to school.

## **Yorkshire Academy Immunization Policy 2024-2025**

### **Immunization Policy**

Every student enrolled in Yorkshire Academy shall be immunized against preventable diseases caused by infectious agents by vaccination in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment or if enrolled, enrollment will be terminated. ***Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption at Yorkshire Academy.***

The Immunization Record/Statement of Health must be completed, signed by the doctor and returned to school by the first of attendance. This form is **required** by the State of Texas.

### **Hearing & Vision Screening:**

State Law requires that children enrolled in Pre-K, Kindergarten, 1st, 3rd, 5th graders and all new entrants to Yorkshire Academy have hearing and vision screenings. **These screenings must be done prior to school as we are not offering on campus.**

### **Homework Policy**

Specific information will be given at orientation for each grade level. It is in the student's best interest to carry out these assignments independently. Parents can best help by providing a quiet workspace and a regular consistent work schedule for their child. Too much parental help should be avoided.

### **Make-Up Work:**

Students are responsible for the collection and return of make-up work. In order to receive make-up work for a student who is absent for two (2) or more days, please email the teacher or notify the reception desk in the Memorial Building by 9:00 a.m. and a packet will be ready for pick-up after 3:00 p.m.

### **Important Phone Numbers & Websites**

Yorkshire Academy	281-531-608	<a href="http://www.yorkshireacademy.com">www.yorkshireacademy.com</a>
Yorkshire Academy fax	281-531-6097	
Dennis Uniform	713-357-9902	<a href="http://www.dennisuniform.com">www.dennisuniform.com</a> code#1412
Dettling Funeral Home	281-497-2121	
Poison Control	800-222-1222	



## Internet, Computer & iPad Policy

### Overall Policy

Yorkshire Academy provides Internet access for students as part of its computer curriculum. The use of the Internet is solely for education and research. Students are not to use school computers for social networking. No student is allowed to use the computers in the computer lab without a member of staff being present. Students are not allowed to use their personal sign on and passwords, even for authorized web sites.

Our computers are equipped with security software, as well as firewall protection. Despite our best efforts a student may inadvertently access unauthorized or inappropriate material on the Internet. YA completely disclaim any/all liability or responsibility for such unauthorized access. In the event YA receives information that a student is abusing the system, is accessing inappropriate material, or is sending harassing, damaging or defamatory messages, an investigation will be conducted, and the student's parents/guardians will be informed. Additionally, the student may be disciplined in any manner consistent with Yorkshire Academy's discipline policy, and his/her use of the Internet will be suspended.

### Computers & iPads

Students will have access to Computers & iPads for class assignments at school. The Computers & iPads will have access to Internet resources such as the Web. Yorkshire Academy is pleased to offer this computing resource. However, students must understand and agree to our basic rules of computer usage.

Students may not use iPads in any way that contradicts the educational mission of Yorkshire Academy. Prohibited activities include, but are not limited to, the following:

- **Harassment Communications with other people must be courteous, respectful, and considerate, whether the communication is electronic or in person. Computing resources may not be used to create any materials which are unkind, abusive, or inappropriate in nature.**
- **Vandalism Students may not modify any material on a computer other than their own data files. This includes modifying any of the properties or settings on the computers. Students may not install, remove or change system software, application software, or system properties without the teacher's approval and direct supervision. Students may not modify or destroy the work of another student. Students may not install or create "viruses."**

Students may not abuse the computing resources themselves, such as wasting printer paper and cartridges or intentionally causing the network to slow down. Students may not perform any other action with the computer that can cause damage or excessive wear and tear to the computer hardware, software, network, printers, and any other computer related equipment.

- **Inappropriate Materials Students may not view, retrieve or download any material that is inappropriate to the educational mission of the School. This includes materials that students may encounter on the Internet or that a student may bring to school from other sources, such as flash drives, CD-ROMs, or music CDs. It is especially important to note that access to the Internet can be revoked at any time if a student's actions are not related to the task or the subject matter of the class or assignment. A separate policy governs the use of Internet access in the library.**

- **Yorkshire Students personal phones/iPad's/ smart watch/computers are not permitted at Yorkshire Academy.**
- **Unauthorized Use:** Teachers and other Yorkshire Academy staff may have computers in the classroom or their offices. If a student does not have express permission as part of an assignment or at the teacher's request, the student may not use the computer in any way.
- **Games and Instant Messaging:** Students may not play games or use instant messaging software on any computer on the School campus.
- **Social Networking:** Students who maintain and use a website, blog, or other social networking site even at home must realize that (even if they consider their particular site to be personal) if they can be identified as a student of Yorkshire Academy, then they are representing the school. Consequently, the student must realize that the way in which they portray themselves (in image or words), the language they use, or the values they express must not contradict the values of Yorkshire Academy as expressed in such documents as the school's mission statement and statement of philosophy. The same restrictions will be deemed to apply to the parents or guardians of students.
- **Violations:** Any violation of the regulations stated in this policy may constitute loss of access privilege, school disciplinary action, and/or appropriate legal action.
- **A student who breaks or damages an iPad will be responsible for its repair or replacement for a cost of \$399.00.**

### **Library Book Policy**

Books that are lost, damaged or not returned to the library will carry a charge:

Hardback books:	\$20.00-\$25.00
Paperbacks:	\$15.00

Students will not be allowed to check out another book until the lost one is paid for or returned. Should you pay for a book and then find it, your money will, of course, be refunded. Once books leave our Library, they are the student's responsibility.

### **Lunches**

Students must bring lunches from home. We do not offer a catered lunch program.



## **MAP**

The Memorial After School Program (MAP) offers weekly classes each semester to Yorkshire Academy students as well as to the community at large. The program offers classes, such as Piano, Spanish, Chess, Boot Camp, Coding, Circus Arts, Tae Kwon Do, Dance, art, and so much more.

Check the Yorkshire Academy website for complete details. Online registration is required for all MAP classes, and registration is not complete until payment is received. These classes are offered on a first-come, first-served basis.

For more information, please contact Callie Randel – [randel@yorkshireacademy.com](mailto:randel@yorkshireacademy.com)

### **Mid-Day Stay**

**Mid-Day Stay** - offered to all Cottage & Preschool students to allow them to stay from: 12:00 p.m.- 2:30 p.m. They will have lunch, afternoon nap and play time. Please note that lunch is NOT included in the fee. Your child will need to bring a lunch.

**Afternoon Enrichment** - offered to all Pre-Kindergarten students to allow them to stay from: 12:00 p.m.-2:30 p.m. They will have lunch and participate in enrichment activities. Your child will need to bring a lunch.

**Mid-Day Stay** has space restrictions and require pre-registration.

### **Medical Emergencies**

In the case of a medical emergency at school, the parents/guardian will be notified as soon as possible. If either of the parents is unavailable, the emergency contact you have assigned will then be notified. If a student is to be taken to the hospital, the Director will contact the student's doctor listed on the Yorkshire Academy Parent Information form and the child will be taken by ambulance to the hospital. It is the parent's responsibility to inform the school of any changes in address, phone numbers, and persons designated to pick up children.

If there is a head injury, a yellow ribbon will be pinned to the child's shirt so that Faculty, Staff, and Parents can monitor the child for any symptoms.

### **Nondiscrimination Policy**

Yorkshire Academy admits students to equal participation in all school opportunities without regard to race, color, religion, national and ethnic origin. We do not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration of school educational opportunities, policies, admissions or scholarship programs and other school programs.

### **Parties (Class)**

To respect and honor each Yorkshire Academy student the following procedures must be followed:

- **Grade level parties must be coordinated with teachers, all students/all classes receiving equal celebration activities/food.**
- **Party plans should not include individual student gifts.**
- **Please make arrangements that allow for parties to be held in individual classrooms. Playground areas may not be available.**
- **No candy, goodie bags, balloons or gift swapping.**
- **Healthy snacks only. We have several students with food allergies; some are very severe. So, it is extremely important to be aware of what items are to be served. Please refer to allergy list which is posted in every classroom**

We so appreciate our generous parent volunteers. It is our goal to assure that each class celebrates in a festive, but FAIR manner. We do not want any of our children to be disappointed. Your support and cooperation with the above is appreciated.

## **Birthdays**

We always enjoy recognizing students' birthdays with a small celebration. You may bring a special healthy snack for the whole class to share at snack time or lunch. Please do not provide anything that contains nuts. Check with the teacher for students that have allergies. Children with summer birthdays may celebrate on a selected day at the end of the school year. Please see your child's homeroom teacher or homeroom mom for birthday celebration specifics. Private party invitations or gifts should not be distributed at school.

To honor your child on his or her birthday we encourage you to donate a favorite book to the school library. A dedication card will be enclosed.

## **Parent Surveys**

Parents are encouraged to give the school feedback on all aspects of school activities and matters twice a year. Surveys will be sent to the family email on record at the end of the school year and the end of the summer program.

## **Photos and Images**

### **Class Photos**

Individual and class pictures will be taken during the school year. Dates are posted on the school calendar on our website, will be announced in the school newsletter and posted on the white board in the carpool area. Uniforms are required. The annual supply fee covers the cost of student pictures.

### **Photo Release**

Many photos and images are taken of the students throughout the year. These may be used in the Yearbook, advertising, or Yorkshire Academy's website. Parents must sign the Photo Release (in your Release Packet) so that photos and images of all students are handled appropriately.

**Facebook** – I understand that unless I send an 'opt out' email to [randel@yorkshireacademy.com](mailto:randel@yorkshireacademy.com) by the first day of school, my child/ren's pictures may be posted of Yorkshire Academy's Facebook page.

A phone/address release must also be signed giving permission to release your child's address and phone number for use in the Yorkshire school directory. This information is for the sole purpose of Yorkshire families and must not be shared with anyone else.

## **P.S.I.A. (Private School Interscholastic Association)**

Yorkshire Academy (1<sup>st</sup>-5<sup>th</sup> grade) students participate in the yearly P.S.I.A. competition. Areas of competition include spelling, creative writing, storytelling, music memory, art memory, dictionary, math, and others. The district competition is held in March, and the state competition is usually held in April.

## **Prayers to Blessings**

Yorkshire Academy is a non-sectarian school that stresses character development and guides moral direction. All YA students 18 month – 5<sup>th</sup> grade participate in prayers before snacks and meals. They are:

“For the food before us .....

“God is Great .....

“ABC, 123 .....

## **Release of YA Students**

A release note or email must be received before a student is permitted to go home with someone other than the student parent or guardian. If you need to send someone to pick up your child and their name is not on the approved pick-up list, then please call the Office with the individual’s name and follow-up with an email confirming the phone call. A valid driver’s license must be shown when picking up that child.

## **Safety, Security & Disaster Procedure**

Safety and security are a primary concern at YA accordingly. Upon entry into the school at the Memorial Gate, you will be signed in by Visitor Aware, a management and security software. Every visitor is screened against sexual offender registries, government watch-lists, injunctions and more. Please leave any ‘forgotten’ items at the Memorial Gate with a YA staff member, from where it will be distributed to the appropriate classroom.

- **Our back doors are locked at all times**
- **Fire drills are practiced monthly**
- **Shelter in Place, Bad Weather and Evacuation drills are practiced semi-annually**
- **All teachers and staff members are trained in CPR, First Aid & Defibrillator**
- **Parents/guardians will be notified by telephone in the event of any school related emergency through IRIS**
- **Our campus is gated and secured at all times**
- **Campus phone system connects each classroom and all playground areas with an internal paging system and teacher/administration communication.**

Should inclement weather or other conditions necessitate the closing of YA, or delay its opening in the morning, please watch local television stations for school closings. Please note that Yorkshire Academy will not always follow Spring Branch ISD calendar or emergency plans. Always check Yorkshire Academy communications.

Sometimes conditions outside the school may threaten the safety of the individuals inside, i.e. a hazardous material spill outside, flooding or power failure. In such cases, our students will be taken to Dettling Funeral Home (281-497-2121) located on the east side of our campus. Parents will be notified by IRIS and e-mail as soon as possible.

## **IRIS**

YA subscribes to IRIS (Immediate Response Information System). This system will allow us to notify parents quickly in case of a school wide alert/or emergency. The most likely use, at this time, would be weather related. A member of the Administration will access this system if there was wide-spread flooding, ice, or emergency lockdown. IRIS will be able to notify parents that the school would be closed. There are different levels of alerts. If the alert was red, we would send it to 2 emails & 2 phone numbers. Emergency numbers and email addresses will be taken from the emergency contact information which is included in the Release Packet.

## **Lock Down Plan**

A Full Lockdown would be initiated if an outside threat was determined to place our children or staff members in harm's way. In the event of a Full Lock Down, ALL doors would be locked and ALL children would stay in their rooms away from windows with their teacher. The PA system will allow the campus to stay informed (in all rooms and playground areas of both campuses). The CRISIS Team would be activated at this time to assist with these procedures. No one would be allowed to leave or enter until the authorities lifted the lockdown. Immediate parent notification through our IRIS system would be activated.

## **School Hours**

	Drop-off	Pick-up
Elementary	7:30 - 8:00 a.m.	2:45 -3:00 p.m.
Pre-K	8:15 - 8:30 a.m.	2:30 - 2:45 p.m.
Pre-School & MDO	8:45 - 9:00 a.m.	11:50 - 12:05 p.m. or 2:20 - 2:45 p.m.

Arrivals before the designated drop-off times and departures after the designated pick-up times will be deemed Before and After School Care. Students will be charged \$25.00 /hr.

Students who have paid in advance for Before School Care may be dropped off as early as (but not before) 7.00 a.m. at the Bateswood gate. A Yorkshire staff member will escort that student to class. Carpool at the Memorial gate will not begin until 7:30 a.m.

## **Late pick up fee**

If you arrive past 6:00 p.m. please note the following policy regarding our late fees.

**Late pick-up:** Flat rate of \$15.00 until 6:05 p.m.  
\$5.00/minute from 6:05 p.m. until sign out

**Late fees must be paid promptly in cash delivered to the Bateswood Office.**  
MAP days and hours are listed on the MAP flyers!



## Student Records

All student folders, as mandated by State Law, must be completed online and submitted to the Office prior to **the first day of school**. Students may be sent home if not completed. As State Law requires this information, we ask you to help us. Complete folders aid the successful operation of a school office.

Each folder must contain the following

- **Signed Release Packet**
- **Immunization Record (signed by a doctor)**
- **Copy of birth certificate**
- **Student photo**
- **Signed copy of Enrollment Agreement**
- **E-mail/photo/address release**
- **Student information & parent contact**
- **Emergency contact**

It is imperative that all parent/guardian phone numbers, emergency numbers, doctor's phone numbers and any other relevant information be kept current with the office.

Please **update** all contact information on your child's online portal when needed.

## Summer Program

Yorkshire Academy offers a very comprehensive academic and summer enrichment program to all interested students from Yorkshire and the community in general. Students may attend morning, afternoon or full day camps. Program information will be available mid-March of the current school year.

## Testing

All new enrollments entering our Elementary program will complete an on-site evaluation as a part of their portfolio. This helps the teachers understand the general abilities and needs of the individual child, and groups of children to aid them in designing the curriculum for the year. The new student testing for admission (WPPSI - IV or the WISC) is scheduled and administered by Education Specialists. Payment will be due to Education Specialists at the time of testing. When possible, a Yorkshire classroom visit will be scheduled.

The following evaluation profiles will be used to assess the developmental readiness and progress of students at Yorkshire Academy:

Cottage & Preschool	Yorkshire Academy Student Evaluation
Pre-K - Kindergarten	Yorkshire Academy Student Evaluation
1st – 5th Grade	Stanford 10 Achievement Test (SAT10)
3 <sup>rd</sup> and 5th	OLSAT (Otis-Lennon School Ability Test)

From time to time the faculty may suggest specialized testing (educational, medical, or psychological) for a particular child. The Principal will make requests for such testing to the parents who will be responsible for following those guidelines as suggested by the professional making the evaluation. Results will determine the continuing status of the student within Yorkshire Academy. Parents are required to schedule a meeting with the Principal within 4 weeks of receiving the testing results. If this procedure is not followed, termination may result.



## **Toys**

No toys are permitted at school unless requested by the teacher, or for a particular Show and Tell. The only exception to this rule is a special toy or stuffed animal at nap time. Yorkshire Academy does not allow children to bring guns, war toys, action figures, trading cards or other items of an aggressive or destructive nature. Students are not allowed to bring cell phones or other personal electronics.

## **Tuition and Financial Obligations**

Students are admitted for the entire school year. A fee of \$100 is required for all new applicants and is **NON-REFUNDABLE**. This must accompany the completed Application Form before a child can enter Yorkshire for their visitation day.

The \$250.00 registration fee, the Building and Maintenance fee and the TACE (supply) fees are paid yearly and are **NON-REFUNDABLE**.

All payments are due by the 5<sup>th</sup> of each month (as stated in the signed Enrollment Agreement) and, as a courtesy reminder, invoices are e-mailed a week before the tuition is due. Payments made after the 5<sup>th</sup> of the month may be subject to a late fee of \$100.00

There are three options available to pay your student's tuition.

1. Monthly/10 equal payments
2. Semi-Annual (July-November and (December-April)
3. Lumpsum

Tuition may be made by:

- **Cash or check delivered to the Bateswood Office**
- **By direct deposit or Zelle (using [finance@yorkshireacademy.com](mailto:finance@yorkshireacademy.com) as the designated email address) through Prosperity Bank, or by calling the Bateswood Office with your credit card details. Credit Card payments are subject to a 2.8% convenience fee.**
- **Tuition may also be mailed to the school or dropped in the mailbox at the main gates.**

No refunds are given for absences, withdrawal or for holidays taken during the school year. No make-up days are available for a child who misses school due to illness.

## **Tutoring – To Be Determined**

Tutoring specialists offer tutoring in all subjects, many times conveniently offered on the premises of Yorkshire Academy. Parents should discuss their child's needs with a specialist to determine a specific plan of action. Contact Associate Principal for tutoring referral. Tutoring forms (which are available at the reception desk) must be filled out and returned to the office before tutoring starts.

## **Visiting Classrooms**

You may respectfully visit your child's classroom for the following events:

- **class parties**
- **an appointment with the teacher**
- **and any other special event for which you have received notice**

For those visitations, you will be checked in through Visitor Aware and then pick up a visitor's pass at the Memorial Reception Desk.

- **Appointments must be made for all other visits to YA**
- **Please remember not to bring siblings for any classroom visits**
- **Parents should not initiate any discussions with the teacher during classroom visit**

# THE PARENT VOLUNTEER COMMUNITY

## **Yorkshire Gatherings – To Be Determined**

Parents are encouraged to participate in the school and can do so through the PVC “Parent Volunteer Community”. The PVC is a group of caring, committed individuals working side-by-side with teachers and administrators to enhance the educational experience at Yorkshire. Volunteering is a great way to get to know other parents and teachers, and the children are so proud to see parents working for their school.

Parents are also encouraged to participate directly in Yorkshire’s educational programs by giving lectures, talking to students about their profession, favorite hobbies or native culture.

The school attempts to maintain a high standard of teaching, exceptional on and off campus activities for all students and gifted professionals to support and sustain such benchmarks. Tuition costs cover only a portion of Yorkshire’s expenses and each year an annual fund-raising campaign is conducted; and it is through generous donations from families and friends of Yorkshire Academy that enables us to augment the ever-increasing outlay required to maintain the high levels of education. All parents are expected to participate with a tax-deductible contribution defined as generously as the individual family income allows. Our goal is 100% participation at any level so that we may continue our quest for corporate and grants sponsorship. Formal PVC programs are only the beginning when it comes to volunteering opportunities. There are many ways to participate on a schedule that works for you.

## **Volunteer opportunities include:**

- **Read a book to your child’s class**
- **Be a Homeroom mom**
- **Chaperone your child’s class field trip**
- **Put students through their paces at Yorkshire’s Field Day**
- **Demonstrate a musical instrument**
- **Help with costumes or set construction for musical performances**
- **Help on a fundraising committee**
- **Take recycling out (kids love to help with this!)**
- **Teacher Appreciation**

The PVC Board consists of:  
President  
Vice President  
Secretary  
Teacher Appreciation Coordinator

Yorkshire Gatherings are held the first Friday of every month (unless otherwise noted). Everyone is invited to between 8:00-9:15am, enjoy a cup of coffee and visit with other parents and find out what is happening at Yorkshire. Reminders and location for these PVC Gatherings will be emailed.

# THE YORKSHIRE FOUNDATION

## What is the Yorkshire Foundation?

We pride ourselves in being a small, private school, where all the teachers and staff know your children by name, and work as a team to educate and nurture them. However, the fact that we are a private school also means we have a limited budget and must seek additional funding for educational programs, upgrades, equipment and enhancements. This is where fundraising plays a vital role, and parents can be an enormous help, both for their children and as a legacy for future families.

Fundraising activities on behalf of Yorkshire Academy are conducted through the Yorkshire Foundation. Yorkshire's founders established this non-profit Yorkshire Foundation to enhance the school's educational and enrichment programs via the acquisition of equipment, current technology and programs that keep pace with constantly emerging educational frontiers. These enhancements and improvements are mostly outside the budget funded by tuition. The money raised by the Yorkshire Foundation is used to support the expenses of managing our excellent program supporting literacy, computer instruction and technology, visual and performing arts, parent education and ongoing teacher education.

The foundation applies for grants & corporate funding each year as well seeking outside donations through the Foundation website's online giving option. All funds raised are used to keep the school up to current educational standards and promote educational excellence for your child. The Yorkshire Foundation is a fully qualified 501© (3) non-profit organization. Contributions are tax-deductible.

You can support the Yorkshire Foundation in many easy ways! By a one-time designation to the Yorkshire Foundation via Amazon Smile, ALL your future Amazon purchases automatically invoke a small donation to the foundation. The same applies when you choose the foundation through the rewards program at Randall's. From time-to-time other events and activities take place at the school with the proceeds going to the foundation. Also, by attending the annual Yorkshire Gala, you can support the school while enjoying an evening of fun with other parents and the staff that spends all of those days nurturing your precious child(ren).

Parents and families are encouraged to enjoy and participate in any and all of these opportunities, large and small, in support of the school. Together, we can make a difference. Your children are currently benefiting from the legacies of former families who enthusiastically supported the Yorkshire Foundation while their children were here. You, too, can continue the effort to keep Yorkshire Academy a wonderful place for children to learn, by your financial support.

Community outreach, both locally and in the wider world, is also a vital aspect of the Yorkshire Foundation. Parent education seminars are conducted periodically and are also open to the community at large.

Yorkshire Foundation invites all to visit the Foundation website ([www.yorkshirefoundation.org](http://www.yorkshirefoundation.org)) to learn about past successes and find out what's on the calendar for the coming year. Online donations are accepted, volunteer sign-ups available and comments welcome. The Yorkshire Foundation supports your child daily, in so many ways. We would greatly appreciate your help.

**Fundraising activities currently include:**

- Annual Fund – donations accepted to Yorkshire Foundation through Zelle at [giving@yorkshirefoundation.org](mailto:giving@yorkshirefoundation.org), check or cash.
- Nutcracker Market
- Musical T-Shirts
- Memory Bricks

Yorkshire Foundation Board Members  
Shirley Swinbank – Foundation Board President  
Janet Howard – Foundation Board Vice President & Treasurer  
Vivien Crain – Foundation Board Secretary  
Jean W. Harding – Camden Board Trust  
Dave Nelson – Senior Business Analyst  
Pat Clynes – Parent at Large  
Chelsea Parker – Parent at Large

The Yorkshire Foundation  
Making a difference in education, one individual at a time.

Website: [www.yorkshirefoundation.org](http://www.yorkshirefoundation.org) Email: [giving@yorkshirefoundation.org](mailto:giving@yorkshirefoundation.org)

## UNITY

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young girl's mind,  
And they fashioned it with care.  
One was a teacher; the tools he used  
Were books and music and art;  
One was a parent with a guiding hand,  
And a gentle, loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure.  
While the parent labored by his side  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they had wrought.  
For the things they had molded into the child  
Could neither be sold nor bought.  
And each agreed he would have failed  
If he had worked alone.  
For behind the parent stood the school,  
And behind the school, the home.

## **RULES**

**I will keep my hands to myself.**

**I will listen carefully.**

**I will walk.**

**I will talk quietly.**

**I will be a good friend.**

**I will use positive words.**

**I will do my personal BEST.**



## KEYS TO SUCCESS

- We will show respect when responding to adults and other students' opinions, comments and ideas.
- We will make eye contact when speaking with another person.
- We will cover our mouth when we sneeze or cough, and say "Excuse me".
- When we are asked a question in conversation, we will answer, and then ask a question in return.
- We will always say "Thank you" when given something.
- We will surprise others by performing random acts of kindness.
- We will answer all written questions with a complete sentence.
- We will not ask for rewards.
- We will be as organized as possible and complete our homework every day.
- We will follow specific classroom protocol.
- When grading other students' papers, we will give only the correct grade.
- We will keep ourselves and the bathrooms clean and germ free.
- When meeting new people, we will shake hands and repeat their names.
- We will be responsible for cleaning up after lunch.
- When walking in a line, we will keep our hands behind our backs.
- We will stand up for what we believe in.
- We will live so that we will not have regrets.
- No matter what the circumstances, we will always be honest.
- During a school assembly, we will not speak or call out to our friends.
- We will be the best person that we can be.