

EMS CHILD CARE PARENT HANDBOOK



| | |
|---|-------|
| Table of Contents | |
| Mission Statement | 4 |
| Enrollment Eligibility | 4 |
| Enrollment Procedure | 4-5 |
| Waiting List | 5 |
| Hours of Operation and School Calendar | 5-6 |
| Tuition and Fees | 6 |
| Meals | 6 |
| Safe Meal Practices | 6 |
| Breast Feeding | 6 |
| Personal Belongings | 6-7 |
| Items needed at School | 7 |
| Clothing | 8 |
| Toilet Training | 7-8 |
| Caregiver: Child Ratios | 8 |
| Curriculum | 8 |
| Promotion of Indoor and Outdoor Physical Activity | 8-9 |
| Activity Plan for Indoor and Outdoor Play | 9 |
| Texas Rising Star | 10 |
| Discipline and Guidance Policy | 10 |
| Severe Behavior | 10-11 |
| Dismissal from the Center | 11 |
| Parent Involvement and Communication | 11 |
| TadPoles | 11 |
| Child Care Licensing | 11-12 |
| Child Sexual Abuse and other Maltreatment of Children | 12-13 |
| Gang Free Zone | 13 |
| Other Programs Offered on the Same Campus | 13 |
| Drop Off/Pick up Procedures | 13 |

| | |
|---|-------|
| Health | 13-14 |
| Specific Conditions which Require Exclusion | 14 |
| Procedure for Management of Illness | 14 |
| Medications | 14-15 |
| Emergency Transport | 15 |
| Hearing and Vision Screening Requirement | 16 |
| Immunization Records | 16 |
| Weather Policy | 17-18 |
| Animals/Pets at the Child Care Center | 18 |
| Screen Time | 18 |
| Emergency Preparedness | 18 |
| Emergency Drills and Evacuation | 18 |
| Pest Control | 18-19 |
| Americans with Disabilities Act (ADA) | 19 |
| Safe Sleep | 19-20 |
| Acknowledgment of Receipt | 21 |

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 their work and can enjoy quiet nurturing moments. The EMS Child Care 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 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 Child Care are employees of EMS-ISD.

State Licensing Authority

Minimum Standards 746.501(21)

Texas Department of Health and Human Services Child Care 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 Child Care 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 Students

Enrollment in the EMS 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 at 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 be paid online through RevTrak. You can find instructions on how to pay this fee on the district website. The Child Care 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.

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 me an e-mail notifying me of the change.

Waiting List

The EMS 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 Hafley Development Center Childcare Coordinator 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 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.

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 3:10 and close at 5:15. If you are not here by 8:15am you will need to drop your child off in the front office. If you should need to come anytime between 8:15am and 3:10pm 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 3:10pm. Please do not use those doors or entrance during those hours. 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. Late fees do not apply when 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. 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 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. Please be aware that this includes food cooked in peanut oil.

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.

Personal Belongings

Parents of Infants and Toddlers (not toilet trained) must provide diapers and wipes. If you would like ointment to be applied while your child is in care, you will need to sign off giving permission as well as you must provide your own ointment labeled with your child's first and last name. 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, blanket or stuffed animal. These items must be labeled to prevent loss.

Items Needed at School:

Infant and Toddler Classrooms

Pre-Made bottles labeled with your child's first and last name

Date and Contents (Infant's Only)

Labeled 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 (labeled)

Appropriate outerwear such as coats, sweaters and sweatshirts

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

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 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.

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 |
|-----------|--|
| Infants | 4 |
| Toddlers | 5 |
| Twos | 8 |
| Threes | 11 |
| Fours | 12 |

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 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.

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 a dynamic interaction. Research has shown that physical movement can affect the brains physiology.

Activity Plan for Indoor and Outdoor Physical Activity

- Infants will be given opportunities for physical activity, including supervised tummy time.
- Once Infants are of Toddler age, they will participate in outdoor activities twice per day
- Toddlers and Twos will participate a minimum of 60 minutes of moderate to vigorous active play each day. Weather permitting, these will be outdoors.
- Threes and Fours will participate a minimum of 90 minutes of moderate to vigorous active play each day. Weather permitting, two 35-minute recess times will be outdoors. Two 10-minute activity times will be indoors led by the childcare provider.
- The childcare providers will not withhold active play or keep a child inside as a consequence for behavior unless there is a documented safety concern for the child or others. The parents will be noticed 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 weather permits.

When participating in physical activity it is important that the children’s clothing protect 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:

- A) Individualized and consistent for each child
- B) Appropriate to the child's level of understanding
- C) 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.

- A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- B) Reminding children of behavior expectations daily by using clear, positive statements
- C) Redirecting behavior using positive statements
- D) 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:

- 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 locked or dark room, bathroom or closet with the door closed
- H) 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 needs that EMS 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 Child Care

A child will be dismissed from the center:

- A) When the parent consistently fails to comply with EMS Childcare policies
- B) When the center is unable to meet the physical, intellectual or emotional needs of the child
- C) When a physician advises dismissal

Parent Involvement and Communication

EMS 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 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.

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 of how to set up your parent account.

Child Care Licensing

The EMS Child Care is licensed by the Texas Department of Family and Protective Services. 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 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 center director. 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 director 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>

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. 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, season
- Transporting a child without appropriate child restraints (e.g. 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://www.oag.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>

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, 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.

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 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 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. **Ill 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 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

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, the parent will be notified. Clinic personnel will inform the 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 childcare.

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:

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 name
- 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.

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.) Medication for treatment of fever may not be given by childcare 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, 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 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 childcare center:

13

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.

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 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; 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 childcare 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 childcare 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 childcare center may be the original record, a photocopy, or a handwritten copy that the childcare 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.

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

Child Care 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 EMSISD 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 8:30 a.m.

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. We will take into account the heat index as well as the ozone warnings.

Animals/Pets at the Child Care 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 Child Care Licensing Screen Time policies which states:

- No screen time will be used for any child under the age of 2
- Screen time 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

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 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 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)

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 Repellent and Sunscreen

During the warmer months, children will have more opportunity for outdoor play and exposure to the sun. We highly recommend that parents apply insect repellent and sunscreen at home before coming to the program. Parents should also supply their children with insect repellent 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 repellent. Staff will apply the sunscreen as well as the insect repellent, for this reason, spray varieties rather than lotions are strongly encouraged.

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 \$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