ABC Day School

Program & Policies Parent Handbook

Monday –Friday 7:00 a.m.-6:00 p.m.

936.873.5011

Revised 7.31.20

**Purpose**

This handbook was developed to inform parents of school policies and program information. Parents will be given a new copy each year. Parents will be informed of changes to policy in writing throughout the year. *Parents are expected to read and be familiar with this information, and this document serves as the parent contract.* The “acknowledgement of handbook” which is included on the registration form, must be signed and returned by the first day of class.

**Statement of Goals**

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

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

**Philosophy**

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

**Texas Rising Star**

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

**Registration**

**An annual $100.00 per child for all day and $50 per child for after school registration fee is due as part of the enrollment process of the child.** This fee is non-refundable, non-transferable, and due at time of registration. If we are unable to place your child into our program at this time, you may be placed on a waiting list and notified when an opening becomes available.

**Enrollment**

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

**Tuition**

When your child is enrolled in our program, he/she has a spot reserved for them regardless of attendance. Our expenses remain the same whether your child is here or not**. *Places will not be held during a child’s absence unless the tuition has been paid.***

Tuition is due on the **1st** day of each week and is considered delinquent on the last day of the same week; a $25 late fee will then be added to your account for that week. If you will be out on the due date because of illness or other event, please make arrangements to mail or drop off tuition at our office by the last day or the fee will be included. Tuition will NOT be pro-rated or refunded unless the center is closed for three or more days. Late fees are $1.00/minute after 6:00 p.m. and are considered part of tuition. Any time you are late picking up your child (after 6:00 p.m.), the $1.00/minute late fee is to be paid at that time. We will use cell phone time since that is a universal time. Tuition rate forms are available in our office.

Payments in the form of check, credit card, or money order may be made to the office each week. WE DO NOT ACCEPT CASH PAYMENTS. A receipt is available after the payment is posted.

Please remember to keep your receipts for tax purposes. There will be a $25 fee for duplicate bookkeeping. On any returned check that causes a charge to ABC Day School, you will be required to pay the corresponding amount.

**Absences**

When your child is enrolled in our center, he/she takes up a reserved slot that is held open. Our expenses remain the same whether your child is here or not**. Unfortunately, there are no refunds or make-up days for missed days.** Consistent and prompt attendance is advised. If for any reason your child will be late, absent, or out for an extended period of time, please contact the office. Please remember to adhere to our sick child standards, as when a parent brings a child to school ill, the ill child then infects everyone and every item they come in contact with; this causes children to spread the germ throughout the school.

**Why you must pay for days that your child is absent:**

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

**Parent Communication**

ABC Day School values regular communication with parents, both formal and informal. Daily verbal communication when arriving and departing is a good time to share day -to-day information. We schedule parent teacher conferences twice a year for Pre-K and all parents are encouraged to meet with teacher annually. Parents are invited to attend all Special Events/Programs. We also send out a monthly Newsletter to inform families of currents events.

**Curriculum**

ABC Day School is a structured program that fulfills the needs of our children in developmentally appropriate ways. The curriculum or plan for learning is everything that happened throughout the day. Our program includes prayer, language experiences, art, music, physical skills, manipulatives, dramatic play, science, nature, literature and more. We also have 90 minutes of outdoor play (weather permitting) daily with 30 minutes of structed play included.

**Supplies**

Each child will need the following items:

To stay at the school: (**PLEASE LABEL ALL ITEMS!!**)

Children (toddler & older) are required to have a KINDERMAT rest mat.

\*Rest mats may be covered with loose bedding only, to be supplied by the **parent**. Bedding will be removed and sent home to be laundered weekly.

In daily bag: (**PLEASE LABEL ALL ITEMS!!**)

Change of seasonal clothing (including socks and underwear) \**All ages please!*

Diapers/pull-ups (if needed)

Bottles (if needed)

Pacifier (if needed)

Lunch (**no soda, candy, or gum**)

**Arrival/Pick-Up**

Everyone will enter and exit the building through the front doors on the ABC Day School and must be accompanied by a parent or authorized adult.

**STATE LAW- Children must be signed in/out by an adult on the front desk computer or with** **their teacher.** **Children will be released only to those persons whose names appear on the registration form. Written notice of changes to this agreement must be signed by the parent(s) and submitted to the director.**

Pick Up: Children must be picked up by a parent or an authorized adult. **For each person** **picking up the child there must be a record of the identity of that person**. Each person will be asked to produce a valid photo I.D., or their driver’s license number and license plates will be recorded. ABC Day School has no legal authority to refuse either parent the right to pick up a child unless a court has granted temporary or permanent custody to one parent or to a third party and the school has been furnished with a copy of the court order. ***Photo-identification is required.***

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

**Guidance and Discipline Polices at ABC Day School**

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

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

**Techniques**

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

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

**Responsibility**

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

**Methods**

Disciplinary methods used shall be based on guidance to help the child develop inner control, self- responsibility, respect for the rights of others, as he learns to cope with the daily experiences of living and working with others. UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT BE USED OR TOLERATED BY ANYONE ON SITE!! Verbal abuse will not be allowed-this means no yelling, no obscene language & no put downs between adults or between adults and children. Spanking, threatening, & withholding food cannot be used to discipline children.

**Time Out**

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

**Biting Policy**

When biting occurs, these immediate steps will be taken:

* Separate the child who bit and the bitten child.
* Staff will say to the child who bit, "No, biting hurts!" or "People are not for biting." "I cannot let you hurt other people like that." The staff will use his/her tone of voice and facial expression to show the child biting is unacceptable.
* Staff will attend to the child who was bitten, will apply first aid as needed. If skin is broken staff will wash with warm water and soap. And will apply ice pack or cool cloth to help prevent swelling.
* A staff member will keep an eye on the child who bit to prevent a repeat of the behavior.
* If appropriate, staff will have biter help assist the bitten child.
* After a couple of minutes, staff will go to the child who bit and get him involved in an activity.
* Depending on the biters age, staff may encourage restitution, e.g. an apology, efforts to cheer the bitten child.

Follow up steps include:

* See that tetanus immunizations is current on the child who was bitten
* Document the incident and inform both sets of parents of the incident.

**The child who repeatedly bites**

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

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

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

**When should you be concerned about biting?**

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

**Policy/Process for Addressing Challenging Behaviors**

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

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

1. We acknowledge and address the child’s feelings and needs

2. We clearly state the boundaries, expectations, and limits

3. We discuss acceptable behavior

4. We offer the child logical choices

5. We provide opportunities to practice the appropriate behavior Challenging behaviors are defined as behaviors that are harmful to the child, hurtful/harmful to others and destructive of the physical environment.

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

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

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

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

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

**Withdrawal/Dismissal**

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

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

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

**Lunch**

A healthy child is a happy child. Your child’s lunch should be something they can feed themselves. If your child is in the nursery and has begun to use finger foods, we would prefer that you send finger foods as opposed to baby food. Please do not send food items that require cooking, only heating, for any age level. Remember to pack foods that your child enjoys and are safe and healthy to eat. Keep in mind our teachers encourage the children to the healthy meal first and then perhaps the dessert. This young age is the building blocks to good health; please pack nutritious items. Please make us aware of any known food allergies with a doctor’s note of step by step procedures in case of a reaction. will not be allowed to share lunches. For your child’s safety, we ask that you do not send gum or candy. Lunch times are posted in each classroom; please have your child’s lunch available by this time. All food and drink above 100 degrees will be kept out of children’s reach. **(PLEASE LABEL YOUR CHILD’S LUNCH BAG OR LUNCH BOX/KIT)**

**Snack**

A mid-morning snack and an afternoon snack will be given to all children. This includes a variety of food items and water. Children require more water in their diet than adults do, and to help establish healthy drinking habits, we will serve water on a daily basis,. The snack schedule is posted on the bulletin board.

**Clothing/Diapers**

We play in mud, sand, water, and clay; we make marvelous goops; we glue and paint (not always with just brushes), so your child will often come home with stained and dirty clothing. Please have your child(ren) wear comfortable play clothes that they will feel free to participate in. **Each child must have an extra set of seasonal clothes in his/her cubby**. **Please mark them** **with the child’s name**. **Children in diapers should have two extra sets of marked clothes and a sufficient supply of disposable diapers for the day. Outside is our favorite place to be**. So put sunscreen on your child in the morning and dress them appropriately for the weather. Be sure to send a **LABELED** jacket when appropriate. Suitable foot covering must be on your child’s feet upon arrival each day. We prefer socks and closed toe shoes. Thongs, flip-flops, soccer shoes, cleats, or shoes or boots with slick soles are not recommended.

**Lost and Found**

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

**Birthdays**

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

**Celebrations**

We have many celebrations throughout the year. If parents are interested in helping with the holiday parties or providing refreshments, sign-up sheets will be posted in each classroom prior to the party. Parent participation is greatly appreciated. For special programs, all parents, friends, and grandparents are invited to attend. Additional information about these events will be included in parent notices and newsletters.

**Procedures for Parental Visits and Participation**

At ABC Day School we have an “Open Door Policy” with parents and grandparents. Parents are welcome to visit and participate at our center at any time during hours of operation to observe your child, our center’s operations, and participate in programs and activities, without having to secure prior approval. We offer Parent Teacher Conferences twice a year for all class and all parents are encouraged to schedule conferences at any time.

**Water Activities**

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

**Field Trips**

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

**Movies**

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

**Pictures**

Photographs of the children participating in our program may be taken from time to time. Any such photography will be done under the supervision of the director and staff. These photos may appear on the bulletin board, in newsletters, in brochures, on our website, Facebook or in other publicity materials, and our Child Management System. Permission to use photos including your child or his/her work (artwork, crafts, projects, etc) must be first granted by the child’s parent via the Release form for Media Recording, which is included in the Parent Handbook.

**Animals**

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

**Breast Feeding**

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

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

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

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies.

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

Staff shall be trained in handling breast milk.

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

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding.

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

Breastfeeding promotion information will be displayed.

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

**Transportation**

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

When loading and unloading children the following guide lines will be followed:

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

Safety Restraint

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

Required equipment:

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

Transportation emergencies

The vehicle being used to transport children will be inspected regularly and before and after each use. If the vehicle is deemed unusable for any reason, the field trip will be rescheduled. During use, the following procedures will be followed during emergencies.

1. If for any reason the vehicle must stop, the safety of all children will be first priority.
2. The nature of the emergency will be discovered and proper procedures will be followed.

**Flat Tire**: If it is possible for children to be moved to a safe location, (store, restaurant, etc.) do so. If not, children will stay in the van until they can be moved or another vehicle arrives to transport them. Children will NOT stand on the side of the road. Once children are safe the tire will be changed and the vehicle will be safe for use again.

**Break Down**: If the van breaks down for any unknown reason to the driver then children will remain in the van until they can be moved to a safe location (store, restaurant, etc.) while it is repaired or another vehicle arrives to transport them.

**Accident**: If for any reason there is any accident adults will be responsible ensuring that every child is ok. Any and all collisions will be called in to authorities and parents will be notified. An adult will accompany any child that is in need of medical attention and will stay in contact with the parents. A back up vehicle will carry all able children and staff back to the center.

**Health**

All children must have a current medical examination upon enrollment and their immunizations must be current. A copy of your child’s immunization record should be attached to the registration form. This is to conform to the laws of the State of Texas and Department of Human Services. Documentation must be submitted by the first day of attendance. By **STATE LAW ALL FOUR YEAR OLDS** must have a vision and hearing screening prior to the completion before the first semester of enrollment. Adequate records of such exam by a health care professional must be provided. Please inform the coordinator and your child’s teacher of any chronic medical problems or allergies before his/her first day of school. Emergency treatment authorization must be on file for each child (registration form).

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

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

**If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible.**

**Medications**

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

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

**Accidents**

Parents are notified of any accidents. Always leave a number where you may be reached. Accident reports are filled out by the teacher and witnessed by a staff member. Parents are asked to sign the accident report for proof that you were notified, an example of the form in in the parent handbook. SAFETY is our number one priority in any activity, snack, craft, or play that is planned. Your child is supervised at all times. Our goal is to provide a safe and loving environment for your child to learn and grow.

**First Aid and Emergency Procedures**

ABC Day School is extremely concerned and cognizant of its role in correctly managing situations that require first aid or emergency care. Our staff is required to be familiar with and be certified in CPR and basic first aid. Our staff is also trained in emergency and safety procedures. Specific safety and emergency procedures are posted in each classroom and in the Staff Handbook. We practice fire drills monthly and severe weather drills four times a year. In the event of an actual emergency EMS (911) will be called and first aid protocol will be followed. If transportation is necessary the program director or assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form.

**Emergency Preparedness Plan**

When the decision is made to evacuate the Center, the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an actual fire, the **Director** will be responsible to notify 9-1-1.

**Center staff will evacuate their children as follows:**

The *Infant Nursery Worker* shall put infants in an evacuation crib and move to the designated evacuation assembly area (Anderson Baptist Church,, 379 N. Main). Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the Director immediately. The *Nursery Worker* is responsible to bring all attendance sheets, child rosters, & information sheets. For inclement weather, if possible, take appropriate supplies to protect the infants.

The *Wobbler, Toddler, Preschool Leader* and *Pre-Kindergarten Leaders* shall be responsible to gather their respective classes in a group & supervise an orderly evacuation to the designated assembly area. The Leaders are also responsible to bring all attendance sheets, child rosters, & information sheets. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log & the results reported to the Director.

For inclement weather, if possible, take appropriate supplies to protect the children.

\*Note: Under no circumstances will staff stop for any of their own or children’s personal belongings, including, jackets, shoes, purses, etc.

**Procedures for Conducting a Fire Drill**

1. The Center Director informs the staff that there will be a fire drill later.

2. Teachers talk to the children about the bell/alarm, rules, and procedures.

3. The Director will sound the alarm and the Center will be evacuated.

4. The Director times how long it took to vacate the building.

5. The Director verifies an accurate recount of all persons.

6. The Director or designee gives approval to reenter the building.

7. Document the completed fire drill

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

**TORNADO/SEVERE WEATHER WATCHES AND WARNING**

**PROCEDURES**

A. All children will be moved to the Pre-K room, which is the innermost room in the building.

1. Make sure to do a head count before moving to a safe place, after arriving at a safe

 place, and after leaving the designated area.

2. Maintain flashlight and voice contact among staff members at all times.

3. Direct all children to kneel down on their knees with their head between their legs

 covering their head with their hands.

4. Advise all children to wear their shoes.

B. After absolutely certain that the storm has passed,

1. Staff members should do a head count.

2. Provide any necessary first aid and call 911 for any necessary response agencies.

3. Check the complete building for any damages such as fire, water, or structural.

4. Turn on and test utilities.

C. Notify the Director as soon as possible with update of conditions.

D. Notify all agents that services are needed.

**ILLNESS OR INJURY**

A. **MINOR**

 1. Treat with medical supplies on hand.

 2. Evaluate periodically to see if further medical attention is required.

 3. Document treatments and evaluations in children’s file.

 4. Consult family members.

B. **MAJOR**

 1. Employ first aid techniques as trained, if needed.

 2. Contact **911**, if immediate medical attention required.

3. If an illness or an injury requires a doctor’s care, the staff members should then arrange for transportation to the emergency room, per instructions of the family member.

**EMERGENCY NUMBERS**

|  |  |  |
| --- | --- | --- |
| Name/Company | Contact/Town | Telephone Number |
| ABC Day School |  Anderson | 936-873-5011 |
| Ambulance |  Anderson |  911 |
| Fire |  Anderson |  911 |
| Poison Control | Health Dept. | 1-800-222-1222 |
| Police |  Anderson |  911 |
| Local Health Department \* |  |  |
| Building Inspector | Tx. Dept of Health | (512) 458-7111 |
| Dept. of Social Services | Child Protective Services | 1-800-252-5400 |
| State Licensor | Co. Dept. of Human Services |  |
| State Highway Patrol |  | (979) 776-3147 |
| Public Safety | Anderson | (936) 873-2941 |
| Water/Sewer | Anderson | (936) 873-2941 |

**Concerns**

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

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

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

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

**Notifications of Policy Changes**

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

**THIS IS A GANG FREE ZONE**

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

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

**State Licensing Contacts:**

Texas Department of Family and Protective Services

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

**Licensing Staff: Licensing Supervisor:**

Heather Colford Mary Becerra

3000 E Villa Maria 14000 Summit Drive

Bryan, Tx 77803 Austin, Tx 78728

979.731.0119 512.834.3202