



**ABC Day School**  
**936.873.5011**  
**2025-2026 Enrollment Agreement**

Child's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Male/Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Person responsible for payment: \_\_\_\_\_  
Billing address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dad's Name: \_\_\_\_\_ Mom's Name: \_\_\_\_\_  
Dad's Cell #: \_\_\_\_\_ Mom's Cell #: \_\_\_\_\_  
Dad's Work #: \_\_\_\_\_ Mom's Work #: \_\_\_\_\_  
Dad's Email: \_\_\_\_\_ Mom's Email: \_\_\_\_\_

**Daily Program**

7:00 a.m. – 6:00 p.m. Monday through Friday.

**Registration**

\$150.00 per Child. \$75 per School Age Child.

Families with three or more children  
will pay not more than \$300 per family.  
This is an annual fee.

*\* This is non-refundable, non-transferable, and due at  
time of registration. \**

**Deposit**

One Week of Tuition due with Registration Fee.

This is a one-time fee.

*\* This is non-refundable, non-transferable, and due at  
time of registration. \**

**Tuition Details**

All Procure accounts are set to AUTO-PAY, please be sure a valid card is on file. A **2.7% fee** will apply to all credit card transactions, but only a **\$1.00 fee** applies for ACH transactions.

Classroom	Weekly Rate
Seedlings	\$210
Saplings	\$210
Mini Sprouts	\$200
Sprouts	\$200
Buds	\$190
Blossoms	\$190
Owls - Summer Program	\$140
Owls - School Year	\$90

- I agree that weekly tuition is invoiced on Monday and due on Tuesday. A \$25.00 late fee will be added for all unpaid balances on Friday. If my balance is not \$0.00 by the following Monday at 7:00 a.m., my child(ren) will not be permitted to attend ABC Day School.
- I agree to give ABC Day School a two-week written notice if I withdraw my child(ren) for any reason. I understand failure to give written notice will result in a two-week tuition payment.

By signing below, I agree to the conditions of enrollment and the tuition payment schedule as described above.

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date

Accepted by ABC Admin \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Updated in Procure: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Admission Information

Use this form to collect all required information about a child enrolling in day care.

**Directions:** The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

### General Information

Operation's Name		Director's Name	
Child's Full Name	Child's Date of Birth	Child Lives With <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian	
Child's Home Address		Date of Admission	Date of Withdrawal
Name of Parent or Guardian Completing Form		Address of Parent or Guardian (if different from the child's)	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File <input type="radio"/> Yes <input type="radio"/> No
Give the name, address, and phone number of the responsible individual to <b>call in case of an emergency</b> if parents/guardian cannot be reached			Relationship
I authorize the child care operation <b>to release</b> my child to leave the child care operation <b>ONLY</b> with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

### Consent Information

Check All That Apply:

#### 1. Transportation

I give consent for my child to be transported and supervised by the operation's employees:

☐ for emergency care ☐ on field trips ☐ to and from home ☐ to and from school

#### 2. Field Trips

- ☐ I give consent for my child to participate in field trips.  
☐ I do not give consent for my child to participate in field trips.

Comments

### Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? ☐ Yes ☐ No Plan Submitted on \_\_\_\_\_

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

\_\_\_\_\_  
Signature — Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

### School Age Children

My child attends the following school

School Phone Number

My child has permission to (check all that apply):

☐ walk to or from school or home ☐ ride a bus ☐ be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address

☐ Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

### Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission.

Check **only one** option:

1. ☐ Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

\_\_\_\_\_  
Signature — Health Care Professional

\_\_\_\_\_  
Date Signed

2. ☐ A signed and dated copy of a health care professional's statement is attached.
3. ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.
4. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name

Address of Health Care Professional

\_\_\_\_\_  
Signature — Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

#### Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

#### Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) \_\_\_\_\_ and does not need varicella vaccine.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

#### Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm).

#### TB Test (If Required)

☐ Positive ☐ Negative Date: \_\_\_\_\_



**ABC Day School**  
**936.873.5011**  
**Family Orientation**

Child's Name: \_\_\_\_\_

- **Tour of the Facility**
- **Introduction to Staff**
- **Parent Visit with Classroom Teacher**
- **Overview of the Parent Handbook**
- **Extended Visit Opportunity for Parent and Child**
- **Texas Rising Star Overview**
- **CCS Enrollment**
- **Community Support Resources and Activities**
- **Child Development and Developmental Milestones**
- **Arrival and Late Arrival Policy**

A consistent arrival time is significant in establishing a routine with your child(ren). Children should arrive by 9:00 am daily. A consistent arrival time helps children adjust to the daycare environment and feel secure. Late arrivals can disrupt the flow of the day's activities and affect the learning environment for all children. Late arrivals and unexpected absences can make it challenging to maintain proper adult-to-child ratios, which is crucial for safety and supervision. ABC Day Care will adhere to specific regulations regarding attendance and staffing, and arrival policies help ensure compliance.

Families play a crucial role in day care settings, acting as essential partners with educators in supporting children's development and well-being. Their involvement fosters a collaborative environment that benefits children, families, and the daycare center itself.

On-site use of personal phones and technology is limited to encourage and facilitate better communication between parents, teachers and children.

By signing below, I agree that I have been properly informed about ABC Day School's Policies and Procedures.

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Parent/Guardian's Name (please print)

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Parent/Guardian's Signature

Date

Accepted by ABC Admin \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Updated in Procure: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



## OPERATIONAL DISCIPLINE AND GUIDANCE POLICY

**Purpose:** This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

**Directions:** Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

### DISCIPLINE AND GUIDANCE POLICY

**Discipline must be:**

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

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

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### ADDITIONAL DISCIPLINE AND GUIDANCE MEASURES (ONLY APPLIES TO BAP/SAP PROGRAMS THAT OPERATE UNDER CHAPTER 744)

**A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:**

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
  - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
  - (B) What behaviors would warrant the use of these measures; and
  - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

## Water Activity Permission Form

This form may assist child care operations in meeting the water safety requirements in Chapter 341 of the Health and Safety Code, section 341.0646.

**Directions:** The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child participates in water activities. The day care provider keeps the form on file at the child care facility and has the parent or guardian update the form annually.

General Information		
Operation's Name:	Child's Full Name:	
Child's Date of Birth:	Child's Weight: (lbs.)	Child's Chest Size: (inches)
<b>I give consent for my child to participate in the following water activities:</b> (Check all that apply) <input type="checkbox"/> Water Table Play <input type="checkbox"/> Sprinkler Play <input type="checkbox"/> Splash Pad <input type="checkbox"/> Wading pool <input type="checkbox"/> Water Park or Aquatic Playground <input type="checkbox"/> Swimming Pool (at or away from the operation)		
Child's Swimming Abilities		
<b>My child <u>CAN SWIM</u> without assistance:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If marked Yes, please complete the following:</b> A competent swimmer (has successfully completed swimming lessons)  <input type="checkbox"/> My child CAN enter and exit a pool safely on their own <input type="checkbox"/> My child CAN tread water or float on their back for 1 minute. <input type="checkbox"/> My child CAN swim 25 yards with no assistance.  <b>My child <u>CAN NOT SWIM</u> :</b> (Check all that apply) <input type="checkbox"/> A non-swimmer  Please place a properly fitted and fastened US Coast Guard approved life jacket on my child before entering any swimming pool or water park area and require it to be left on <b>at all times</b> while in or around a swimming pool. <input type="checkbox"/> I will provide a Type 1, 2, or 3 US Coast Guard approved life jacket for my child. <input type="checkbox"/> Please provide my child with a Type 1, 2, or 3 US Coast Guard approved life jacket  <b>My child has special needs with water activities.</b> Please describe. _____ _____		
Signature		
Parent(s) or Guardian(s) Name: _____ Signature of Parent/Guardian: _____ Date of Signature: _____		
Resources		



**ABC Day School**  
**936.873.5011**  
**Media Release Form**

Child's Name: \_\_\_\_\_

I acknowledge and agree to the following terms:

- I understand that my children whose name(s) are listed below may be photographed at ABC Day School during regular daycare hours, field trips, and activities.
- I understand that these photographs may be used in arts & crafts and for children to take home as memorabilia. They may also be used for the purpose of promoting and marketing ABC Day School and may be used on but not limited to; ABC Day School's website, Facebook, Instagram, print advertising, etc. A first name may be mentioned and surnames will be omitted.

The following are the names of my children attending ABC Day School:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

☐ Yes, I confirm that I have read and understand the above, and agree to have my child(ren)'s photos used for the purpose of keeping parents informed of ABC Day School happenings and for the purpose of marketing for ABC Day School.

☐ No, I do not wish to have my child (ren)'s photographs published.

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Parent/Guardian's Name (please print)

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Parent/Guardian's Signature

Date

Accepted by ABC Admin \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Updated in Procure: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_





Date of Birth: \_\_\_\_\_

***This form MUST be updated every 30 days.***

- [illegible]

Date \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Allergy to: \_\_\_\_\_

 Weight: \_\_\_\_\_ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

**PLACE  
PICTURE  
HERE**

**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.**

**Extremely reactive to the following allergens:** \_\_\_\_\_

**THEREFORE:**

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:  
**SEVERE SYMPTOMS**



**LUNG**

Shortness of breath, wheezing, repetitive cough



**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness



**THROAT**

Tight or hoarse throat, trouble breathing or swallowing



**MOUTH**

Significant swelling of the tongue or lips



**SKIN**

Many hives over body, widespread redness



**GUT**

Repetitive vomiting, severe diarrhea



**OTHER**

Feeling something bad is about to happen, anxiety, confusion

**OR A  
COMBINATION**  
of symptoms  
from different  
body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

## MILD SYMPTOMS



**NOSE**

Itchy or runny nose, sneezing



**MOUTH**

Itchy mouth



**SKIN**

A few hives, mild itch



**GUT**

Mild nausea or discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE  
SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM  
AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

## MEDICATIONS/DOSES

Epinephrine Brand or Generic: \_\_\_\_\_

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

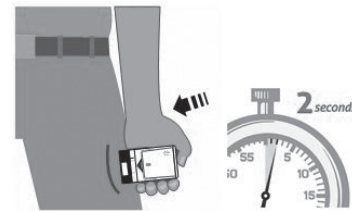
Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

## HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

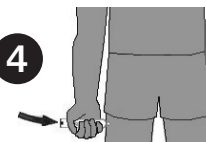
1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

**3**


## HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

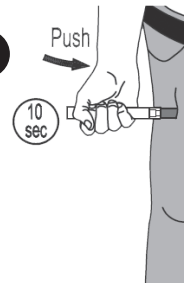
1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.

**3**

**4**


## HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENAClick®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.

**5**


## HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, pull off the blue safety release.
4. Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
5. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
6. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
7. Remove and massage the injection area for 10 seconds.
8. Call 911 and get emergency medical help right away.

**5**


## ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

**OTHER DIRECTIONS/INFORMATION** (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

## EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

## OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Date:



**ABC Day School**  
**936.873.5011**  
**Program Closure Dates**

Child's Name: \_\_\_\_\_

**ABC Day School will be closed the  
following dates during the  
2025-2026 School Year:**

**September 1, 2025**  
**October 13, 2025**  
**November 27-28, 2025**  
**December 25-26, 2025**  
**January 1-2, 2026**  
**January 19, 2026**  
**February 16, 2026**  
**March 12-13, 2026**  
**April 3, 2026**  
**May 25, 2026**  
**June 19, 2026**  
**July 3, 2026**  
**August 7, 2026**

By signing below, I am fully aware of the dates that ABC Day School will be closed during the 2025-2026 school year and I will not attempt to drop my child off at the daycare on the dates above.

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Parent/Guardian's Name (please print)

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Parent/Guardian's Signature

Date

Accepted by ABC Admin \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Updated in Procure: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ABC Day School**

**936.873.5011**

**Program & Policies Parent Handbook Acknowledgement**

Child's Name: \_\_\_\_\_

I/We acknowledge that we have received and reviewed the **Program & Policies Parent Handbook** for **ABC Day School**.

By signing below, I/we confirm that:

- I/we have received a copy of the handbook.
- I/we understand the policies, procedures, and expectations outlined in the handbook.
- I/we agree to abide by all policies and procedures stated therein.
- I/we understand that the handbook is subject to change, and I/we will be notified of any updates.

If there are any questions or concerns regarding the content of the handbook, I/we understand that we can contact the day care director or staff for clarification.

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Parent/Guardian's Name (please print)

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Parent/Guardian's Signature

Date

Accepted by ABC Admin \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Updated in Procure: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ABC Day School**

**936.873.5011**

## **Program & Policies Parent Handbook**

### **Purpose**

This handbook was developed to inform parents of ABC Day School policies and program information. Parents will be given a new copy each year. Parents will be informed of changes to policy in writing throughout the year. *Parents are expected to read and be familiar with this information, and this document serves as the parent contract.* The “acknowledgement of handbook” which is included on the registration form, must be signed and returned by the child(ren)’s first day of class. This handbook must be initialed in the bottom right corner of each page and returned by the child(ren)’s first day of class. A copy will be provided for you upon request.

### **Statement of Goals**

The goals of ABC Day School are to provide developmentally appropriate & nurturing care for children in a Christian environment. The following goals are necessary to meet that purpose.

- To provide a safe healthy environment which encourages play, exploration, and learning.
- To provide interactions and activities designed to develop children’s self-esteem and a positive feeling towards learning.
- To stimulate each child’s thought process to bring greater understanding, awareness, and curiosity of the immediate world.
- To encourage each child to solve problems independently.
- To promote physical development through fine and gross motor skills.
- To teach basic Christian principles through example and curriculum.

### **Philosophy**

Believing that every child is a gift from God, we are called to minister to children & their families as the children develop spiritually, socially, physically, emotionally, and intellectually. We provide high quality, developmentally appropriate care to children in a Christian atmosphere.

### **Texas Rising Star**

We are part of the Texas Rising Star program which is “a voluntary, quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission’s subsidized child care program.” TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, & Four-Star).

### **Enrollment**

As with any program, children come and go throughout the year. It is our goal to keep each room as stable as possible and to ease transition times through routine, nurturing, and additional assistance as needed. We generally do not move children from one class to another unless, after much discussion between staff and parents, all parties feel it is in the best interest of the child. If space is available, children may be added throughout the year.

### **Registration**

**An annual \$150.00 per child for all day and \$75.00 per child for after school registration fee is due as part of the enrollment process of the child.** This fee is non-refundable, non-transferable, and due at the time of registration. If we are unable to place your child into our program at this time, you may be placed on a waiting list and notified when an opening becomes available.

## **Tuition**

When your child(ren) is enrolled in our program, he/she has a spot reserved for them regardless of attendance. Our expenses remain the same whether your child is here or not. *Your child(ren)'s spot will not be held during their absence unless the tuition has been paid.* Payment accommodations may be available, please contact the office.

<b>Classroom</b>	<b>Weekly Rate</b>
<b>Seedlings</b>	<b>\$210</b>
<b>Saplings</b>	<b>\$210</b>
<b>Mini Sprouts</b>	<b>\$200</b>
<b>Sprouts</b>	<b>\$200</b>
<b>Buds</b>	<b>\$190</b>
<b>Blossoms</b>	<b>\$190</b>
<b>Owls - Summer Program</b>	<b>\$140</b>
<b>Owls - School Year</b>	<b>\$90</b>

*Fees:* All Procure accounts are set to AUTO-PAY, please be sure a valid card is on file. A **2.7% fee** will apply to all credit card transactions, but only a **\$1.00 fee** applies for ACH transactions. A receipt is available after the payment is posted.

*Deposit:* One week of tuition is due with the Annual Registration Fee. This fee is non-refundable, non-transferable, and due at the time of registration.

*Invoicing:* Tuition is invoiced on Monday and due on Tuesday. A \$25.00 late fee will be added for all unpaid balances on Friday. If your balance is not \$0.00 by the following Monday at 7 a.m., your child will not be permitted to attend ABC Day School. Tuition will NOT be pro-rated or refunded unless the center is closed for three or more consecutive days. Please remember to keep your receipts for tax purposes. There will be a \$25 fee for duplicate bookkeeping. On any returned check that causes a charge to ABC Day School, you will be required to pay the corresponding amount.

*Late Fees:* If you are late picking up your child(ren) a late fee of \$1.00/minute after 6:00 p.m. will be applied and is considered part of tuition. We will use cell phone time since that is a universal time. Tuition rate forms are available in our office.

*Vacation Tuition:* One week out of each year, parents are allotted a vacation week rate of half tuition per child. Please give written notice to Admin within one week of use.

## **Absences**

When your child(ren) is enrolled in our center, they take up a reserved slot that is held open. Our expenses remain the same whether your child(ren) is here or not. *Unfortunately, there are no refunds or make-up days for missed days.* Consistent and prompt attendance is advised. If for any reason your child is late, absent, or out for an extended period of time, please contact the office.

*Why you must pay for days that your child is absent:* Your tuition fee reserves a space in this center for your child. This space must be paid for regardless of attendance. Each space provides part of the funds necessary to pay employee wages, utilities, food costs, etc. Unfortunately, when your child is not using his or her space, these expenses do not decrease.



## **Parent Communication**

*Daily Communication:* ABC Day School values regular communication with parents, both formal and informal. Procure is our preferred daily communication tool. Parents will also receive updates and pictures through this method. In an emergency or immediate need, we will contact parents on the contact number on file for their child(ren). Daily verbal communication when arriving and departing is a good time to share day-to-day information.

*Parent Teacher Conferences:* We offer Parent Teacher Conferences twice a year for all classes and all parents are encouraged to schedule conferences at any time.

*Parent Visit:* At ABC Day School we have an “Open Door Policy” with parents and grandparents. Parents are welcome to visit and participate at our center at any time during hours of operation to observe your child, our center’s operations, and participate in programs and activities, without having to secure prior approval.

*Special Events and Program:* Parents are invited to attend all Special Events and Programs.

## **Parent Contact**

*Parent's Right to Access and Update Information:* Parents generally have the right to access their child's records and operational policies. You may access your child(ren)’s profile through Procure to update any information necessary. ***Reporting changes in contact information is a requirement.*** In an emergency, if parents cannot be reached, the designated emergency contact will be called to make medical decisions or pick up the child.

*Confidentiality:* Caregivers must not share confidential information with unauthorized individuals.

## **Role and Influence of Families**

*Supporting Child Development:* Families are children's first and most important teachers. By actively participating in daycare activities, staying informed about their child's progress, and reinforcing learning at home, families contribute significantly to a child's cognitive, social-emotional, and physical development.

*Building Strong Relationships:* Open communication, mutual understanding, and shared responsibility between families and educators are vital for creating a positive and supportive learning environment. This includes regular communication, parent-teacher meetings, and opportunities for families to connect with each other.

*Facilitating Transitions:* Families play a key role in helping children adjust to the daycare environment, especially during the initial separation anxiety. Collaborative efforts between families and educators can ease this transition and create a sense of security for the child.

*Promoting Holistic Development:* By engaging in activities at home that align with the daycare curriculum, families create a seamless transition between the two environments, reinforcing learning and promoting a holistic approach to child development.

*Strengthening Family Bonds:* Involving families in daycare activities can strengthen family bonds by providing opportunities for shared experiences, open communication, and a sense of community.

*Enhancing Teacher Morale:* When families are actively involved, it creates a more supportive and collaborative environment for teachers, boosting morale and contributing to a positive learning atmosphere.

*Supporting Children with Special Needs:* Family-childcare partnerships are crucial for children with special needs, ensuring that individualized education plans are effectively implemented and that families feel supported and empowered in their child's learning journey.

## **Curriculum**

ABC Day School uses play as the primary method for children's learning and development and is a structured program that fulfills the needs of our children in developmentally appropriate ways. Our program includes prayer, language experiences, art, music, physical skills, manipulatives, dramatic play, science, nature, literature and more. We have 90 minutes of outdoor play (weather permitting) daily with 30 minutes of structured play included. ABC Day School recognizes that children learn best through active engagement, exploration, and meaningful interactions, incorporating play as a central component of their learning experiences. This approach fosters holistic development (physical, social, emotional, cognitive, and creative) and supports the development of important skills like problem-solving, language, and social skills.

### **Examples of Play-Based Activities**

*Sensory Activities:* Exploring textures, colors, and materials through play with sand, water, playdough, etc.

*Dramatic Play:* Engaging in imaginative scenarios with dress-up clothes, pretend kitchens, or building blocks.

*Construction Play:* Building with blocks, creating structures, and exploring spatial relationships.

*Creative Arts:* Engaging in painting, drawing, sculpting, and other art forms.

*Outdoor Play:* Exploring nature, running, jumping, and engaging in physical activity.

## **Developmental Progress**

ABC Day School uses developmental milestone checklists annually (at minimum) to support identifying developmental delays for children ages 0-5 years, make referrals when necessary, and shares those completed checklists with families (upon request).

## **Arrival/Pick-Up**

**STATE LAW-** *Children must be signed in/out by an adult on the front desk computer or with their teacher.*

*Children will be released only to those persons whose names appear on the registration form. Written notice of changes to this agreement must be signed by the parent(s) and submitted to the director.*

*Arrival:* Every student will enter and exit the building through the front doors of ABC Day School and must be accompanied by a parent or authorized adult. Students should arrive and be checked in by 9:00 AM each day. A consistent arrival time helps children adjust to the daycare environment and feel secure. Late arrivals can disrupt the flow of the day's activities and affect the learning environment for all children. Late arrivals and unexpected absences can make it challenging to maintain proper adult-to-child ratios, which is crucial for safety and supervision. ABC Day Care will adhere to specific regulations regarding attendance and staffing, and arrival policies help ensure compliance.

*Pick Up:* Children must be picked up by a parent or an authorized adult. For each person picking up the child there must be a record of the identity of that person. Each person will be asked to produce a valid photo I.D., or their driver's license number and/or license plates will be recorded.

*Custody Orders :* Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

***ABC Day School has no legal authority to refuse either parent the right to pick up a child unless a court has granted temporary or permanent custody to one parent or to a third party and the school has been furnished with a copy of the court order. Photo-identification will be required.***

## **Breakfast**

Students may bring and eat breakfast by 8:00 AM. ABC Day School does not provide breakfast.

## **Supplies**

Each child will need the following items:

- Nap Mat
- Backpack
- 1 Extra Seasonal Outfit, Socks, and Underwear
- Diapers/Pull-ups and Wipes (if needed)
- Bottles (if needed)
- Pacifier (if needed)
- Breakfast (if needed)
- Lunch

## **Clothing**

We play in mud, sand, water, and clay; we make marvelous gloops; we glue and paint (not always with just brushes), so your child will often come home with stained and dirty clothing. Please have your child(ren) wear comfortable play clothes that they will feel free to participate in. Each child must have an extra set of seasonal clothes in his/her back pack. Please mark them with the child's name. Children in diapers should have two extra sets of marked clothes and a sufficient supply of disposable diapers for the day.

Outside is our favorite place to be. So put sunscreen on your child in the morning and dress them appropriately for the weather. Be sure to send a **LABELED** jacket when appropriate. Suitable foot covering must be on your child's feet upon arrival each day. We encourage socks and closed toe shoes. Flip-flops, soccer shoes, cleats, or shoes or boots with slick soles are not recommended.

## **Lunch**

Please pack nutritious items. Your child's lunch should be something they can feed themselves.

Please do not send food items that require cooking, only heating, for any age level.

Remember to pack foods that your child enjoys and are safe and healthy to eat. *Keep in mind our teachers encourage the children to eat the healthy meal first and then perhaps dessert.* Finger foods are highly encouraged in the nursery.

*Allergies:* Please make us aware of any known food allergies with a doctor's note of step by step procedures in case of a reaction. Children will not be allowed to share lunches.

*Lunch Restrictions:* We ask that you do not send soda, gum, chocolate or candy. Lunch times are posted in each classroom; please have your child's lunch available by this time. All food and drink above 100 degrees will be kept out of children's reach.

## **Water Activities**

Water activities are special events. Water activities will be limited to wading pools for infants, toddlers, and twos. In addition to wading pools, age-appropriate water activities, such as sprinklers and slides, will be enjoyed by our older children. A signed release will be on file for each child that participates.

## **Field Trips**

Field trips are a fun and exciting adventure for children and adults alike! Field trips will be pre-planned and told to parents a week ahead of time. For a child to participate the permission to attend and the cost of the trip must be turned in the day before the trip is to take place. Parents are welcome to attend and must pass a background check before participating.

## **Screen Time**

*Children under 2:* Screen time is prohibited.

*Children 2 and older:* Screen time is limited to a maximum of one hour per day.

*Educational Focus:* Any screen time activity must be related to planned activities that meet educational goals.

*Age Appropriateness:* Screen time activities must be age-appropriate.

*No Screen Time During Specific Times:* Screen time cannot be used during meal times, snack times, nap times, or rest times.

*No Advertising or Violence:* Screen time activities must not include any advertising or violence.

*Flexibility for School-Age Children:* School-age children may use screen time without restriction for homework.

## **Birthdays**

Children love to celebrate birthdays at school. Please verify the date you wish to celebrate a week in advance with your child's teacher. If you wish to send invitations to school, send enough so that each child may receive one; otherwise please mail the invitation. For the safety of all children at our center, we ask that balloons not be brought for class parties.

## **Celebrations**

We have many celebrations throughout the year. If parents are interested in helping with the holiday parties or providing refreshments, sign-up sheets will be posted at the front office one week prior to the event. Parent participation is greatly appreciated. For special programs, all parents, friends, and grandparents are invited to attend. Additional information about these events will be distributed via Procure.

## **Pictures**

Photographs of the children participating in our program may be taken from time to time. Any such photograph will be taken under the supervision of the director and staff. These photos may appear on the bulletin board, in newsletters, in brochures, on our website, Facebook or in other publicity materials, and the Procure app. Permission to use photos including your child or his/her work (artwork, crafts, projects, etc.) must be first granted by the child's parent via the Media Release Form, which is included in the admission packet.

## **Animals**

Parents will be notified in writing when animals are going to be on the premises. Any dog, cat, ferret, guinea pig, mice, hamsters must have a note from their veterinarian with their vaccinations or health statement. Children and staff are required to wash their hands before and after meeting any animal. Animals that children are not allowed to have contact with are chickens, ducks, amphibians or reptiles. Children will not be allowed to play with any unfamiliar animals.

## **Lost and Found**

Lost articles will be kept in the classroom or in the office for items left over 30 days.

## **Movies**

Movies will only be shown to children over the age of two. Any movie that is shown will have a "G" or "PG" rating and will be used as a treat or to help with a theme. During the summer, movies will be shown to the school age group during rest time, after an hour of quiet rest.

## **Breastfeeding**

The ABC Day School is committed to providing ongoing support to breastfeeding mothers. Well-defined research has documented a multitude of health benefits to both the mother and infant. ABC Day School subscribes to the following policy:

*Breastfeeding mothers shall be provided with a place to breastfeed or express their milk.* Breastfeeding mothers, including employees, shall be provided with a private & sanitary place to breastfeed their babies or express milk. This area has an electric outlet, comfortable chairs, & nearby access to running water. Mothers are welcome to breastfeed in front of others if they wish.

*A refrigerator will be made available for storage of expressed breast milk.* Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

*Sensitivity will be shown to breastfeeding mothers and their babies.* The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

*Staff shall be trained in handling breast milk.* All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Special precautions are not required in handling breast milk.

*Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding.* Breastfeeding employees shall be provided with a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch & breaks. For time above & beyond normal lunch & breaks, sick leave may be used, or the employee can come in earlier or leave later to make up the time.

*Breastfeeding promotion information will be displayed.*

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise.

## **Transportation**

ABC Day School provides transportation for children in our care during pre-planned field trips. Permission for emergency transportation MUST be given on the Admissions form. Children in our afterschool program must tell Anderson-Shiro Elementary they are attending and give permission to ride the bus over in the morning and afternoon.

When loading and unloading children the following guidelines will be followed:

1. Always load & unload children in a protected area or driveway, they will exit curbside.
2. Children will be accompanied by an adult before entering or after exiting the vehicle. They will not be allowed to cross a street without adult supervision.
3. All children will be accounted for before leaving the vehicle unattended to ensure that no child is left behind.

Safety Restraint:

1. Every child must sit in an infant safety seat, rear-facing convertible child safety seat, forward facing child safety seat, child booster seat, safety vest, harness or a safety belt depending on the child's age, height and weight. These will be supplied by the parent and will be properly installed by ABC Day School staff based upon the manufacturer's directions.
2. No child will be allowed to ride in the front seat of the vehicle for any reason.
3. If the vehicle requires safety belts, then all adults will be required to wear safety belts.

#### Required Equipment:

1. A list of all the children being transported along with parent's names, telephone numbers and emergency contact information.
2. Emergency medical treatment authorization forms for each child being transported.
3. ABC Day School's name, director's name, and phone number in the glove compartment.
4. A fire marshal approved a fire extinguisher that all adults can access.
5. A first aid kit.
6. Cell phone.

*Transportation emergencies:* The vehicle being used to transport children will be inspected regularly and before and after each use. If the vehicle is deemed unusable for any reason, the field trip will be rescheduled.

During use, the following procedures will be followed during emergencies.

1. If for any reason the vehicle must stop, the safety of all children will be first priority.
2. The nature of the emergency will be discovered, and proper procedures will be followed.
  - a. *Flat Tire:* If it is possible for children to be moved to a safe location, (store, restaurant, etc.) do so. If not, children will stay in the van until they can be moved, or another vehicle arrives to transport them. Children will NOT stand on the side of the road. Once children are safe the tire will be changed, and the vehicle will be safe for use again.
  - b. *Break Down:* If the van breaks down for any unknown reason to the driver, then children will remain in the van until they can be moved to a safe location (store, restaurant, etc.) while it is repaired or another vehicle arrives to transport them.
  - c. *Accident:* If for any reason there is any accident adults will be responsible for ensuring that every child is ok. All collisions will be called in to authorities and parents will be notified. An adult will accompany any child that needs medical attention and will stay in contact with the parents. A back up vehicle will carry all able children and staff back to the center.

#### **Health & Safety Policies & Procedures**

All children must have a current medical examination upon enrollment and their immunizations must be current. A copy of your child's immunization record should be attached to the registration form. This is to conform to the laws of the State of Texas and Department of Human Services. Documentation must be submitted by the first day of attendance. Emergency treatment authorization must be on file for each child (registration form).

***State Law: All Four Year Olds*** must have a vision and hearing screening prior to completion of the first semester of enrollment. Adequate records of such an exam by a healthcare professional must be provided. Please inform the coordinator and your child's teacher of any chronic medical problems or allergies before his/her first day of school.

#### **Illness or Injury**

Please remember to adhere to our sick child standards, as when a parent brings a child to school ill, the ill child then infects everyone and every item they encounter; this causes children to spread the germ throughout the school. Parents are notified of any incidents at the number(s) they have on file. Incident reports are filled out by the teacher and witnessed by a staff member. Parents are asked to sign the incident report for proof that you were notified. **SAFETY** is our number one priority in any activity, snack, craft, or play that is planned. Your child is always supervised. Our goal is to provide a safe and loving environment for your child to learn and grow.

### *Minor Incidents*

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file.
4. Consult family members.

### *Major Incidents*

1. Employ first aid techniques as trained, if needed.
2. Contact **911**, if immediate medical attention required.
3. If an illness or an injury requires a doctor's care, the staff members should then arrange for transportation to the emergency room, per instructions of the family member.

### *Keep your child at home if he/she:*

1. Has a temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to school.
2. Has conjunctivitis, an eye infection commonly referred to as pink eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Has bronchitis. This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry & painful, but gradually becomes more productive.
4. Has a rash that you cannot identify or have not been diagnosed by a physician.
5. Has impetigo of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping.
6. Has diarrhea (watery or greenish bowel movements that look different or are much more frequent than usual). Must be free of diarrhea for 24 hours.
7. Is vomiting. Must not have vomited in the last 24 hours.
8. Has a severe cold with fever, sneezing and nose drainage.
9. Has any contagious disease – measles (Red or German), chicken pox, mumps, roseola, etc. Please let us know if your child becomes ill with a communicable disease so that other parents may be notified.
10. Has been diagnosed by a doctor as having an ear or throat infection until medication has been administered to the child for at least 24 hours.
11. A common condition with young children is head lice. A child must be free of head lice/eggs before returning to class. A doctor's note and assessment by the ABC Day School director will be required upon your child's return. This also applies to ringworm.

**NOTE:** If a condition develops during the day, a parent will be notified through Procure or by phone call, and the child must be picked up as soon as possible.

### **Medications**

Medications may be administered to children at the day school provided the following procedures are adhered to:

- Parents must sign an authorization form and include the times that each medication should be given, according to label directions;
- The medication is in the original container labeled with the child's full name and the date brought to the day school;
- Medication is administered in amounts according to the label directions or as amended by a physician;
- Medication is administered only to the child for whom it is intended; and
- Medication is not administered after its expiration date.

### **Emergency Preparedness Plan**

In all situations in this Emergency Preparedness Plan, "Director" refers to the manager on duty. In the Director's absence, the Office Manager on duty assumes the role of Director and then designates another staff member to assume the responsibilities of the Office Manager. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of their duties to other staff members, volunteers, or emergency personnel as he/she deems necessary.

ABC Day School is extremely concerned and cognizant of its role in correctly managing situations that require first aid or emergency care. Our staff is required to be familiar with and be certified in CPR and basic first aid. Our staff is also trained in emergency and safety procedures. Specific safety and emergency procedures are posted and in the staff handbook. In the event of an actual emergency, 911 will be called and first aid protocol will be followed. The parent(s) will be notified by phone at the number specified on the enrollment form. If transportation is necessary the Director or Office Manager will accompany the child to the hospital if a parent or guardian cannot make it.

#### **Emergency Contacts:**

<b>Name</b>	<b>Contact/Town</b>	<b>Phone Number</b>
ABC Day School	114 W. Buffington Ave Anderson, Texas 77830	936-873-5011
Director	Carole Rinehart Sarah Calhoun	713-898-3296 979-589-0183
Police	Anderson, Texas	911
Grimes County Sheriff's Office	Grimes County, Texas	936-873-2151
State Highway Patrol	Texas DPS	979-776-3147
Ambulance	Anderson, Texas	911
St. Joseph's EMS		936-825-6585
Fire	Anderson, Texas	911
Anderson VFD		936-870-8776
Poison Control	Texas Health Dept.	1-800-222-1222
Texas Health Dept.	Austin, Texas	512-834-6788
Building Inspector	Austin, Texas	512-458-7111
Dept. of Social Services	Child Protective Services	1-800-252-5400
State Licenser	Dept. of Health and Human Services	254-750-9374
Weather	Anderson, Texas	AccuWeather App
Water/Sewer	Anderson, Texas	936-873-2941



### **Evacuation Procedures:**

When the decision is made to evacuate ABC Day School, the Director will make the announcement in the most expeditious way possible so that all persons are able to evacuate to their assigned area and await further instruction. The Director will notify appropriate personnel and communicate what type of emergency is present. All Teachers will carry backpacks with walkie talkies, first aid kits, flashlights, whistles, attendance sheets, child rosters, and child information sheets. The Director will carry a backpack with a first aid kit, flashlight, whistle, and allergy bag. The building is to be evacuated completely.

***In the event of an actual emergency, the Director will be responsible for notifying 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.***

***The Director will be responsible for contacting parents of the emergency from a cell phone, using child contact information sheets, outside the building once the evacuation is complete.***

*Local Evacuation Site:* 202 N Main St, Anderson, TX 77830

*Distant Evacuation Site:* designated by official emergency personnel

***Infants:*** The Seedlings Teacher(s) will put infants in an evacuation crib and move them to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the attendance sheet and the results reported to the Director immediately. For inclement weather, if possible, take appropriate supplies to protect the infants.

***Toddlers and Preschool:*** The Saplings, Mini Sprouts, Sprouts, Buds and Blossoms Teachers shall gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately. For inclement weather, if possible, take appropriate supplies to protect the children.

***School Age:*** The School Age Teachers shall gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately. For inclement weather, if possible, take appropriate supplies to protect the children.

***Staff:*** Aides and any other available personnel will assist Teachers with the evacuation of students and then continue to perform their assigned duties.

**NOTE:** Under NO circumstances are staff to stop or turn back for any of their own or students' personal belongings, including jackets, shoes, purses, phones, etc.

**NOTE:** These evacuation procedures apply in the event of Fire, Explosion, Chemical Spill, or Gas Leak that occurs inside ABC Day School

## **Fire & Fire Drill Evacuation Procedures:**

1. *Inform the staff in advance:* the Director will inform the staff that there will be a fire drill later in the day/week.
2. *Familiarize the children with the fire drill:* Teachers should talk to the children in the classroom about the bell/alarm, rules, and procedures for vacating the building.
3. *Sound Alarm:* the Director will sound the alarm and begin the timer.
4. *Evacuate the building:* ABC Day School Teachers will evacuate the building following procedures according to each age group.
5. *Assemble at emergency assembly area:* Teachers will guide students to emergency assembly area and physically account for each child.
6. *Clear the building:* the Director will check all bathrooms, closets, and “hiding places” for “lost children” and for “possible sources of smoke or fire”.
7. *Verify count of all persons present:* the Director checks with each age group to verify an accurate recount of all students and personnel. Once everyone is accounted for, the Director stops the timer.
8. *Return to the building:* the Director gives approval to reenter the building and assists Teachers with students.
9. *Document completed Fire Drill:* the Director completes written documentation that contains the specifics of the drill – date, time, and location and length of time required to vacate the building.

**NOTE:** Fire drills will be practiced at least once per month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

## **Fire & Fire Drill Evacuation Assignments to Staff:**

### **1. Evacuation Supervisor: ABC Day School Director**

#### **Alternate: Office Manager**

- a. Make sure all children are accounted for.
- b. Determine the safest location for continued operations until children can be picked up and the safest path for staff and children to get there.
- c. Activate the play-space area.
- d. Send emergency message through Procure.
- e. When calling parents/emergency contacts, emphasis should be placed on the child's condition and the pick-up location.
- f. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play-space area and first aid station.
- g. Collect all sign-in sheets from teachers to monitor student pick-ups.
- h. Select a staff member to collect children and bring them to the pick-up point.
- i. Make regular rounds to check with First Aid and Play-Space Coordinator for updates, needs, and problems.

*Key Materials: Walkie Talkie, Backpack, Clipboard, Pen/Permanent Marker, Highly Visible Cap or*

*Vest*

### **2. First Aid: Aide**

#### **Alternate: Saplings Teacher**

- a. Administer first aid as necessary.

*Key Materials: Walkie Talkie, First Aid Kit, Flashlight*

### **3. Play-Space Area Operations: Blossoms Teacher**

#### **Alternate: Buds Teacher**

- a. If possible, define the area.
- b. Determine the nearest and safest bathroom and arrange for supervision.
- c. Watch out for anthills, broken glass, and other hazards.
- d. Report back to the Evacuation Supervisor with updates, needs, and problems during rounds.

*Key Materials: Walkie Talkie, Backpack, Some Play Materials*

## **Shelter in Place Procedures:**

When the decision is made to shelter in place at ABC Day School, the Director will make the announcement in the most expeditious way possible so that all persons are able to move to their assigned area and await further instruction. The Director will notify appropriate personnel and communicate what type of emergency is present. All Teachers will carry backpacks with walkie talkies, first aid kits, flashlights, whistles, attendance sheets, child rosters, and child information sheets. The Director will carry a backpack with a first aid kit, flashlight, whistle, and allergy bag. The building is to be secured completely.

***In the event of an actual emergency, the Director will be responsible for notifying 9-1-1 of the emergency from a cell phone inside the building once sheltered in place.***

***The Director will be responsible for contacting parents of the emergency from a cell phone, using child contact information sheets, inside the building once sheltered in place.***

***Infants:*** The Seedlings Teacher(s) will put infants in an evacuation crib and transfer them to the Saplings Room. Upon arriving in the Saplings Room, all infants must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

**Toddlers and Preschool:** The Saplings Teacher shall gather their class and shelter in place.

The Mini Sprouts Teacher shall gather their class in a group and supervise an orderly evacuation to the Saplings Room. Upon arriving in the Saplings Room, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

The Buds Teacher shall gather their students and shelter in place.

The Sprouts and Blossoms Teachers shall gather their respective classes in a group and supervise an orderly transfer to the Buds Room. Upon arriving in the Buds Room, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

**School-Age:** The School-Age Teacher(s) shall gather their class in a group and supervise an orderly evacuation to the Saplings Room. Upon arriving in the Saplings Room, all children must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

**Staff:** Aides and any other available personnel will assist Teachers with the placement of students and then continue to perform their assigned duties.

### **Shelter in Place Tornado/Bad Weather Drill Procedures:**

1. *Inform the staff in advance:* the Director will inform the staff that there will be a shelter in place drill later in the day/week.
2. *Familiarize the children with the shelter in place drill:* Teachers should talk to the children in the classroom about the bell/alarm, rules, and procedures for sheltering in the building.
3. *Sound Alarm:* the Director will sound the alarm and begin the timer.
4. *Shelter in place in the building:* ABC Day School Teachers will shelter in place inside the building following procedures according to each age group.
5. *Assemble at emergency assembly area:* Teachers will guide students to respective areas and physically account for each child.
6. *Clear and secure the building:* the Director will check all bathrooms, closets, and “hiding places” for “lost children” and ensure all doors and windows are secure.
7. *Verify count of all persons present:* the Director checks with each age group to verify an accurate recount of all students and personnel. Once everyone is accounted for, the Director stops the timer.
8. *Return to classrooms:* the Director gives approval to disburse into the building and assists Teachers with students.
9. *Document completed Shelter in Place Drill:* the Director completes written documentation that contains the specifics of the drill – date, time, and location and length of time required to shelter in place inside the building.

### **Shelter in Place Explosion, Chemical Spill, or Gas Leak Procedures:**

1. Close doors and lock them if possible.
2. Turn off air conditioner/heater.
3. Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
4. Keep children seated on the floor and calm. Sing quiet songs or read stories.
5. Be prepared to evacuate if told to do so by the Director or person in charge or emergency personnel.
6. If you detect a strong odor, show the children how to lift and breathe through their shirts.
7. If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification if time.

**NOTE:** Shelter in Place drills will be practiced at least once per month, at different times of the day. All children should have the experience of a practice drill to be better prepared for a real emergency.

### **Lock-Down Procedures:**

When the decision is made to lock-down at ABC Day School, the Director will calmly make the announcement “**There’s a red corvette in the parking lot**” over the walkie talkie so that all persons are able to move to their assigned area and await further instruction. The Director will notify appropriate personnel and communicate what type of emergency is present. All Teachers will carry backpacks with walkie talkies, first aid kits, flashlights, whistles, attendance sheets, child rosters, and child information sheets. The Director will carry a backpack with a first aid kit, flashlight, whistle, and allergy bag. The building is to be secured completely.

***In the event of an actual emergency, the Director will be responsible for notifying 9-1-1 of the emergency from a cell phone inside the building as soon as all staff has been notified.***

***The Director will be responsible for contacting parents of the emergency from a cell phone, using child contact information sheets once the threat has passed.***

***Infants:*** The Seedlings Teacher(s) will put infants in an evacuation crib with a few quiet toys. Place another empty crib or two in front of your classroom door. Turn off all lights and secure doors and windows.

***Toddlers and Preschool:*** The Saplings, Mini Sprouts, Sprouts, Buds and Blossoms Teachers shall gather their respective classes in their classrooms and quietly line students along the wall furthest away from a window and door. Turn off all lights and secure doors and windows. All children must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

***School Age:*** The School Age Teacher(s) shall gather their respective classes in their classrooms and quietly line students along the wall furthest away from a window and door. Turn off all lights and secure doors and windows. All children must be physically accounted for against the attendance sheet and the results reported to the Director immediately.

***Staff:*** Aides and any other available personnel will assist Teachers with the placement of students and then continue to perform their assigned duties.

### **Lock-Down Drill Procedures:**

1. *Inform the staff in advance:* the Director will inform the staff that there will be a lock-down drill later in the day/week.
2. *Familiarize the children with the lock-down drill:* Teachers should talk to the children in the classroom about the alarm, rules, and procedures for sheltering in the building.
3. *Sound Alarm:* the Director will announce the lock-down and begin the timer.
4. *Shelter in place in the building:* ABC Day School Teachers will shelter in place inside the building following procedures according to each age group. Turn off all lights and secure doors and windows. Remind students to be very quiet.
5. *Verify count of all persons present:* Do a face/name check silently.
6. *Clear and secure the building:* the Director will check all bathrooms, closets, and “hiding places” for “lost children” and ensure all doors and windows are secure.
7. *Return to classrooms:* the Director gives approval to disburse into the building and assists Teachers with students.
8. *Document completed Shelter in Place Drill:* the Director completes written documentation that contains the specifics of the drill – date, time, and location and length of time required to shelter in place inside the building.

**NOTE:** Lock-down includes intruder, weapon, hostage incident, trespassing or disturbance.

**NOTE:** Lockdown drills will be practiced at least once per month, at different times of the day. All children should have the experience of a practice drill to be better prepared for a real emergency.

### **Communicable Disease Outbreak Procedures:**

1. All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness in the first place.
2. In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
3. The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
4. The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Health and Human Services Child Care Licensing.
5. All staff are to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

### **Accident Procedures**

1. Make sure all children are supervised. If you are alone, tell them to sit down near you.
2. Comfort the child by s
3. peaking in a low, quiet voice.
4. Apply first aid as needed.
5. Call the office if you need further assistance and/or the Director or person in charge to call 911.
6. If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
7. If the injury is to the head or face, report it to the office immediately - even if it is minor.
8. Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
9. Turn the Accident/Incident Report in to the Director or person in charge before you leave on the same day.
10. Keep the Accident/Incident Report confidential while in your presence.
11. In the event of serious illness or injury involving an adult, contact the office and a Director or the designated person in charge will call 911 and/or the person's emergency contact.

### **Illness Procedures**

1. Ask the child, "What doesn't feel good?"
2. Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director or person in charge will contact the parent.
3. If no fever, make the child comfortable and keep an eye on him.
4. If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
5. Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

### **Bomb Threat or Other Threat Procedures**

1. Write down everything the person says.
2. Ask where the bomb/threat is.
3. Ask when the bomb (or other threat) will "go off" or "happen".
4. Write that down, too.
5. Notify the Director or person in charge to call 911 immediately.

## Concerns

If this is the first time your child will experience a preschool environment, your positive attitude will greatly affect the initial adjustment to our center. While many children have little difficulty in adjusting to new situations, some do experience teary separations. A brief stay with you on the first day is recommended if the situation warrants. There may be no tears but reassure him or her of your return and return promptly. Call the school to check on your child as often as you like, and we will be honest with you about his or her progress.

Backpacks should be checked daily for important communications. Parents, please read all notes and newsletters. Parents of infants are provided a daily record of changes, feedings, and activities.

It is our top priority to keep your children free from harm while in our care. In Texas, each person is a mandated reporter of abuse or neglect, which means that if you suspect a child is being abused or neglected, you are required by law to report it. The child abuse hotline is 1-800-252-5400. The local licensing office number is 979-731-0118 and the web site is <http://www.dfps.state.tx.us>.

It is our policy at ABC Day School that each child's needs are met. If you have any questions or concerns about our program or the care of your child(ren), please feel free to discuss it with the office. We strive to make your child's stay at ABC Day School a wonderful experience.

## Guidance & Discipline Policies & Procedures

*Our program subscribes to a disciplinary policy built on mutual trust, with teachers and children working together to help children grow and mature.*

During early childhood years, children are learning to control their own behavior. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate & how to modify it.

*Techniques:* In helping to direct the child to self-discipline, the following guidance techniques are used:

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child's needs.
3. The child is given opportunities to make choices and solve problems.
4. Comparisons of children are avoided.
5. Unacceptable behavior is clearly explained, and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

*Responsibility:* Discipline of children shall primarily be the responsibility of core classroom staff in accordance with the child's age, stage of development, and the knowledge of the child's needs.

*Methods:* Disciplinary methods used shall be based on guidance to help the child develop inner control, self-responsibility, respect for the rights of others, as he learns to cope with the daily experiences of living and working with others. Verbal abuse will not be allowed-this means no yelling, no obscene language & no put downs between adults or between adults and children. Spanking, threatening, & withholding food cannot be used to discipline children. **Under no circumstances will corporal punishment be used or tolerated by anyone on site!**

*Time Out:* Time out is a technique that will be used sparingly and carefully. It will be used primarily when children hurt or potentially hurt others or themselves. Aggressive behavior needs to be stopped as quickly as possible, and time out is often, but not always the best method for doing so. Time-out will only be used when a child has repeated aggressive behavior more than twice and the teacher has already explained to the child that such behavior is not acceptable. Time out will be one minute per year of age of the child.

*Biting Policy:* When biting occurs, these immediate steps will be taken:

1. Separate the child who bit and the bitten child.
2. Staff will say to the child who bit, "No, biting hurts!" or "People are not for biting." "I cannot let you hurt other people like that." The staff will use his/her tone of voice and facial expression to show the child biting is unacceptable.
3. Staff will attend to the child who was bitten, will apply first aid as needed. If skin is broken staff will wash with warm water and soap. And will apply ice pack or cool cloth to help prevent swelling.
4. A staff member will keep an eye on the child who bit to prevent a repeat of the behavior.
5. If appropriate, staff will have biter help assist the bitten child.
6. After a couple of minutes, staff will go to the child who bit and get him involved in an activity.
7. Depending on the biters age, staff may encourage restitution, e.g. an apology, efforts to cheer the bitten child.
8. Follow up steps include:
9. See that tetanus immunizations is current on the child who was bitten
10. Document the incident and inform both sets of parents of the incident.

*The child who repeatedly bites:* Repeated biting behavior, regardless of child's age and developmental stage, needs to have a behavior management plan made by caregivers and parents together.

Some of the strategies that the staff may use to help prevent biting incidents from happening are the following:

1. We give children wet wash cloths or biting rings for biting on. This reduces the sensitivity to their teeth and gums, satisfies their biting needs and reduces the likelihood that they will bite other children.
2. We encourage children to use simple words to communicate their wants and needs. Each time there is a conflict, we remind the child to use their words.
3. We stay close to children who are in a "biting phase" and try to be ready to intervene quickly before a biting incident occurs.
4. We provide a generous variety of toys and materials that encourage children to stay involved. Since a large majority of incidents occur when children want the same toy or object.
5. We are aware of times throughout the day when a child is tired or hungry or may be overstimulated.
6. We use a variety of positive reinforcement and redirection, praising children when they are playing cooperatively, and sharing and being kind to each other.

*When should you be concerned about biting?*

- If the child doesn't care that biting hurts, or if she seems to get pleasure from it.
- If a child keeps getting bitten.
- If a child keeps biting the same child.
- If a child bites at home but not at the center, or vice versa.
- Usual distractions & positive discipline methods fail to change behaviors.

*Policy/Process for Addressing Challenging Behaviors:* We are committed to providing a safe & nurturing environment for all children. We believe that all behavior communicates a need or feeling. We provide opportunities for the children to develop self-control and self-regulation by helping them understand their feelings and those of others.

We are proactive and have set a process in place to minimize challenging behavior. The following are the steps we follow:

- We acknowledge and address the child's feelings and needs
- We clearly state the boundaries, expectations, and limits
- We discuss acceptable behavior
- We offer the child logical choices
- We provide opportunities to practice the appropriate behavior Challenging behaviors are defined as behaviors that are harmful to the child, hurtful/harmful to others and destructive of the physical environment.



*In the event the inappropriate behavior persists the following procedure will be followed:*

*First Occurrence*

Caregivers will visit with the child regarding inappropriate behavior, and the expectations of the program. The caregiver will ask the child what contributed to that inappropriate behavior. The caregiver and child (when age appropriate) will develop a strategy to address the situation in an appropriate manner in the future.

*Second Occurrence*

The caregiver will visit the child regarding the inappropriate behavior, request the child state the expectation and the possible appropriate choices he/she could have made in response to the situation. At this time, the caregiver will discuss with the child (when age appropriate) the possible logical consequences if this behavior is repeated.

*Third Occurrence*

The Director and Caregiver will meet with both the parents and child (when age appropriate) to discuss the possible consequences of the child's continued disruptive /noncompliant behavior. The parents will be advised if the behavior does not stop the student may be asked to leave the program.

*Fourth Occurrence*

After the 4th occurrence, the parents will receive written notification that their child may no longer attend the program.

**Withdrawal/Dismissal**

We ask for a two-week written notice if a child must be withdrawn for any reason, failure to do so will result in a two-week tuition charge. While it is always regrettable to dismiss a child from ABC Day School, there are times when such action is appropriate and necessary.

Dismissal may occur for inappropriate behavior of a child which violates the rights of others, and which shows no improvement after the following steps are taken to change such behavior.

1. Parents are notified through notes and phone calls.
2. A conference was held with parents and teachers to set up a plan to deal with inappropriate behavior.
3. Daily reports are sent home to the parents.
4. The child is dismissed when no improvement is seen within a certain time period to be set by the director, teachers, and parents involved.

**Notifications of Policy Changes**

Parents will be notified in writing of any changes of our operational policies and enrollment agreement. A signed copy is to be returned to the office and kept in your child's records.

**Viewing of Minimum Standard Rules and Licensing Reports**

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is displayed for viewing at the front desk. A copy of either document can be provided upon request. Additional copies of the Minimum Standards are kept in the office of the program director, workroom, and nursery.

**State Licensing Contacts:**

Texas Department of Family and Protective Services  
<http://www.dfps.state.tx.us>

**Licensing Staff:**

Halle Saxton  
3000 E Villa Maria  
Bryan, Tx 77803  
979.731.0118

**Licensing Supervisor:**

Mary Becerra  
14000 Summit Drive  
Austin, Tx 78728  
512.834.3202

**THIS IS A GANG FREE ZONE**