

Kerrville I.S.D.

EARLY CHILDHOOD CENTER



Parent Handbook

2009-2010

GENERAL INFORMATION

Address: 1011 Third St.

Phone: (830) 257-1335

Fax: (830) 257-7885

Director: Brenda Heimann

Education Coordinator: Chris Simone

Health Coordinator/ Nurse: Debbie Lea, R.N.

Family & Community Partnerships Coordinator: Pam Peter

Director's Secretary: Patricia Valero

Coordinator's Assistant: Rebecca Cantu

Receptionist: Rachel Olvera

Dress your child comfortably, as they will be involved in a very active and sometimes messy schedule. Tennis shoes or other rubber soled shoes are best for the active play of preschool children; we do not allow children to use the outdoor equipment when they have on open-toed shoes, sandals, flip flops or any shoe with a non-rubber sole. This guide is for your child's safety and enjoyment of our outdoor learning time.

Please bring a complete change of clothes for your child, clearly labeled with his/her name. These will be stored with your child's personal things.

Please **DO NOT** allow your child to bring toys, money, jewelry, other valuables or dangerous items to school.

STUDENT CODE OF CONDUCT

The KISD Early Childhood Center (ECC) follows the KISD Student Code of conduct as it relates to children in the ECC. A copy can be obtained at www.kerrvilleisd.net or in the ECP office.

CHANGES IN STUDENT/PARENT INFORMATION

If there are changes in your home address, any telephone numbers, emergency contact numbers, etc. they should be reported to the school office as soon as possible. *You must make these changes, in person, in the school office.* **In an emergency situation, this information is critical.** Also, be sure to update information on any important changes in your student's medical condition or medications.

CHILD CUSTODY

It is the Program's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations may be helpful to the staff (and your child) and will remain strictly confidential. *The school cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the school has been furnished with legally filed, executed and current documents.* Copies of all court documents must be submitted to the ECC Director or Parent Involvement Coordinator. In case of conflicts, the proper authorities will be contacted.

CAMPUS SECURITY

Our primary concern is the safety and wellbeing of our students and staff. In order to provide a safer, more secure environment, we require all visitors to our campus to enter the building through the office. Visitors will be required to check in at the office and receive a visitor pass. Please bring photo identification with you. Please help us create the safest possible school environment for your child by complying with this procedure.

TRANSPORTATION

Transportation of children to and from school is provided based on need and the general KISD bus service guidelines. You will be asked to complete a transportation request in person in order to use the bus service, make changes to drop-off and pick-up points and to change those persons allowed to receive your child from the bus. **No changes will be made over the phone.** Children will only be released to persons 18 years of age and older who are listed on the transportation form. Please be sure each person is able to provide identification; children will not be released to anyone unable to provide valid ID.

We will not make frequent changes to your transportation arrangements. This includes car or bus riding changes and/or frequent changes to your drop-off/ pick-up locations. If you plan to pick up your child from school rather than him/her riding the bus, this must be done 1 hour prior to departure. We are unable to remove a child from the bus once they have boarded.

CAMPUS TRAFFIC PLAN FOR VEHICLES

Traffic safety on campus is a concern. We encourage parents to discuss safety practices in and around vehicles with their children and **emphasize the importance of being particularly vigilant and careful in parking areas and drop-off zones.** Your cooperation as a parent in following this traffic plan will help create a safer

environment for children and a more convenient operation for everyone both before and after school. The ECC Traffic Plan follows:

➤ **Enter the drive from Third Street and park along either side of the drive.**

Be sure you get as close to the edge as possible to allow ample room for through traffic.

➤ **FOLLOW THE DIRECTIONS of ECC staff directing traffic!**

The safety of our children is something every staff member at ECC takes very seriously. By following their directions, traffic will move quickly and smoothly and the safety of our children will be ensured.

➤ **DO NOT take children out of your vehicle on the inside of the driveway.**

With cars parked on both sides and cars are traveling through the middle lane, the driveway is a very busy place. You are putting your child at risk when you have them exit your car in the line of traffic.

➤ **HOLD YOUR CHILD'S HAND at all times when near the driveway or other high traffic areas around the ECC.**

Our children are very small and need constant supervision around traffic. Due to their size, they are not easily seen by oncoming traffic and may quickly dart in front of a moving vehicle. If you have more than two children, have the children form a 'chain' by having the ones holding your hand, hold the hand of the additional children.

➤ **Try to cross the driveway at the crosswalk in front of the double gate.**

If at all possible, walk beside the driveway until you are in front of the gate, then cross. With everyone crossing in the same location, the chances of a pedestrian being injured is greatly reduced.

➤ **Drop off and pick up of children is through the double gate on the driveway side of the campus ONLY.**

With the exception of the office, access to the campus may not be gained through any other entrance. Always check in through the office outside of regular drop off and pick up times.

➤ **Watch your speed!**

Proceed SLOWLY through the traffic lane and always yield to pedestrians.

➤ **Exit onto College Street.**

Our drive is one-way traffic from Third Street to College Street.

☞ **NO CELL PHONES IN A SCHOOL ZONE...THAT INCLUDES OUR DRIVEWAY!**

You are not only risking the safety of our children, but a \$200.00 traffic violation fine as well. It is the law!

****In keeping with the law, be sure you place your child in an approved child-safety seat****

SCHOOL BUS REGULATIONS

By state regulation, students who live two or more miles from school are eligible for bus transportation. Bus routes, stops, and times are determined by the district transportation office. For information call 257-1335.

Bus riding is a privilege which may be revoked should parents or students not follow bus guidelines. The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers shall not stand.
4. Passengers shall not deface the bus and/or its equipment. Students or parents of students who vandalize the bus will be required to make restitution for damages.
5. Passengers shall keep backpacks, feet, and other objects out of the aisle of the bus.
6. Passengers shall not smoke or use any form of tobacco on a school bus.
7. Acceptable classroom conduct shall be required while riding or waiting for the bus. Disruptive or dangerous behavior will subject the passenger to disciplinary action.
8. Upon leaving the bus, the parent/ student shall not cross immediately in front of the bus until directed by the driver.

When a discipline concern arises on a bus, the driver will talk to the student about his/her conduct; this serves as a warning to the student. If a student continues to disobey the rules, the driver will complete a Bus Conduct Report, and disciplinary action, including short or long-term bus suspension shall occur. To ensure your child's safety an adult must be at the bus stop to receive your child. Due to the increase in bus riders, the KISD Transportation Department is unable to accommodate special requests, such as riding the bus to visit friends, relatives, babysitters, etc.

AFTER SCHOOL CARE FOR STUDENTS NOT PICKED UP AT DISMISSAL

Students are supervised at all times during the school day by either a teacher, teacher aide or other designated staff member. Once students are dismissed, KISD does not provide regular supervision for those students whose parents arrive late for

pick-up. Any student who has not been picked up by 5 minutes after dismissal will be taken to the office. Three attempts will be made to contact the parent or emergency contacts. Once all attempts are exhausted, the Kerrville Police Department will be contacted to take custody of the child.

STUDENT ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. In Texas, children who are enrolled in school are required to attend school unless exempt by law. School employees investigate and report violations of state compulsory attendance laws. **A parent, who's child attends fewer than 90 percent of the days classes offered, may be asked to attend an attendance review committee meeting to review the causes of frequent absences. The following MAY be considered extenuating circumstances:**

- ☞ A documented health care appointment.
- ☞ A temporary absence resulting from any cause acceptable to the teacher, director, or superintendent, including personal illness, or illness or death in the immediate family.
- ☞ A family emergency or unforeseen or unavoidable instance requiring immediate attention.

Absences resulting from recreational or business trips, working, or babysitting will not be approved or excused.

Once children are in attendance for the day, they are excused to leave school only upon the personal request of the parent/guardian. Children leaving school before the regular dismissal time must be checked out through the office. Children will only be released to parents or legal guardians or those persons the enrolling parent has listed on the emergency contact form. **In the interest of safety, ANYONE picking up a child will be asked to provide photo identification.**

What to Do When Your Child Is Absent From School

If a student is absent from school the parent or guardian must notify the school by phone at 257-1335 before 9 a.m.

When returning to school, after being absent, the student must bring a note signed by the parent that states the child's name, date(s) of absence, and describes the reason for the absence. You or your child gives the note to his/her teacher. This note must be received within three days.

Students absent more than 5 consecutive days, or those with questionable attendance history, are required to have a doctor's note in order for the absences to be excused. Students absent for 10 consecutive days will be withdrawn from school. Parents may re-enroll the child at a later date, space permitting. Truancy laws apply to all ECP students.

TARDIES/EARLY RELEASE OF STUDENTS

Parents must walk their child to the office and sign them in if they are tardy to school. Students will be counted tardy if they are not in their classroom 5 minutes after the official start time.

At the preschool level, the student is dependent on the parent to assure that he/she is at school on time. As a family, please develop routines that allow your child to be at school on time.

Students should remain in school for the entire day and not leave early except for emergencies and scheduled appointments. Parents are encouraged to schedule their child's appointments after school hours, if possible. **Excessive instances of tardiness, early release, or late pick-up will result in a referral to the school attendance officer.**

STUDENT HEALTH AND MEDICAL INFORMATION

If there are any changes in home or work addresses, home or work telephone numbers, emergency contact numbers, etc. report them to the school office as soon as possible. In an emergency situation, this information can be critical. **Please inform the school office of any changes of telephone numbers, addresses, etc. Also, be sure to update information on any pertinent changes in your student's medical condition or medications.**

During the school year your child will be benefiting from school district health services. These services will be provided by the school nurse or under her direct or indirect supervision.

Pediculosis (Head Lice) Screening - The Texas Department of Health requires any child that is found to have head lice be excluded from school until the child has been treated. According to school district policy, all eggs must be removed from the child's hair prior to returning to school (***only one day of excused absence is allowed for treatment***). The parent/guardian and child must visit with the school nurse prior to being readmitted to class. Periodic checks will be conducted at school.

Parents/guardians can help to minimize the problem by checking their own children on a regular basis and treating the hair if necessary. Information regarding lice detection and treatment is available in the nurse's office.

Care of Ill or Injured Students - Our goal at the ECP is to work with your regular sources of health care and to assist you in locating a permanent medical/ dental home, as needed. The school health program does not take the place of regular health care or routine visits to your physician/ dentist. This program does not relieve the parent/guardian of the responsibility of providing health care for his/her child, but hopefully assists the parent/guardian. First Aid will be provided for injured children and ill children will be cared for until the parent/guardian or emergency contact arrives to assume the care of the child. Parents/guardians will be asked to pick their children up from school if fever or a potentially contagious condition is present. Children should be free of fever, vomiting, and/or diarrhea for at least 24 hours prior to returning to school. There will be times when the above symptoms are absent, yet the child feels so ill that he/she is unable to participate in the regular classroom routine. Parents/guardians will be asked to pick the child up if this occurs. Please call or visit the school nurse if you are unsure about whether your child is well enough to attend school. Also, please contact the school nurse as soon as possible if your child has special health needs or if his/her health status changes during the school year.

Health Emergency Care - Actions as deemed necessary will be taken to assure the safety of your children in the event that the parent/guardian or emergency contact cannot be located.

Health Information and Community Resources - The KISD nurses have access to a tremendous amount of health information and materials. Please contact our school nurse if you need any assistance regarding health, safety or nutrition.

MEDICINE AT SCHOOL

Students may not possess prescription or non-prescription drugs or medications at school. If a prescription or over the counter medication must be taken by a student at school, the medication must be kept in the school clinic and be administered by specified personnel according to established procedures:

- ☉ All medications must be brought to the school clinic by the parent or guardian
The medication must be FDA approved, in the original container, labeled with the student's name, with directions for the dosage to be administered
- ☉ A medication permission form, signed by the parent or guardian, must be received by the school prior to school personnel giving any medication to the student
- ☉ Any medication not used by the student should be picked up by the parent or guardian. Medication not picked up will be destroyed at the end of the school year

- See Board Policy FFAC (LEGAL), (LOCAL), (REGULATION) for additional information, including self-administration of asthma or anaphylaxis medication

Only medications with FDA approval will be administered. **Homeopathic agents, home remedies, and medications from outside the United States, i.e. Mexico will not be administered.**

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria, tetanus, polio, hepatitis B, varicella, measles, mumps, rubella, haemophilus influenza, hepatitis A, and prevnar.

Students who are not current on immunizations will be excluded from school until the required immunizations are obtained and proof is presented to the school nurse. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

If a student should not be immunized for any reason the student or parent must present a notarized affidavit (Exemption from Immunizations for Reasons of Conscience). This form must be obtained from the Texas Department of Health office in Austin, Texas. The certificate must be renewed every two years.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or her designee so that other students who may have been exposed to the disease can be alerted. These diseases include:

amebiasis, campylobacteriosis, chicken pox, common cold with fever, fifth disease (erythema infectiosum), gastroenteritis, viral giardiasis, head lice (pediculosis), hepatitis (viral A), impetigo, infectious mononucleosis, influenza, measles, (rubeola), Meningitis, (bacterial), mumps, pinkeye, (conjunctivitis), ringworm of the scalp, Rubella (German measles, including congenital). Salmonellosis, including typhoid fever, scabies, shigellosis, streptococcal disease, invasive tuberculosis, pulmonary whooping cough, (pertussis).

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red/purple spots. These can occur anywhere on the body.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

How can meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information about bacterial meningitis:

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for Centers for Disease Control and Prevention: www.cdc.gov and Texas Department of Health: www.tdh.state.tx.us.

SCHOOL LUNCH PROGRAM

Breakfast and lunch are served at the ECP. Cafeteria prices for students are \$1.00 for breakfast and \$1.50 for lunch. Adult prices are \$1.25 for breakfast and \$2.75 for lunch. KISD cafeterias utilize a debit card system. All school meals must be purchased in advance. Prepayment of several days, weeks, or months is encouraged. Any amount of money may be put in a student's account. A drop box will be available in each school cafeteria for deposits. Payments received after 9:30 A.M. will not be posted until the following day. Payments may be made at any cafeteria for any student. **Payment must be by check with the student's ID and name listed, or cash must be in an envelope with the name and student ID listed or lunches can be prepaid using Family Access on the Kerrville ISD website.** No change will be given; all money will go into the student's account. No money will be handled during meal service. A student without money in their account will receive an alternate meal. *****Children who qualify under the Federal Free Lunch Program will receive breakfast and lunch free or at reduced prices. Parents are encouraged to review the lunch form; the income guidelines are designed to assist parents with school meal costs. For assistance, contact the school office.*****

NUTRITION

Our school assists families in meeting their child's nutritional needs and establishing good eating habits that nurture healthy development and promote life long well being. We provide a nutritionally balanced breakfast, lunch and/or snack daily to each child. All meals served will be based upon the USDA food program guidelines/meal patterns. We also provide resources and information to parents to help them prepare nutritional meals for their families. We believe nutritional services are for the entire family. Therefore, a registered dietician is available to help you with any nutrition needs; appointments can be made with the Nurse.

PARENT INVOLVEMENT

PARENT/TEACHER CONFERENCES

Parents are urged to have conferences with teachers concerning their student's progress. The ECC asks parents to attend two scheduled conferences per year; one during the fall semester and one during the spring semester. Such conferences will enable you to become more familiar with your child's progress and development in school. Parent-teacher conferences take place after school hours or during the teacher's conference period. Should you need to arrange a conference during the school year, please call the ECC office to arrange a time.

PARENT INFORMATION AREAS

Each classroom has a parent area located near the entrance of the classroom. Please look for the following types of information in these areas: menus, current newsletters, other information for parents, items from the lending library, etc. Located in the ECC office is an information area that provides job postings, local public information and other useful information for parents.

PARENT LENDING LIBRARY

A Parent Lending Library is available to all ECP parents. It uses an honor system for return of materials. This library has children's books, games and adult reading material. Please see an office staff member to check out these materials.

FAMILY LITERACY

Family Literacy builds on and supports "family" strengths as well as "literacy" skills. It reinforces the parent's status as their child's first and primary teacher. The KISD Early Childhood Center provides vital information to parents in areas such as teaching a child the importance of learning how to read at an early age, making the environment clean and safe for children, and assisting parents and children in transitioning into a regular school system. Since self-sufficiency is one of our goals, parents are given the opportunity to further their skills in budgeting, job skills, nutrition, health, child development and other topics important to family success. Workshops provided for families are intended to help parents continue to be the best teachers of their children and full partners in their education.

SCHOOL CLOSURES DUE TO INCLEMENT WEATHER

Please listen to a local radio station for any announcements regarding school closings due to inclement weather.

COMPLAINTS AND GRIEVANCES

Parents who have concerns or questions about anything related to their child's education should first discuss the problem with the teacher. If the teacher's resolution of the problem is not satisfactory to the parent, the parent may request a conference with the principal. If the principal's decision is not satisfactory, the parent may request a conference with the superintendent or his designee. If the problem has not been resolved to the parent's satisfaction, the parent may appear before the Kerrville Board of Trustees.

CHILD ABUSE AND NEGLECT

In an effort to protect the well being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The center staff has been trained to identify the signs and symptoms of

abuse and neglect. If symptoms or situations arise which indicate abuse or neglect, designated agency personnel will document and report the suspected abuse. The center is required by law to cooperate with any investigation of child abuse and neglect. *Family Code 261.302(b)*

DIRECTORY INFORMATION

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it. However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

LOST AND FOUND

We ask your cooperation in labeling your child's coats, sweaters, accessories, and school supplies so that they may be easily identified. (Please do so on the INSIDE of the article, for safety) Every year many lost articles of clothing go unclaimed. A "Lost and Found" area will be provided in the ECC office and parents are welcome to look for any lost articles. Unclaimed articles of clothing will be distributed to local charities January 15th and at the end of the school year.

PESTICIDES

This school periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of nonchemical pest control tactics whenever possible. Parents having questions about pesticide use, including the types and timing of treatments, may contact the KISD Maintenance Department at 257-2216.

STUDENT RECORDS

A cumulative record is maintained for each student from the time the student enters KISD until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents (those named on the child's birth certificate), whether married, separated, or divorced, have access to a student's records unless a parent's rights have been legally terminated and the school has been given a copy of the court order terminating these rights. The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at www.kerrvilleisd.net.

HOLIDAY AND BIRTHDAY CELEBRATIONS

Celebrations are an important part of our school activities. Each teacher will celebrate these days with a *healthy* snack they will prepare in the classroom. (The ECP will not allow children to bring food from home.) If you would like to be present or assist with the birthday celebration for your child, please speak with your child's teacher before the actual birthday.

VISITORS TO SCHOOL

Parents and other interested adults are invited to visit the ECC. When visiting, all parents and other school visitors must report to the school office upon arrival to campus and present a valid photo identification. This requirement is designed for student and staff safety and to assure that all visitors have legitimate business at the ECP. To minimize classroom interruption, parents are asked to leave any items they have forgotten to send with their child (lunches, folders, blankets, etc.) in the school office. These items will be delivered to the classroom during appropriate times.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents who withdraw their student from the ECC are required to come to the office and complete the withdrawal form. Before records can be forwarded to the receiving school, all necessary withdrawal procedures must be completed and cafeteria accounts must be in good standing.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Kerrville ISD Early Childhood Center parents have rights and should take the responsibility for making the program what they want it to be.

RIGHTS

1. To take part in major decisions affecting the planning and operation of the program.
2. To help develop adult programs which can improve daily living for my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without endangering my child's enrollment or progress in the program.
5. To be informed regularly about my child's progress.
6. To always be treated with respect and dignity.

7. To expect guidance for my child from staff and teachers which will help his/her total development.
8. To be able to learn about the operations of the program, including budget and requirements to fill staff positions.
9. To take part in planning and carrying out programs designed to improve my skills and areas of possible employment.
10. To be informed about all community resources concerned with health, education, and family life.

RESPONSIBILITIES

1. To learn as much as possible about the program and to participate in major decisions.
2. To accept the preschool program as an opportunity for improving my family's quality of life.
3. To take part in the classrooms as an observer, a volunteer, or as a paid worker and to contribute my services in whatever way I can to enrich the total program.
4. To provide leadership by taking part in activities and to encourage other parents to participate.
5. To assist in my child's success by assuring my child is here on time, ready to learn.

NONDISCRIMINATION STATEMENT

It is the policy of the Kerrville Independent School District to make the employment, programs, facilities, and accommodations in the district accessible to all persons. The Kerrville Independent School District does not discriminate on the basis of race, color, national origin, sex, or disability in the employment, programs, services, or activities offered by the district.

Superintendent Dan Troxell, PhD., has been designated the compliance coordinator for the requirements of Title IX. He is located at 1009 Barnett Street, Kerrville, Texas 78028 and may be reached by telephone at (830) 257-2201.

Ron Chew has been designated the District Coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. He is located at 720 Tivy Street, Kerrville, Texas 78028, and may be reached by telephone at (830) 257-2203.