



Operational Policies

[Revised 8-6-06]

I. Hours of Operation

The Anderson Private School will be open Monday through Friday (September – May) between the hours of 8:00 a.m. and 3:15 p.m. It will be deeply appreciated if you can consistently pick up your child(ren) between 3:15 p.m. and 3:30 p.m. Mrs. Anderson frequently has other appointments and engagements after school (or simply needs time to recover from a very busy day). For children staying after 4:00 p.m. we offer [after-school care](#). Please contact [Alex Anderson](#) to register for this program and make financial arrangements. If an emergency arises and you cannot pick up your child by 3:30 p.m., it is important that you call the school and notify Dr. or Mrs. Anderson.

The school celebrates major holidays and will be closed on holidays. The school will be closed due to severe or inclement weather, emergency situations, teacher/administrator in-service (staff development) or other reasons deemed necessary by the Campus Director. Please refer to the school calendar and visit our webpage for updates at www.andersonschool.net.

The Anderson Private School for the Gifted, Talented and Creative maintains an open door policy and invites you to visit at any time. You are always welcome!

II. Procedures for Release of Children, TDFPS, p. 122

Children may be released to a parent or guardian or person designated by the parent or guardian. If the Director does not know the person (by sight) authorized to pick up a child, the person picking up the child is required to present his/her valid photo identification verifying true identity. Upon receipt of the photo identification and confirmation by the child to be picked up, the Campus Director will make a copy of the identification to be placed in the child's folder.

III. Illness and Exclusion Criteria, TDFPS, p. 113

The Anderson Private School is not licensed to provide get-well care; therefore, we must not admit a child that is ill if one or more of the following exists:

- A. The illness prevents the child from participating comfortably in school activities.
- B. The illness results in a greater need for care than the school can provide without compromising the health, safety and supervision of other children in school.
- C. The child has one of the following, unless medical evaluation by a health-care professional indicates that the child may be included in the activities of the school:

- (1) Oral temperature of 100.4 degrees or greater, accompanied by behavioral changes or other signs or symptoms of illness
- (2) Symptoms and signs of possible severe illness
- D. A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that he\she is no longer contagious.

IV. Procedure for Dispensing Medications, TDFPS, p. 117

MEDICATION AUTHORIZATION FORM - Please sign and give specific authorization for any medication you anticipate your child will need. We cannot provide child(ren) even a Tylenol or aspirin without specific written authorization. Under special instructions, you may authorize telephone approval. Please write this approval in the space provided. **The Anderson Private School does NOT assume responsibility for students taking medication.**

- A. Parents must sign an authorization and include the times medications are to be administered (only according to label directions).
- B. Medications must be in the original container labeled with the child's full name, administration instructions and date prescription was filled.
- C. Medications will be administered in amounts according to the label directions or as amended by a physician.
- D. Medications will be administered only to the child for whom the medications are intended.
- E. Medications will not be administered after the expiration date.

V. Procedures for Handling Medical Emergencies, TDFPS, p. 117

If critical illness or injury requires the immediate attention of a physician, The Anderson Private School will:

- A. Contact emergency medical services to take the child to the nearest emergency room.
- B. Give the child first-aid treatment or CPR when needed.
- C. Contact the physician or health care center identified in the child's record.
- D. Contact the parent of the child.
- E. Ensure the supervision of other children.

VI. Procedures for Parental Notifications, TDFPS, p. 07

- A. The Anderson Private School will notify the parent(s) immediately after the child:
 - (1) Is injured and the injury requires medical attention by a health care professional.
 - (2) Has a sign or symptom requiring exclusion from the school as specified in Subchapter R of this chapter (relating to Health Practices).
 - (3) Has been involved in any situation that placed the child at risk.
 - (4) Has been involved in any situation that renders the school unsafe, such as a fire, flood or damage to the school as a result of severe weather.
- B. The Anderson Private School will notify the parent of less serious injuries when the parent picks the child up from school. Less serious injuries include, but are not limited to: minor cuts, scratches, stings and bites.
- C. The Anderson Private School will notify all parents of children enrolled in the school within 48 hours of becoming aware that a student or employee has contracted a communicable disease that law requires reporting to the Texas Department of Health as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases).

VII. Discipline and Guidance, TDFPS, p. 87

The Anderson Private School may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include the following:

- A. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- B. Reminding the child of behavioral expectations daily by using clear, positive statements.
- C. Redirecting behavior using positive statements, and using brief supervised separation or time out from the group, when appropriate for the child's age and development.

VIII. Meals and Food Service Practices, TDFPS, p. 99

The Anderson Private School will provide daily delivery of lunch orders from area restaurants and food service establishments. Parents may also send lunch with their child each day. All lunches are to be stored in the refrigerator provided in the kitchen until they are consumed.

IX. Immunization Requirements, TDFPS, p. 16

The Anderson Private School requires each child enrolled or to be admitted to meet applicable immunization requirements specified by the Texas Department of Health. This requirement applies to all children enrolled from birth through 17 years of age.

Except as otherwise provided by law, all immunizations required for the child's age must be completed by the date of admission.

The Anderson Private School may enroll a child provisionally and allow the child to attend for up to 30 days if the parent can provide written documentation from a health care professional that the child has received at least one immunization in each series required for that age child and a statement of when the remaining required immunizations will be completed.

X. Tuberculin Testing Requirements, TDFPS, p. 17

Requirements for tuberculosis screening and testing vary across the state. The county department of health conveyed that tuberculin testing is for a selective group; therefore, it is not required for the average child.

XI. Hearing and Vision Screening Requirements, TDFPS, p. 18

A. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children:

- (1) First time enrollees who are four years of age or older and all children enrolled who are four years of age by September 1 of each year.
- (2) Each child who is in the first, third, fifth or seventh grade must complete a screening or examination within the school year.

B. A licensed or certified screener or a health care professional must conduct the screening.

See Section 36.011, Texas Health and Safety Code, (vision and hearing screening).

C. One of the following must be on file at the school for each child:

- (1) Individual vision and hearing screening; or
- (2) A signed and dated statement, including the school name, address and telephone number, from the parent or guardian of the child that the child's screening records are current and on file at the school previously attended.

XII. Enrollment Procedures (completed by the parent(s) or guardian(s))

The procedure for admission is intended to acquaint prospective parents & students with the school and its philosophy. Furthermore, it is designed to give assurance that the goals parents have for their children are compatible with the mission and philosophy of the school and that the applicant is compatible with the staff and students enrolled in school. If you are interested in pursuing admission to the school, please follow this procedure:

- A. [SCHEDULE A VISIT TO THE SCHOOL.](#) *Please bring the applicant(s)* applying for admission. This is an opportunity for you and your child(ren) to meet Dr. and Mrs. Anderson, ask questions and visit the campus. *Friends of the applicant are requested not to attend this interview.*
- B. [COMPLETE THE APPLICATION FORMS](#) and return these together with the non-refundable application fee to the campus administrator. The [application fee is \\$ 125.00](#) and covers all costs associated with applying for admission, including the interview with the consulting psychologist.
- C. [SUBMIT A PORTFOLIO](#) of information about the applicant. This may include copies of test scores (achievement, aptitude or ability), historical records (report cards/grades), samples of creative production, scrapbook(s), contact sheet, resume/vita, checklist(s) of characteristics, list(s) of awards and recognitions, letter(s) of recommendation or other any items which evidence the applicant's aptitude, achievements and potential. Please submit [copies only](#). Items submitted in the application/portfolio are placed in the permanent record and *become the property of The Anderson Private School* and can not be returned.
- D. [SCHEDULE AN INTERVIEW WITH THE PSYCHOLOGIST.](#) Contact the office of Dr. David J. Welsh at [817-735-8299](#) to make an appointment. Dr. Welsh will assist in ascertaining the qualifications of the applicant(s). The parent(s) or legal guardian(s) are also expected to participate in the brief interview.
- E. [A REVIEW OF THE APPLICATION](#) will be conducted by the selection committee. They will: (a) Approve the applicant for admission and a six week observation (probation) period or (b) Request additional information or (c) Deny placement.
- F. [SUBMIT TUITION PAYMENT.](#) *Upon acceptance*, it is [important](#) to make a tuition payment in order to reserve a place for the school year. There are payment options available ([see Tuition & Related Expenses](#)).
- G. [SCHEDULE AN OBSERVATION PERIOD.](#) Following approximately six weeks, the campus director and instructor(s) will conclude formal/informal evaluations to insure that appropriate bonding between the child and the teacher(s) can be established and that the applicant and other students are compatible.
- H. [FINAL PLACEMENT](#) will be authorized or denied through notification to the The parent(s) or guardian(s). All approvals, authorizations, records and fees must be submitted and recorded.

XIII. Fees and Payments

A non-refundable application fee is \$125.00 and is payable at the time of application. This one time fee is for new students and covers all costs associated with applying for admission, including a brief interview with Dr. David J. Welsh, consulting psychologist.

Tuition is established by the Board of Directors of the Anderson Private School for the Gifted, Talented and Creative.

Tuition for the 2006-07 school year is \$ 9,690.00 for all grade levels, with the exception of the 1/2 day program for children five years of age. Tuition for this age group is \$ 5,814.00 (60%).

*To reserve a place for your child(ren) at the
Anderson Private School for the
2007-08 school year, a nonrefundable reservation
fee of \$1,000.00 per pupil should be paid by February 1, 2007.*

The balance of the tuition may be paid utilizing one of two options:

Option No. 1
(100%)

If you are paying in full, \$ 8,690.00 will be due on or before May 1 (\$9,690.00 - \$1,000.00 reservation fee paid on or before February 1).

Option No. 2
(60% / 40%)

A second payment option is available. There is a \$ 375.00 surcharge for this option. If you are using this option, \$ 6,189.00 (60% + \$375.00 surcharge - \$ 1,000.00 paid reservation fee) is due on or before **May 1**, with the balance of \$ 3,876.00 (40%) due on or before **Nov. 1**.

Option No. 3
(9 Payments)

A monthly payment plan is available with approval of the Board of Directors. If approved, *there is a \$ 675.00 surcharge for this option. A payment of \$ 1,151.67 will be due on the first day of each month.*

Payment plans or arrangements other than the options listed above are not available. Credit card payments are not accepted. Your canceled check is your receipt.

Please note: **There are also additional charges** for books, supplies, fees for testing, expenses related to study/fun trips and adventure trips, uniforms, and other expenses. These charges and fees are billed separately to parents from the school or vendors.

If you have questions, please contact Dr. William C. Anderson at 817-448-8484.

Refunds: All tuition and fees are non-refundable/non-transferable.

XIV. Transportation, TDFPS, p. 157

The Anderson Private School transports students from the campus to various locations typically once each week for study/fun trips and for one week each semester for participation in adventure trips.

The parent/guardian must sign the **PARENTAL ACKNOWLEDGMENT, PERMISSION and RELEASE FROM CLAIMS & LIABILITY FORM**. The school will post and provide parents/guardians with vital information concerning the events. The school will follow the guidelines of the TDFPS "Minimum Standard Rules in promoting the health and safety of all children enrolled in the facility.

The school reserves the right to exclude a child from participation or transportation privileges if he/she creates or causes a risk of danger or harm to him/her self or to any other person. In an emergency or other situation deemed appropriate by the campus director(s), the school may authorize personnel to transport a child of any age home.

XV. Water Activities, TDFPS, p. 63

The Anderson Private School does participate in swimming and fishing activities while on study/fun and adventure trips. However, no swimming is ever permitted in lakes or ponds or stock tanks. Swimming is permitted only in swimming pools owned and operated by Hotels, Resorts, Motels, Guest Ranches or other facilities approved by the Campus Director and permitted by T.D.F.P.S. rules and regulations.

Permission to participate in water activities must also be granted by the parent/guardian in writing upon application to the school. **NO ONE may enter a swimming pool without ADULT supervision** and the **knowledge** and **approval** of Dr. or Mrs. Anderson. There are **NO** exceptions!

XVI. Animals, TDFPS, p. 119

The Anderson Private School does maintain Animal Friends Zoo that contains pets belonging to the students. These pets include ducks, chickens, geese, turkeys, goats and other animals purchased at a nearby Feed Supply Store. They were hand raised from the time of purchase. After being raised for a time, they were placed into the zoo for care and protection as they grow older. These animals, and their care and protection, constituted a portion of the curriculum.

Due to concerns with strains of potentially pandemic influenza, that have appeared in different parts of the world, some animals may be observed but not touched by students or visitors. These include our chickens, ducks and other birds.

The Anderson Private School will follow T.D.F.P.S. Minimum Standard Rules, Section 746.3901. A notice of the intent to have animals on the premises will be posted if animals are to be removed from the petting zoo and brought onto other areas of the campus. Other animals are also kept at school. These include but are not limited to dogs.

XVII. Mission Statement

The mission of the Anderson Private School for the Gifted, Talented and Creative is to provide a joyful learning environment and a safe haven for children who are intellectually precocious, academically talented or highly creative.

Our goal is to facilitate the growth of students as autonomous, independent and self-directed learners with the development of skills, concepts and positive attitudes within the cognitive, emotional and social domains.

XVIII. Philosophy

The most important accomplishment of childhood is to be happy! Education at its very best is a byproduct of joyful living. A happy child simply cannot be prevented from learning, if that child is in a stimulating and rewarding environment. The primary focus of the Anderson Private School is directed at motivating children. At our school, children are immersed in a nurturing and sensitive philosophy.

We are concerned more with the development of thinking and learning skills than with facts and their perfunctory acquisition. Students are trained to organize thoughts, reflect upon situations, comprehend the meaning of events, choose with wisdom among alternatives and continually evaluate what is happening in their lives. Opportunities are presented to practice the elements of creative thinking, fluency, flexibility, originality and elaboration.

The Anderson Private School is not just a place to receive an education; it imparts a philosophy for daily living. Our teachers treat students with respect and dignity and appreciate the individuality of each child. Self esteem is precious and students are expected to treat their peers with kindness and understanding.

We provide an educational setting where precocious children have an opportunity to participate with their intellectual peers in creative, academic, aesthetic and social endeavors. The school enrolls only gifted, talented and creative children and is co-educational, nonsectarian and open to qualified children of all faiths and races.

XIX. Parental Involvement

Parents are expected to be actively involved with all aspects of their child's schooling and to reinforce and maintain the high standards and expectations of the school.

One hour of uninterrupted time must be preserved at home and held inviolate for the completion of required reading. Recognizing the profound difference reading together can make, parents are expected to read to their children (and/or have their children read to them) on a daily basis.

Attendance, with their children, at a number of specified cultural events is part of this commitment.

XX. Principles

The Anderson Private School for the Gifted, Talented and Creative adheres to the principles of the Autonomous Learner Model. These principles include:

- Emphasis is placed on the emotional, social & cognitive development of the individual.
- A positive self-esteem is encouraged and facilitated.
- Social skills are developed and enhanced.
- Much of the curriculum is based on the interests of the students.
- Students are involved in guided open-ended learning experiences.
- The responsibilities for learning are placed on learners.
- Students need and are provided experiences which allow them to become life-long learners.
- Teachers are mentors and facilitators of the learning process as well as dispensers of knowledge.
- Learning is cross-disciplinary.
- Students develop appropriate questioning techniques.
- Varied responses are sought from students.
- Content topics are broad based, with emphasis on major themes, current events, problems, issues and ideas.
- Time and space restrictions are removed for in-depth learning.
- Students develop new and unique products.
- Students use varied resources in the development of in-studies.
- Cultural activities provide new and unique growth experiences.
- Seminars and in-depth studies are essential components of the learning process.
- Completion and presentation of studies are integral in the learning process.
- Mentorships provide adult role models, active support and individual instruction and facilitation.
- Higher level thinking skills are integrated, re-enforced and demonstrated in the learning process.

XXI. Curriculum

Emphasis is placed upon thinking as a substantive part of life. Challenges, problems and dilemmas are presented without concrete resolution, as are many of life's problems. We endeavor to empower young scholars to make deep, reflective thought processes deliberate, frequent and, most important, habitual.

When attitudes toward thinking evolve into habits of questioning and processing (not merely possessing) information in a clearly purposeful manner, we establish a lifetime perspective that will derive incalculable benefits.

We endeavor to develop the characteristics considered attributes of the gifted, talented and creative. Benefits derive from exposure to a multiplicity of opportunities designed to cultivate and expand the skills associated with these characteristics. Curricular modifications are derived from research on the characteristics of precocious children. They are comprehensive in design and qualitatively differentiated.

Core scholastic subjects are accelerated and compacted. Frequent pre testing and post testing qualifies individual children for rapid acceleration through the curriculums. **Mastery of instructional objectives is attained at ninety (90%) percent (not 70%)** and is recorded in individual continuous progress profiles. Traditional grades/report cards are not issued.

The Anderson Private School provides specialized activities and experiences intended to enhance the sophistication addressed within varied learning contexts of both analytical and divergent reasoning skills. The cultivation of aesthetic sensitivity together with the development of artistic skills is addressed.

We strive to prepare each student to become an "autonomous learner" - one who solves problems or develops new ideas through a combination of divergent and convergent thinking and functions with minimum external guidance.

XXII. Review & Discussion of Operational Policies & Procedures

The Anderson Private School will make available the Operational Policies to each family upon enrollment. Parents/Guardians may discuss any policy or issue pertaining to the Operational Policies with the Campus Director at any time.

XXIII. Important Telephone Numbers

Child Abuse Hotline 1-800-252-5400
Child Protective & Regulatory Services
Child Care Licensing 817-321-8600
Emergency Number (Dr. Anderson, cell)

The Anderson Private School 817-448-8484
1-800-862-5252
T.D.F.P.S. web page: www.DFPS.State.Tx.Us
817-874-5950

