Parent Handbook





















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Dear Parents,

We are excited to have you as part of our family. At DKH Academy every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing DKH Academy for your child.

This handbook will help you understand our goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our policies and procedures. When you choose a licensed preschool, you and your family join your child in new experiences and relationships. We all share a responsibility to protect the health, safety, and well-being of the children we serve. The Texas Department of Protective and Regulatory Services is part of this partnership. DKH Academy is required to provide a copy of our operational policies. Please read through them and contact the director or assistant director, if you would like to review or discuss any of the policies. Parents will be notified in writing of any operational policy changes.

The following information is available to you from the office upon request:

- Texas Department of Family & Protective Services Minimum Standards
- Most recent Licensing Inspection Report
- Most recent health and safety inspection
- Most recent fire inspection
- Most recent gas inspection

Parents are welcome to visit DKH Academy during our hours of operation to observe your child, the center's operation and program activities. We ask that your presence not be disruptive to your child, other students, or staff. We strive for excellence at DKH Academy. Together we can make a positive impact on the lives of preschool children.



Sincerely,
Nancy Parra
Owner/Director

About us

Welcome to DKH Academy. We look forward to working with your family as we embark on a year of amazing growth, development and discovery for your child. Our doors are always open as we partner together to make each year a meaningful journey.



Nancy Parra
Owner/Director



Becky Aleman
Assistant Director

Hours of Operation

September - May:	Monday-Friday
Office Hours:	8:00am-4:00pm
Classroom Hours:	8:30am-3:15pm*
June - August:	as posted

(*with extended day program enrollment)

Any questions or concerns about the following policies and procedures, please contact the office.

2425 Briarhill Blvd, Highland Village, TX 75077 • **dkhacademy.org** • Phone: (972) 317-3494 Fax: (972) 317-9874

Mission

To foster a love of learning,
creativity, friendships and
imagination because we believe...

Good Beginnings Never End!

Philosophy

At DKH Academy, we believe it is the responsibility of our teachers and staff to instill a love of learning and discovery of each child's developmental and natural abilities. DKH Academy utilizes degreed, nurturing, experienced, and professional teachers in the guidance and education of young children. We encourage not only academics, but an overall balanced preschool experience which includes areas of cognition, language, social/emotional skills, initiative, creativity, and responsibility. Growth in all areas of development, as evidenced through formal/informal assessment, observation and family input will be experienced by every child. Families will feel nurtured and supported in their child's early developmental years. We know that positive early childhood experiences set a pattern for the way children will learn and live in the future.



Enrollment & Admissions

Enrollment is open to students between the ages of 18 months–7 years.

Priority Enrollment

(For currently enrolled families and alumni) Begins first school day in January for the following school year (Sep–May).

Open Enrollment

February 1 for following school year (Sep–May). Parents wishing to enroll their children at DKH Academy are encouraged to set up an appointment for a tour of our school between 9:30am–12:30pm.

Admission Requiements

February 1 for following school year (Sep–May). Parents wishing to enroll their children at DKH Academy are encouraged to set up an appointment for a tour of our school between 9:30am–12:30pm.

Once enrolled, all registration forms and fees must be completed and paid in order to secure your child's spot, and all required permission forms, medical forms and current immunization records MUST be submitted to our office PRIOR TO ATTENDING SCHOOL.

All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell and work numbers, individuals authorized to pick up a child must be kept on file.

DKH Academy must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and DKH Academy's rules and policies set forth in this Parent Handbook. Any questions or concerns can be referred to the DKH office. All policy changes will be communicated to parents immediately by an official letter from DKH Administration.

New-to-DKH & Non-Continuous Enrollment Requirements

Students who are new to DKH Academy, or students returning after a break in enrollment, may be required to complete additional admissions steps as part of the enrollment review process. These requirements may include classroom observations, developmental screening or testing, teacher or administrator recommendations from a previous school, and/or additional records requested by DKH Academy. Families will be contacted directly regarding any applicable admissions requirements and scheduling details.



Fun Fact

DKH is German for Das Kinder Haus, menaing "The House for Children". The name came from our founder Dee Seal when she founded DKH in 1979 as a nod to her German heritage.



Tuition & Fees

Tuition is billed evenly over 12 months, from June through May. This structure supports program continuity and consistency for students and teachers while helping families plan more predictably throughout the year. Tuition payments are nonrefundable once enrollment is accepted.

Tuition is due on the first of each month. Tuition received after the 10th of the month will be considered late and a $15.00 late fee will be assessed to your account. Monthly statements are not issued. If you are unclear about your payment status, please check with the office. Any special payment arrangements must be approved through the office. Tuition and fee schedules are available in the office.

A 10% monthly discount is offered for your second and third child, excluding LEAP, Spanish Immersion and Ready Readers. Tuition will not be prorated or reduced due to holidays, family vacation, illness, weather closures, pandemics, moving, transferring or withdrawing.

If you choose to unenroll your child, DKH must receive written notice 30 days prior to the last day of attendance to avoid being charged tuition for the following month.

Fee Summary

Fees	
Tuition	Payable first of the month
Late Fee	$15.00 (if tuition is paid after the 10th of the month)
Returned check fee	$15.00
Late pick-up	$1.00/min past the 5 minute grace period

Payments may be made by check, payable to DKH Academy, or by ACH auto draft.

DKH Academy is accredited by the National Association for the Education of Young Children. NAEYC administers the largest and most widely recognized accreditation system for all types of early childhood programs. NAEYC accreditation assures high quality programs which provide a safe and nurturing environment while promoting developmentally appropriate practices for young children. In order to maintain accreditation, DKH Academy undergoes regular and rigorous reporting and assessments to uphold NAEYC program standards. DKH Academy is the only preschool in the local area to have received this prestigious accreditation. DFPS minimum standards can be accessed online. www.dfps.state.tx.us

DKH Academy is accredited by Cognia, a globally recognized nonprofit organization that provides rigorous accreditation and continuous improvement services to schools. Cognia accreditation reflects our commitment to high standards in leadership, teaching and learning, and student outcomes.

Through the Cognia process, DKH Academy engages in ongoing self-study, strategic planning, data analysis, and external review to ensure we are meeting the needs of every student. This work strengthens our systems, improves instructional practices, and reinforces our dedication to accountability and growth.

Cognia accreditation affirms that DKH Academy operates with integrity, transparency and a focus on continuous improvement. It reflects our commitment to providing a safe, supportive, and academically strong environment where students are prepared not only for the next grade level, but for lifelong learning.



Play-based Program

- Encourage self-help skills
- Enrich language development
- Delight and engage children in academic learning
- Encourage independence
- Develop curiosity
- Enhance thinking and problem-solving skills
- Promote self-esteem
- Promote self-control
- Embrace diversity & respect family cultures
- Foster connections with the community

Non-discrimination

DKH Academy 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. It does not discriminate on the basis of race, color, national or ethnic origin in administrative policies and procedures.



Extended Day Options

Enroll your child in one of our extended day programs to add rich learning opportunities and extra time to play and socialize until 3:15pm. Age requirements and availability will vary by program.

Extended Day Options

LEAP (Learning, Enrichment, & Play)

An extended day program is offered for your convenience and as an enrichment to your child's day. Available Monday through Friday, immediately following all morning classes. Enrichment includes gross motor, music, art, science and cooking. The pick-up time is 3:15 p.m. LEAP fees must be paid monthly to hold your child's regular spot. Drop-in spots are available.

Spanish Immersion (by enrollment only)

Children who learn to speak a second language experience greater academic success, self confidence and cultural sensitivity throughout their lives. The program will be enhanced through the support of the Sonrisas Spanish curriculum in which the lessons are standards-based and sequential. Through the use of animated and dramatic gestures, the language comes alive to help the children understand what is being communicated. Through music, games, stories, art and drama, the learning becomes meaningful and fun.

Ready Readers Academy (by enrollment only)

This reading program is engaging and fun, utilizing multisensory teaching strategies for language-based learning. It incorporates all components of an effective reading program, including phonemic awareness, phonics, vocabulary development, fluency and comprehension strategies.

Additional fees apply, see registration form for details.



Enhanced Curriculum

With an emphasis on wonder, discovery and hands-on learning, DKH Academy provides rich, developmentally appropriate experiences that extend beyond the classroom. These programs are intentionally designed to challenge students academically while nurturing creativity, confidence and curiosity.

Enhanced Curriculum

Nature Explore Outdoor Classroom

Daily enrichment in our certified outdoor classroom is provided for every student. Weekly lessons are thoughtfully planned and facilitated by our staff, encouraging exploration, problem-solving and a deep connection to the natural world.

Kid Fit

Every child participates in a weekly motor skills class that emphasizes teamwork, coordination, balance and overall health and fitness. This class is incorporated into the weekly schedule and led by our Kid Fit teacher.

Performances

Approximately three times per year, professional presentations such as storytellers, musicians, community helpers and other educational guests visit DKH Academy as part of our curriculum experience.

Spanish

Early Elementary students receive weekly Spanish instruction taught by our Spanish teacher. Spanish is also reinforced within classroom learning experiences to support language development and cultural awareness.

Technology

Computers, SmartBoards and iPads are available in designated classrooms. Only educational software is installed and used to enhance learning.



Enhanced Curriculum, cont.

Field Trips

As part of our Kindergarten through 2nd grade curriculum, students participate in field trips throughout the school year that extend classroom learning into real-world experiences.

Guided Reading

Early Elementary students receive Guided Reading instruction taught by a reading specialist. The program incorporates a balanced approach, blending phonics and whole language strategies to support reading fluency and comprehension.

Art

Early Elementary through 2nd grade students participate in weekly art classes, with Junior Kindergaren meeting biweekly. Instruction focuses on creativity, technique, fine motor development and exposure to a variety of artistic mediums and styles.

Music

Senior Kindergarten through 2nd grade students receive weekly music instruction. Students explore rhythm, movement, instruments and vocal expression while building confidence and appreciation for music.

AgriSTEAM

All students participate in AgriSTEAM lessons biweekly. This hands-on program integrates science, technology, engineering, agriculture, art and mathematics through experiential learning. Students engage in real-world problem-solving, innovation and exploration designed to build critical thinking skills and curiosity.

At times, special activities may be held on the greenbelt adjacent to DKH Academy.



Policies & Operations

To ensure an organized and safe school year, we ask parents to know and understand all of our policies and procedures.

Lunch Policy

At DKH Academy, lunch is an important and fun time offering social growth and independence. Each child must bring a nutritional lunch provided from home every school day. Parents are responsible for meeting the nutritional needs of their children, and we request that you communicate with our front office about any allergies or limitations regarding your child's diet. The teachers will notify you if your child's classroom needs to be declared "nut free" in order to assure the safety of all students in that class. Most classes offer a nut free table for those with mild sensitivity. Please cut all foods considered to be a choking hazard into small bites, and send food that doesn't require heating.

Lunch Box Burnout (LBBO)

Each month, students have the opportunity to participate in LBBO where they will receive a special hot lunch provided by the DKH PTO. You may choose the number of times each month and can indicate your preferences when you register online. Your child must be enrolled to participate, and if you choose not to participate please be sure to send a lunch as usual. Prices determined each semester.

Arrival & Dismissal Times

Arrival Times	
8:00 am	Senior Kindergarten through 2nd grade
8:25 am	Junior Kindergarten
8:40 am	PRE K 4's
8:50 am	Toddlers, 2's & 3's

(Early drop-off is by arrangement only and is an additional fee)

Dismissal Times	
12:30 pm	Toddlers
12:40 pm	PRE K 4's
12:55 pm	2's, 3's & Junior Kindergarten
3:15 pm	Senior Kindergarten through 2nd grade, LEAP, Spanish & Ready Readers

Arrival & Dismissal Procedures

The circular drive is provided to facilitate a smooth arrival and dismissal procedure for all families arriving in vehicles. For student arrival, please pull up to the front of the preschool building. A DKH Academy staff member will be there to greet your child. All arrivals and dismissals will **take place at the preschool building regardless of your child's classroom location. Please DO NOT get out of your car in the drop off/pickup lane. Please DO NOT park on Briarhill Blvd.** Remember to always be respectful of our neighbors and do not block driveways/mailboxes or damage yards.

You may drop off your child no more than 5 minutes before your child's class start time unless other arrangements have been made through the office. **At the end of class, PLEASE pick up your child on time. Cell phone usage is prohibited during arrival and dismissal times.**

For dismissal time each child will be given a small laminated card for their backpack with their assigned dismissal identification number. The parents are given a matching ID card which must be clearly visible to the dismissal teachers. Please remain in your car and a staff member will walk your child to your car. In this way, the children can be picked up quickly and with the least amount of confusion.

If you do not have your ID card, or the staff at DKH Academy does not recognize the vehicle or person picking up your child, you will be asked to pull forward in the car line while administrators await verbal verification from the parent or guardian. You will be asked to show a picture ID. Any person authorized to pick up should be listed on your child's emergency card.

During inclement weather please take extra precautions, as it becomes even more important to follow safety rules. If windy, rainy, cold, etc., this is particularly true.

Student Expectations

At DKH Academy, we intentionally reinforce shared values that support a positive and respectful learning environment. These expectations guide daily interactions and help students develop character, responsibility, and self-direction.

All students are encouraged to strive to demonstrate the following behaviors:

Kind
Students treat others with care, empathy, and consideration.

Respectful
Students listen attentively, use kind words, and show respect toward peers, teachers, and adults.

Responsible
Students take care of their belongings, classroom materials, and shared spaces.

Ready to Learn
Students stay focused, participate actively, and approach new experiences with curiosity and effort.

These expectations are modeled by staff, practiced daily, and reinforced through positive guidance and consistent routines. By upholding these shared standards, we cultivate a school community built on mutual respect, safety, and a love of learning.

Discipline & Guidance

Once the function of the behavior has been assessed, discipline will be consistent, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control, involving families and professionals when warranted to develop an individualized plan.

All children are expected to follow the three basic rules:
- A child will respect self.
- A child will respect others.
- A child will respect school property.

DKH Academy uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction by the following methods:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements;
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.

Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourages acceptable behavior.

In rare instances a child may face expulsion if negative behaviors cannot be improved by written, communicated, and implemented strategies or efforts coordinated between home and school.

Conflict Resolution

In any community, and in the routine and regular process of daily interaction, there are inevitable situations or conflicts that can arise. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of any community such as DKH Academy is determined not by the absence of conflict, but by its quick and intelligent resolution.

DKH Academy is committed to responding to all family grievances within a 24-hour period and to resolving those grievances as soon as possible.
First course of action: If the concern is specific to the classroom, parents should address the grievance with the classroom teacher.

Second course of action: If, after a conversation occurs directly with the teacher, the concerns remain unresolved, the grievance should be brought to the Director. We will make the resolution a priority and together a plan will be constructed involving staff members as needed. Following the plan for resolution, a follow-up may be recommended to see how the resolution has addressed the concern.

At any time, parents are encouraged to address general, school-based concerns with the school Director.



Fun Fact

This is the original DKH Academy when it opened its doors in 1979.

It was located in Old Town Lewisville until it was moved to Highland Shores in 1986.

Look how we've grown!

Illness or Accident

General school policy is that children who have a fever (100° or above), diarrhea or vomiting within 24 hours of class time MAY NOT attend school due to the highly contagious nature of these symptoms. Children with other contagious illnesses or who are too ill or uncomfortable to participate in indoor and/or outdoor activities should also be kept at home. Please be considerate of the other DKH families and staff members in order to keep illness at a minimum.

Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Child Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.

Each family must have an emergency card on file with current names, telephone numbers (home, work, cell) and driver's license number of individuals with permission to attend to your child when parents cannot be reached.

Health checks are conducted daily upon arrival to identify potential concerns about a child's health, such as signs or symptoms of illness or injury.

Parents will be notified in writing of any injury or accident that occurs during school hours.

Toilet Training

All students 3 years and older should be able to lower underwear and get seated when using the toilet. Each child should be taught proper wiping procedures by parents. Students should be able to communicate their toileting needs. We recognize that we are working with young children and an occasional toilet accident is normal, therefore, we ask that you keep an extra set of seasonally appropriate clothes in their backpack.



Medical Emergencies

If a child becomes ill while at DKH Academy, the parent will be contacted to pick up their child. In case of critical illness or injury, emergency medical services will be contacted, parent notified, CPR/first aid administered, if needed, and the child's physician identified on the emergency card will be contacted.

Dispensing Medicine

Parents must sign an authorization form and include times for DKH Academy staff to administer each medicine according to label directions. The medication must be in the original container labeled with the child's full name, dosage, expiration date and signed by a physician. DKH Academy staff will apply sunscreen and/or insect repellant, and diaper cream, provided it is sent from home.

Immunizations

According to the American Academy of Pediatrics (AAP), children require frequent boosters and immunizations during early childhood. Each child enrolled at DKH Academy must meet applicable immunization requirements specified by the Texas Department of Health. This current copy of completed immunizations must be on file in the office by the date of admission.

Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health rules in 25 TAC §97.62. You can find out more information relating to immunization requirements by visiting the Texas Department of Health at www.tdh.state.tx.us/immunize.

Vaccine Policy

Employees of DKH Academy are not required to receive certain immunizations such as an annual flu shot or COVID-19 vaccination. DKH will promptly exclude any underimmunized child if a vaccine preventable disease to which children are susceptible occurs in the program.

Vision, Hearing & Speech

The Special Senses and Communication Disorders Act (Texas Health and Safety Code) requires a screening for possible vision and hearing problems for all enrolled students who are four years of age by September 1. Screening must be done prior to completion of the first semester.

Head Lice Policy

Head lice are common among young children and are not a sign of poor hygiene. If live lice are identified, parents will be notified and the child must be treated before returning to school. A child may return after appropriate treatment has been completed and no live lice are detected.

The presence of nits alone does not require exclusion; however, families are encouraged to remove nits to reduce the chance of reinfestation. If a case is confirmed in a classroom, parents will be notified while maintaining student confidentiality.

Parents are encouraged to:

- Check their child's hair regularly, especially after notification of a case
- Begin treatment promptly if lice are found
- Follow treatment product instructions carefully
- Continue checking daily for several days after treatment

DKH Academy appreciates your cooperation in helping maintain a healthy school environment.



Fundraisers

DKH Academy partners with the DKH PTO to provide family-centered fundraising events and activities throughout the school year. These may include:

- DKH PTO Silent Auction/Carnival
- Scholastic Book Fair
- Spirit Wear
- Spring Fundraiser
- LBBO (Lunch Box Burn Out)
- Pajammin' Night

Participation in fundraising activities is always optional and greatly appreciated. Funds raised support classroom materials, campus improvements, staff development, and enhancements to our educational programs.

Parties

Class parties will vary from classroom to classroom. Teachers will provide parent volunteer sign-up sheets during orientation night at the beginning of the school year. Each party will have three to four parents who will organize and plan the event. Parents should share plans with the teacher. No younger siblings, please. Babies in infant seats are welcome.

In addition to classroom parties, each class in PRE K 3's and up will perform one program during school hours sometime during the school year. The program theme will be chosen by the teacher (Thanksgiving, Winter Holidays, Spring, Mother's Day, etc.) and will vary from classroom to classroom.



Snacks

Snack time is an important social part of the school day. Snack guidelines are determined by each classroom teacher. Specific expectations and procedures will be shared during parent orientation.

Field Trips

Field trips extend classroom learning through meaningful real-world experiences. Each participating student must have a signed permission form on file prior to attending off-campus activities. Parents may be invited to assist with transportation and chaperoning.

DKH Academy also hosts on-campus enrichment experiences and guest presenters to provide additional “in-house” field trip opportunities for students.

Breastfeeding Provision

DKH Academy will provide comfortable provisions with an adult sized seat for any mom wishing to breastfeed her child, as it is your right.



Animals

Parents will be notified in writing if animals are to be present at DKH Academy. All safety precautions as specified by NAEYC will be followed. Parents may decide whether to prohibit or allow their child to have contact with the animals.

Special Reminders

- Please remember to mark your child's name on his/her belongings (lunchbox, coats, folders, blanket, backpack, etc.). DKH Academy is not responsible for lost items. There is a Lost and Found located in each building.
- Children should not bring gum, candy, mints, or cough drops to school.
- Toys should not be brought from home unless it is show and share day.
- Your child should wear closed-toed shoes to school. They will play on the playground daily and participate in Kid Fit weekly.
- Please make sure your designated pick-up list is current at all times.
- Notify your child's teacher or the office of any changes in emergency, work, or cell numbers.
- Call the school office if you will be late or if your pick-up plans have changed. If needed, we will bring your child to the phone so you may tell them yourself. This little effort is very reassuring to them.
- If you plan to send party invitations to the classroom, please include all students.

DKH Academy PTO

DKH Academy is strengthened by the partnership between school and home. Our Parent Teacher Organization (PTO) exists to support that connection and encourage meaningful family involvement in each child's educational experience.

The DKH PTO is a nonprofit organization that works alongside school staff to support students, teachers, and programs. The PTO plans community-building events such as the Fall Carnival, Movie Night, Cinco de Mayo Celebration, and the annual Auction. In addition, they organize Spirit Nights and book fairs, provide staff appreciation efforts, support professional development, and fund projects and materials that enrich the learning environment.

Every dollar raised through PTO initiatives is reinvested directly into the early childhood educational experience at DKH Academy. We encourage all families to get involved and participate in building a strong and connected school community.



Fun Fact

DKH moved to our home in Highland Village in 1987.

In 2009 we added the "Preschool Building" to our campus.

Inclement Weather & Closings

Watch Channel 5 for school closings due to inclement weather. DKH Academy follows LISD. If LISD is closed, DKH Academy is closed.

Regardless of LISD's decision, DKH Academy reserves the right to cancel classes if we believe hazardous road conditions may threaten the safety of our students and families. If LISD cancels classes for reasons other than weather, such as a pandemic, gas leak, or water line break, the Director of DKH Academy will assess the situation and determine its impact on the safety and health of our students and families.

The decision to cancel classes is never taken lightly. Tuition reimbursements or credits will not be given for cancelled classes. If LISD has a delayed start, DKH Academy will remain closed.

Building Access

Security is an ongoing priority at DKH Academy. No visitor or staff member may enter without proper clearance. All doors will remain locked throughout the school day, with the exception of the front office door during arrival and dismissal times.

All visitors must enter through the main building office by ringing the doorbell and being admitted by a staff member. Visitors who remain on campus or need access to another building must sign in at the office and will be issued a numbered visitor badge that must be worn and clearly visible while on campus.

All visitors must check out at the office and return their badge before leaving. Exceptions may be made for class parties.

Conferences

Communication between parents and faculty is an important part of your child's life at school. We encourage you to schedule a conference with your child's teacher at any time if you have concerns or simply wish to connect. Formal conferences are held once a year in January for Preschool, Pre-Kindergarten, and Junior Kindergarten. Senior Kindergarten families participate in formal conferences in both the fall and spring.

Confidentiality

All assessment results and student records are kept confidential. Access is limited to parents, administration, staff directly involved with the student, and regulatory authorities as required.



Parent & Guardian Rights Policy

DKH Academy recognizes that parents and legal guardians are a child's primary educators and partners in their child's learning and development. We are committed to maintaining open communication, transparency, and collaboration with families.

1. **Right to Access Educational Information**

Parents or legal guardians have the right to receive information regarding their child's educational progress, development, and behavior while enrolled at DKH Academy. Parents may review their child's academic records, progress reports, and teacher observations upon reasonable request.

Families will also be informed of any significant concerns regarding their child's safety, health, emotional well-being, or development.

2. **Right to Communication With School Staff**

Parents have the right to communicate with teachers and administrators regarding their child's educational experience, request conferences to discuss progress or concerns, and receive timely responses regarding school-related matters.

3. **Right to Be Informed of School Policies**

Parents have the right to receive written copies of school policies, procedures, and expectations, including those related to discipline, health, safety, and tuition. Families will be notified of significant policy changes that may affect their child.

4. **Right to Privacy and Confidentiality**

Parents have the right to expect that their child's personal and educational information will be handled confidentially and shared only with authorized individuals. DKH Academy will take reasonable steps to protect the privacy of student records.

5. **Right to a Safe and Supportive Learning Environment**

Parents have the right to expect that the school will provide a safe, developmentally appropriate, and supportive learning environment. DKH Academy maintains supervision procedures and safety practices designed to protect students and will communicate with families regarding safety-related matters affecting the school community.

6. Right to Participate in Their Child's Education

Parents are encouraged to support their child's educational experience through communication and involvement with the school, participation in conferences and school events, and volunteer opportunities when available. Families may also provide input regarding their child's educational needs.

7. Right to Withdraw Enrollment

Parents or legal guardians may withdraw their child from the school at any time, subject to the terms outlined in the school's enrollment agreement and tuition policies.

8. Parent Responsibilities

Parents share responsibility in maintaining a positive school community. Families are expected to follow school policies and procedures, maintain respectful communication with staff and other families, provide accurate emergency contact information, and support the educational philosophy and expectations of DKH Academy.

9. Private School Status

As a private educational institution, DKH Academy maintains the right to establish its own curriculum, instructional methods, policies, and admissions standards consistent with applicable laws in the State of Texas. Enrollment constitutes agreement with the policies and procedures established by the school.



Emergency Drills

DKH Academy prepares for emergencies by posting evacuation routes in every classroom. Disaster preparedness plans are available for parent review and include procedures for lockdowns, tornadoes, civil disturbances, hazardous material incidents, bomb threats, and other emergencies.

In the event of an emergency, DKH Academy has partnered with McAuliffe Elementary (2300 Briarhill Blvd., Highland Village, phone: 469-713-5959) as a designated safe location.
In accordance with licensing standards, fire drills are conducted monthly, and tornado and lockdown drills are conducted quarterly. Community partners such as the Highland Village Fire Department and Police Department provide safety education programs for students each year.

Assessment Plan/Schedule

At DKH Academy we use a variety of ongoing assessment tools.

- Observation
- Work Samples/Portfolio
- Parent Information
- Ages & Stages Questionnaire
- Developmental Checklists
- Formal Assessment (ABC Inventory) in January
- DRA for Guided Reading students

Ongoing assessment is necessary for:

- Identifying children's interests and needs
- Describing developmental progress and learning
- Planning program improvement and communicating with families
- Improving curriculum and adapting teaching practices and the environment

The current school year assessment timeline will be issued to families at the beginning of the school year.

Records

Copies of school records will be released with the permission of parents. With a transfer, records will be faxed to the requesting school.

Gang Free Zone

DKH Academy is designated as a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of DKH Academy is a violation of the law and is therefore subject to increased penalty.

Child Abuse Prevention

State law requires that every employee of a licensed daycare or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care shall immediately notify the Department of Child Services.

Our policy states that a staff member shall report suspected or alleged child abuse or neglect to Child Protective Services, a local law enforcement agency, and to DFPS as prescribed by state law.

DKH Academy maintains written procedures designed to prevent incidents of sexual misconduct and to protect the safety and dignity of every child. All staff members receive training on appropriate professional boundaries, supervision standards, and child protection practices.

Staff are required to maintain clear visibility when interacting with children. One-on-one situations occur only in observable and interruptible settings. Physical contact with children must be appropriate, age appropriate, and related to caregiving or educational needs.

The school enforces strict supervision policies, including staff background checks, sign-in and sign-out procedures, and monitoring of classrooms and shared spaces. Any concerns about inappropriate behavior, boundary violations, or suspected misconduct must be reported immediately to administration and handled in accordance with mandatory reporting laws. These procedures are reviewed regularly to ensure continued compliance with state regulations and best practices in child safety.

Oral and written reports shall contain the following information:

- The name and address of the child, phone number, and date and year.
- The child's explanation of what happened.
- The nature and extent of the child's injuries, including what the marks look like and the color of any bruises.
- The date CPS was called, and the name of the reporter and caseworker.
- Any other information or comments the reporting person believes may help establish the cause of the injury.
- Whether the police were called.

Failure to report is against the law. Any mandatory reporter who, in good faith, makes a report of child abuse or participates in an investigation has immunity from civil or criminal liability.

To report child abuse at any time, day or night, call 1-800-252-5400.

Good beginnings never end.

