EMS-ISD Childcare

PARENT HANDBOOK



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**Mission Statement**

EMS-ISD Childcare 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 their work and can enjoy quiet nurturing moments. EMS-ISD Childcare provides all of this and more. The program’s mission is to provide childcare for the employees of Eagle Mountain Saginaw Independent School District to recruit and retain high quality employees as well as 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 childcare is the child to staff ratio. Lower ratios enable teachers to provide the guidance and individual attention children need. Knowledgeable, professional staff are vital to ensuring each child’s social emotional well-being and progress in their development. EMS-ISD childcare 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-ISD Childcare are employees of EMS-ISD.

**State Licensing Authority**

*Minimum Standards 746.501(21)*

Texas Department of Health and Human Services Childcare Licensing. A full printed copy of the licensing regulations/standards can be found at the front desk. Parents may also find the licensing regulations on the internet at the following link https://www.dfps.state.tx.us/Child\_Care/Child\_Care\_Standards\_and\_Regulations/default.asp

Parents may also review a copy of the childcare centers most recent licensing inspection report

posted on the Parent Communication board in the front entry or on the licensing website listed

above. These regulations/standards are included as part of this Parent Handbook as if they were

written herein and it is the responsibility of every parent to read, understand and follow these

regulations. Employees are always required to uphold the regulations and standards issued by The Texas Department of Health and Human Services and Childcare Minimum Standards.

Employees are required to immediately notify the Childcare Coordinator of any violations of licensing regulations by any person in the organization.

**Enrollment Eligibility**

The childcare will enroll children 6 weeks of age through pre-school (pre-kindergarten).

**Employees and EMS-ISD Students**

Enrollment in the EMS-ISD childcare 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 is not 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 in the EMS-ISD Childcare, you must complete a pre-registration form and submit it to the Hafley Development Center Front Office or by e-mail to the Childcare Coordinator. There is a $50 pre-registration fee that will need to be paid online through RevTrak. You can find instructions on how to pay this fee on the district website. The Childcare Coordinator 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 groups. When submitting the form and payment it does not guarantee placement at the time that is needed. The Childcare Coordinator will be in contact when a spot opens in the desired classroom.

**Admission Paperwork**

Upon enrollment you will be required to submit the admission paperwork to the childcare office. These forms must be completed in their entirety to begin enrollment at EMS-ISD childcare. If these forms are not completed your child may not begin enrollment until completed.

**Updating Personal Information**

Each year you will be asked to update your child’s admission forms. This allows us to stay on top of changing pick-up lists or emergency information. If you should need to change any information to your child’s admission paperwork throughout the year you may send an e-mail to the Childcare Coordinator notifying of the change.

**Change in Policies and Procedures**

When a policy or procedure is changed by the Childcare Coordinator or State Licensing Agency you will be notified in writing of this change or asked to sign a new parent handbook.

**Waiting List**

The EMS-ISD childcare 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 Childcare Coordinator will monitor the waiting list and contact the next person on the list as space becomes available. If an infant is placed on the waiting list for the infant classroom and a spot 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 any questions, please discuss this with the Childcare Coordinator or Principal.

**Hours of Operation and School Calendar**

The childcare is open 6:30am-5:15pm, Monday through Friday. The childcare operates 187 days per year, following the calendar set for Eagle Mountain-Saginaw ISD employees. Childcare is available for staff development days and other workdays in which all EMS-ISD employees are required to work. In the event of temporary low enrollment at the childcare, 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 childcare will also be closed. Parents are expected to pick up their children by 5:15pm each day. Beginning at 5:16pm a late fee of $2.00 per minute per child will be charged for late pickup. Late fees will not be payroll deducted and are payable in the form of cash to the Childcare Coordinator. It is imperative that your child is picked up by 5:15 each day, excessive late pickups can result in withdrawal from the childcare center.

Children arriving earlier than 7:30am may be grouped with children from other classes and or received by a teacher other than his/her regular classroom teacher. After 4:30pm, children remaining at the center may be grouped with other classes until parent pickup. When classes are combined caregiver to child ratios will meet minimum standard requirements as regulated by the Texas Department of Family and Protective Services.

The childcare gates will open at 6:30am and close at 8:15am, they will re-open at 2:45pm and close at 5:15pm. If you are not here by 8:15am you will need to drop your child off in the front office. If you need to come anytime between 8:15am and 2:45pm you will need to access the childcare through the main entrance of the development center. The childcare entrance doors will be locked during the hours of 8:15am to 2:45pm. Please do not use the doors or entrance during those hours. Also, please do not access the childcare parking lot during the hours that the gates are closed. The parking lot is used to transition from the playground. When accessing the front office please make sure you have your school ID or driver’s license.

**Tuition and Fees**

A $50 non-refundable 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. If a child begins care after the beginning of the school year, fees are prorated to reflect only the number of days enrolled. Once enrolled for care, there are no refunds or credits if a child is absent. A $50 per year child supply fee for two to four-year old’s is due by September 1st and may not be payroll deducted. This fee will be paid through RevTrak, instructions on how to do so can be found on the district website.

**Meals**

Monthly tuition includes a hot lunch and two snacks per day (AM and PM). You will receive a menu each month, please note that the menu is subject to change without notice. Parents of infants must provide formula or breast milk and appropriate baby food until the child is able to eat what is being served by the development center. When a parent chooses to provide the child’s meals and or snacks from home the parent understands that the childcare center is not responsible for its nutritional value or for meeting the child’s daily nutritional needs. If you do choose to send food with your child to school, we encourage you to pack a healthy balanced meal for them to enjoy. We have nutritional education information that we can send to you for ideas on healthy options. Fridge space is low due to the classrooms only having small fridges, all lunches need to be able to be stored in your child’s cubby, we suggest adding a freezer pack to your child’s lunch box. Our campus is a NUT FREE campus. Nut products may not be brought in for lunch or snacks, this also includes nut biproducts as well. If your child has allergies or dietary restrictions, we suggest bringing your child a lunch to school daily.

**Safe Meal Practices**

Liquids and food hotter than 110 degrees are kept out of reach of children. Outside food is commercially prepared or prepared in a kitchen that is inspected by the Fort Worth Health Department.

**Breast Feeding**

A quiet comfortable place is provided for mothers wishing to nurse babies. Please see the Childcare Coordinator for the location of this area and to give you access.

**Diaper Changing**

Parents of Infants and Toddlers (not toilet trained) must provide diapers and wipes. If you would like for ointment to be applied to your child at diaper changes you must provide the ointment and sign off in your child’s admission paperwork that you authorize EMS-ISD Childcare to apply the ointment. The ointment must be labeled with your child’s first and last name. Parents 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. It is essential for parents to check their child’s daily report notes regarding needed diapering items. If a child should run out of diapers and wipes a parent will be contacted to bring the needed items to the center so that proper care may be given to each child.

**Personal Belongings**

Your child should not bring in toys from home. This policy prevents hurt feelings and lost or broken items. 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 (no stuffy or clips can be attached), a blanket or stuffed animal. These items must be labeled to prevent loss.

**Items Needed at School:**

**Infant Classrooms 6 weeks to 12 Months**

Pre-Made bottles labeled with your child’s first and last name (NO GLASS BOTTLES)

Date and Contents i.e., formula or breastmilk

Label caps for bottles with your child’s first and last name

Baby food, labeled with your child’s first and last name

Labeled diapers

Diaper rash cream labeled with first and last name

2-3 changes of clothes (full sets including socks and shoes)

Sweater and/or sweatshirt as appropriate

Security items/pacifiers

Appropriate outerwear such as coats, sweaters, and sweatshirts

**Toddlers**

Diapers and Wipes

A crib sheet or nap sack, blanket and small pillow if needed

Diaper rash cream labeled with first and last name

2-3 changes of clothes (full sets including socks and shoes)

Sweater and/or sweatshirt as appropriate

Security items/pacifiers

Appropriate outerwear such as coats, sweaters, and sweatshirts

Water bottle labeled with first and last name

**Two-Five-Year-Old Classrooms**

Blanket and small pillow (not a bed-size pillow)

Crib Sheet and or Nap Sack

One stuffed animal, doll or other security item for nap

Appropriate outerwear such as coats, sweaters and sweatshirts

Water bottle labeled with first and last name

**Clothing**

All children will need 2 sets of extra clothes 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 childcare 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 or climbing on the playground.

Each child, once mobile needs to wear shoes each day, preferably tennis shoes to provide comfort and stability.

**Toilet Training**

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 the toilet training while at home.

**Caregiver/Child Ratio**

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

|  |  |
| --- | --- |
| Age Group | Maximum Number of Children One Caregiver May Supervise |
| 0-11 Months | 4 |
| 12-17 Months | 5 |
| 18-23 Months | 9 |
| 2 Years | 11 |
| 3 Years | 15 |
| 4 Years | 18 |
| 5 Years | 22 |

**Curriculum**

EMS Childcare provides high quality childcare 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 sign 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 the 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 Childcare Coordinator works closely with the caregivers to develop programs that meet the individual needs of children and foster creativity that makes early childhood a fun and imaginative time for children.

**Supporting Inclusive Services to Children with Special Needs**

Research has shown that children with disabilities benefit from learning alongside their peers in high-quality inclusive early childhood programs made larger gains in their cognitive communication and social-emotional development compared to their peers in segregated settings. In addition, inclusion has benefits for all children, not just children with disabilities. Young children without disabilities who participate in an inclusive classroom learn life skills such as empathy and compassion. If a child’s parent has shared with the childcare center an Individualized Educational Program (IEP) from a school district or an Individualized Family Service Plan (ISFP) from ECI, the childcare center should make every effort to incorporate the plan, where applicable, into the child’s daily activities. The childcare center is not responsible for the purchase or maintenance of adaptive equipment recommended for a child. The childcare center is also not responsible for ensuring ECI or another qualified service provider visits the operation to provide services. However, the child will receive the benefit of services in a natural environment and the caregiver will learn methods for best servicing the child when the center encourages caregivers to incorporate ECI or another service provider into classroom activities.

**Promotion of Indoor and Outdoor Physical Activity**

When children participate daily in physical activity, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improved muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain’s physiology.

**Activity Plan for Indoor and Outdoor Physical Activity**

* Infants (6 weeks-12 Months) will be given opportunities for physical activity, including supervised tummy time.
* Once Infants are 13-17 months, they will participate in outdoor activities twice per day (30 minutes each)
* Toddlers and Twos will participate in a minimum of 60 minutes of moderate to vigorous active play each day. Weather permitting, these will be outdoors.
* Threes and Fours will participate in a minimum of 90 minutes of moderate to vigorous active play each day. Weather permitting, two 30-minute recess times will be outdoors. Two 20-minute indoor activities will be lead by the childcare provider.
* The childcare providers will not withhold active play or keep a child inside as a consequence of behavior unless there is a documented safety concern for the child or others. Parents will be notified in the event this occurs.
* When weather conditions prohibit outdoor play, physical activities will occur in the classroom or the playroom during the scheduled outside time. Classroom teachers have activities planned for “rainy days”.

Opportunities for active play may overlap with outdoor play when the weather permits.

When participating in physical activity it is important that the children’s clothing protects them from sun exposure and permit easy movement (not too loose or too tight) that enables full participation in active play. Parents are encouraged to send children in proper footwear that will provide support for running and climbing. Parents also may send sunhats or caps that may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

* Gym shoes or sturdy shoe equivalent
* Clothing for the weather, such as a lightweight, breathable jacket

Examples of inappropriate clothing/footwear include:

* Footwear that can come off while running or that provide insufficient support for climbing.
* Clothing that can catch on playground equipment, such as those with drawstrings or loops.

**Weather Permitting**

Weather conditions that do not pose any concerns for the health and safety, such as significant risk of frostbite or heat-related illness. Weather will be monitored daily by the childcare coordinator. The childcare coordinator will assess the outdoor conditions to determine if classes can go outside and for what duration. The childcare coordinator will alert staff if any adjustments need to be made.

**Texas Rising Star**

A full printed copy of the Texas Rising Star standards can be found at the front desk. These

standards are included as part of this Parent Handbook as if they were written herein.

Employees are required to uphold the standards and guidelines published by Texas Rising Star

at all times.

Employees are required to immediately notify the Childcare Coordinator of any violations of the Texas Rising Star standards by any person in the organization.

**Discipline and Guidance Policy**

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

Discipline will be:

1. Individualized and consistent for each child
2. Appropriate to the child’s level of understanding
3. Directed towards 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 least the following.

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding children of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Using brief supervised separation 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:

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. Placing a child in locked or dark room, bathroom or closet with the door closed
8. Requiring a child to remain silent or inactive in inappropriately long periods of time for the child’s age

**Severe Behavior**

When a child has need’s that EMS-ISD childcare staff is not able to accommodate, the Childcare 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, the parent will be required to find alternative childcare for the well-being of the child and his or her classmates.

**Dismissal from EMS-ISD Childcare**

A child will be dismissed from the center:

1. When the parent consistently fails to comply with EMS-ISD Childcare policies
2. When the center is unable to meet the physical, intellectual or emotional needs of the child
3. When a physician advises dismissal

**Parent Involvement and Communication**

EMS-ISD childcare 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-ISD Childcare and observe how their child interacts with the staff and the other children. You are welcome always to visit the program and participate in all activities of the childcare.

As important events occur in your child’s life or in your family, please share these events with your child’s 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 specifically ask parents to schedule a private meeting to discuss issues and concerns that may arise during your 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 the care of children.

The childcare 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 of their time working directly with children. Voice mail and e-mail messages will be returned as promptly as possible.

You may reach out to the Childcare Coordinator at any time should you have any questions or concerns regarding policies and procedures of the childcare center. The Childcare Coordinator can be reached by phone, e-mail or in person at the center.

**TadPoles Parent Communication App.**

The TadPoles parent app will be our main effort to communicate with our families. You must provide us with an e-mail address to access this app. You will need to download the app from your app store and set up your account. This app will allow our teachers to input your child’s daily activities, potty training efforts and curriculum information. This app will also allow you to enter drop off notes for your child’s teacher. Upon enrollment you will receive information on how to set up your parent account.

**Childcare Licensing**

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

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

Important Contact Information for Parents:

Texas Department of Family and Protective Services (local office)

1501 Circle Drive, Suite 310

Fort Worth, Texas 76119

(800) 582-8286

(817) 321-8604

<http://www.dfps.state.tx.us>

**Preventing and Responding to Abuse and Neglect 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](http://www.emsisd.com). This plan includes annual abuse and neglect training. Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of EMS-ISD Childcare are considered mandated reporters, under this law. The employees of EMS-ISD Childcare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at EMS-ISD Childcare take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff at EMS-ISD Childcare cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.” Causes for reporting suspected child abuse or neglect include, but are not limited to:

* Unusual bruising, marks, or cuts on the child’s body
* Severe verbal reprimands
* Improper clothing relating to size, cleanliness and or seasons
* Transporting a child without appropriate child restraints (i.e. car seats, seat belts, etc.)
* Dropping off or picking up a child while under the influence of illegal drugs or alcohol
* Not providing appropriate meals including a drink for your child
* Leaving a child unattended for any amount of time
* Failure to attend to the special needs of a disabled child
* Sending a sick child to school over medicated to hide symptoms, which would typically

require the child to be kept at home until symptoms subside.

* Children who exhibit behavior consistent with an abusive situation

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report

any suspected abuse or 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://wwwoag.state.tx.us/AG_Publications/txtschildabuse2.shtml>

Reports of Abuse or neglect may be made to:

Texas Abuse/Neglect Hotline 1-800-252-5400 <https://www.txabusehotline.org>

**Parental Rights**

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

* Enter and examine the childcare facility during its hours of operation and without advance notice;
* File a complaint against the childcare facility;
* Access to their child’s admission records and or incident and illness reports;
* Receive inspection reports and information about how to access the childcare facilities online compliance history;
* Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
* Be given the contact information for the childcare facilities local Childcare Regulation office;
* Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  + Video recordings of the alleged incident are available.
  + The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  + The parent or guardian of any other child in the video receives prior notice from the facility;
* Obtain a copy of the facilities policies and procedures handbook;
* Review the facilities staff training records and any in house training curriculum; and
* Exercise these rights without receiving retaliatory action by the facility

**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 zone. 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 and Early Childhood Special Education (ECSE). The second floor will include the EMS-ISD Police Department, technology offices and special programs offices. Each program on this campus will function independently of one another.

**Drop Off/Pick Up Procedures**

Separation is easier for both parent and child if the parent says “goodbye” in a positive happy manner and leaves quickly without hesitating. The parent, guardian or appointed drop off and pick up person must sign in each child on the iPad located at the front at drop off and pick up.

In the event the parent/guardian cannot come for the child the childcare staff will release your child only to others you list in your child’s file. Make sure your list is up to date and that you notify the childcare coordinator in writing of any changes. Anyone you ask to pick of your child will be required to show photo identification such as a driver’s license. If deemed necessary, the childcare staff may take additional steps to verify identity by contacting you at time of pick up for additional information before releasing the child. Please be sure we know how to reach you always. If your child will be absent, please call the office at 817.232.2071 ext. 6342.

**Health**

The Hafley Development Center clinic staff serves the EMS-ISD Childcare. **Regular clinic hours are 6:30am- 4:00p.m.** If your child appears ill at school, or has an apparent injury, he or she will be sent to the childcare coordinator for assessment and in extreme circumstances will then see the nurse on duty. If the school clinic personnel determine that your child must be excludedfrom care, you will be contacted. It is important that you make alternate arrangements to provide care foryour child when he or she becomes ill. The staff cannot allow a sick child to remain at the school. **Ill children must be picked up within one hour of parent notification.** You will be asked to keep yourchild home until all symptoms of any illness have passed, and the child is no longer contagious. A childmust be excluded from the center when:

• The illness prevents the child from participating comfortably in facility activities, including outdoor play

• The illness results in a need for greater care than the childcare staff can provide without

compromising the health and safety of the children

**Illness Policy**

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 or has a physicians note.

**Fever** An axillarytemperature of 100.0 degrees or greater

**Lethargy** Extremely lethargic behavior

**Uncontrolled diarrhea** three or more diarrhea stools

**Repeated Vomiting** two or more times in the previous 24 hours

**Infestation (i.e. scabies, head lice),** may return after treatment. **All nits and egg sacks must**

**be removed prior to the 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. A child may return to school once the child is free of all symptoms for 24 hours or has obtained a health care professionals statement that the child is no longer contagious or is free of an excludable disease or condition.

**Procedure for Management of Illness**

If a child appears mildly ill, the parent will be notified by the Childcare Coordinator. Parent or guardian will be informed of the child's symptoms and review of the policies and procedures for school participation. If exclusion is necessary, the child must be picked up within 1 hour of parent notification. It is imperative that parents arrange 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 Childcare Centers.* A complete copy of the *Minimum Standard Rules* is available for review online at http://www.dfps.state.tx.us/. Notify the childcare coordinator if your child's physician determines your child has a reportable disease.

Please notify the childcare coordinator 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 e-mailed. 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-ISD Childcare. Immunization records must be kept up-to-date and documented at the childcare.

**Health Statement**

A health statement must be obtained from each child’s primary physician. This statement must state that the child has been examined within the past year and said child is well enough to participate in group care. This form can be found in the initial admission paperwork that is sent out before the child starts or it can be on a physician form that the child’s dr. provides. This information must include the child’s physicians name, address and phone number.

**Accident and Illness Reports**

When a child is injured while in care at the childcare center you will be notified in person of the accident or injury. You will be required to sign an accident/injury report. In extreme circumstances a parent or guardian will be called. If your child is sent home for any reason due to illness, you will also receive an illness notification with the information given as to when your child can return to school and under what conditions.

**Allergies/Restrictions**

You will be required to fill out the health requirements form located in the child’s admission paperwork. If your child has any allergies or dietary restrictions this form will need to be completed along with a food allergy emergency plan that must be signed by your child’s physician. We will need a food allergy plan completed for EACH FOOD your child is allergic to. If your child has a dietary restriction, we will need a plan filled out as well. It will be required by the child’s parent or guardian to keep this form updated.

**Medications**

ALL MEDICATION MUST BE BROUGHT TO THE CHILDCAR COORDINATOR. Depending on the medication needed it will be stored in either the childcare office or 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-ISD Childcare may not administer medication that has been prescribed to anyone else. The following guidelines must be followed when bringing medications to the school:

Both prescription and over-the-counter medications must be in the original container. The label must include the following information:

• Date that the medication is brought to the center

• Child’s full name and date of birth

• Specific directions for dosages and times to be given

• Physician’s name (if prescription medication)

• Expiration Date

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.

Any medication that is required to enable a student to stay in school may be given at school. 3 times a day medication should be given before school, after school and at bedtime.

All medication will be sent home when it is no longer required for the child.

**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.

The 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, childcare 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-ISD Childcare 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 childcare center:

All children enrolled in programs who are four years of age by September 1st, will need to be screened for vision and hearing implications.

(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](http://www.tdh.state.tx.us/vhs)

(c) The childcare must keep one copy of the following at the childcare center for each child

required to be screened:

a. The individual vision and hearing screening report

**Immunization Requirements**

The EMS-ISD Childcare is required to abide by the Immunization Guidelines set forth by the Texas

Department of State Health Services. The guidelines are as follows:

(a) Each child enrolled or admitted to childcare center must meet and continue to 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 14 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) 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.

(d) Documentation on file at the childcare center may be the original record, a photocopy, or a

handwritten copy by the child’s physician.

(e) Exclusions to the Texas School Immunization Requirements

Children and students in these categories must submit evidence for exclusion from compliance.

(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.

Additional information or clarification can be obtained on the Texas Department of Health

Internet website at: www.tdh.state.tx.us/immunize

**Childcare Staff Immunizations**

The Texas Department of Family and Protective Services does not *require* that childcare 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**

***Inclement Weather –*** Anytime the possibility of inclement weather is forecast, our district emergency management team actively monitors weather, temperatures, and road conditions as the situation develops. We work closely with local emergency management personnel including the National Weather Service, Texas Department of Transportation, and our city and county law enforcement to determine the impact of impending weather on school and school activities. When winter weather strikes, district administrators also drive roads throughout the district to assess travel conditions for the safety of buses and all drivers to and from our schools and buildings. In the event of a decision to close or delay school, Eagle Mountain-Saginaw ISD will make the official announcement first on the district's social media sites (Facebook and Twitter), the district and campus websites, and then through local media outlets. If EMS-ISD closes schools, the childcare will also be closed. In the event of a delayed school opening, the childcare opening will also be delayed. For example, if there is a 2-hour delay, the childcare will open at 8:30a.m.

***Cold Weather***: Please always send your child in weather appropriate clothing as it can be cold on some days that we will be going outside. This includes providing, a hat, gloves, and a heavy coat. We will use our best judgment on going outside when it is cold.

***Hot Weather***: Children may go outside when the weather is warm, we will consider the heat index as well as the ozone warnings.

**Animals/Pets at the Childcare Center**

There will be no classroom pets. Childcare licensing standard rules for childcare programs states the following: Children at the childcare 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.

**Screen Time**

The Hafley Development Center follows Childcare Licensing Screen Time policies which states:

* No screen time will be used for any child under the age of 2
* Screen time may be used in addition to but will not be used to replace an activity for a child who is two years old or older.

If screen time is used the guidelines are as follows:

* It is related to the planned activities that meet educational goals
* It is age appropriate
* It will not exceed one hour per day
* It is not used during mealtime, snack times, naptimes or rest times
* Does not include advertising or violence
* Is turned off when not in use

**Emergency Preparedness**

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

**Emergency Drills and Evacuation**

Emergency evacuation plans are posted in each classroom. 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, EMS-ISD district administrators monitor weather and are in contact with each campus regarding weather conditions. The center conducts a lock down/lock out drill at least four times per calendar year. 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 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 treatment. To confirm treatment dates, please call the EMS-ISD Maintenance Department at 817-306-0864.

**Americans with Disabilities Act (ADA)**

Childcare 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).

**Operational Policy on Infant Safe Sleep**

Parents will review the policy upon enrolling their infant The Hafley Development Center and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>.

All staff, substitute staff and volunteers at The Hafley Development Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation signed by the infant's health care professional [§746.2427 and §747.2327].

• Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs [§746.2409 and §747.2309].

• For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

• Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].

• Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

• If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will

be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].

• Place only one infant in a crib to sleep [§746.2405 and §747.2305].

• Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].

• If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].

• Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].

• Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].

• If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].

• Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].

• Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional.

**Procedures for Providing and Applying Insect Repellant and Sunscreen**

During the warmer months, children will have more opportunities for outdoor play and exposure to the sun. We highly recommend that parents apply insect repellant and sunscreen at home before coming to the program. Parents should also supply their children with insect repellant and sunscreen to bring to the center. These items must be in their original container and labeled with the child’s name. Staff will provide a permission slip to apply sunscreen and insect repellant. Staff will apply sunscreen as well as the insect repellant, for this reason, spray varieties rather than lotions are strongly encouraged.

**Acknowledgement of Receipt**

*Please sign and return this page to the Childcare Coordinator.*

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$2.00 per child per minute will be charged at 5:16 p.m. These fees will not be payroll deducted and are payable in cash to the childcare coordinator.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian Date