
EMS CHILD CARE PARENT HANDBOOK



Revised

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Mission Statement

EMS Child Care is a unique center that combines high quality child development programming with a nurturing and warm environment for young children. Sound child development practice states that a child needs a place where he or she receives individual attention, is encouraged to be creative and expressive, is led to new discoveries about the world, and can enjoy quiet nurturing moments. The EMS Child Care provides all of this and more. The program's mission is to provide child care for the employees of Eagle Mountain-Saginaw Independent School District as a way to recruit and retain high quality employees and to assist students with young children as they complete their education.

According to the [National Association for the Education of Young Children](#), a key factor in assessing quality in child care is the child-to-staff ratio. Lower ratios are better, enabling teachers to provide the guidance and individual attention children should receive. Knowledgeable, professional staffs are vital to ensuring each child's progress and happiness. EMS Child Care teachers are carefully selected based on their training, experience, and nurturing qualities. They will use a variety of instructional tools as part of a flexible, well-balanced curriculum and receive continuing training on an ongoing basis. Employees of the EMS Child Care are employees of EMS ISD.

Enrollment Eligibility Children

The Child Care will enroll children 6 weeks of age through preschool (pre-kindergarten).

Employees & EMS Students

Enrollment in EMS Child Care is open to all EMS ISD employees who are eligible for benefits and students enrolled in the school district who have young children. Part-time enrollment will not be available. While a child may attend the program on a part-time basis, the monthly tuition will not be reduced.

Enrollment Procedure

To enroll a child at the EMS Child Care, complete a Registration Form and submit it to the building principal with the appropriate registration fee and the child's current immunization record. The principal will review the class lists to determine when enrollment will be possible. In some cases, applicants will be placed on a waiting list until an opening is available in the appropriate classroom or age group.

Waiting List

The EMS Child Care will enroll the maximum number of children in each age then start a waiting list for each group. Applications received for the waiting list will be date/time stamped and handled accordingly. The Hafley Development Center principal will monitor the waiting list and contact the next person on the list as space becomes available. If a baby is placed on the wait list for the infant class, and a space becomes available, but the infant is not ready to begin care, the parent will be given the option to begin paying tuition fees immediately or give up the space to the next infant on the list. If you have questions, please discuss this with the principal.

Hours of Operation and School Calendar

The Child Care is open 6:45 a.m. - 5:15 p.m. Monday through Friday. The Child Care operates 185 days per year, following the calendar set for Eagle Mountain-Saginaw ISD employees. Childcare is available for staff development days and other workdays on which all EMS ISD employees are required to work. In the event of temporary low enrollment at the Child Care, the staffing pattern may be adjusted to re-group children and reduce staff until the regular enrollment pattern resumes. If the district cancels classes the child care will also be closed. **Parents are expected to pick up their children by 5:15 p.m. each day. Beginning at 5:16 p.m., a late fee of \$1.00 per child per minute will be charged for late pickup. Late fees will not be payroll deducted and are payable in check or cash in our office.**

Children arriving earlier than 7:30 a.m. may be grouped with children from other classes and/or received by a teacher other than his/her regular classroom teacher. After 4:30, children remaining at the center may be grouped with other classes until parent pickup.

Tuition and fees

A \$50 enrollment fee is required at the time of application for enrollment.

Monthly tuition is determined by the age of the child at the beginning of each school year.

Tuition payments will be deducted from the employee's monthly payroll check.

The \$50 per child supply fee (for two, three and four-year-olds) is due by September 1 and may not be payroll deducted.

Meals

Monthly tuition includes a hot lunch and two (2) snacks per day. You will receive a menu each month.

Parents of infants must provide formula or breast milk and appropriate baby food until the child is able to eat "table food." When a parent chooses to provide the child's meals and/or snacks from home, the parent understands that the child care center is not responsible for its nutritional value or for meeting the child's daily nutritional needs. **Our campus is a Nut-Free campus. Nut products may not be brought for lunch or snacks. Please be aware that this includes foods cooked in peanut oil.**

Breast Feeding

A quiet comfortable place is provided for mothers wishing to nurse babies. Please see the child care coordinator for the location of this area.

Personal Belongings

Parents of infants and toddlers (not toilet trained) must provide diapers, baby wipes and ointments for their child.

Your child should not bring toys from home. This policy prevents hurt feelings and lost or broken belongings. If your child is in a classroom that has Show-and-Tell, the teacher will set guidelines as to what sorts of items may be brought and how they will be handled in the classroom.

You are encouraged to bring your child's security items, such as a pacifier, blanket, or stuffed animal. These items must be labeled to prevent loss of property. A black permanent marker is best for labeling.

Items Needed at School:

Infant and Toddler Classrooms

- Filled bottles labeled with name and date
- Labeled caps for bottles
- Baby food, labeled with name and date
- Labeled diapers
- Diaper rash cream
- Crib toys
- 2-3 changes of clothing
- Sweater and/or sweatshirt as appropriate
- Security items/pacifiers (labeled)
- Appropriate outer-wear such as coats, sweaters and sweatshirts

Two - Five year old Classrooms

- Blanket and small pillow (not a bed-size pillow, please)
- One Stuffed animal, doll, or other "security item" for nap
- Change of clothing, including socks and underwear
- Appropriate outer-wear such as coats, sweaters and sweatshirts

Clothing

Parents of diapered children must provide enough diapers and wipes to insure their children's comfort. Because of health risks, only disposable diapers are used at the center. If cloth diapers must be used because of an allergy, parents must bring a doctor's note to document this fact. Parents must then provide heavy, clean, Ziploc bags to appropriately store and transport the diapers. Parents will be responsible for cleaning and sanitizing all cloth diapers. All items should be labeled. It is essential for parents to check their child's daily report for notes regarding needed diapering items. If a child should run out of diapers and diaper wipes, parents will be contacted to bring the needed items to the center so that proper care may be given to each child.

Toilet training is implemented as developmentally appropriate. To avoid contamination of the classroom, it is suggested that children wear pull-ups during the toilet training process. Parents must provide adequate clothing for accidents during this transition time and must follow through with toilet training while at home.

All children will need an extra change of clothing with each item labeled to prevent loss. If your child has toilet accidents, please arrange to have several changes of clothing available each day.

Play clothes must be worn so that your child may participate in all planned activities. The child care will have smocks available for children to wear while playing with finger paints, water, and clay; however, the smocks may not protect clothing completely.

A part of each day is spent outside. You will need to dress your child in seasonally appropriate clothing, to include coats, hats, and mittens. Also, please send your child with sturdy shoes suitable for active play. *Flip-flops should not be worn as they may not be safe for running and climbing on the playground.*

Each child, once mobile, needs to wear shoes each day. The best shoes are sneakers or tennis shoes. These styles provide children with the leverage and support needed to run and jump during active play.

Caregiver: Child Ratios

EMS ISD caregiver to child ratios meet or exceed minimum standards requirements as regulated by the Texas Department of Family and Protective Services.

Age Group	Maximum number of children one caregiver may supervise
Infants	4
Ones/Toddlers	5
Twos	6
Threes	8
Fours	9

Curriculum

EMS Child Care provides high quality child care based on sound child development research and developmentally appropriate practice. Based on the theory that children learn through play, the program reflects the guidelines established by the National Association for the Education of Young Children in its "*Developmentally Appropriate Practice Statement.*" You may obtain a full-text copy of this document by visiting the NAEYC website at <http://www.naeyc.org>.

Children will learn sound language skills, ways of expressing ideas clearly, methods to solve problems creatively, appropriate ways to negotiate play schemes with other children, how to make comparisons, predict outcomes, and to express personal feelings appropriately. The program is child-centered with

activities and lesson plans aimed at preparing children socially and emotionally for the transition from an early childhood program into Kindergarten and beyond with the necessary skills to promote self-confidence and a readiness to learn with success.

The teacher's role is to observe and document your child's developmental abilities and to plan choices in play areas throughout the room that will encourage your child to practice old skills and try new ones. The child care director works closely with the classroom staff to develop programs that meet the individual needs of children and foster the creativity that makes early childhood a fun and imaginative time for children.

Discipline and Guidance Policy

Preschoolers are learning to be part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, we view discipline as a time to help your child learn new social skills.

Discipline will be:

- (a) Individualized and consistent for each child;
- (b) Appropriate to the child's level of understanding; and
- (c) Directed toward teaching the child acceptable behavior and self-control.

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

- (a) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (b) Reminding a child of behavior expectations daily by using clear, positive statements;
- (c) Redirecting behavior using positive statements; and
- (d) 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 will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (a) Corporal punishment or threats of corporal punishment;
- (b) Punishment associated with food, naps or toilet training;
- (c) Pinching, shaking, or biting a child;
- (d) Hitting a child with a hand or instrument;
- (e) Putting anything in or on a child's mouth;
- (f) Humiliating, ridiculing, rejecting or yelling at a child;
- (g) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (h) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Severe Behavior

When a child has needs that EMS Child Care staff is not able to accommodate, the Child Care Coordinator and/or the building principal will meet with the parent to develop a plan of action. The staff will do everything possible to support the child's continued participation at the center. However, if the child's behavior shows no progress, parents will be required to find alternative child care for the well-being of the child and his or her classmates.

Dismissal from EMS Child Care

A child will be dismissed from the center:

When the parent consistently fails to comply with EMS Child Care policies.

When the center is unable to meet the physical, intellectual or emotional needs of the child.

When a physician advises dismissal.

Parent Involvement and Communication

EMS Child Care wants to assist parents in understanding the developmental stages their children experience, enabling them to contribute most effectively to the child's growth and enrichment. Parents are encouraged to visit the EMS Child Care and observe how their child interacts with the staff and other children. You are welcome at all times to visit the program and participate in all activities of the Child Care.

As important events occur in your child's life or in your family, please share these with the teachers. These might include the death of a pet, moving to a new house, the illness of a grandparent, or even the separation of parents. Informed teachers will be better able to support your child and tell you how your child is responding to these events. Please know that information you share with your child's teacher is confidential and will not be shared with others.

We value parent ideas and input. We also value our time in the classroom with your child. For this reason, we respectfully ask parents to schedule a private meeting to discuss issues and concerns that may arise in the course of a child's enrollment rather than discussing concerns in the presence of children or other observers in the classroom. We want to give you our undivided attention and this is not possible when the teachers are responsible for children.

The Child Care staff strives to provide many avenues of communication with all parents. Please feel free to utilize voice mail, email and written notes as methods of communicating with your child's teacher. Be aware classroom teachers spend most their time working directly with children. Voice mail and email messages will be returned as promptly as possible.

Email will be used to communicate most school-wide announcements. Please be sure to provide a current email address to your child's teacher as well as the child care director. Changes to policies and/or procedures affecting the child care program will be communicated to parents through email and the Parent Handbook will be updated and made available accordingly. The child care director is available to discuss the policies and procedures of the program and parents are invited to share their comments or concerns.

Child Care Licensing

The EMS Child Care is licensed by the Texas Department of Family and Protective Services (DFPS). A full-text copy of the *Minimum Standard Rules for Licensed Child Care Centers* is available for review at <http://www.dfps.state.tx.us/>.

As a parent or guardian with a child enrolled in the child care, you have the right to review all current inspections conducted by the DFPS, the Fire Department, the Health Department, and any other inspections as may be required for the operation of the child care. To review these documents, please contact the center director. From time to time the child care is required to post such inspections in an obvious location for parents to review. Should this be the case, the child care director will post the appropriate inspections on the bulletin board nearest the entrance to the child care facility.

Important Contact Information for Parents:

Texas Department of Family and Protective Services (local office)
1501 Circle Drive, Suite 310
Ft. Worth, Texas 76119
(800) 582-8286
(817) 321-8604
<http://www.dfps.state.tx.us/>

Child Sexual Abuse and Other Maltreatment of Children

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.emsisd.com. This plan includes annual child sexual abuse awareness training. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml Reports of abuse or

neglect may be made to:

Texas Abuse/Neglect Hotline

(800) 252-5400 <https://www.txabusehotline.org>

Gang-Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zones. For the purposes of EMS ISD, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Other Programs Offered on the Same Campus

The following programs will be located on the first floor of the same campus: Pre Kindergarten classes, Preschool Program for Children with Disabilities (PPCD), The second floor will include Staff Development, and Technology offices. Each program on this campus will function independently of one

another except the child care and PPCD program. Some child care classes will join children enrolled in PPCD for a portion of the day. Activities will include but are not limited to inside or outside play, classroom experiences, and assemblies. Please contact the principal if you have questions.

Release of Children

The Child Care staff will not release your child to anyone other than you or the persons you list in your child's file. Make sure your list is up-to-date and that you notify your child's teacher in writing of any changes. Anyone you ask to pick up your child will be required to show a photo identification card, such as a driver's license. If deemed necessary the child care staff may take additional steps to verify guest's identity by contacting you at time of pick up for additional information before releasing the child to the guest's custody. Please be sure we know how to reach you at all times.

Health

The Hafley Development Center clinic staff serves the EMS ISD Child Care. **Regular clinic hours are 6:45 a.m.- 4:00 p.m.** If your child appears ill at school, or has an apparent injury, he or she will be sent to the clinic for a health check. If the school clinic personnel determine that your child must be excluded from care, you will be contacted. It is important that you make alternate arrangements to provide care for your child when he or she becomes ill. The staff cannot allow a sick child to remain at the school. **III children should be picked up within one hour of parent notification.** You will be asked to keep your child home until all symptoms of any illness have passed, and the child is no longer contagious. A child must be excluded from the center when:

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a need for greater care than the childcare staff can provide without compromising the health and safety of the other children.

Specific Conditions which Require Exclusion

Children who display the following symptoms during the past 24 hours must be excluded from the center. If any of these symptoms occur while your child is in our care, your child will be excluded immediately and you will be called to come for your child. The child cannot return to the center until he or she has been free of any symptoms for a full 24 hours.

Fever Temperature of 101.0 degrees or greater

NOTE: The EMS Child Care will use only a forehead temporal scanner to take children's temperature.

Lethargy Extremely lethargic behavior

Uncontrolled diarrhea three or more diarrhea stools

Repeated Vomiting two or more times in the previous 24 hours

Rash Any rash other than diaper rash or a rash diagnosed by a physician as non-contagious. A physician's note must accompany the child when returning to the center.

Infestation (e.g. scabies, head lice), may return after treatment. **All nits and egg sacks must be removed prior to child's return.** The clinic personnel must check for continued infestation upon child's return to school.

Policies developed by the American Academy of Pediatrics/American Public Health Association pertaining to the exclusion of children with other contagious diseases will be followed.

Procedure for Management of Illness

If a child appears mildly ill,

Parent will be notified. Clinic personnel will inform parent of child's symptoms and review the policies and procedures for school participation.

Child will be cared for apart from the other children. In most cases, the child will be sent to the clinic to rest.

If exclusion is necessary, child must be picked up within 1-hour of parent notification. It is imperative that parents arrange for alternative care for sick children BEFORE it is needed.

Some communicable diseases must be reported to public health authorities so that control measures can be used. The list of these diseases can be found on the communicable disease chart in the *Minimum Standard Rules for Licensed Child Care Centers*. A complete copy of the *Minimum Standard Rules* is available for review online at <http://www.dfps.state.tx.us/>. Notify the center director if your child's physician determines your child has a reportable disease.

Please notify the clinic if your child is diagnosed with a contagious illness. When contagious illnesses, such as flu, chicken pox, etc., appear in a class, notices will be posted on the bulletin board and a class note or email message will be sent to all parents. The ill child's identity will not be revealed in any notices.

A current record of a medical physical is required of all children enrolled at EMS Child Care.

Immunization records must be kept up-to-date and documented at the child care.

Medications

ALL MEDICATION MUST BE BROUGHT TO THE CLINIC. Medications are stored in locked areas in the clinic. **It is unsafe to leave medications in your child's cubby or diaper bag.** You will be asked to complete a *Permission to Administer Medicine* form. Childcare licensing requires that medications must have current expiration dates and, in the case of a prescription, have been prescribed to the child in question. The EMS Child Care may not administer medication that has been prescribed to anyone else. The following guidelines must be followed when bringing medications to the school:

1. Both prescription and over-the-counter medications must be in the original container.
2. The label must include the following information:
 - Date
 - Child's name
 - Specific directions for dosages and times to be given
 - Physician's name (if prescription medication)
 - Expiration Date
3. Medications must be administered according to label directions, including obtaining instructions from your doctor if your child falls into an age range for which the label states to 'consult a physician.' Clinic personnel can help guide you in the proper procedures for this.
4. Special request forms are available in each classroom. Complete this form to make caregivers aware of any changes in your child's daily routine (medications, diet, pickup, etc.)

5. Medication for treatment of fever may not be given by child care or clinic personnel.

All medication will be administered by clinic personnel.

Emergency Transport

The following classifications will be used in dealing with serious injury or illness requiring further medical care:

Urgent: requiring prompt medical intervention. Parent will be notified and parent will transport the student for appropriate medical care. Basic first aid will be given on campus. Condition is serious, but not life-threatening.

Emergency: existence of life-threatening situation requiring immediate medical assistance, transportation or advanced life-support measures. Basic first aid will be given on campus and the 911 system will be activated, and parents will be notified.

Classification shall be determined by the school nurse, principal, child care coordinator or other person trained in first aid. Since the most important step in managing true life-threatening emergencies is to transport the person to a facility where they can be treated as quickly as possible, time will not be spent repeatedly attempting to notify the physician or guardian. FIRST, 911 will be activated. SECOND, the parent/guardian will be notified. If deemed necessary by the paramedics, school nurse, principal or designee, the child shall be transported immediately without prior notification of the parent/guardian. The school office will continue to search for the parents or persons listed as the emergency contacts while the child is being transported. Our basic concern is the securing of immediate life-saving care for the child. If a hospital preference is given, the child shall be transported there, if possible. If no hospital preference is given, the child shall be transported to Harris Methodist Hospital or Cook Children's Medical Center. The school district assumes no financial responsibility for transportation or medical treatment of the child.

Vision & Hearing Screening Requirement

The EMS Child Care is required to abide by the Vision & Hearing Screening Requirements set forth by the Texas Department of Protective and Regulatory Services. The guidelines are as follows:

- (a) The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a child care center:
 - a. All children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment; and
 - b. Vision and Hearing Screening will be conducted by a certified screener employed by EMS Independent school district.
- (b) A licensed or certified screener or a health care professional must conduct the screening. Refer to Texas Health and Safety Code 36.011, for specifics on vision and hearing screening. This information may be accessed on the Internet at: www.tdh.state.tx.us/vhs
- (c) The child care must keep one copy of the following at the child care center for each child required to be screened:

- a. The individual vision and hearing screening; or
- b. A signed statement from the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the child care center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school.

Immunization Requirements

The EMS Child Care is required to abide by the Immunization Guidelines set forth by the Texas Department of Protective and Regulatory Services. The guidelines are as follows:

- (a) Each child enrolled or admitted to child care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.
- (b) Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.
- (c) A child may be enrolled provisionally for up to 30 days if the parent can provide written documentation from a health care professional that the child has received at least one immunization in each series required for that age child, and a statement of when the remaining immunizations will be completed.
- (d) Documents acceptable for immunization records must have been validated by a physician or other health care professional with a signature or rubber stamp and include:
 - a. The child's name and birth date;
 - b. The number of doses and vaccine type; and
 - c. The month, day, and year the child received each vaccination.
- (e) Documentation on file at the child care center may be the original record, a photocopy, or a handwritten copy that the child care center director has signed.
- (f) Exclusions to the Texas School Immunization Requirements

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, §161.004(d), Health and Safety Code, §161.0041, Education Code, Chapter 38, Education Code, Chapter 51, and the Human Resources Code, Chapter 42.

- (1) To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to

the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

- (2) To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

(g) Additional information or clarification can be obtained on the Texas Department of Health Internet website at: www.tdh.state.tx.us/immunize

2017-2018 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses ¹	3 Doses ²			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

Child Care Staff Immunizations

The Texas Department of Family and Protective Services does not *require* that child care staff members be immunized against vaccine-preventable diseases. However, EMS ISD *recommends* that staff members receive immunizations as indicated on the schedule published by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention. This schedule is available for all staff members.

Weather

Cold Weather: Children may go outside if the temperature is over 40° degrees for the full scheduled outside time. When the temperature is under 40°, they may not go outside, but will have inside physical activities in the place of their playground time.

Hot Weather: Children may go outside if the temperature is less than 90° degrees for the full scheduled outside time. When the temperature exceeds 90°, they may only be on the playground for 5-10 minutes at any given time.

Animals/Pets at the Child Care Center

There will be no classroom pets.

Child care licensing standard rules for child care programs states the following: Children at the child care center will not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads. Additionally, children will not be allowed to play with animals unfamiliar to the center or other animals that could be dangerous, including exotic animals such as lions, monkeys, and tigers.

Emergency Preparedness

The EMS Child Care will follow procedures outlined in the Crisis Management Procedures document developed and distributed by the EMS ISD. Each employee has been provided a copy of these procedures and a copy is available in the Child Care office for review

Emergency Drills and Evacuation

Emergency evacuation plans are posted in each room. The center has a fire drill at least once a month where the children are trained to evacuate the building safely and quickly. Additionally, the center conducts a severe weather drill at least four times per calendar year. During severe weather, the center stays informed of current weather conditions as reported by the National Weather Service. Additionally, EMSISD district administrators monitor weather and are in contact with each campus regarding weather conditions. The center conducts a lock down drill at least four times per calendar year. Teachers and children practice being locked in their classroom and remaining quiet until a proper authority comes to release them. If we are required to vacate the premises for any reason, we will relocate across the street to the Saginaw Recreation Center. Children will walk or will be transported in cribs, strollers, or wagons. All staff and children will remain at the Recreation Center until a proper authority has determined that it is safe to return to our building.

Evacuation site: Saginaw Recreation Center
 633 W. McLeroy Blvd
 817.230.0350

Notice of Pest Control Treatment

When necessary, treatments applied by a licensed pest control applicator on Wednesday evenings and/or Saturdays. Safe re-entry is at 6:00 a.m. following any treatment. Extenuating circumstances may require unplanned treatments. To confirm treatment dates, please call the EMS ISD Maintenance Department at 817-306-0864.

Americans with Disabilities Act (ADA)

Child 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) 514-0983 (TTY).

Acknowledgement of Receipt

Please sign and return this page to the Child Care Director.

My signature confirms that I have received and have read the following:

- Parent Handbook
- Discipline and Guidance Policy
- Health Policies
- Policy concerning hours of operation and late pickup fees. I understand that a late fee of \$1.00 per child per minute will be charged after 5:15 p.m. These fees will not be payroll deducted and are payable in cash or check in our campus office.

Signature of Parent or Guardian

Date

