GERMAN INTERNATIONAL SCHOOL OF DALLAS

PARENT HANDBOOK for KITA
12 months-Pre-Kindergarten
SCHOOL YEAR 2026/27

Revised Version, June, 2026

Mission and Philosophy

The mission of the German International School of Dallas is to provide enrolled student in **Pre-S/Pre-K classes (ages 12 months & walking to 5 years)** with an environment in which they will experience loving care, receive a student-centered education, and obtain German language skills following a **German immersion program.**

German ISD strives to provide excellent conditions that increase the chances of acquiring a language in an effortless, student-friendly environment while inspiring and supporting student success.

***Mission of German ISD:* German ISD is a Reggio Emilia inspired school and offers a learning environment focused on the innovative development of the whole student from ages 12 months through Pre-Kindergarten. Through complete German language immersion and acquisition, we foster independence, nurture practical life skills, emotional and social development, and create foundational learning experiences. Our classrooms provide a knowledge-rich environment designed for student-led and play-based exploration."**

German ISD focuses on learning through an emergent curriculum, led by the interest of the student. We believe the balance of learning and play enhances a student's growth – physically, socially, emotionally, creatively, and intellectually. Since experiencing nature is a healthy part of student development, we are taking our classes outdoors and use elements of nature for teaching the usual classroom subjects. Our four fundamental values:
The student as a competent learner, the environment as a third teacher, the necessity of collaboration in learning, and the importance of making learning visible, all by learning the German language.

Nondiscrimination Policy
The German International School of Dallas admits students of any race, color, national- and ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, nationality, and/or ethnicity origin in administration of it's educational policies, admissions policies or any other school-administered programs.

Adherence to the Americans with Disabilities Act
Our policy is to accept student in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state or federal laws pertaining to the provision of services to individuals with disabilities. We review each student's needs on a case-by-case basis and make reasonable accommodations for any student who can safely participate in a group care environment. Please discuss your student's needs with the Center Director before you enroll. If you have additional information or documentation of your student's needs, just let us know. Having it helps us to provide the best possible care for your student. If you have any questions or concerns regarding the enrollment or care of your student with special needs, please contact your Center Director or the Disability Services Team at 1-800-633-1488 ext. 1440

Scope and Hours of Operation
German ISD is a German Immersion School, with all classes, activities, and work sessions instructed in the German language. Information will be made available in English for parents and/or guardians who do not speak German.
Classes are available to student ages 12 months through Pre-Kindergarten. Monday through Friday, from the middle of August through the end of May.
Student from 12 months to 2 ½ years can attend for a minimum of two days and a maximum of five days a week. Subject to availability, during the school year, you may add (or decrease) the number of days in your student's schedule. Any increase or decrease in the number of days your student attends school is subject to the school director's approval and requires four weeks prior written notice. In no event will a student be permitted to attend less than two days/week.
Pre-K classes follow a 5-day schedule with daily attendance from Monday to Friday. German ISD offers afternoon care from 3 pm to 5 pm every school day. Student must be pre-registered for the afternoon program. Early drop-off begins daily at 8:00 am and ends at 8:30 am and needs to be pre-registered. Doors will remain closed until 9:00 am when the regular drop off starts.

Acclimation Phase
We ask the parents or guardians of our newly enrolled student to be available to pick up their student early, especially during the first few weeks of attending school.

Enrollment Procedures
Prior to your student's enrollment, the following must be submitted:
(1) All required German ISD paperwork. (to the office manager)
(2) All required Texas health and human Services admission info (to the office manager)
(3) A copy of your student's immunization records (to the office manager)
(4) A physician statement indicating your student has been examined within the last year and is physically able to participate in the program. (to the office manager)
(5) A non-refundable $150 application fee
(6) A refundable tuition deposit of $500 to reserve your student's seat (which deposit will be applied to the May tuition payment).
(7) A non-refundable $150 supply fee
Enrollment for the fall term begins the prior spring and continues throughout the year as space becomes available. A separate supply fee may also be assessed during the school year if costs for special student projects are not already covered by the monthly tuition.

Tuition
A late payment fee of $35 will be charged for any tuition fees that are not paid by the 10th. If not paid after 1 month, 10% of tuition is due. After 45 days of non payment, your student(s) will be unenrolled from GISD.

The deadline for re-enrollment is March 1st

New enrollment is open year-round, depending on availability. Once enrolled, you are responsible for the full tuition even if you unenroll your student.

Extended care tuition is payable per semester, even if you signed up but did not utilize it; no refunds.

Waiting List Process
If no openings are immediately available, a spot may be reserved on our waiting list, subject to receiving completed application documents and the $150 non-refundable fee. German ISD cannot guarantee enrollment.

School Year Schedule
The German ISD school year operates from the middle of August until the end of May. Monthly tuition is pro-rated and required in advance, due by the 10th of each month. Tuition is non-refundable. A late charge of $30 will be added to any late payment received after the 10th of the month for EACH day. Please make checks payable to "German International School of Dallas." Online payment is also available.

No make-up days are offered due to missed days due to illness, vacations, holidays, etc. If WE are closed due to unforeseen circumstances (i.e., weather, Covid outbreak) you will be charged the typical rate for up to 10 days (about 1 and a half weeks), after this you will receive a discount of 50%. If YOU decide to keep your student home (i.e., illness, vacation) full tuition is still expected.

Pre-School Attendance
Regular attendance is crucial to a student's adjustment to school and to language proficiency. Punctuality ensures your student does not miss any activities or disturb ongoing activities. Student develop friendships and teacher relationships, gaining greater benefits from the curriculum when they can attend our programs on time and as consistently as possible.
Student may be dropped off at 9 –9:15 am at the front door. A staff member will greet your student at the front door and accompany your student to their class.

Daily drop-off and pick-up procedure for 12 months – Pre-Kindergarten
Early bird drop-off is available daily from 8:00 to 8:30 am and must be pre registered.

Drop-off time is from 9 am to 9:15 am. Class begins at 9 am. You will be greeted at the school entrance by a GISD staff member, then you will bring your student to their classroom and hand them over to the teacher.

Pick-up time is from 2:30 pm to 3 pm. Please pick up your student promptly, by no later than 3 pm. This will ensure a prompt start to our afternoon classes and will help our staff follow their afternoon schedule.
A late pick-up fee ($10 for the first minute per student, $1 minute for each minute after per student – payable in cash at the time of pick-up to the staff member watchin your student) will be charged for any late pick-up after 3 pm. The student will wait in the office accompanied by a caregiver at pick-up time.

Please note: Most of our curriculum takes place during the morning hours. If your student does not arrive until late morning, they will miss out on the bulk of the daily activities, as well as, bonding time with peers.

In case your student needs to come to school late we will not allow them to come during naptime between 12:00pm and 2:00pm.

If your student needs to be picked up by anyone other than persons stated on your registration or pick-up authorization forms, please notify German ISD in writing and include their first and last name. Please notify the person that they must present his or her driver's license before the student is released to him or her.
Each guardian/parent is fully responsible for the actions and interactions with their student when they are present in-person at the building. This includes but is not limited to drop-off/pick-up time, and German ISD's events and parties.

Late Pick-up Fee
Pick-up time is from 2:30 to 3 pm. A fee of $10 will be charged for all late pick-ups, starting with the first minute after 3 pm regardless of a phone call for notification of late pick-up. Every consecutive minute will be charged with $1. This rule also applies to a late pick-up after 5 pm. Due in cash at pick-up.

Extended Leave
If your student is not able to attend school for more than four weeks, and advanced notice is provided, you will receive a 50% discount for the weeks in which your student was not in attendance, applied to the following school year. The discount is based on the current monthly fee of your enrollment plan. The monthly fee must be paid by the 10th of every month, regardless of attendance status.

Withdrawal
If withdrawing from German ISD, a minimum of four weeks written notice is required prior to the last day of attendance, except in the event of serious illness or accident (provided written notice is submitted from a physician licensed in the State of Texas). Without such prior notice, the balance of the tuition for the school year remains due and payable (and the tuition deposit is non-refundable).

Termination Policy
German ISD reserves the right in its sole discretion to terminate enrollment at any time when it is in the best interest of the program.
The following actions are examples for a termination of school attendance:

- If an attending student could harm the wellbeing of other student (resulting in extreme workload for the staff)
- If school activities could be disturbed by strong external factors (custody fights, for example)
- In case of significant economic risks (if actions of parents harm the economical basis of the school)
- In case of significant organizational risks (resulting in enduring disruption of school classes)
- In case of material misrepresentations in the application process (if, for example, significant behavioral issues were not disclosed upfront)
- In case of personal threats by parents against German ISD staff
- In sustained cases, in which it has not been possible to establish a trusting and meaningful relationship between teachers/staff and parents.
- Continued violation of rules and regulations at the school grounds and refusal to adhere to them despite repeated staff requests.

This list of examples is not exhaustive or final, and is subject to change, but actions of similar effect or significance will be grounds for a termination of school attendance.

Confidentiality Policy
German ISD staff may access, without parent/guardian consent, "directory" information such as parent and student's names, address, email, phone number, and dates of attendance. Under the laws of the State of Texas, if you would prefer to opt-out of any disclosures, within ten days from the date of enrollment, you may request German ISD to not disclose any directory information about your student or family to staff. German ISD policy prohibits disclosing directory information about other students or families to third parties without the prior consent of the applicable students or families.
German ISD will disclose personally identifiable information when required by law, or if in good faith, we believe such action is necessary to (a) comply with any judicial proceeding, court order, or other legal process, (b) protect and defend German ISD, or (c) protect the rights, property, and interests of our staff and students.
German ISD's intent is to take commercially reasonable and appropriate steps to protect the personal information you share with us.

Preparing for the school day
Student must attend school in clothing they can easily take on and off themselves. This is essential for your student's comfort and independence, while ensuring he or she can stay clean and go to the restroom with minimal help from the caregiver (if already potty trained). All shoes and clothing, including a change of clothes, must be labeled. Please dress your student in weather-appropriate clothes (e.g., raincoats, rain boots, etc.). Your student should bring at least two complete, labeled changes of clothing to school in a tote bag or backpack. Student will play outside in various weather conditions, so a change of clothing for all types of weather will allow your student to participate in all activities. To climb safely, run quickly, and have fun, your student must always wear shoes that fit well and securely grip the ground. Student may only wear closed toe shoes. No flip-flops allowed!
Please bring a labeled water bottle for your student every day, containing only water (no juice or other beverages, please). Take it home daily to clean and return it with fresh water the following day.
For younger student who take naps at school, please bring a blanket, pillow, and sheet. Clothing and bedding must be taken home at the end of each week for washing. If your student is not potty-trained, diapers and wipes must be provided.

Please do not allow your student to bring toys from home. (German ISD has an assortment of toys available for the student to share). Exceptions are made for a labeled stuffed animal for naptime, or a toy for show and tell.

Inclement Weather
The decision to close, have a late start, or an early release due to inclement weather will be made by the director of GISD, based on the weather forecast in the greater DFW area.
In the event of a closing, late start, or early release, German ISD will inform families via brightwheel, text-messages or email in a timely manner.

Social Networking / Phone Calls
Employees of German ISD are discouraged from participating in social networking with parents and student of the school. This includes—but is not limited to—Facebook, Twitter, LinkedIn, and Instagram.
Any phone calls to the school regarding your student can be made during our teachers work hours. Please call the school phone on 214-507-0130.

Provision of Service
German ISD has the right to refuse service to any person and/or family for any reason, subject to applicable law.

Custody Situations
If divorced or separated parents share custody, every effort will be made to see that both parents receive communication from German ISD. If one of the parents has restricted access with respect to custody or visitation, affecting German ISD's arrangements, please provide a certified copy of the custody/visitation arrangements to the office. The school will not participate in custody disputes in any manner (except as set forth immediately below and as per applicable law). Please do not ask the staff, teachers, or the Director to document and/or discuss any actions or behavior of another parent.
Please note per the laws of the State of Texas, in the absence of a court order, German ISD will provide information to both parents and will not restrict access to information or a student.

Communication with Parents
The school shall communicate through Brightwheel with both parents of the student, unless otherwise instructed by a court decree.

Conferences
German ISD reserves several days of the school year for parent-teacher conferences (see school calendar). The school director may require a conference to address any topics necessary to ensure an appropriate school environment or experience. If you desire an additional conference with your student's teacher or with the school director, please call or email the school. Please keep in mind that pick-up and drop-off can be hectic periods and are not generally available for conferences. Communication between teachers and parents is critical to a student's success. Accordingly, German ISD is committed to encouraging such communication, and parents may be requested to acknowledge that these communications have taken place.

Parent Responsibility
- Please communicate any concerns regarding our program or your student to the administration and staff immediately.
- Pick up and read the notices and information left for you in your student's folder.
- Pick up your student's papers/projects daily. Their work is very important to them and provides another means of communication between you and your student.
- Be aware of our school's opening and closing hours and program schedule.
- Parents are responsible for their student's actions while they are present.

Staff hired by parents
We strongly discourage our employees from making independent studentcare arrangements with families from German ISD. However, in the event that you enter into an agreement with a German ISD employee to babysit for your family outside of the employee's normal work hours and/or school hours, the agreement must be handled outside of school hours and not at the school, with the full knowledge and understanding that the babysitter enters into such an agreement as a private citizen and not as a German ISD employee. We cannot be responsible for actions taken by German ISD employees outside of their role at the school and/or outside their schoolworking hours. German ISD is not liable for their acts or omissions when not on our property (including the transportation of student).

Prior to engaging German ISD staff for studentcare, the parent or guardian must sign a waiver form, entitled "Waiver and Release for the German ISD Staff Babysitting." Failure to sign the required waiver form or to otherwise comply with this policy could result in your student or student being terminated from continued enrollment at German ISD. A copy of the waiver form can be obtained in the office and will be available to sign prior to each new registration or reenrollment. Please be aware that our staff cannot babysit for you during a time they are supposed to be working at German ISD.

Wellness Information

Student must be healthy to attend school. If your student is sick, they must stay at home to fully recover. We depend on our parents to help us maintain this policy to curb the spread of illness at school. If your student becomes ill while at school, you will be called immediately and asked to pick your student up promptly. Your student will be made as comfortable as possible until you arrive. Please ensure your current phone numbers are on file in the office, and any emergency contact is available to pick up your student promptly. If there are changes to your emergency contact information, please notify the office promptly in writing.

Parents will be notified when a student has been exposed to a communicable disease at German ISD. If you know your student has been exposed to any contagious disease, please notify the office immediately. If your student or any household member tests positive for any contagious diseases, other siblings who also attend the school must isolate too. In the case of head lice, pinkeye, or other highly contagious conditions, your student must receive proper treatment and stay home for at least three days (or longer if symptoms remain present). For a positive covid diagnosis, your student can return after 5 days and at least 24 hrs. symptom free! The sibling can also return after 5 days if they stay symptom free. GISD follows the guidelines set forth Dallas County Health and Human Services!

Student will be sent home from school with any of the listed symptoms below and are **not eligible to return to class for the next 24 hours.** This policy is for the protection of your student, other student, and staff. German ISD will provide a Health Parent Notification which will be sent home with the parent. In the case of communicable disease, proper physician documentation may be required for the student to re-enter German ISD. This procedure will ensure that no student will be exposed to other illnesses while their immunities are down and will not be contaminating other students with their current illness.

Some of the common conditions for which a student will be sent home are as follows:

1. *Temperature* - A student will be sent home if he/she has a temperature of 100.4 degrees or higher. The student must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to school.
2. *Diarrhea* - A student who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections; however, bacteria and parasites (Giardia) may be the cause. If your student has an allergy or condition that regularly causes diarrhea, please alert the staff about this during orientation. The student must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return date may be extended to ensure the health and wellness of your student and other student in our program.

3. *Vomiting* - A student who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The student must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return date may be delayed ensuring the health and wellness of your student and other student in the program.
4. *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere, but usually initially in the facial area. When prescribed by a physician, student with this condition must have taken the prescribed antibiotics for at least 24 hours and all lesions should be dry before returning to school.
5. *Conjunctivitis* - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, student with this condition must have taken the prescribed antibiotics for at least 24 hours with all discharge ceased before returning to school.
6. *Strep Throat* – This is characterized by swollen neck glands, a sore throat, and elevated temperature. When diagnosed by a physician, student with this condition must take the prescribed antibiotics for at least 24 hours before returning to school.
7. *Scarlet Fever* – This entails strep throat with a red rash and a sandpaper feeling on the skin. Your physician should be consulted when your student can return to school.
8. *Chicken Pox* - Student can attend school after exposure or during the incubation period (11-20 days (about 3 weeks) after contact). Your physician is the best person to consult if there are any doubts concerning your student's contagiousness during this illness. Please notify German ISD if you suspect your student has been exposed to chickenpox, so that we may notify other parents.
9. *Ear Infections (Otitis Media)* - Ear infections are extremely common. When prescribed by a physician, student with this condition must take the prescribed antibiotics for at least 24 hours before returning to school.
10. *Respiratory Infections* - Very common and usually caused by viruses, it is advised that your student remains at home. If fever is associated with the infection, your student must be fever-free without acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 24 hours before returning to school.
11. *Head Lice* - Characterized by a very itchy scalp and nits (white eggs) that resemble dandruff, they are not easily removed from hair or scalp. Student may return to school after one head lice treatment and providing documentation of said treatment.
12. *Scabies* – Caused by a mite, this shows as an incredibly itchy rash between fingers, on wrists, under arms, at the belt line, and in infants on the head, neck, palms, and soles. The student may return to the school after one treatment.

13. *Hand-Foot-Mouth Disease* - Caused by a viral infection, it is characterized by small ulcers in the mouth with blisters on hands and, in some cases, near the genitalia and on the buttocks. The student is contagious until the fever is gone (typically 3-4 days) and must be fever-free without the use of acetaminophen (Tylenol) and/or ibuprofen (Motrin or Advil) for 24 hours before returning to school.

If a student is ill with a contagious disease (i.e., chickenpox, etc.), parents are encouraged to let the staff know so that other parents at the center may be informed. In cases of highly contagious illnesses, your student's return date to German ISD may be prolonged to ensure the health and wellness for the program.

Immunization/ Medical Exam Requirements
The laws of the State of Texas require the following immunizations for all enrolled student: DTaP, MMR, OPV, HIB, Hepatitis A, Hepatitis B, PCV7, and Varicella. Any updates to your student's immunizations must be provided to German ISD Office Manager within ten days of the date of any newly administered immunizations. In addition, all students must have on file a current physician statement indicating they have been examined within the last year and are physically able to take part in our program. Each student must also have a completed emergency treatment authorization and at least two emergency contacts different from direct parents and guardians on file.

Vision and Hearing Screenings
All student that are four years **MUST** be screened by the student's physician for vision and hearing during the school year. Results of all screenings must be turned in in the Office Manager to keep them on file.

Medications and First Aid
Please note that our school staff is not permitted to administer any medication to students unless it is for life-saving purposes (such as EpiPens or emergency inhalers and insulin). This policy is in place to ensure the safety and well-being of all student, to avoid medication errors, and to comply with state health regulations.
If your student requires life-saving medication, please provide the necessary medical documentation and authorization form from your student's healthcare provider. All emergency medications must be clearly labeled and kept in the designated location at school.
All staff members and caregivers (including substitute caregivers) are certified in CPR and First Aid. In the event of an injury while at school before the student is picked up, caregivers will clean wounds and apply band aids/bandages to keep the area clean. If needed, ice packs will be applied to reduce swelling. In case of a life-threatening emergency, German ISD will call 911 and First Aid will be applied.

Procedures for Medical Emergencies
In case of minor injury or accident, the staff will administer basic First Aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents/guardians when the student is picked up at the end of the day.
In case of medical injury or illness requiring immediate emergency professional care, German ISD staff will call 911 and as appropriate, German ISD staff will administer CPR or First Aid measures. Parents/guardians will be notified immediately. If parents are unavailable, designated emergency contacts will be notified by phone. <u>All students must have an emergency medical release form on file in case of such an emergency.</u>

Incident Reports
Incident or accident reports are completed any time a student receives a bump, scrape, bite, bruise, or any head injury while attending German ISD. We also document in an incident report any physical injury or change that a student might present upon arrival at school (bruise, scrapes, etc.). Incident reports will be provided to a parent or guardian when they arrive to pick up their student. If we deem it necessary based on the injury, a parent may be called to either pick up the student or examine the student. The parent or guardian is always required to sign the incident report, and a copy (per request) is sent home with them to review for their records.

Discipline
German ISD staff is trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. For example, staff praise and encourage good behavior instead of focusing only on unacceptable behavior. They also remind student daily of behavioral expectations by using clear, positive statements and redirecting behaviors.
German ISD staff will never use corporal punishment or negative discipline that may hurt or humiliate a student.
Giving student understandable guidelines and redirecting their behavior helps them to develop internal control of their actions, encouraging good behavior. When these discipline procedures fail to result in a positive outcome, or if the safety of other students is in question, German ISD reserves the right to terminate enrollment at any time.

Biting
Biting is a common issue in early student development. The best way to combat biting is addressing the issue consistently both at home and at school. Biting occurs for multiple reasons; therefore, proper communication will help determine why a student engages in this behavior. Should it arise, German ISD will work with parents to address and solve this issue.

Toileting and Diapering
At German ISD, student are not required to be toilet trained by a specific age. We believe a student should begin toilet training when they are physically and psychologically ready. Parents and teachers should be alert to signs of readiness and discuss an individual plan together. We will continue the toileting process here once it has begun at home.
Student in diapers are changed as needed. To prevent the spread of bacteria, German ISD only allows the use of disposable diapers/pull-ups at school.

Field Trips
Parents will be given prior notice with a Field Trip Authorization Form to complete. Prior permission for any field trip is required for the student to participate.

Holidays
Holidays and vacations generally follow the Carrollton/Farmers Branch ISD school calendar. Parents are responsible for arranging alternative care for their student on non-school days. German ISD holidays are noted in the current German ISD calendar.

Daily Lunch
Lunch is held daily between 11:30 am to 12:30 pm. All students must bring their morning snack, lunch, and afternoon snack (if staying for extended afternoon care) to school every day. German ISD does not provide any food services for students.
The packed lunch bag should include enough food for the entire time of school attendance daily. Healthy eating is necessary for healthy development, and a nutritious snack and lunch option is encouraged.
All lunches need to be packed in an insulated bag and container for the food to stay cold and/or warm – we cannot warm up any lunches!
At German ISD, the staff and student set the table and sit down together for healthy meals. This experience provides student with a space for a warm, family-like atmosphere and conversation.
Insulated water bottles may be refilled at the filtered water station. Beverages in glass bottles and soda are not allowed.

Birthdays
We will celebrate your student's birthday in class with a small gift. Please refrain from bringing any food and party favors. Please notice we will inform you about Holidays celebrated at our school. We do not participate in St. Partick's Day, Valentines Day, or Halloween.

Parties
Holidays and parties will be included in the school calendar circulated at the beginning of the school year. Some parties or events are scheduled during the school week to correspond with the date of an event or for planning purposes. Student are encouraged to participate in parties scheduled on the days of the week when the student is enrolled. Due to staffing and ratio restrictions, student may not attend parties held on dates when the student is not enrolled. Parents/guardians are fully responsible when they are present.

Toys from Home
We ask that student's toys stay at home. Toys from home are difficult to share, and we cannot be responsible if they become lost or broken. We realize that this is sometimes difficult and suggest, as an example tactic, that if you cannot leave the house without a special toy, you keep the special toy in the car during the school day. Comfort toys for naps are the only exception to the above rule and should be kept in your student's cubby unless needed at difficult times.

Water Activities
Written parental consent is required before your student can participate in water activities, such as playing in sprinkler, or with a water table.
Student will always be supervised by our staff while involved in water activities in compliance with the requirements of the State of Texas.

Outdoor Play Weather Guidelines
Below 27 degrees no outside time
28-45 degrees 30 minutes outside time
46-90 degrees- unlimited
90-95 degrees15 minutes in the sun, then up to 15 minutes of shade play, repeat, offer water play
95-100 degrees 5 minutes in sun, up to 25 minutes of shade play, repeat no more than once, offer water play
Over 100-degree shade play only, limited to 10 minutes

Pet Care
GISD has several school pets. The care of pets is a valuable experience for student, who may help with the feeding of pets with staff supervision. Staff are responsible for keeping our pet's habitat (cages, aquariums, etc.) clean.
Please notify the administrative staff and your student's teacher if your student has any known pet allergies. You should also document any known allergies in your student's chart.

Allergies & Special Diets
All dietary restrictions and allergies must be disclosed in writing to the office. If your student experiences allergic reactions to certain foods, please find the FAIRFORM document on www.foodallergy.org to be signed and dated by your student's doctor. We will need this Food Allergy Plan in your student's records.

Breastfeeding Area
German ISD supports all mothers who wish to breastfeed at our school.
By request, we will provide a quiet place where you can breastfeed.

Gang-Free Zone
Under the Texas Penal Code, any area within 1,000 feet (about 304.8 m) of a studentcare center (including German ISD) is a gang-free zone, where criminal offenses related to organized criminal activity are subject to enhanced penalty.

Sunscreen & Mosquito Spray
The German ISD concept includes at least forty minutes of daily outdoor playtime. Please apply sunscreen to your student's skin daily before dropping them off in the classroom. Also, mosquitoes and ticks are of concern in causing allergic reactions.
As with all other medications, parents must provide written permission for German ISD staff to apply sunscreen to their student(ren) during school hours. Please sign the form in your student's classroom or the office to give your authorization.

Additional Information
Copies of the Rules of Minimum Standards for Registered and Licensed Student-Care Homes are available in the office for parents to review. Our most recent registered inspection report by the State of Texas is always available.
Parents can contact their studentcare local licensing office at 214-583-4253.

GISD Library
A collection of German materials for student is available for GISD families in our school Library. For more information, please consult the GISD Library Policies and Procedures document available on the GISD Library website:
https://german-isd.mlasolutions.com/

If you have any additional questions about the library, or if you cannot find the GISD Library Policies and Procedures document, you can email: gisdlibrary@gmail.com

Emergency Preparedness and Prevention
Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, and taking corrective action. German ISD fosters preparedness at all levels including students, teachers, and staff. Examples of preparedness plans include conducting planning and implementing drills. Preparedness involves actions to avoid an incident, for which we have an alert phase, action phase,

and recovery phase for fire, flood, tornado, thunderstorm, and active shooter emergencies. German ISD's Emergency Plan can be found in the office.

Preventing and Responding to Abuse and Neglect of Student

German ISD's teachers are required one hour of student abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. The training includes Factors indicating a student is at risk for abuse or neglect, warning signs indicating a student may be a victim of abuse or neglect, internal procedures for reporting student abuse or neglect, community organizations that have training programs available to studentcare center staff members, student, and parents, and opportunities for additional training are provided throughout the year.

Neglect is failure to provide for a student's basic needs necessary to sustain the life or health of the student, excluding failure caused primarily by financial inability unless relief services have been offered and refused. Suspect neglect when you see:

Obvious malnourishment, lack of personal cleanliness, torn or dirty clothing, stealing, or begging for food, student unattended for extended periods of time, need for glasses, dental care, or other medical attention, and frequent tardiness or absence from school.

Physical Abuse is any physical injury that results in substantial harm to the student, or the genuine threat of substantial harm from physical injury to the student. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a student. All such injuries are considered abuse.

Texas law requires caregivers to report suspected student abuse or neglect. The Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

If parents suspect student abuse, parents may contact the student abuse hotline of the Department of Family and Protective Services (DFPS)'s local licensing office or visit the DFPS website: **https://www.dfps.state.tx.us/**

Handbook Acknowledgement - preschool

I, _____ (please print name neatly), acknowledge that I have read and understand the policies contained in this Parent Handbook 2026-2027 for the German International School of Dallas. I have read this latest version, as of June 2026, and acknowledge with my signature below.

_____

Student Name

_____

Signature

_____

Date

Please sign and return this acknowledgement to the office manager.