



STEAMspark[®]
talented + gifted

**Parent Handbook
2025 – 2026**

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Welcome

Dear STEAMspark TAG Families,

Welcome! We are excited to share more about The STEAMspark TAG School for the Talented and Gifted (STEAMspark TAG). As you explore our parent handbook, you will have the opportunity to review the campus operational policies.

At STEAMspark TAG, we offer several programming options:

1. Daily Full-Time Programming (8:00 a.m. – 3:00 p.m. daily)
2. SPARKsquad
 - Children can participate in Before School (7:00 a.m. – 8:00 a.m.)
 - After School (3:00 p.m. – 5:00 p.m.)
 - Extended Day (3:00 p.m. – 6:00 p.m.) programs.
3. **summerSPARK**: Children ages six (6) to twelve (12) are welcome to participate in our summer enrichment program.

Children participating in summerSPARK are allowed to participate in SPARKsquad.

You will feel the “spark” the moment you enter STEAMspark TAG. We pride ourselves in operating a clean, safe, and prepared environment. However, even more exciting than our state-of-the-art facility is our well-trained and experienced staff, not to mention our top-notch children. We hope you see the “sparks” of excitement, feel the “sparks” with hands-on materials and equipment, hear the learning “sparks” taking place and ultimately enjoy becoming a part of our STEAMspark TAG family.

Our parent handbook is a helpful resource as you navigate the admission process. You will also find helpful information on upcoming events, and so much more on our website. Please don't forget to follow us on [Facebook](#), [Instagram](#), [Twitter](#), [Instagram](#), and [LinkedIn](#). If you still have questions, just pick up the phone and give us a call at 214.809.5767.

We are honored that you are joining STEAMspark TAG, and we look forward to nurturing your child as part of our STEAMspark TAG family.

Come “sparkle” with us!

STEAMspark TAG

Contacting STEAMspark TAG

Your child's **Guide** can be contacted with questions regarding academic and social development, classroom events or activities as well as to schedule a meeting.

The **Front Office and Administrative Team** can be contacted with questions regarding emergencies, absences, illnesses, payment support, campus vendors, before and after school programming, school policies and procedures, to receive feedback, to support questions or issues unresolved by your child's guide, or to schedule a meeting. They can also be contacted to answer any questions or concerns about the policies and procedures of the campus.

Parent Communication

All parent communication will take place through Brightwheel or Transparent Classroom.

Brightwheel

Brightwheel is a downloadable app that you will gain access to upon completing your child's enrollment at STEAMspark TAG. There you will be able to sign your child in or out each day.

Transparent Classroom

Transparent Classroom is a downloadable app that keeps you connected to all things Montessori at STEAMspark TAG. Your child's guide will monitor their progress through this software and allow you to follow along. It is also where you will receive pictures of things your child was working on so that you are always aware of what they are doing, why they are doing it and how you can incorporate school activities in the home setting.

Parent Teacher Conferences

Parent Teacher Conferences are an excellent opportunity for you to find out more about your child's performance. STEAMspark TAG conducts an Open House early in the school year for you to meet your Guide. We hold Mid-Year Conferences in the winter to review progress made during the first semester. We close out the year with an End of Year Conference to review progress made during the entire year.

Every family will receive a Parent/Teacher Orientation with their child's Lead Guide upon enrolling at STEAMspark TAG.

If at any point you have concerns that cannot be resolved with your child's Guide or the Head of School, you may request a meeting with our executive leadership team to seek further resolution.

Progress Reporting and Academic Evaluation

At STEAMspark TAG, we believe that growth and achievement encompass far more than traditional grades. In keeping with our Montessori and Talented and Gifted philosophy, we assess each child's progress through a combination of daily observations, individualized work plans, project-based assessments, and periodic benchmark evaluations that reflect our rigorous curriculum standards.

Progress is communicated to families through:

- Transparent Classroom updates, where you can view lessons, activities, and milestones.
- Mid-year conferences to discuss academic, social, and emotional development.
- End-of-year conferences that provide a comprehensive review of your child's growth.

While we do not issue traditional letter grades in our Primary and Elementary programs, our educators maintain detailed records of each student's progress. These records help us ensure that your child is appropriately challenged and supported throughout their educational journey.

Parents are encouraged to reach out at any time to discuss their child's development or to request a review of their academic portfolio. Together, we partner to nurture each student's unique strengths and foster a lifelong love of learning.

Weekly Newsletter

STEAMspark TAG produces a weekly newsletter for our families that covers upcoming events and important information, news from each learning environment, and next week's menu.

Programs at STEAMspark TAG

Primary

In the Primary Montessori environment at STEAMspark TAG Montessori, your 3 to 6-year-old child will transition from self-awareness to awareness and care for others. This includes integrating grace and courtesy, the Peace Curriculum, and service learning into a rigorous academic Montessori curriculum. Along with strengthening your child's social and emotional development, your child will use research based academic materials to develop strong foundations in sensorial, practical life, language, math, culture, and STEAM integrated concepts.

Elementary Talented and Gifted Private School Program

In the Elementary Montessori program at STEAMspark TAG, your child will build upon their foundational skills in a nurturing and intellectually stimulating environment. This program is

designed for children who demonstrate strong academic abilities, requiring a minimum test score of the 80th percentile in Math and Reading for admission.

Our rigorous academic curriculum integrates Montessori principles with advanced concepts in math, language, and STEAM. Through research-based academic materials, your child will develop critical thinking skills, problem-solving abilities, and a deep understanding of cultural studies.

In addition to academic growth, we emphasize social and emotional development. Children will engage in the Peace Curriculum, service-learning projects, and lessons in grace and courtesy.

This holistic approach ensures that your child not only excels academically but also grows into a compassionate and considerate individual.

SPARKsquad

Time at home should be all about the family, giving the parent the ability to turn off their “teacher mode” after their workday and focus solely on the happiness and success of their child. For children in the SPARKsquad, we strive to actively provide engagement through an abundance of knowledge, life skills, and learning in both academic and active stations. From experiment stations, to robotics, crafting, and number walls, engagement never stops within our SPARKhub. SPARKsquad can also take their adventures outside to utilize our multiple age-appropriate campus gardens, sport court, and play spaces.

Our program offers exciting learning opportunities that balance social, mental, and physical activities: from time spent nurturing friendships, finishing homework, and enjoying sports and other physical activities. SPARKsquad bridges the gap between school and a parent’s work schedule to encourage a child’s growing desire for new challenges and opportunities that nurture their expanding world.

STEAMspark TAG Partnerships

At STEAMspark TAG, it is our goal to provide your child with a full day of activities, which is why we have partnered with local vendors to ensure that by the time you pick-up in the afternoon no other stops need to be made as you journey home.

"The child's development follows a path of successive stages of independence, and our knowledge of this must guide us in our behavior towards him. We have to help the child to act, will and think for himself. This is the art of serving the spirit, an art which can be practiced to perfection only when working among children." – Maria Montessori

Calendar and Schedule

Calendar

STEAMspark TAG is open daily from 7:00 a.m. to 6:00 p.m. We designed our school to meet the needs of working parents. Here is a link to our [2025 – 2026 Calendar](#).

Schedule

The school day at STEAMspark starts at 8:30 AM. We ask that all families arrive at 8:15 to ensure your child has the ability to participate in the full work cycle. Additionally, we would like to eliminate disruptions to the classroom that are caused by late arrivals as this may impact other children in the learning environment.

Work Cycle

Throughout the school day, Primary, and Elementary children will engage in a Montessori work-cycle. Guides and Assistant Guides have the flexibility to choose their learning settings from the classroom, campus outdoor areas, or the indoor SPARKHub to maintain engagement and concentration. Before lunchtime, there is a 45-minute outdoor play session on their respective playgrounds. Following lunch, children either nap or have an extra work period for those who do not nap.

Naps and Afternoon Work Cycle

At STEAMspark TAG, each child is provided with a clean sheet and blanket daily for use on classroom cots. As part of our academic schedule, children over the age of four will no longer participate in nap time, as they will engage in our afternoon work cycle designed to support continued focus and independent learning.

Logistics

Signing In and Out

All children must be signed in each morning and out each afternoon by a parent or guardian using our Brightwheel software. When a child is signed in, STEAMspark TAG assumes responsibility for their safety and wellbeing. When a child is signed out, the parent or guardian assumes responsibility for their safety and wellbeing. Every person who has permission to sign in and sign out a child has their own independent four (4) digit personal identification number. It is the parent's responsibility to ensure each authorized pick-up person is using their own code.

Drop Off

The morning Montessori work-cycle begins at 8:30 a.m. at the start of school day and lasts until 11:30 a.m. It is encouraged that your child(s) be dropped off by 8:15 a.m. to maximize their academic learning and reduce the interruption for other children engaged in work.

Upon entering the campus, children are encouraged to carry their own belongings to build confidence and independence. We encourage you to remind your child that you will see them after school, to enjoy their day and send them off with a warm physical gesture.

Absences

We hope to see your child daily, however, we understand that several factors may prohibit this from taking place. Whenever possible, please send us a message through Brightwheel or call us before 8:00 a.m. to notify us of your child's absence. This allows us to know that they are safe, be made aware of an illness, update your child's guide, and adjust our staffing for the day, as necessary.

Regardless of absence, tuition must be paid at STEAMspark TAG.

Tardies

Due to the focus on high quality instruction, we prefer an 8:15 arrival for all our children.

Excessive tardiness could lead to dismissal from STEAMspark TAG and the forfeiture of your deposit.

Pick-up

The school day ends at 3:00 p.m. and children should be picked up promptly at their designated pick-up time. If you are enrolled in our after-school programming, your child will need to be picked up by 5:00 p.m. or 6:00 p.m. A ten-minute grace period is allotted to account for minor traffic delays.

In the event we are unable to contact a parent, guardian, or emergency contact, we will contact local authorities.

Children will only be released to a parent, guardian, approved pick up, or emergency contact as listed on their Brightwheel account. For pick-ups other than parents, STEAMspark TAG prefers written notification from parents via brightwheel or email. If an alternative person who is not listed on your child's account will pick-up, it is required to call or email STEAMspark with this one-time change and include the first and last name of the designated person. Upon arrival at our campus, their ID will be checked to verify its match.

Due to child safety and to protect instructional programming, pick up is performed at the

door, curbside, or via the pickup line depending on your child's age and the time you pick up. This helps us foster independence in our children.

Transportation

STEAMspark TAG does not provide daily transportation to and from school.

STEAMspark TAG does offer transportation for scheduled school activities such as field trips and special events.

Parents will be notified in advance of any off-campus trips, and written permission will be required for each occasion. All transportation arranged by STEAMspark TAG will comply with applicable safety regulations, and children will be always supervised by school staff while off campus.

What to Bring to STEAMspark TAG?

Clothing

Children at STEAMspark TAG should arrive in their uniform daily.

All clothing should be labeled with your children's initials to avoid being misplaced in the event they need to change clothes. Shoes should be closed-toed with a supportive grip suitable for running and climbing.

All children are required to have at least two changes of clothes on campus (top, bottom, underwear, and socks), which does not have to be a STEAMspark TAG uniform. Changes of clothes should be solid colors for tops and bottoms, free of logos and images with a warm weather and cold weather option available.

Swimwear, hats, and visors should be sent in warmer months and sweaters, jackets and coats should be sent in colder months.

Ointments

If you would like STEAMspark TAG to apply a topical ointment to your child, such as lotion, lip balm, petroleum jelly, sunscreen, insect repellent etc., it must be provided by a parent or guardian and be accompanied by a completed Topical Ointment form.

Toilet Training Expectations

All children enrolled in our Primary and Elementary programs are expected to be fully potty trained before starting at STEAMspark TAG. This includes being able to independently use the restroom, manage clothing, and wipe without assistance. This standard helps us maintain a clean, healthy, and developmentally appropriate environment for all students. Thank you for supporting your child in reaching this important milestone.

Personal Items

To help maintain an organized and focused learning environment, we ask that all personal items, including toys, electronics, and other belongings, be kept at home. This ensures that children can fully engage in classroom activities without unnecessary distractions or the risk of items being lost or damaged. Thank you for your cooperation and understanding.

Food

Allergy Policy

If your child has a documented allergy, we require a copy of the food allergy emergency plan as provided by a medical professional. This documentation allows us to accurately follow the protocol necessary to keep your child safe.

Religious and Cultural Beliefs

At STEAMspark TAG, we welcome diversity and understand that your family may prohibit the consumption of certain food items. If you have not included this information on your child's enrollment form, please be sure to provide this information to your child's guide so that we may update your account.

Campus Provided Meals

Your tuition at STEAMspark TAG includes a morning snack, lunch, and an afternoon snack. If you are enrolled in before school programming, your child will also receive breakfast. If you are enrolled in after-school programming, your child will also receive an additional afternoon snack.

Breakfast is a meal consisting of fresh fruit, dairy, and whole grains. A snack is a meal consisting of a variation of the following components: whole grains, protein, fresh fruit, fresh vegetables, and dairy. Lunch is a meal consisting of protein, whole grains and/or fresh fruit and vegetables.

All meals are prepared onsite by our chef, with delivery from local grocery stores.

Meals from Home

You are welcome to bring breakfast, snacks, or lunch from home to be served apart from the school meals provided or in addition to. Meals from home must be packaged in reusable containers that can be easily opened by your child. These meals must also be nutritious. Non-nutritious items like candy and cookies will not be served and sent back home with your child at the end of the day.

Primary and Elementary children should bring a labeled water bottle daily. Our campus will be unable to heat meals from home in a microwave. However, each classroom is equipped with a mini fridge to keep items cold.

Food brought for special occasions must be prepackaged by the store or premade by the store.

Foods to Avoid

STEAMspark TAG is a nut free campus. Please avoid sending food items containing nuts and/or peanut butter.

Choking Hazard

Research has shown that 90% of fatal choking occurs in children younger than four years of age. Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than can be swallowed whole.

Special Events

Birthdays

As a Montessori school, your child will have a Celebration of Life to mark their one-year trip around the sun. Your child will walk around the sun in their classroom and share a Chef prepared snack with their peers to mark the occasion.

Invitations

If your child is having a celebration outside of school, it is encouraged that all children from their class be invited when requesting to pass invitations out on campus. At STEAMspark TAG, we promote an environment of inclusivity. In the event you decide not to invite all children from your child's class we ask that invitations be passed out outside of the school setting.

Field Trips

Elementary children will receive a permission slip ahead of an off-campus event that does or does not require shuttle service. This permission slip must be signed by all applicable parents/guardians for your child to attend.

A field trip will require you to authorize STEAMspark TAG to transport your child using our campus shuttle bus and understand that by doing so you expose your child to inherent risks that could jeopardize their safety, whether knowingly or unknowingly. As a result, you release STEAMspark TAG and its affiliates from all injuries, losses, damages, claims, lawsuits and any other liability to yourself, your child, family, and any individual in connection with a transportation related activity.

SplashPad

STEAMspark TAG is excited to offer daily water play and learning in the Spring and Summer months. Children are welcome to enjoy these activities if they have appropriate clothing for water, hats and sunscreen provided by a parent or guardian. Sunscreen is considered a topical ointment, and a topical ointment form will need to be completed by a parent or guardian before a member of our team can apply it to your child.

By enrolling at STEAMspark TAG, you grant your child permission to engage in the SplashPad at STEAMspark TAG, in addition to water play tables when weather permits.

Discipline Policy

Child Development

Maria Montessori observed that through a child's ability to move comes a desire to learn on a real adventure. When a discipline issue arises, it is essential to determine if the child is stimulated through their learning. A child completing work that is below or above their academic level could result in boredom or frustration. It is the lead guide's responsibility to provide high-quality lessons and observations to ensure children are interested, knowledgeable of their work, and appropriately challenged. Individual work plans should be planned, followed, and documented within the Montessori curriculum system.

On the STEAMspark TAG campus, children are expected to show grace and courtesy toward their peers and guides. This is modeled daily by all adults on the campus, both in and out of the classroom. In addition to academic lessons, grace and courtesy lessons provide children with the opportunity to practice waiting in line to wash their hands, cleaning up behind themselves after lunch, walking slowly in the classroom and quietly in the hallway, handling materials gently, etc. Our staff will go by Ms., Mrs., Mr., or Dr. and their last name when communicating with children.

Clear language helps further connect these points to children through verbal illustrations. For example: *"I noticed that you finished your work quickly and began talking to a friend after. During the work-cycle, we work independently with a quiet voice so everyone can concentrate. We can pair with a friend using a whisper voice only if they have also finished their work when you return to clean up your work. you may select a new activity to do on your own or silently observe if another child who has finished with their materials is ready to partner up."*

In certain situations, the above attempts may not register for all children. We acknowledge that certain instances require a firm, respectful approach from the adult in the classroom to prevent misbehavior. For example: *"When you pulled the book out of your friend's hand, a page ripped. Now no one will be able to use the book until it is repaired. Also, can you see the tears on their faces? Why do you think they are crying? I'm sure your friend would have welcomed you to share the book, but we lost the opportunity to work with a partner when we forgot to ask with kindness."*

At STEAMspark TAG, our goal will always be to address behavioral concerns within the environment. The concerns have taken place to build a child's confidence that they can make a better choice. However, we will utilize our discretion in temporarily removing a child from the classroom to complete the work of their environment or engage in an additional purposeful task to redirect their attention.

Children in each of our campus environments will exhibit age-appropriate behaviors. In our Primary learning environments, it is common to see children kick, hit, or push as they begin developing appropriate emotions centered around friendship. These behaviors can often be resolved through the above channels and serve as an opportunity for other children to understand the importance of self-control with their bodies.

Ongoing behavioral issues may warrant a meeting between parent and guide, parent and head of school or parent, guide, and head of school. Such an arrangement would be to work collaboratively by implementing an action plan for both school and home.

Suspension and expulsion, while rare, will be a joint decision between the head of school and executive leadership team. Families will be notified in writing of said decision and given one week's notice to find a new school for their child.

STEAMspark TAG reserves the right, in its sole discretion, to discontinue the enrollment of any child, for any reason, at any time, with or without notice.

"Since the child now learns to move rather than to sit still, he prepares himself not for the school, but life." - Maria Montessori

Health and Safety

As your child master's their body, they will experience a series of bumps, bruises, and scrapes from adventures on our campus. An incident report will be sent home to give you an explanation of a minor injury. A major injury, such as excessive bleeding or a fall involving the head will warrant a call home in addition to an incident report.

Illnesses

The health and safety of your family is our top priority. If your child exhibits any of the following symptoms prior to their drop off or while at school, they must stay home or be picked up early: diarrhea, vomiting, 100-degree fever and above, nausea, unidentified rash, lice, colored mucus, sore throat, cough, etc.

Our campus is equipped with a Healing Haven so that children can rest in a private room with an adult outside of their classroom to avoid the spread of germs to other children. To return to school, a child must be symptom free for at least 24 hours without medication. Based on the symptoms, we may require medical clearance to return to school.

If your child is diagnosed with any communicable or contagious disease like chicken pox or hand, foot, and mouth, we require you to notify us through email or to call the campus directly. Upon doing so, an email will be sent to the families in your child's classroom or the entire campus depending on the illness. We value privacy and will never share a child's name during the process, rather informing those who may have been in contact so that they can be monitored for symptoms.

Immunizations and Statement of Health

STEAMspark TAG requires all children from any of our programs to have up to date vaccinations. Each time your child visits a medical professional and receives a new vaccine, it is your duty to provide us with a copy so that we may keep your child's file updated. Failure to provide updated vaccine records can result in a loss of enrollment.

During the enrollment process, you will be required to submit the following documents:

- **Statement of Health**, which is a written statement, from a health-care professional who has examined the child *within the past year, indicating the child is able to take part in the child-care program.*
- **Immunization Record** *with the signature (including a rubber stamp or electronic signature) of the health-care professional who administered the vaccines.*

If your family does not vaccinate for personal or religious beliefs, a valid vaccine exemption form must be on file and will be approved at the discretion of STEAMspark TAG.

Medications and Emergencies

Any medication that your child needs to take, whether prescribed or over the counter, must have an associated medication authorization form. This form allows our team permission to administer and provides the correct dosage and frequency. All medication must come in the original packaging so that our staff can verify its label matches the medication authorization form details.

By enrolling your child at STEAMspark TAG you authorize STEAMspark TAG to provide any necessary healthcare for the betterment of your child's health. This could involve your child being taken to the nearest hospital, which may or not be in-network for your respective insurance. As a result, you absolve STEAMspark TAG and its affiliates from all claims of loss that may arise by providing such authorization.

Inclement Weather

In the event of inclement weather, STEAMspark TAG will follow the guidelines recommended by the Carrollton Farmer's Branch school district. Please check the website <https://www.cfbisd.edu/> or <https://STEAMspark TAG.com/> or our social media accounts for closing or delay information.

If STEAMspark TAG must close due to any unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed to make sure we can operate in full integrity to our brand and full tuition is expected.

We will collaborate with families to make sure our decisions are fair and honorable.

Gang Free Zone

Under the Texas Penal Code any area within one thousand feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Emergency Preparedness

Our campus staff and children are prepared for emergencies by practicing monthly drills to prepare in the event of a fire, lockdown, earthquake, tornado, or hurricane. All our staff members are pediatric CPR, first aid trained and certified for these purposes.

Fire Inspections

To keep the employees, children, families, and visitors of STEAMspark TAG safe, we will conduct an annual fire inspection by a state or local marshal. This information will be kept on file for verification of the inspection date and findings.

Fire Extinguishers

STEAMspark TAG will be equipped with a sprinkler system and have at least one fire extinguisher on each hallway rated 3A-40BC.

Smoke Detection Systems

STEAMspark TAG is equipped with working smoke detectors, either electronic, individual electric, or battery-operated, as inspected by the local fire marshal.

Carbon Monoxide Systems

STEAMspark TAG is an all-electric building with no gas present. However, the building is equipped with a working carbon monoxide detection system.

Evacuation

In the event of a fire or gas leak, each classroom will follow the written procedures listed below.

- The first responsibility of staff in an emergency evacuation is to evacuate children to the designated safe area (outermost edge of the west and east parking lot) or alternate shelter location (**located at Unifocus, 2455 McIver Lane; Carrollton, Texas 75066**).
- All employees, caregivers, parents, and volunteers will be made aware of the designated emergency evacuation area and the alternate shelter location.
- Staff will take the red emergency bag hanging near the classroom exit door with him/her and immediately guide the children to exit through the emergency exit doors of their classroom.
- The red emergency bag contains parent and emergency contact telephone number for each child in care, authorization for emergency care for each child in care. The child tracking system for children in care will be available via a designated app.
- Upon exiting, staff is responsible for the orderly movement of their children to the safest area on the school grounds away from the school building (outermost edge of the east or west parking lot) or alternate shelter (located at Unifocus, 2455 McIver Lane; Carrollton, Texas 75066; 972-512-5000).
- Once the children and adults are in a safe place, an adult will check the roster to be sure all are accounted for and hold up the appropriate emergency card for the Head of School or Leadership Team Delegate to see (OK, HELP, ALERT, MEDICAL HELP). The Head of School or Leadership Team Delegate will give the signal when it is safe to return to the building.
- Important note: An emergency evacuation and relocation diagram including the name and address of the alternate shelter away from the center is in each room the children use. The diagram is also posted near the entrance and/or exit of the room and where children and employees may easily view the diagram.
- Parents will be contacted using the emergency telephone number that is on file with us.
- Staff will remain calm and continue to care for and supervise the children until each child has been released and/or reunified with their parents after the evacuations, relocation, or sheltering/lock-down has been lifted.

- Children will be unified with their parents in an orderly manner at the reunification point. Prior to reunification, parents will be required to sign children out with their assigned pin code verification number and present pick up documentation (Laminated Child Name Placard provided upon enrollment) to the Head of School or Leadership Team Delegate and/or Designee.
- The Head of School or Leadership Team Delegate and/or staff designee will communicate with local authorities (i.e., fire, law enforcement, emergency medical services, health department) and parents.

Relocation

In cases of flood, hurricane, medical emergency, or communicable disease that requires relocation of STEAMspark TAG employees and its children, **Unifocus, 2455 McIver Lane; Carrollton, Texas 75066 will serve as our designated shelter.**

- The first responsibility of staff in an emergency relocation is to relocate children to the designated alternate shelter location (located at Unifocus, 2455 McIver Lane; Carrollton, Texas 75066; 972-512-5000).
- All employees, caregivers, parents, and volunteers will be made aware of the designated emergency evacuation area and the alternate shelter location.
- Staff will take the red emergency bag hanging near the classroom exit door with him/her and immediately guide the children to exit through the emergency exit doors of their classroom.
- The red emergency bag contains parent and emergency contact telephone number for each child in care, authorization for emergency care for each child in care. The child tracking system for children in care will be available via a designated app.
- Upon exiting, staff are responsible for the orderly movement of their children to the alternate shelter (located at Unifocus, 2455 McIver Lane; Carrollton, Texas 75066).
- Once the staff and children arrive at the alternate shelter location, an adult will check the roster to be sure all are accounted for and hold up the appropriate emergency card for the Head of School or Leadership Team Delegate to see (OK, HELP, ALERT, MEDICAL HELP).
- Important note: An emergency evacuation and relocation diagram including the name and address of the alternate shelter away from the center is in each room the children use. The diagram is also posted near the entrance and/or exit of the room and where children and employees may easily view the diagram.
- Parents will be contacted using the emergency telephone number that is on file with us.
- Staff will remain calm and continue to care for and supervise the children until each child has been released and reunified with their parents after the relocation has been lifted.
- Children will be unified with their parents in an orderly manner at the reunification point. Prior to reunification, parents will be required to sign children out with their assigned pin code verification number and present pick up documentation to the Head of School or Leadership Team Delegate and/or Designee.
- The Head of School or Leadership Team Delegate and/or staff designee will communicate with local authorities (i.e., fire, law enforcement, emergency medical

services, health department) and parents.

Sheltering and Lock-Down

To protect employees and children from a tornado, volatile person on the premises, or an endangering person in the area, the closest restroom will be used as a means of protection.

- The first responsibility of staff in an emergency is to ensure child safety during a shelter in place and/or lock down.
- All employees, caregivers, parents, and volunteers will be made aware of the designated shelter in place and/or lock down emergency evacuation procedures and the alternate shelter location.
- Once the shelter in place and/or lock down commences, staff will take the red emergency bag hanging near the classroom exit door and immediately guide the children to the nearest restroom of their classroom.
- Staff will ensure the lights are off and the shades drawn prior to entering the classroom restroom.
- The red emergency bag contains parent and emergency contact telephone numbers for each child in care, authorization for emergency care for each child in care. The child tracking system for children in care will be available via a designated app.
- Upon entering the restroom, staff are responsible for the orderly movement of their children to the shelter in place/lock down seated position.
- Once the staff and children arrive in the shelter in place/lock down location, an adult will check the roster to be sure all are accounted for and slide the appropriate emergency card under the restroom door.
- Important note: An emergency shelter in place/ lockdown diagram including the designated shelter and lockdown location is in each room the children use. The diagram is also posted near the entrance and/or exit of the room and where children and employees may easily view the diagram.
- Parents will be contacted using the emergency telephone number that is on file with us.
- Staff will remain calm and continue to care for and supervise the children until each child has been released and reunified with their parents after the shelter in place and lockdown has been lifted.
- Children will be reunified with their parents in an orderly manner once the local authorities provide and all clear. Prior to reunification, parents will be required to sign children out with their assigned pin code verification number and present pick up documentation to the Head of School or Leadership Team Delegate and/or Designee.
- The Head of School or Leadership Team Delegate and/or staff designee will immediately communicate with local authorities (i.e., fire, law enforcement, emergency medical services, health department) and parents.

Tuition and Fees

Please refer to the STEAMspark rate sheet for pricing information specific to your child's campus. Upon enrollment, the first tuition payment will be prorated if your child begins after the start of the full academic year (annual payment plan), semester (semi-annual payment plan), quarter (quarterly payment plan), or month (monthly payment plan).

Application Fee

An application fee is required as part of the application and enrollment process. This fee will not be charged until after you have attended a Prospective Family Meeting and you have indicated you would like to continue the enrollment process with us.

Seat Deposit

Upon admission and acceptance of a seat at STEAMspark, you will receive an invoice for your seat deposit. This deposit secures your child's spot and will be credited to your account when you provide the required 30-day written notice of withdrawal, provided no other financial policies regarding the deposit have been violated.

Please note that a seat is not reserved until the deposit has been paid. Families who withdraw within 90 days of enrollment may forfeit their deposit.

Tuition Payment Plans

STEAMspark offers flexible tuition payment options to accommodate the needs of our families. For the academic year running from August 4, 2025, through May 22, 2026, families may choose from the following payment plans:

- Annual (payment due on August 1st)
- Semi-annual (payments due on August 1st and January 1st)
- Quarterly (payments due on August 1st, October 15th, January 1st, and March 1st)
- Monthly (payments due on the first of each month)

We encourage families to select the plan that best fits their budgeting preferences.

Tuition Plan Changes

Families who request a change to their tuition plan after the start of the year will be charged a \$25 Tuition Plan Change Fee.

Tuition Reimbursement Plan (TRP)

STEAMspark participates in the TRP, a widely recognized program utilized by private schools

across the DFW Metroplex. This plan plays a vital role in our Financial Plan by supporting the standards required by our accreditation agencies and helping to protect the financial stability of our school.

For the 2025 - 2026 school year, the TRP fee is by July 15th. For all future academic years, the TRP fee will be due on June 15th. This fee applies to families who pay tuition on a semi-annual, quarterly, or monthly basis. Families who pay tuition annually are exempt from the TRP fee for the current year.

Starting with 2026 - 2027 school year, all families, regardless of their payment plan, will be responsible for this fee. For families on an annual plan, the TRP amount will be credited toward their annual tuition payment, reducing the total balance due to their annual tuition payment.

Tuition Late Fee

Tuition is due on the first of each month, with a 5-day grace period provided. If payment is not received by the end of the grace period, a \$100 late fee will be applied to your account.

Please note that if tuition becomes 15 days delinquent, the withdrawal process may begin, and your deposit will be applied to your account.

Account Standing and Eligibility for Extended Day Services

To ensure operational consistency and equity across the STEAMspark TAG community, all family accounts must remain in good financial standing.

- Application of Deposits: STEAMspark reserves the right to apply a family's seat deposit toward any outstanding balances on the account, including charges related to extended day or enrichment services. If a deposit is applied in this manner, the deposit invoice will be reissued and scheduled for repayment in accordance with the School's established billing cycle.
- Eligibility for Extended Day and Enrichment Services: Participation in extended day and enrichment services is contingent upon:
 - A family account that is current, and
 - All required deposits being paid in full.
 - Children with outstanding balances or open deposits are not eligible to participate in extended day or enrichment services until the account is brought current. This policy is applied consistently to ensure fairness across the STEAMspark Early Childhood program.

- **Payment Expectations While a Deposit Is Outstanding:** Until a reapplied deposit has been fully repaid:
 - All monthly charges, including tuition and any extended day or enrichment fees, must be paid no later than five (5) calendar days after the start of the month.
 - Failure to meet this expectation may result in service restrictions or the initiation of the withdrawal process, as outlined elsewhere in this handbook.

Tuition Adjustments

In the interest of fairness and equity, tuition rates for the upcoming school year will be released no later than February of the current school year.

Supply Fees

STEAMspark collects supply fees twice during the academic year, generally in July and December. Supply fees for summerSPARK are typically billed in May.

Extra-Curricular Fees

Fees for these programs will be due at the time of registration, and detailed information about the costs will be provided during the registration process. Families may choose whether to enroll their child in these additional activities based on their interests and preferences.

Participation in extra-curricular activities at STEAMspark is entirely optional.

summerSPARK Rates

Rates for our summerSPARK 2026 program will be determined and communicated to families no later than February 2026. This allows ample time for planning and enrollment.

Financial Aid

STEAMspark TAG offers Financial Aid. Our Financial Aid partner is FACTS. For more details, please contact our Front Office.

Discounts

STEAMspark offers a sibling discount of 10 percent off the **youngest** child's tuition. Discounts are only available when at least two children in a family are full-time STEAMspark children.

Mid-Year Withdrawals

While we hope to provide your child with a continuous premier education, we understand a

time may come when it is necessary for your family to withdraw. As such, we require 30-day notice. Your 30-day notice allows us to inform a family on our waitlist that a spot has opened and apply your deposit to the final month's tuition. Any difference that remains will be applied to the original form of payment. Children enrolled less than 90 days will forfeit their complete deposit.

Please note: Children enrolled fewer than 90 days from the start of the academic year, normally the first Monday in August, will forfeit their deposit.

Deposit Forfeitures

Families who enroll for the upcoming school year but decide to withdraw after March 15th, may forfeit their enrollment deposit. This policy allows us to plan appropriately for staffing, classroom resources, and to offer spots to other families on our waitlist in a timely manner.

Family Educational Rights and Privacy Act (FERPA)

At STEAMspark, we are committed to protecting the privacy and confidentiality of our students and families. As part of our operations, we adhere to the Family Educational Rights and Privacy Act (FERPA), a federal law that affords parents and guardians certain rights with respect to their children's educational records.

FERPA prohibits the unauthorized disclosure of personally identifiable information from a student's educational record without written consent. Discussions involving incidents or details about students, including conversations with other families, may constitute a violation of FERPA. This includes the sharing of information related to behavior, health, or disciplinary issues.

STEAMspark takes these matters seriously. Any breach of FERPA or our Parent Handbook policies may result in disciplinary action, up to and including dismissal from our school community. We ask that all families maintain discretion and respect for one another's privacy.

Thank you for helping us foster a respectful, supportive, and secure learning environment for all.

Social Media and Photo Consent

Your family's preferences regarding your child's participation in photos or videos, including use on social media and in school publications, are documented in your enrollment form for the current school year. If you wish to make any changes to your consent status at any time, please contact the Front Office so we can update our records accordingly.

Non-Discrimination Policy

STEAMspark TAG admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

Reservations

STEAMspark reserves the right to add to or change any policies, procedures, or protocols of our Parent Handbook at any time and with or without notice. This handbook is a living document.

Handbook Receipt

By submitting your child's enrollment form, you acknowledge that you have received and reviewed the STEAMspark Parent Handbook, which includes its operational policies.