



EPIPHANY EPISCOPAL SCHOOL

Welcome to Epiphany!

Parent Handbook

2026-2027

NON-DISCRIMINATORY POLICY

EES thrives on socioeconomic, racial, ethnic, and cultural diversity. EES admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at EES. EES does not discriminate based on race, color, national, and ethnic origin in the administration of its admissions policies, educational or scholarship programs, or other school-administered activities.



361.592.2871



120 N. Third St. Kingsville, TX



epiphanyschool78363@yahoo.com



EPIPHANY EPISCOPAL SCHOOL

Welcome to Epiphany!

I am so excited to welcome you to our 2026-2027 school year! Epiphany Episcopal School has been a treasured school in our community for over 75 years. Each year, these little humans grow in their faith and learn to become friends, readers, writers, and so much more. This year will be no different, and I thank you for trusting EES with your children.

I believe communication is key when it comes to positive and healthy parent/staff relationships. This handbook was created to assist you and your family's transition into the Epiphany family. It is intended to serve as a guide to the Epiphany program as well as the basic expectations and agreements. I am hopeful this handbook will answer any questions you may have but please do not hesitate to reach out to me for additional information. My door is always open, and I welcome your questions and concerns.

Sincerely,
Heather DeLaup
Head of School

From our Pastor

Welcome to a new year at Epiphany Episcopal School. I am looking forward to being with your children every week for chapel. Each Wednesday, we sing songs, say prayers, and hear a story about God's Never Stopping, Never Giving up, Unbreaking, Always and Forever Love from The Jesus Storybook Bible.

I am also available to you and your family for pastoral care. You can reach me at rector.epiphanyktx@gmail.com , at 361-595-5535, or at 361-522-7630.

Finally, if you do not have a church home, please consider visiting Epiphany Church at 10am on Sunday morning. It would make us happy to be able to welcome you at worship.

Faithfully,

Pastor Jan

The Rev. Jan Wiley Dantone
Rector, Church of the Epiphany



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EPIPHANY EPISCOPAL SCHOOL

MISSION STATEMENT

The mission of Epiphany Episcopal School (EES) is to provide an educational foundation that fosters exemplary academic, Christian, and social development.

PHILOSOPHY

EES's philosophy is based on traditional Christian values. Accordingly, we aim to provide an education that develops and nurtures each student's individuality, creativity, and compassion for others. Ultimately, our students will live lives worthy of a child of God, contributing their unique gifts to society.

STATEMENT OF OBJECTIVES

Our program rests on these core values and objectives:

1. Respect- Self-respect, respect for others, tolerance, honesty, integrity, and responsibility.
2. Compassion-Concern for one another, kindness, peacefulness, understanding, acceptance, and warmth.
3. Love of Learning- Discovery, exploration, collaboration, curiosity, and ownership.
4. Service- A commitment to giving something back through service to others.
5. Independence- Doing for oneself, understanding one's capabilities.
6. Interdependence- Responsibility to and healthy dependence upon one another, a love of community.
7. Excellence- Quality in all we do to serve the children and cultivate the pursuit of excellence within our students.
8. Universal Understanding- A global perspective and an understanding of being part of something bigger than oneself.

PURPOSE

EES offers a diversified curriculum of exploratory and fundamental activities to stimulate and nurture intellectual development. It offers children opportunities to develop their potential as they enter the world as engaged, competent, responsible, and respectful citizens who understand and appreciate learning for life.





EPIPHANY EPISCOPAL SCHOOL

EPISCOPAL IDENTITY

EES is a Christian church school, and religion is integral to its life. Chapel services in accordance with the Book of Common Prayer of the Episcopal Church are held each week. The Rector, Head of School, or the teacher leads the Chapel service, modeled after the Daily Morning Prayer found in The Book of Common Prayer. Additionally, Bible study is incorporated into our daily curriculum. Instruction is based on the Holy Bible and not on the doctrine of the Episcopal Church. The goal is to learn respect for each other regardless of individual differences. Accordingly, children are expected to behave reverently. Attendance and participation at Chapel service are required of all students and faculty without exception. Parents, relatives, and friends are invited to worship at any church or school services. Episcopal schools are characterized by their:

- Commitment to the centrality of excellence in teaching and of quality in learning
- Our mission is to support the spiritual as well as the academic formation of our students
- School worship is a regular part of school life for all faculty and students
- Religious formation and study are meaningful and age-appropriate
- Service to their community and their broader communities
- Belief in the values of respect and responsibility within the context of the Episcopal Church
- Belief in leadership and stewardship for service in the world
- Inclusivity and diversity are foundational for educational excellence.

HISTORY

Epiphany Episcopal School was established in 1950 by a concerned group of parents interested in early childhood education and a like-minded idea of what an elementary school should encompass. Ida Clement and Mary Lewis Kleberg spearheaded the group and are recognized today as the co-founders of Epiphany School. The first kindergarten class began that September with one teacher and thirteen children. A first-grade class was offered for the first time in 1960. Epiphany School became a complete elementary system in 1974 with pre-kindergarten through fifth-grade classes.

In 1995, Epiphany School began a collaborative relationship with the King Ranch Family Trust Early Education Center at Texas A&M-Kingsville. Through this program and the community's need, Epiphany has created a second-to-none Early Childhood Program.

Over the course of over seventy-five years, Epiphany has grown and changed with the times, but its goal and purpose have always been to offer the highest standard of academic excellence in a Christian environment. Today, as the only accredited private preschool in the Kingsville area, we are here to serve you and your child.





EPIPHANY EPISCOPAL SCHOOL

OUR HYBRID PROGRAM

At Epiphany Episcopal School, we incorporate many of the best techniques of the Montessori approach while also embracing a traditional classroom structure that prepares our students for their next steps in education. Our classrooms provide opportunities for hands-on, play-based learning, individualized instruction, choice, and learning at each child's own pace. At the same time, students participate in age-appropriate whole-group instruction, classroom routines, teacher-directed activities, and structured learning experiences. This hybrid approach allows us to nurture the whole child—physically, socially, emotionally, cognitively, and spiritually—while helping students develop the independence, confidence, social skills, and academic foundations they need to successfully transition into their next educational setting.

FINANCIAL FUNDING AND SUPPORT

EES receives no monetary support from the parish's annual budget or state or federal funds. Funding comes from tuition, grants, fundraising, and the generous gifts of people committed to supporting EES.

School Hours

Main Office	7:30am-3:30pm
Half-Day PreK3	8:00am-12:00pm
PreK4-Kinder	8:00am-3:00pm
School Drop-Off	7:30am-7:55am
School Pick-Up	3:00pm-3:15pm
After-School Care	3:15pm-5:30pm

ENROLLMENT PROCESS

The enrollment process begins with communication between the prospective family and the school, followed by a scheduled school tour with the prospective student present. The tour serves as the school's interview and provides an opportunity for the family to learn about the school while allowing school staff to meet the child, observe their interactions, and determine whether Epiphany Episcopal School is an appropriate fit for the student and our program. While the school does not conduct a formal sit-down interview, the tour and classroom visit fulfill this purpose. Families are expected to provide complete and accurate information regarding the child's educational and behavioral history, including any relevant records or behavioral reports from previous daycares, preschools, or other educational programs. This information is essential in helping the school understand each child's individual needs and determine how we can best support and serve them. Following the tour and review of the information provided, the family will be notified whether the student has been accepted for enrollment.





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ARRIVAL AND DEPARTURE PROCEDURES

Arrivals

Supervised care is available for EES students from 7:30 a.m. to 7:55 a.m. at no charge. During the morning arrival, students will be dropped off at the walkway on the east side of the buildings. A staff member will be at the walkway to check the students in via Brightwheel. Late arrivals (those arriving after 7:55) are to check in at the front office.

Cars entering and leaving should proceed in a single-file line from the Kleberg Street entrance to the Yoakum Street exit. If your child needs your assistance or you need to exit your vehicle for any reason, please park in the parking lot. Please proceed cautiously if you are leaving the parking lot during the car line.

Departures

Half-day children may be picked up between 11:45 a.m. and 12 p.m., and all students should be picked up promptly. All half-day students remaining after 12:00 p.m. will be charged overtime fees of \$2.00 a minute on their monthly statement.

Full-day children are dismissed at 3:00 p.m. They will be dismissed through the gates on the east side of the buildings. Carpool is from 3:00 to 3:15 p.m. All students should be picked up promptly.

Late Pickup

If aftercare is available, students remaining after 3:15 p.m. will be charged the daily aftercare rate. If no aftercare is available, all students remaining after 3:15 p.m. will be charged overtime fees of \$2.00 a minute, which will be charged to the student's monthly statement.

Please notify the school office if there is an emergency or if someone other than the parent or regularly assigned carpool driver is picking up the student. Children will only be allowed to leave the school with someone other than the driver authorized by parents with written permission or a call by a parent to the school office on the day of the authorization. The person picking up the child must show a photo ID that will be checked before the child is released.

Early Dismissal

Parents are requested to inform the office if they plan to pick up their child before the scheduled dismissal time.

Aftercare

If there is enough interest, aftercare will be available from 3:15pm to 5:30pm. For more information, see the Registration Packet or contact the school office.

ACADEMIC POLICY CURRICULUM

The Early Childhood program is prepared with a three-year curriculum for three, four, and five-year-old children. It focuses on the following areas of learning: Language, Mathematics, Practical Life, Sensory Exercises, cultural studies, and Religion.

The four main goals of the Primary curriculum are the development of concentration, coordination, order, and independence, laying the foundation for the child's academic, social, and emotional development. Each classroom is prepared with a two-year span of the curriculum, allowing each student to progress at his or her own pace.





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REPORTS TO PARENTS

1. Report cards for all students will be sent at the end of each semester. See the calendar for specific dates.
2. Conferences will be held as needed or requested. See the calendar for specific dates.

ASSESSMENTS

Assessments in the Early Childhood classes reflect the developmental diversity of our younger students. “Explosions of growth” in cognitive, social/emotional, and physical domains occur during this early childhood. The grading scale described below allows our teachers to communicate individual growth in each domain while maintaining a consistent scale to record the progress of all children in the early grades.

S - Area of Strength

A - Age Appropriate

P- Progressing with Support

C - Area of Concern

☐ Not yet introduced

STUDENT RECORDS

All student records are confidential. Parents have the right to review and add comments. Records are released only upon written parental consent and when all financial obligations have been met. Please give the office sufficient notice if records are to be transferred.

FIELD TRIPS

All field trips are organized by the teacher and approved by the Head of School. They are considered an extension activity of the school, so all rules and guidelines appropriate for the school will apply. The school further reserves the right, at the teacher’s discretion, to deny field trips to a student because of inappropriate behavior.

School uniforms must be worn on all field trips unless approved by the Head of School.

Parents are often requested to accompany the class to provide additional supervision. If a parent volunteers to help, that parent must be prepared to supervise several children just as if he or she were another staff member. While on the field trip, parents must not provide students with extra snacks, treats, or souvenirs. The classroom teacher ensures that all students receive benefits similar to those from field trips.

Parents or guardians driving on field trips must keep a copy of their driver’s license and current proof of insurance on file in the school office.

Whole-school field trips usually involve renting a van or bus. For smaller trips, vans and family vehicles may be used.





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For family vehicles:

A child who weighs less than 40 lbs. AND those under four must ride in a Child Safety Seat.

A child who weighs at least 40 lbs. but less than 80 lbs. AND under eight must ride in a federally approved child restraint system.

Emergency contact forms will be available for each child transported to and from a field trip.

ATTENDANCE AND TARDINESS

ABSENCES/ILLNESS

EES continues to work with local health departments to slow the spread of diseases and help ensure students have a safe and healthy learning environment. Students and staff are encouraged to stay home when sick.

A child should not attend school if one or more of the following exists:

- Oral temperature of 100.4 degrees or greater; the underarm temperature of 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the school's activities. He/she must be fever-free for (without fever-reducing drugs) 24 hours before returning to school.
- Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, etc.- two or more episodes in 24 hours), a rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the school's activities.
- A diagnosis of a communicable disease, until a medical evaluation determines that the child's illness is no longer infectious, and the child can participate in school activities.
- In all cases, the Centers for Disease Control guidelines will be followed.

Absences from school for vacations, "just because," etc. are highly discouraged.

TARDINESS

Tardiness is a disruption to the learning atmosphere. Prompt arrival is a priority. Children should be ready for chapel or class by 8:00 a.m. Students are considered tardy at 8:01 am.

As lunch orders are placed before 8:30 a.m., parents arriving late will be responsible for providing lunch for their children. Since the gates to the playground and the doors to the Clement Building are locked during the day, please bring your child to the office, and one of our staff members will escort your child to class.





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SCHOOL CLOSURE

EES makes its own decisions regarding weather-related closings or delays. As early as possible (before 7:00 a.m.), EES will announce its decision, and if closing or delayed, the final determination will be communicated via Brightwheel, via text, or by phone.

CLASSROOM SNACKS

An opportunity for a healthy mid-morning snack may be scheduled in classrooms. Families are responsible for providing simple, nutritious snacks for their children. Snacks may include proteins, carbohydrates, and vegetables and must be individually packaged. Food that is wholesome, sugar-free, trans-fat-free, and non-processed is appropriate. Snacks that expose our children to exciting and appealing foods from other countries are welcome. Please bring food items in original packaging, if possible, so we can check ingredients if a child has an allergic reaction. Soft drinks are not allowed.

Snack Suggestions

Vegetables and fruits (cut to child's finger size). Dips (not runny). Crackers & cheese. Raisins or dried fruit. Sandwiches (cut into fourths). Yogurt. Sunflower or pumpkin seeds. Cheese cubes. Applesauce. Hard-boiled eggs.

DRESS CODE

REQUIRED (All students)

- Solid red or white polo shirt with the approved school emblem/patch attached or embroidered on the left shirt breast.
- Solid navy blue slacks or walking shorts. Short shorts are not permitted. Hemlines must be at or below extended fingertips.
- Children should wear appropriate outdoor shoes for running, climbing, and playing to enable them to participate in outdoor activities. Shoes must include a heel strap for safety's sake.
- Every Friday is free dress. Students are welcome to wear what they would like as long as it is within the dress code requirements listed below.





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BOY'S & GIRL'S DRESS CODE RULES

- **FIT** - The clothing should fit the child. Pants should not be too tight or too baggy. Hemlines of shorts, skorts, jumpers, or skirts must fall at or below extended fingertips.
- **FOOTWEAR** - Flip-flops, shower shoes, Crocs, etc. are allowed.
- **HAIR** - Boys' and girls' hair must be out of their faces at recess and P.E. (Headbands or clips are to be used if there is a problem.)
- **TATTOOS** - Temporary or permanent tattoos are not permitted.

All uniforms may be purchased from the department store of your choice. You may order polo shirts embroidered with the patch from any uniform shop, provided the dress code guidelines are followed.

OPTIONAL GIRL'S UNIFORM ITEMS

- Solid navy blue jumper with the appropriate school emblem attached or embroidered on the left breast. Jumpers may be worn with a red or white polo shirt or a white midly blouse.
- Shorts (bicycle type) must be worn under jumpers and skirts.
- Solid navy-blue skirts or skorts with hemlines at or below extended fingertips.

PULL-UPS

EES does not permit pull-ups to be worn at school. Pull-ups delay a child's transition from diapers to training pants, giving a false sense of comfort and security to both the child and the family. Occasionally, toilet accidents are expected and acceptable in young children and should not be masked using pull-ups.

MARKING OF ALL BELONGINGS

Parents are advised to clearly mark all their child's belongings, including sweaters, jackets, extra clothing, and personal supplies.

CHANGE OF CLOTHING

Each child, regardless of their age, must bring a complete change of clothing. If the child uses the clothing, it will be sent home, and the change of clothing must be replaced the following day.





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HOT LUNCH PROGRAM

In keeping with the “closed campus” policy, all students (except for Pre-Kindergarten 1/2-day students) eat their lunch at school under the supervision of their teachers. Students may bring their lunches from home or order a hot lunch through the school.

Lunch preparation, serving, eating, and cleaning up afterward are all part of the practical life skills students are exposed to at EES. Parents may eat lunch with their children on special occasions.

1. Lunches and milk ordered from KISD will be charged to the parents’/guardians’ account and posted on the next month’s statement. Please do not send any money with your child daily.
2. Classroom teachers take lunch count each morning and then report to the school office by 8:15 a.m.
3. Hot lunches are ordered from the Kingsville Independent School District
4. (KISD) by 8:30 a.m. KISD provides menus. Menus are subject to change without notice due to the availability of items.
5. Parent(s)/guardian(s) of students who arrive after 8:30 a.m. will be responsible for providing lunch for their child.
6. Students who do not wish to eat a hot lunch must bring a cold lunch from home. Children function best when healthy lunches are provided. It is suggested that lunches include protein, carbohydrates, and vegetables, and/or fruit. Milk is available for students bringing a cold lunch and must be ordered during the morning lunch count. Soft drinks are not allowed.
7. Foods that need to be served warm should be sent in thermoses or insulated containers, as the staff cannot facilitate the heating of individual lunches. Likewise, refrigeration is unavailable, so cold lunches should be packed with food safety in mind.

NUTRITION POLICY

Foods of Minimal Nutritional Value (FMNV) and all forms of candy are not to be provided to students at any time, anywhere on school premises, by anyone (including guest speakers) until the end of the last scheduled class. (FMNVs include any carbonated beverages and chewing gum. Go to squaremeals@tda.state.tx.us for the full list.) Gum is not allowed on campus at any time.

Foods otherwise restricted by the policy are permitted at student birthday parties. It is recommended that such parties be scheduled after the end of the class lunch period.

The nutrition policy does not apply to students who leave campus for approved field trips.

These policies follow the Texas Public School Nutrition Policy as set by the Texas Department of Agriculture, Food and Nutrition Division.





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STUDENT BEHAVIOR AND DISCIPLINE POLICY

Epiphany Episcopal School is committed to providing a safe, respectful, and nurturing environment for all students. We recognize that young children are still developing self-control, communication skills, and an understanding of appropriate behavior. Staff will respond to behavioral concerns with patience, consistency, and age-appropriate guidance.

Teachers and staff may use redirection, reminders, natural consequences, and opportunities to make better choices when addressing minor or recurring behavior concerns. Parents will be notified when a student demonstrates significant or persistent behavioral concerns, and the school will work with families to address concerns whenever possible.

PHYSICAL AGGRESSION AND SAFETY

Physical aggression is taken very seriously at Epiphany Episcopal School. Hitting, kicking, biting, pushing, throwing objects at others, fighting, intentionally hurting another person, or making physical threats toward students or staff are not tolerated.

When a student engages in behavior that creates an immediate safety concern, staff will intervene immediately to protect the student and others. Depending on the severity of the incident, the student may be removed from the classroom or school for the remainder of the day, and the parents will be contacted for immediate pickup.

Other behaviors that may result in disciplinary action include, but are not limited to:

- Disrespectful or threatening behavior toward students or staff
- Verbal abuse or inappropriate language or gestures
- Intentional damage to school property
- Refusal to follow reasonable school or classroom expectations
- Leaving the school grounds without permission
- Repeated or severe disruption of the learning environment
- Continued inability to meet the school's standards for safe and appropriate behavior

REMOVAL FROM THE PROGRAM

If a student is sent home from school three times due to significant behavioral or safety concerns, the school may determine that the student's needs cannot be appropriately met within our program.

Three send-home incidents do not automatically require removal from the program. The Head of School, with the support of the Board of Trustees, will determine whether continued enrollment is appropriate based on the circumstances, severity, frequency, and overall impact of the student's behavior. In cases involving serious or repeated physical aggression or other significant safety concerns, the school reserves the right to consider removal from the program before three send-home incidents have occurred.





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The goal of any disciplinary action is to protect the safety and well-being of the entire school community while determining what environment will best support the individual student. While we will make reasonable efforts to work with families and support students, Epiphany Episcopal School must also recognize the limits of the resources and services available within our program.

Parents are responsible for their child's conduct at school and are expected to partner with the school to address significant behavioral concerns. Ultimately, decisions regarding continued enrollment will be made with the best interests of the student, classmates, teachers, and the overall school community in mind.

Corporal punishment is forbidden.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses an imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short, and used only to de-escalate the behavior.

BITING

All biting incidents are reported to the parents of the biter and the parents of the bitten child. The identity of both children is confidential.

- If the bite breaks the skin, we recommend taking the child to the pediatrician.
- If biting persists, the Head of School will discuss it, and a consultation with an outside specialist (often a speech, language, or occupational therapist) may be required to help determine the reason for the child's behavior and continued attendance at EMS.

BRINGING TOYS FROM HOME

- Children are not to bring toys from home unless invited by the teacher for "Show and Share."
- Please remember that toy weapons of any kind are not allowed at school under any circumstances.

PARENT/GUARDIAN INVOLVEMENT

Our Epiphany Parent/ Teacher Committee (EPTC) provides ample opportunities for involvement at EES. The EPTC is open and encouraged for all parents, board members, and EES staff.

EPTC supports the school by participating in many activities, notably Beautify Epiphany Day, Teacher Appreciation Week, and the La Posada Christmas Parade float.

EPTC organizes fundraising to support EPTC activities and purchase school supplies that are not covered by the school budget. These items are chosen to serve as many students as possible.

EPTC holds monthly meetings in the afternoon or evening. Parents are encouraged to become involved.





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EMERGENCY CLOSING

If EES is required to close at any time, parents/guardians will be alerted via Brightwheel.

EMERGENCY MANAGEMENT PLANS

EES maintains an emergency management plan for emergencies that may affect the school. The plan is reviewed annually and may be viewed by any school community member.

FIREARMS ON SCHOOL PROPERTY

Texas law prohibits intentionally, knowingly, or recklessly possessing or going with a firearm on the physical premises of a school or educational institution, including private schools, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger vehicle of a school or educational institution, whether the school or educational institution is public or private, unless under written regulations or written authorization of the institution.

FIRE DRILLS AND SAFETY PRECAUTIONS

EES has an Emergency Management Plan. The faculty and staff are well-versed in the procedures they must follow if any crisis occurs.

Fire and other safety drills are conducted in accordance with state and local regulations. Emergency evacuation and relocation plans are posted in each room the students use.

FOOD ALLERGIES

Parents of children with food allergies need to notify staff immediately of their child's condition and provide the school with either an antihistamine or an EpiPen prescription specifically for their child. Please note that this food policy is not fail-safe. The school and staff will take all the precautionary measures possible to keep your child safe while on campus.

EES considers the following strategies to reduce exposure risk for identified students with food allergies at risk for anaphylaxis:

- Limit, reduce, or eliminate food from classroom(s) and other learning environments used by children with food allergies at risk for anaphylaxis.





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- Notify and educate school staff and parents to limit foods as needed on the campus, in the classroom, or at school-sponsored activities.
- Implement appropriate cleaning protocols in the school and ensure that special attention is given to identified high-risk areas.
- Train teachers, staff, and parents on food allergy awareness.
- Post visual reminders promoting food allergy awareness.
- Educate children to not trade or share food, snacks, drinks, or utensils.
- Have hand washing protocols before and after meals. Hand washing should be done with soap and water because hand sanitizers are not sufficient for removing allergens.
- Provide ready access to epinephrine in an accessible, secure (locked) area.

FUNDRAISING

Fundraising is integral to supporting your child's school and helps keep the school tuition and fees as low as economically feasible. In the private school industry, it is a "truth" that tuition provides only a percentage of operational expenses. Almost every asset used to educate your child needs to be replaced, refurbished, or updated each year. It takes every family to do their fair share to enable EES to provide the quality educational experience that is desired for each child. EES has three major fundraising events each year: The Annual Giving Campaign, the Fall Raffle, and the Spring Auction.

The Annual Giving Campaign begins in the fall of each year. The purpose of the Annual Giving Campaign is to maintain and extend the overall excellence of the school while at the same time offering reasonable tuition rates. The Board of Trustees conducts the Annual Giving Campaign and allows each family to contribute according to their ability. Each family is encouraged to contribute to this program. Members of the faculty, staff, Church, alumni, and the community also contribute to Annual Giving. Our focus is on participation rather than the amount of the gift. Gifts of every size are appreciated.

The Fall Raffle is another way EES works to keep tuition low. Families will receive a reduction in tuition for full participation. Events will be planned to help parents sell.

Our Spring Auction is a fun way to bring the community together, introduce the school to the community, raise the funds needed to pay for items the tuition doesn't cover, and provide scholarships and discounts for our families.

GRIEVANCES

Parent/guardian grievances will be heard. If a parent has a grievance with a teacher or staff members, they are to attempt to resolve the issue at that level. If satisfactory results are not obtained, parents should then proceed to the Head of School.





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If a parent has a grievance against the Head of School or a school policy, they must discuss the issue with the Head of School. If the matter remains unresolved after the Head has been informed, the parent may submit the grievance in writing to the President of the Board of Trustees and/or request a hearing with the Board President.

The Head of School should address problems about the school's overall operations.

HOLIDAY CELEBRATIONS

Thanksgiving, Christmas, St. Valentine's Day, and Easter are celebrated at EES. Before planning begins, the classroom teacher and the Head of School must approve any additional celebrations.

INSURANCE

In the event of an accident, EES carries a policy that covers our students while on campus and off-campus on school-sponsored events. If your child has an accident at school or during a school-sponsored field trip, all claims must be submitted to your primary insurance carrier first. The policy carried by the school is secondary only. For claims to be submitted to the school's insurance carrier, they must be submitted to the office within 45 days of the accident.

LOST & FOUND

Please check with your child's teacher for any lost items. All jackets, umbrellas, hats, lunch boxes, water bottles, and other personal items should be labeled with the student's first and last name. Items not claimed after 30 days will be donated to charity.

MEDICATION ADMINISTRATION POLICY

Parents must provide EES with a list of all medications the student currently takes, including prescription and nonprescription medicines. School policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain exceptions for emergency medications such as asthma inhalers, epinephrine autoinjectors, or insulin may be made. Parents and students should consult with the Head of School or her designee to develop appropriate measures for students requiring such medications.

Employees of EES may administer medication to a student provided that:

- 1.The parent(s)/guardian(s) have completed and signed the Administration of Medicine document.
- 2.ALL MEDICATION (prescription or non-prescription) must be in the original container and be properly labeled. A properly labeled prescription medication has a pharmacy label stating the student's name, name of the medication, dosage to be administered, doctor's name, and the date the prescription was filled.





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Non-prescription medication (over-the-counter medications such as Tylenol, Benadryl, etc.) must be in the original container, must be labeled by the parent(s)/guardian(s) with the student's name, and must be accompanied by a signed note from the parent(s)/guardian(s) requesting that the non-prescription medication be administered.

The parent(s)/guardian(s) must pick up any unused medication at the end of the school year. Any drug (prescription or non-prescription) left over after the last day of the school year will be destroyed. Your child's medication will not be administered unless all criteria are met.

NAPTIME POLICY

Pre-K-3 - Rest time is required. Sleeping is encouraged but not required. Pacifiers are not permitted.

Pre-K-4 - Rest time is optional.

PARTIES AND CELEBRATIONS

Celebrating a birthday with God is essential to each child's life. Special prayers are made for the child during chapel. Summer birthdays are celebrated in May. Children staying a full day may share birthday treats with their classmates during their classes' snack or lunch period. Children staying half-day may bring birthday treats during snack time.

Children do not exchange gifts on birthdays at school, and party invitations may not be issued unless everyone in the class is included. This applies to all party invitations and gift-giving.

PERSONAL PROPERTY

Students may not bring personal items from home (cell phones, electronic games, toys, trading cards, etc.) unless specifically directed by a teacher who has obtained approval from the Head of School. If a teacher requests a student bring personal items from home, said items must remain in the backpack. The school will not be responsible for lost or stolen items.

REQUIREMENT TO REPORT ABUSE/NEGLECT

The staff at EES is required by law to report immediately to the police or Department of Human Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse or child neglect or exploitation.

The staff cannot notify parents when the police or Child Protective Service is called.

SAFEGUARDING GOD'S CHILDREN

Every person who interacts with children at EES is required to have training in compliance with the Diocese of West Texas policy regarding such contact.





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SOILED CLOTHES

Children learning to use the toilet may still soil their underwear and clothing. Minimum standards require soiled clothing to be safely stored in a sealed plastic bag and sent home with the child. This rule intends to decrease the risk of spreading infection by preventing contamination.

SUPPLY LISTS

Supply lists will be available in the school office by early August. Students are expected to have all required materials on the first day of school. As indicated on the supply list, some supplies must be labeled with the student's name.

TECHNOLOGY

EMS has adopted the four guiding principles for the use of technology with early learners as proposed by the Department of Education Office of Educational Technology

- Guiding Principle #1: When used appropriately, technology can be a learning tool.
- Guiding Principle #2: Technology should be used to increase access to learning opportunities for all children.
- Guiding Principle #3: Technology may strengthen relationships among parents, families, early educators, and young children.
- Guiding Principle #4: Technology is more effective for learning when adults and peers interact or co-view with young children.

VISITATION

All visitors are expected to make an appointment through the school office and check in at the office when they arrive. Your help in this matter will minimize disruptions in the classroom. Visitors are always invited to the Wednesday Chapel service.





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GENERAL INFORMATION

ADA COMPLIANCE

EMS is committed to a diverse community, which includes qualified students with documented disabilities and other health issues that may require reasonable accommodations to ensure access to education and recreation. Although the school cannot offer special education programs for students with disabilities, the school is committed to providing reasonable accommodations to qualified students so that such students can participate. Federal and state laws prohibit discrimination against qualified students with disabilities. For these purposes, a “qualified student with a disability” is defined as an individual with a disability who can meet and fulfill the fundamental requirements of the school’s education, with or without reasonable modifications to the school’s policies or the provision of auxiliary aid or services. “Reasonable modifications” include modifications in policies, practices, or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the school’s education or programs or that would otherwise create an undue burden for the school.

AHERA-ASBESTOS COMPLIANCE

The Asbestos Hazard Emergency Response Act (AHERA) was enacted in 1986 to determine the extent of the problem and develop solutions for any problems schools may have with asbestos. The Head of School has had our facilities inspected by accredited asbestos inspectors as required AHERA.

EMS is committed to maintaining a safe and healthy environment for all children, employees, and guests in our school. Copies of the inspection reports are available upon request for review at the school office located at 120 N. Third. Kingsville, Texas.

GOVERNANCE OF THE SCHOOL/CHAIN OF COMMAND

As an independent school, EMS is governed by a self-perpetuating Board of Trustees whose job is to secure the school's future. It does so by setting basic policies, hiring and supporting the Head of School, undertaking strategic planning, evaluating the school's performance, and leading in financial support. The Board entrusts the school's daily operations to the Head of School, who supervises and evaluates all programs and personnel. The Head of School is the final arbiter of any disputes that may arise, including parent issues, faculty concerns, or student disciplinary issues. The Board does not sit in review of administrative decisions, so the Head of School is the “court of last resort” for any issues needing resolution. For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first, i.e., the teacher or staff member most closely related to the issue and capable of addressing it. If unsatisfied at that juncture, one should go to the Head of School.

