

# Parent Handbook



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## **WELCOME!**

Burleson Child Development Center, Inc. welcomes you to our learning community. As we get to know you and your family, we look to build strong and cooperative relationships that will foster mutual respect, understanding and sharing of knowledge. As a community of learners, we strive to create an environment that cultivates a life-long love of learning for children and adults alike.

Our program endeavors to be a place that feels like home. Burleson Child Development Center, Inc works to create a welcoming environment for families and their children. Children are free to explore, to express themselves, to engage in discovering things that interest them, and to learn at a pace that is developmentally appropriate. We view all activities and daily routines as opportunities for learning and the program is infused with both planned experiences and spontaneous educational explorations. We recognize that childhood can be full of challenges as well as joy and believe that the most important aspects in dealing with challenges are strong relationships built on respect, love, collaboration, time, and patience.

Burleson Child Development Center, Inc looks to partner with families in helping children have the best experience here as possible. Our program works to support parents in the many roles and responsibilities that they face as parents, students, teachers, employee, etc. In turn, parent involvement is vital to the quality of Burleson Child Development Center, Inc program and parent participation is highly encouraged through our center events and fundraisers and our parent volunteer opportunities. During your child's time at the center, there will be a variety of ways that you may become actively involved in supporting our program. The time thought and energy that you put into your involvement will continually add to the diversity of our program and enhance the quality of Burleson Child Development Center, Inc' community. All members of our community, parents, children, students, and staff, are invited to teach, learn, explore, and share. We hope that you will enjoy your time with us.

The rest of this handbook will introduce you to the program and the administrative details that are important in making it work ... please read this handbook carefully and keep it where you can refer to it as needed.

## **A Little Background**

The owner Kelly Mason founded Burleson Child Development Center, Inc. on January 2, 2010. Kelly is certified through ECMI Early Childhood Management Institute to be the Director and is a member of AELL – The Association for Early Learning Leaders. Kelly graduated high school in three years, with 16 college credits and a CNA-Certified Nursing Assistant certification. She worked at Silver Haven Nursing Home, Huguley Hospital; attended Purvis Real Estate School and was a certified Real Estate Professional. She attended Tarrant County College where she obtained her Associate's Degree.

Kelly is a mother to her stepdaughter, and her three girls. Her children are the light of her life, and she has been truly blessed when it comes to family. She grew up with 3 brothers and 2 sisters, so there was never a dull moment in the house. Having so many brothers and sisters has given her 16 nieces and nephews.

When Kelly was 3 years old, Patricia Anthony, her mother, founded Kid's Kampus Creative Learning Center, Inc., here in Burleson, when Kelly was 16 years old her mother sold the business to another owner. Kelly grew up working for her mom and continued working for the new owner, as did many of her current employee's. It has always been Kelly's desire to have a childcare facility.

Now her dream has come true; she not only has the first location but opened the second Burleson Child Development Center in 2016.

## Mission Statement

Burleson Child Development Center, Inc exists to provide a safe and developmentally appropriate environment for infant through school age children. Our focus is to provide a stimulating experience, which promotes each child's social, emotional, physical, language and cognitive development. Our goal is to support children's desire to be life-long learners.

## Philosophy

We believe all children have a natural desire to play, to explore, to learn and to express themselves as individuals. As children engage in their environment, they strive to understand the world and all its properties and mysteries. As they grow, children develop relationships with peers and adults and learn to communicate to express themselves and their ideas. Their engagement in their environment and relationships with others are experiences that help children build on their understanding of the world and their place in it. At Burleson Child Development Center, Inc., we want children to express themselves freely, to think critically, to work collaboratively and to live and explore actively.

The cornerstone of Burleson Child Development Center, Inc. program is a conviction that each child is unique, highly capable, and has a right to be valued and respected for who she or he is. We believe that high self-esteem is an important goal for children, and this belief underlies all decisions, systems, policies, and planning, and generates a feeling of respect by and for each individual. We believe that healthy, respectful relationships are the most significant factor in developing self-esteem; therefore, we emphasize the importance of communication skills in our staff trainings.

## Goals of Burleson Child Development Center, Inc.

### ***For Children...an environment which encourages children to***

- † develop a love of learning
- † be part of a community of friends
- † develop a positive sense of self
- † to communicate ideas effectively
- † to explore, discover, ask questions, and find solutions
- † use their whole body effectively
- † practice basic safety and health habits and understand why they are important

### ***For Parents...a program which provides***

- † high quality childcare that supports their family's schedule
- † support of their relationship with their child
- † opportunities to increase understanding of infant and child development
- † opportunities to contribute to their child's program
- † recognition that parents' needs and concerns
- † encouragement to trust their ability to resolve parenting issues
- † mutual support from and for other parents

### ***For Staff...a work environment which helps***

- † develop greater understanding of young children
- † foster problem-solving through active listening and collaboration
- † interact with children in non-authoritarian, authentic and respectful manner
- † facilitate learning opportunities which are relevant to the children
- † gain insight about themselves and their capabilities
- † to build relationships with children and team members to reach mutually shared goals
- † gain work experience and training applicable to future employment
- † gain knowledge of professional practices and ethics in the field of early childhood

## Required Policies

Burleson Child Development Center, Inc. is licensed and regulated by the Texas Department of Family and Protective Services. Child Care Licensing per The Minimum Standards requires the following policies for Child Care Centers 746.501

## Licensed Facility

As a state recognized and licensed facility, we must comply with the rules and regulations, or Minimum Standards, required by the state. Minimum Standards were developed by the Licensing Branch of the Texas Department of Protective and Regulatory Services to assist in areas such as child development, early childhood education, fire safety, and health and sanitation. We must comply and pass the inspections of our local and state Health Department and Fire and Safety Departments.

Our goal is to not only meet all these standards to but also exceed them in all areas.

## Hours of Operation

Burleson Child Development Center, Inc is licensed to care for children ages 6 weeks through 13 years of age, Monday – Friday from 6:00 am – 6:30 pm, year-round.

If you are late picking up your child from our care you will be charged a late fee of \$1.00 per minute per child after 6:30 pm. We will expedite every opportunity to contact all persons listed on your child's file. However, the proper authorities will be notified if your children are left at the center without contact from you 30 minutes after closing.

## Holidays

- New Year's Day
- Good Friday (teacher in-service)
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Columbus Day (Teacher in-service)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

If these days fall on a Saturday or Sunday, we are subject to close on the Friday before or the Monday after. We will post a notice on the front door in advance allowing you time to make arrangements for your children. Burleson Child Development Center, Inc reserves the right to schedule teacher in-service days as needed during the year for teacher training opportunities. Discounted weeks are not provided due to holiday or teacher in-service days.

## Supervision of Children

The children will never be left alone or unattended by an adult at any time. Children will be always supervised by a background cleared; competent caregiver employed by Burleson Child Development Center, Inc.

## Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Burleson Child Development Center must be provided with a **Certified Copy** of the most recent order and all amendments there to.

**In the absence of a court order** on file with Burleson Child Development Center, Inc, both parents shall be afforded equal access to their child as stipulated by law. Burleson Child Development Center, Inc cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Burleson Child Development Center, Inc suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Burleson Child Development Center, Inc staff will contact the local police should a conflict arise.

**Burleson Child Development Center, Inc will dismiss any child whose parent is prohibited from entering upon agency property.** Due to the parents' right to immediate access policy, as well as state and federal regulations, Burleson Child Development Center, Inc cannot have a child at the agency when the child's parent is prohibited access. Burleson Child Development Center, Inc will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

## Release of Children

Per Texas state laws, parents have a right to access their child at any time. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor with the exception of a sibling and prior written consent must be on file with the center. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID and a photocopy of the ID will be kept in the child's file.

In the event that someone arrives to the center and appears to be under the influence of drugs or alcohol, a member of Burleson Child Development Center, Inc management will request for the person picking up to remain on site and wait for law enforcement to determine if the child they are picking up will be safe in their care before the child is released to them.

## Arrival to Center

When arriving to the center the parent will scan the QR code on the front door through the ProCare APP to check their child in. To limit interruptions to all of the children's learning opportunities we encourage parents to drop off their children by 8:30am each day so that the child can take part in our full program. By limiting the number interruptions, it allows both the teachers and the children to focus on their lesson plan for the day and establishes consistent routines for your child to prepare them for their transition into Kindergarten. **Drop off after 10:00 am will not be permitted unless it has been arranged in advance.**

Parents and visitors may gain entrance to the inner door area but not the hallways and classroom without proper access. Once at the inner door area, parents and employees are required to gain access using a four digit door code. Persons who do not have the security code access must wait for a team member at the front desk to grant entry to the children and center. At Burleson Child Development Center #1(Johnson) the door code is on the outside of the building.

The purpose of these security devices and procedures is to limit access to our school to only authorized persons.



The system consists of a security code. The access code, which consists of a four-digit security code, allows quick and easy access to parents and staff. All other visitors need to announce themselves and their purpose to the office personnel at the front desk to gain access.

To ensure the children's security, we request the following:

1. Keep the access code confidential. **Please do not give the code to anyone.** It is strictly for Parents, and Guardians. We will screen and admit all other adults and visitors at the front desk.
2. **Please do not encourage your children to recite the code out loud or allow them to touch the digital pad.** The children's tendency to politely hold the inner doors open for strangers defeats the purpose of the security system.
3. Only admit yourself or **known** parents/staff when opening the door after entering the access code. **Please do not allow other persons to enter or trail in with you if you do not know them.**

### **Illness and Exclusion Policy**

Children who are ill must not be brought to Burleson Child Development Center, Inc They need to be at home where they can regain their health and rebuild their resistance to diseases. Please call Burleson Child Development Center if your child will be absent.

Burleson Child Development Center observes the standards set by the Texas Department of Family and protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 100, armpit temperature of 100 or ear (tympanic) temperature of 100, An infrared temporal (forehead) temperature above 100 degrees.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Burleson Child Development Center may call for an ambulance at the parent's expense.

Your child cannot return to the center if they have had any of the following in the last 24 hours:

- Diarrhea (3 or more loose stools)
- Severe coughing
- Vomiting
- Difficult or irregular breathing
- Severe itching of body or scalp
- Yellowish skin or eyes
- Fever of 100 degrees or more
- Pink eye (eye does not necessarily have to be pink, but may be discharging mucus)
- Hands Foot and Mouth
- Extreme or unusual behavior
- Sore throat
- Unusual spots or rashes including viral rashes

In the event that a doctor states that the child is able to return to school, you must provide a statement from the health-care professional stating “the child no longer has an excludable disease or condition”. **A standard excuse from school form is not sufficient.**

**If a sibling or household member of a child would be excluded from care, then all siblings must remain out of care as well.** If your child is ill, we request that you notify the school director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illness, which may occur at our school.

## Medications

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning, and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Burleson Child Development Center is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- **Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label.
- Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Form. Please bring a copy of the information given to you by the pharmacy.
- Prescriptions that are given twice a day will not be administered as they should be done at home in the morning and evening.
- Medication needs to go home after the last date that the medication is administered.
- Medication will only be given at 10:30am and 2:30pm except for emergency medications such as breathing treatments, EPI Pens, inhalers, etc.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current. Food allergy forms must be completed by the doctor with a medical plan of action.

Medication may be given to children with a signed medical information sheet. These are available upon request in the front office or online.

## Accidents

### Minor Injuries

All accidents that involve your child will be documented in the form of an Incident Report a copy may be sent via our parent communication app to serve as notification and will also be in the Front Office for you to sign. Minor accidents, such as a scratch from a fall, our staff will provide routine hygienic measures, such as washing the wound and applying bandages along with a lot of TLC. You will be notified of the actions taken.

### Serious Accidents or Illness

- In the event of a serious accident occurs requiring medical observation, extensive first aid treatment, or treatment by a health care provider, you will be notified immediately through the numbers listed on your child's enrollment packet. Please keep this current.

- We will call 911.
- Upon recommendation of the paramedics, children may be taken to the nearest emergency hospital for treatment. For this reason, parents are asked to sign an authorization for treatment in the event that their child arrives at the hospital before the parent can get there.
- An ambulance will be called to take your child to the recommended hospital.

### Parent Communication

Open Communication with parents is very important to children's success. Burleson Child Development Center has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Burleson Child Development may communicate with parents:

- Our electronic MyProcure APP downloaded to your phone
- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Postings on the front door or the Parent Board in each classroom
- Verbal communication with the child's teachers and director

### Communication about Behavior

It is important that good communication exist between the home and Burleson Child Development Center. If your child is experiencing a change in the home environment that may result in changes in his or her behavior, please let us be aware of any changes, your Director will keep you informed of any behavior problems. Every effort will be made to resolve any problems that may occur.

The staff of Burleson Child Development Center, Inc. will make every effort to work with children having difficulties, in order that they may participate safely and the safety and wellbeing of all the children is protected. If a child displays frequent disruptive behavior which is detrimental to the physical or emotional well-being of other children, the staff and parent will meet to discuss the situation and will develop a plan of action for improving the behavior. If necessary, the Director may place a child on temporary leave if the child's behavior is unsafe for them or the other children in our care.

In the event that consultation and action plans are not successful, and the staff determines that enrollment in this Center fundamentally alters the care for your child or the other children in the group; Burleson Child Development Center, Inc. reserves the right to give notice of termination. Burleson Child Development Center, Inc. serves and protects all of our children and provides a safe environment.

### Guiding Children's Behavior Biting

Burleson Child Development Center, Inc recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be the victim of a bite or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. **Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated. If a child is experiencing excessive biting on a particular day, the parents of that child will be called for immediate pickup so that Burleson Child Development Center, Inc can protect the safety of the other children in the class.**

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of these policies, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. **Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Burleson Child Development Center, Inc.**

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Burleson Child Development Center, Inc cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### **Discipline through Active Listening**

The questions most often asked by parents charged with the awesome responsibility of raising children usually have something to do with "discipline." Burleson Child Development Center, Inc. is child centered and flexible; it also has important rules and limits by which we must all abide. At times, when a child's behavior threatens their own safety or the safety of others, is potentially harmful to toys or materials or interferes with the teaching/learning environment in the classroom, it is important that the inappropriate behavior be stopped while keeping a child's self-esteem intact, or better yet enhancing a child's view of him/herself.

At Burleson Child Development Center, Inc. a discipline consists of positive reinforcement and redirection through Conscious Discipline. Most of the time, the children accept verbal reminders of acceptable behavior. We work on setting appropriate limits and on teaching them consistently. Sometimes we need to clarify our message through temporarily restricting a child's activity until the child "calms down". This may mean that the child will spend time away from the group participating in a single person activity within the classroom. Each of our classrooms is equipped with a safe place, which is an area for the child to be able to express their frustration in a creative manner and regroup. At no time is a child verbally or physically disrespected or abused.

### **Suspension or Exclusion of Children and Families**

As a center that is focused on early education, we try diligently to work with families to avoid suspension or exclusion of a child from our center. There are multiple reasons that suspension or exclusion from the center could occur which includes but is not limited to the following.

#### **Child Suspension or Exclusion**

A child may face suspension or exclusion from care if their behavior fundamentally affects the care of or learning of themselves or other children in the classroom or places themselves or other children in the classroom at risk. In the event that a child's behavior is doing either of these the child is subject to suspension or exclusion from care. This behavior should never come as a surprise to the parent/guardian or the child. The teachers and the director of the center will have open communication with the parent including engaging the discussions with the parent, documenting the incidents, working with the child and parent to teach them social-emotional skills and recommendation of support services from professionals prior to suspension or exclusion from care. Failure to follow up with the recommendations of support services or keeping the Director notified of the progress may result in termination of care. **Burleson Child Development Center, Inc reserves the right to forgo any of the above options if the continuance of care places the child, staff or other children in care at risk.**

### **Family Suspension or Exclusion**

Burleson Child Development Center is a privately-owned facility and reserves the right to refuse service to anyone. A family may face suspension or exclusion from care if the parent or family members do not control themselves in an appropriate manner while at the center, fail to pay tuition on time or violate a term of the Parent Handbook or any other agreements that are in place.

### **Confidentiality Statement**

Burleson Child Development Center, Inc maintains the following Confidential Policy to ensure the confidentiality and protection of individual rights of privacy for children, families, and employees of Burleson Child Development Center, Inc. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws, statutes, ordinances and regulations.

Information about children, families, and/or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

My signature or initials on these policies indicates that I understand that it is my responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families, members of the child's household and other employees, and that this responsibility extends 24 hours per day, 7 days per week regardless of how or where the information was attained.

### **Confidentiality of Children's and Families' Information:**

- All children's records must be in a secure file with strictly limited access.
- Access to children's records is limited to employees with a "need to know".
- Children's records must not be removed from the center.
- Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- Children's or families' private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information that is confidential.
- Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- All requests for release of information shall be directed to the owner of the facility.
- Information will only be released to persons outside of Burleson Child Development Center, Inc with the express written consent of the child's parent or legal guardian.

## Volunteers

Burleson Child Development Center, Inc allows parents of attending children to volunteer as parent chaperones. All parent chaperones will undergo a parent volunteer background check before being allowed to chaperone in the classroom. Parent volunteers work closely with the teachers in the classroom and always remain under the supervision of the classroom teacher. Parent volunteers are never to supervise children alone at any time.

## Parent Code of Conduct

Burleson Child Development Center, Inc always requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Burleson Child Development Center, Inc is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Burleson Child Development Center, Inc but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

**Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

## Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, while in the presence of a child or directed towards any other person or staff member. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

## Threatening of Employees, Children, Other Parents or Adults Associated with Burleson Child Development Center, Inc

Threats of any kind will not be tolerated. In today's society Burleson Child Development Center, Inc cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

## Physical/Verbal Punishment of Your Child or Other Children

While Burleson Child Development Center, Inc does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the Parent Policies teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.



## Smoking

For the health of all Burleson Child Development Center, Inc employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Burleson Child Development Center, Inc. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

## Violations of the Safety Policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of BCDC. Please be particularly mindful of Burleson Child Development Center, Inc entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

## Clothing

Parents are required to be dressed in appropriate clothing while at Burleson Child Development Center, Inc or involved in any Burleson Child Development Center, Inc sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

## Confrontational Interactions with Employees, Other Parents or Associates

While it is understood that parents will not always agree with the employees of Burleson Child Development Center, Inc or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## Violations of the Confidentiality Policy

Burleson Child Development Center, Inc takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Burleson Child Development Center, Inc. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## Nap Time

**Infants** are provided cribs. Cribs and sheets are changed, and the beds are sanitized between each child. **Toddlers and Preschoolers** are given an opportunity to sleep after lunch from 12:00 pm – 2:30 pm, with private mats, cots, and individual bedding that is provided by the Parent. The blanket will be kept at the center to minimize the number of things you need to transport back and forth. The blankets are disinfected on their designated wash day or more often if needed. The cots are disinfected daily.

Toddlers 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.

## Safe Sleep Recommendations for Infants

All staff, substitute staff, and volunteers at Burleson Child 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 the parent provides form 3019, infant Sleep Exception/ Health Care Professional.
- 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.
- For infants who are younger than 12 months old, cribs and play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing
- 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.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas that must be provided by the parent as an alternative to blankets.
- Place only one infant in a crib to sleep.
- 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.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing), move the infant to a crib immediately, unless you provide an *Infant Sleep Exception Form 3019*, signed by the infant's health care professional that provides details of the types of equipment, they may rest in.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers)
- Actively observe sleeping infants by sight and sound.
- 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.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.



- We 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.

## Nutrition

Mealtimes, much like many of the routines at Burleson Child Development Center, Inc., are seen as opportunities for children to socialize, to learn about health and nutrition and to enjoy themselves. We want the children to derive pleasure as well as social and nutritional benefits.

- A.) Burleson Child Development Center, Inc. participates in the USDA’s Child Care Food Program (CACFP) and adheres to the rules and regulations therein. Meals and snacks are planned to utilize the nutritional and serving standards outlined by the food program. Menus are varied, and new foods are occasionally introduced to give children an opportunity to expand their appreciation of different tastes and are posted in the front lobby. Many parents find that the group eating experience helps their child to enjoy foods that formerly went untried, or at least were underrated by their children. No child is ever forced to eat anything, although trying before you decide is encouraged. **Liquids and food hotter than 110 degrees F are kept out of reach**
- B.) **All staff are educated on food allergies, and they take precautions to ensure children are protected.**
- C.) **On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared.**
- D.) **That healthy snacks(as listed by the Texas Department of Agriculture) are available for children who bring lunches from home.**
- E.) **WE ONLY ALLOW PARENTS TO BRING THEIR CHILD A LUNCH IF THEY HAVE DOCTORS NOTE ON FILE SAYING THEY CAN NOT EAT THE LUNCHES WE PROVIDE.**

## Schedule

Breakfast for children not going to school	8:30
Lunch	11:15
Snack	3:00

## Schedule for School Age Children

Breakfast for children not going to school	6:30 – 7:00 (van leaves at 7:00)
Supper	3:30
Pm Snack	5:00

Parents’ ideas, questions, and suggestions regarding the nutrition program are welcomed. Burleson Child Development Center prohibits outside food from being brought into the center. This provides better control over what is served and introduced into classrooms where food allergies are present. No outside food or drink is permitted beyond the front lobby doors into the classroom areas. Food is served at a safe temperature, all food and liquids hotter than 110 degrees F are kept out of the reach of children.

Burleson Child Development Center, Inc. participates in the Child and Adult Care Food Program of the US Department of Agriculture, and does not discriminate on the basis of race, color, national origin, sex, age, or disability. Complaints about discrimination may be submitted to the USDA at the address on the poster located in the center.

## Food Allergies

Allergy lists are posted in every classroom. It is the parent’s responsibility to review the posted list in their child’s room to ensure that all up to date known allergies are listed, and to inform the office, in writing, any time there is a change in their child’s allergies. Please note that you are welcome to discuss mealtime needs with teachers, and our cook, but be sure to give the office staff all information regarding your child’s allergies. The staff is kept up to date on current food allergies in our center and we require annual training on how to prevent and handle emergency food allergy situations. If your child

has an allergy, we must have an allergy form filled out on file by the parent and the child's doctor. **WE ARE A NUT FREE FACILITY.**

### **Infant Foods and Formula**

Upon enrollment every parent of an infant will complete an Infant Care Instruction Sheet to inform us of the type of food and formula your infant should receive. This list needs to be updated as frequently as the child's diet changes, or at minimum once every month. Burleson Child Development Center provides Members Mark Brand Infant Formula, if your child needs a different type of formula you will need to provide that.

Bottles are fed to children according to a schedule arranged in consultation with the parent, within the limits of staff time demands in The Infant Room. Infants are held while they are being fed, and those who hold their own bottles are cuddled and attended to.

Parents are welcome to bring **breast milk** for use at the Center. We can keep frozen breast milk for up to 3 months, defrosted breast milk for one day in fridge and fresh breast milk for 2 days in fridge. Breast milk must be brought in sanitary freezer bags labeled with the child's name and the date expressed. **Mothers may also nurse babies in The Infant Room.**

### **Breastfeeding**

Mothers may also nurse babies in The Infant Room or Supply Room. Upon request, information on breastfeeding education and support resources in the community is available at the front desk.

### **Immunization Policy Children**

Immunization records must be current for all children enrolled in the Infant, Toddler, Preschool and Pre- K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time-to-time Burleson Child Development Center may have children's parents or staff members that have not received immunizations due to personal belief. A notarized affidavit must be on file for these, and the affidavit must be renewed every 2 years with no overlap of coverage. Burleson Child Development Center recommends that our employees receive their immunizations but does not require them to do so, conforming to state law. If this should change a posting will be placed on the front door of the center.

In the event that an outbreak of a disease occurs Burleson Child Development Center has the right to require non-immunized children to stay home for their own health and safety.

### **Immunization Policy Staff**

Burleson Child Development Center, Inc. has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

#### **Vaccines that we currently recommend our employees receive:**

- Influenza (annually)
- Pertussis (Tdap)
- COVID-19

If the employee is not exempt from having these immunizations, Burleson Child Development Center, Inc. recommends that employees consider these immunizations.

Burleson Child Development Center, Inc. will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand sanitizer. The use of protective medical equipment will be based on the level of risk the employees present to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. Burleson Child Development Center, Inc. will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees of Burleson Child Development Center, Inc.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this policy will result in the employee not being able to work directly with children.

### **TB Testing**

Requirements for tuberculosis testing vary throughout the State of Texas. Our region of Texas Department of Health does not require testing for children or employees in our center at this time. You will be notified by a posting on the front door if this should change.

### **Vision and Hearing Screening**

The Texas Health and Safety Code, Chapter 36, requires a screening or professional examination for possible vision and hearing problems for the children enrolled in our center. Children enrolled, who are four years of age by September 1<sup>st</sup> of each year must be screened for possible vision and hearing problems. Please, return a signed statement that says your child's screening records are current. This must be within 120 calendar days of enrolling in our childcare center. Burleson Child Development Center provides this service once per year; however, if you miss it you must provide this to the Front Office.

## **Admission Procedures**

### **Enrollment Paperwork**

Enrollment at Burleson Child Development Center is open to children from 6 weeks to 13 years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Burleson Child Development Center by completing the Enrollment Packet and paying the registration fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment packet, signed fee agreement, registration fee, immunization records, signed Tuition Express forms and signed Parent Handbook receipt. The Enrollment Packet and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

A minimum of 3 days prior to the child's first day of school, parents must return all admission forms to Burleson Child Development Center. All **enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted.**

Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Care
- Physician's Health Statement (signed by doctor)
- Copy of Immunization Records
- Tuition Agreement
- Sunscreen Permission Form
- Bug Spray Permission Form
- CACFP Student Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Tuition Express Registration Form
- Food Allergy Emergency Plan (if applicable)
- Infant Care Instruction Sheet (if applicable)
- Infant Declaration Form (if under 12 months old)
- Tell Us About Your Child/Toddler Form
- Safe Sleep

### Tuition

Tuition is paid by ACH draft or Credit Card operated by Tuition Express. All accounts are required to be set up on ACH draft. Tuition Express will only draft the balance on the account. If a family does not want tuition drafted, they may make a payment by check, cash or credit card prior to 6:00 am on Monday to avoid a draft. Burleson Child Development Center will not turn drafts "on and off". If there is no way a Parent can do an automatic draft depending on the situation, we will make other arrangements.

The supply fee and registration fees must be paid upon enrollment into the center. The supply fee is due every January and September and is \$35.00. The registration fee is a one-time fee of \$100.00 per family. **Fees are due in advance for each week.** Monday your childcare tuition is due. If not paid by Tuesday at 6:00 pm a \$10.00 late fee will be added to your account. Your child will not be allowed to attend on Wednesday if your tuition has not been paid. If you cannot pay at the proper time; please see the Director to make further arrangements.

If you wish to withdraw your child from the center, we require a two-week notice. If you leave the center and there is an outstanding balance; we will give you 30 days to pay, then if unpaid, we will turn the matter over to the County Clerk Office. This is considered THEFT OF SERVICES.

There will be a \$35.00 charge for all returned checks or drafts returned NSF. Cash, cashier's check or money order will be required as payment for a returned check.

### Child Care Subsidies

There is an organization that grants subsidized childcare for children/parents in our area. The North Central Texas Child Care Services (CCS) and Johnson.

County Workforce Solutions (CCMS) have been assisting families for many years. CCS receives grants through the state of Texas to transfer to the families who meet the criteria. There are different funding categories available. We are a provider

for the CCS program. We will be happy to assist you with any questions that you may have. There are two of these organizations, one for Tarrant County and another for Johnson County.

Tarrant County CCMS Office	817-831-0374	<a href="https://tarrantcountyccms.org">https://tarrantcountyccms.org</a>
Johnson County CCS Office	1(800)234-9306	<a href="https://dfwjobs.com">https://dfwjobs.com</a>

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Burleson Child Development Center, Inc. Parents of subsidized children are also required to Tuition agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

### **Absence/Vacation Credit**

Each Child is provided with two (2) weeks' vacation to use each calendar year. To use the credit, you must request a vacation credit in writing using our online form on our website under. This must be requested 7 days in advance to ensure a credit is applied prior to tuition processing. If your child is absent the entire week due to an unplanned event (Monday-Friday), you have one week to request that a credit be issued. Credits will not be issued if not requested within this one-week period. After you have used your vacation weeks tuition will be due in full regardless of attendance, this includes center closures for any reason including pandemic or illness.

### **Refunds**

A refund will not be issued for any portion of a week that has been used. If a two-week notice has been given a refund will be issued via check for the amount of funds that are remaining on your account. Refund checks will be mailed, one week after the last date of attendance.

### **Transportation**

We offer transportation to and from public school each day. The Bus Driver will take all precautions in transporting the children. All children must be in a proper restraint. The Bus drivers enforce strict safety rules. Children who disobey this rule will be suspended from riding the Bus. If your child does not attend school, you must notify the center before 1:30 pm. If your child does not come out to the Bus; the driver must notify the Director and the school to find the child. If we have to do this, due to you not notifying the center; we will charge your account \$25.00. It takes time and we are very concerned when a child is not there for pickup.

### **Ice/Bad Weather Days**

In the case of inclement weather, we will close the center if the BISSD school district close the schools. If this occurs, please pay attention to our school's Facebook page. We will keep all parents updated from that school's Facebook page and the Procure Engagement App. If road conditions allow it, we will continue to offer bus services if it is safe to do so. If road conditions are not safe to operate our buses parents will be notified for pickup.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.

We will not transport children on our buses if driving conditions are not safe to do so. In the event of a closure, we will send out notifications via Facebook Page, Parent Communication App, email, and/or make phone calls to parents.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures.

## Field Trips

Field trips are planned throughout the year, summer, and holidays. Calendars will be printed for monthly activities, or a notice will be posted on the parent information board outside the front door to inform you of the details. Please read all notes posted.

If there is a charge for the field trip, you may include it on your payment in advance. If you are unsure if your child will attend the field trip, we will add it to your account, and you can pay it the next week. You will be notified of field trips 48 hours in advance of the field trip. We will post this on the Parent Information Board. If you signed a form that says your child may participate in field trips, they will automatically go with their class group on the field trip. If you do not want your child to participate in a particular field trip, write a note that you do not want your child to participate or any other notes about the field trip, send a Procure Message the day of the trip.

All children participating in field trips must be able to interact with their teachers and peers in an appropriate manner. Children that have difficulty meeting these requirements may be excluded from field trips at any time. All children who participate on field trips will wear a tag, sticker or T-Shirt displaying the center name and phone number. In house activities will be posted or emailed out and then applied to your account.

## Water Activities

We will allow children to play in sprinklers, or with water toys. If we schedule a pool activity away from the center, the parents must sign a SWIM FORM before your child is allowed to attend.

## Animals

This center does not currently have any classroom animals, outside of fish tanks in several of the rooms. In the event that a classroom has an animal coming to the facility we will post a notice on the front door.

## Promotion of Indoor / Outdoor Physical Activity

Burleson Child Development Center strongly believes and supports the need for daily physical activity.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves 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 brain's physiology.

**Infants** will be given opportunities for physical activity, including supervised tummy time.

**Toddler** age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

**Preschool and Pre-Kindergarten** children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

**School age** children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

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

Burleson Child Development Center will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Modesty shorts under dresses
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Footwear that has open toes where the toes are not protected.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

### **Extreme Weather Conditions**

Burleson Child Development Center, Inc believes that it is important for children to get outdoors as much and as often as possible. Children will not go outside if the temperature falls below 40 degrees or above 110 degrees, unless management deems it safe to do so. Outdoor times may be shortened for days where the temperature is uncomfortable for extended periods of time. Children may be permitted to play in the rain provided the temperature allows them to do so without being uncomfortable and that no lightening is in the area.

### **Sunscreen**

In order for sunscreen to be applied to a child in our care, the Sunscreen Permission form must be signed by the parent/guardian. Burleson Child Development Center does not provide sunscreen. The parent must provide screen of SPF 30 or higher and will be applied when your child is engaging in outdoor activities especially during the hotter months. In the event that you do not provide sunscreen and wish for your child to use the equate brand you must provide an alternative brand or sign the form stating that you do not wish for sunscreen to be applied to your child there could be a cost associated with us having to provide the sunscreen. Sunscreen may be applied to the exposed skin including but not limited to the face, tops of the ears, nose, bare shoulders, arms and legs.



## Bug Spray

In order for bug spray to be applied to a child in our care, the Bug Spray Permission form must be signed by the parent/guardian. Burleson Child Development Center does not provide bug spray; the parent must bring bug spray to the center in order for it to be applied.

## Questions or Concerns of Policies

Parents may review policies at any time. Request these from the center Director. The Director will be happy to discuss any policy or procedure with parents. You may call the center Director or come in at any time. Parents will be notified of any policy changes in writing; we will post a note on the Parent Information Board or in our MyProcure messaging APP. Policies are reviewed annually and updated if necessary. Policies are reviewed annually and can be updated as needed.

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome.

Child Update Forms are available on our website. If you need to update your child's information you may complete one of these forms online and it will email it directly to us. You may also message needed changes to us using the My ProCare App to let us know you have filled out the form.

**(Parent concern forms are also available online on the website for parents to submit any questions or concerns)**

## Open Door Policy / Visitors – *Due to COVID-19 this is suspended at this time until further notice.*

Burleson Child Development Center, Inc. has an "Open Door" policy that allows parents to visit their child at any time. However, we ask parents to be aware that some children may not understand having to be separated from their parent more than once and could have a difficult time recovering and re-adjusting to school.

When there is a court order defining or limiting a parent's time with their child, it is the responsibility of the enrolling parent to provide the Center with a copy. This might be a restraining order or documents of separation or divorce. Burleson Child Development Center will strictly adhere to the requirements of the court documents and will verify the identity of any person or parent who is not previously known to our staff. If Burleson Child Development Center has no written record of a parent's name, then that person will not be allowed access to the child.

**Others, such as friends and relatives, are not allowed to visit the children unless accompanied by the parent. Please do not send them to visit your child at the Center, unless invited on Holidays.**

## Closed Circuit Cameras

Burleson Child Development Center, Inc. has cameras in each classroom that record the activities for the protection of the children and staff. While the cameras are there for our management staff to review, it is our policy that at no time are recordings shown to anyone outside of the Burleson Child Development Center staff members due to privacy laws of the other children/people in the recording.

## Provider's Guide to Parent's 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 child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;



- Review the child-care facility’s written records concerning the parent’s or guardian’s child;
- Receive inspection reports and information about how to access the child care facility’s online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child visiting or removing the child;
- Be given the contact information for the child care facility’s local Child Care 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 facility’s policies and procedures handbook;
- Review the facility’s staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

### Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The childcare facility must provide a parent or guardian with a written copy of the rights no later than a child’s first day at the facility.

### Helpful Tips

Since a parent may perceive an action taken by a child care facility is retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy if needed.

### Social Media Policy

At Burleson Child Development Center, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the school, you are expected to follow our guidelines for appropriate use of social media.

#### Guidelines

For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the School, as well as any other form of electronic communication.

School principles, guidelines, and policies apply to online activities just as they apply to other areas of confidential or private information. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or team members of the school.

#### Be Respectful

The School cannot force or mandate respectful and courteous activity by parents on social media. If you decide to post, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening,

or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or school policy. Your personal posts and social media activity should not reflect upon or refer to the school.

Maintain Accuracy and Confidentiality when posting information. Do not create a link from your personal blog, website, or other social networking site to a school website that identifies you as speaking on behalf of the school. Never represent yourself as a spokesperson for the School. Make it clear in your social media activity that you are speaking on your own behalf.

### **Parent Support of/Participation in the Program and Parent Education**

Children feel most comfortable here when they know that their parents are invested in the center in some way. In addition to enhancing the quality of the program, parent involvement increases children's sense of security. Parents are encouraged to spend time in their child's classroom, to chat with teachers and other parents, to share your unique talents and gifts, and to join in our activities whenever time permits. The program is greatly improved through the help of parents ... time, energy, thought and creativity. Other ways of supporting the program will be offered throughout the year, such as attending work parties, working on fundraising, and helping with a variety of planned activities. Burlison Child Development Center, Inc. staff is very grateful for the many ways that parents help make the Center better for everyone. From time-to-time Burlison Child Development Center will offer parenting clinics or seminars and we welcome everyone to attend, after all it takes a village. If you find yourself needing advice on a particular subject, you are always welcome to stop by the Directors office for a chat or just advice.

### **Parent Review of Licensing Information**

Parents are welcome to ask to review a copy of our Minimum Standards from the Director, or they are also available online at the DFPS website. The most recent Licensing Report will be posted on the entry wall for review at any time.

### **Contacting Licensing**

If you find you are displeased with something that has happened at the facility, please feel free to speak with the Director or a staff member. If you feel the situation has then not been handled, and you believe Minimum Standards have not been met, you may contact the local licensing office at 817-321-8604 or the child information hot line at 1-800- 252-5400. The Texas Department of Family and Protective Services website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Emergency Evacuation**

In the event of a FIRE or GAS LEAK, we will evacuate the buildings and gather in our designated Emergency Evacuation area.

Kelly Mason, Owner – Residence 3812 Cross  
Timber Rd.  
Burlison, Texas 76028

**Emergency Phone Number for Kelly Mason: 817-291-5618**

Burlison Child Development Center, Inc#1  
390 SW Johnson Ave  
Burlison, Texas 76028  
BCDC #1 817-426-5437

Burlison Child Development Center, Inc#2  
125 NW Newton Dr

Burleson, Texas 76028  
817-295-7737

You will not be personally notified of the emergency until it is possible to do so. Our first priorities are safety and care of the children and staff and cooperation with the first responders/safety personnel. Signs will be posted at the Center, if possible, directing you to our evacuation site. We will leave a message on our phone, forward calls, and then return to Burleson Child Development Center, Inc. as soon as possible.

### **Fire Hazard and Tornado Safety**

Fire drills are held monthly, and tornado drills every three months. If you are at Burleson Child Development Center during a drill, you are requested to participate in the procedures until the "all clear" is indicated. Parents may not pick up their children during a drill; we need to work together to support the importance and seriousness of the fire drill.

### **Emergency Preparedness Plan**

Below is the Emergency Preparedness Plan designed for Burleson Child Development Center. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Burleson Child Development Center will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your roll sheet and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In the event of an emergency infants will be evacuated in the emergency evacuation cribs, children under 24 months of age are evacuated by their caregiver and any extra staff members on hand. Children with limited mobility are evacuated by the caregiver in charge of that child.

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

### **Tornado/Bad Weather**

- Stay calm. Watch the kids, not the situation.
- Get your roll sheet and your transition sheet and stuff it in your clothing. Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Infant classroom: Place your babies in one or two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

## Communicable Disease Outbreak

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

## Lock Down

### **(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)**

- The Director, or person in charge, will announce, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, the teachers will take appropriate actions to secure the children in a safe space; the children will know what to do because you practice this every month.
- Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Get your roll sheet and your transition sheet in your hand and stuff them into your clothing.
- Close all your classroom doors and lock them in possible.
- Turn off the lights.
- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him/her.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

## Accident

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and the front office will have the parent sign it when the child is picked up.
- Keep the Accident/Incident Report confidential while in your presence.

- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

### **Illness**

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

### **Explosion, Chemical Spill or Gas Leak**

#### ***That occurs INSIDE the facility***

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION ***That occurs OUTSIDE the facility.***
- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air.

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

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

### **Off-Site Evacuation and Relocation**

- The teacher's primary responsibility is to keep the children safe.
- Keep your roll call sheet and transition sheet in your hands or stuff them into your clothing.
- If time allows, gather children's diaper, bottles, baby formula/food, and coats.
- Children will be evacuated in the center's buses and vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles. The school will use car seats and infant carriers left by the parents when evacuating applicable children.
- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e., insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can oversee the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.

- Evacuation and relocation site for Burlleson Child Development Center #1 is Burlleson Child Development Center #2 and vice versa. Off Campus relocation site will be 3812 Cross Timber Rd, Burlleson, Texas 76028. Kelly Mason's House.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation. Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e., only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

## Fire

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your roll call sheet and your transition sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all the children in one or two cribs.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

## Cook and Management Responsibilities

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She/he then proceeds to each classroom to ensure that everyone is out of the building.
- When aware of fire, or when alarm sounds, the Assistant Director takes possession of the emergency binder and says aloud, "I have the binder!" and then proceeds to assist the infant classrooms to safely exit the building.
- When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted in child/staff ratio), she will assist the young toddler classroom.

## Child Abuse Reporting Law Requirements

Burleson Child Development Center staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Burleson Child Development Center has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. Burleson Child Development Center will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are:

- 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 in a vehicle 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
- Child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

## State Department of Welfare

The enter Director or teacher will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused. If your child is experiencing a change in the home environment that may result in changes in behavior at the center, it is important for you to notify the Director. Also, the Director will immediately notify a parent in the event of a behavior problem that exists consistently. A child can and will be sent home if he/she has extreme discipline problems and endangers others or if the teacher/Director is unable to control the child.

## Gang Free Zone

Any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.



## **Additional Policies**

### **Non-Discrimination Policy**

Burleson Child Development Center, Inc. is operated on a non-discriminatory basis, according to equal treatment and access to services without regard for gender, race, color, religion, national or ethnic origin, ancestry, sexual orientation, or mental or physical disability. Children with disabilities are welcomed if this program is appropriate for the child.

### **Children with Special Needs**

Children with disabilities are welcomed if this program is appropriate for the child. Please keep in mind that Burleson Child Development Center, Inc was designed for group care and individual care is not offered at this time. Activity plans are designed to meet the individual needs and developmental levels of each child. If you have a child with special needs and accommodations or recommendations made by a health care provider, qualified professional from the local school district, or early intervention service providers will be implemented to the best of the programs ability to do so. If your child receives early intervention services, their service provider may administer those services at Burleson Child Development Center, Inc, but they must be respectful of the program and other children in care while doing so. Burleson Child Development Center, Inc does require a background check on file for contractors to be onsite.

### **Physical Activity**

All of our classrooms visit our outdoor play areas and playgrounds at least twice per day, weather permitting. Each of the areas is organized and prepared for the child's age group that will visit the outdoor play areas. During these times there is an organized activity centered on their curriculum for the week; this maybe anything from an organized game to a treasure hunt for a particular color, shape, or number.

We have Five outdoor play areas which include outdoor play furniture, push toys, climbing equipment, large play areas, ball courses, picnic tables, nature areas, water tables, and tables, slides, grassy areas. Including the following for Burleson Child Development Center, Inc #1.

- Infant and Toddler play area which includes an outdoor play kitchen and water table, push toys and outdoor bouncers.
- Two-Year Old play area includes a three-piece train set for the children to climb and crawl, push toys, cars and trucks, mud kitchen, pirate ship, music station, as well as an outdoor sand and water table.
- Large play area #1 an area that is used by all of our age groups and includes a gaga ball court, a concrete pad for chalk art, picnic tables and a garden.
- Large play area #2 is an area for ages 3 and up and includes a larger playground set with a slide, crawl tunnel, picnic table and plenty of room to run. Car toys that you can ride and a music station and is lined with rubber mulch.
- Large play area #3 is an area for ages 5 and up and includes a large playground structure, and a balance beam, and is lined with turf

### **We have Four outdoor play areas including the following for Burleson Child Development Center, Inc #2**

- Infant and Toddler play area which includes an outdoor play kitchen, push toys and outdoor bouncers.
- Two-, Three-, Four-, Year Old play area includes a playground set for children to climb on, and plenty push toys, cars and trucks, music station, train and cars they can climb on.
- Large play area #1 an area that is used ages 5 and up groups and includes a larger playground structure, music station, stage, rocks, and is lined with turf.
- Large play area #2 is an area for all ages and up and includes a larger gaga ball court, concrete pad for chalk art, picnic tables, and a large shaded Canopy.



## Staff

Burleson Child Development Center, Inc. program is designed and implemented by childcare professionals who are educated, trained, and experienced in child development and early childhood education.

All staff members are screened by completing the following:

- Background Check
- Criminal History
- Fingerprinting Screening

All Staff members receive the following training:

- Staff members without prior childcare experience are put thru a comprehensive orientation program and pre-service training prior to being placed into a classroom by themselves with your children.
- All staff members are required by Texas DPRS to complete a minimum of 24
- hours of continuing Education Training each year to maintain employment. Burleson Child Development Center participates in the Texas Rising Star program and requires 30 hours of training per staff member and 36 hours for each Director.
- All staff members are required to complete First Aid & CPR training.
- Annual training is required in each of the following areas:
  - Shaken Baby Syndrome and SIDS
  - Vehicle Transportation Safety.
  - Abuse and Neglect
  - Emergency Preparedness
  - Food Allergies
  - Building and Premises Safety
  - Hazardous Materials
  - Communicable Diseases and Immunizations
  - Civil Rights and the CACFP

## Non-Solicitation of Employees

Parents and guardians at the time of enrollment agree to not solicit any staff member of our school for any type of work associated with childcare, learning and development. Parents are not allowed to hire our school staff outside of our school. If you wish to have a staff member considered for work outside of our centers, please consult your Center Director. Any consideration should be made in writing to your Center Director.

## Grouping of Children

Children are placed in classrooms based on their age and our observations of their developmental readiness. The classrooms at Burleson Child Development Center are called Infant, Toddler, Two's, Three's, Pre-K, School Age, and Older School Age. Each room has an educational program designed for the children's interests and skills. Special attention is paid to providing challenges that will help them achieve confidence in themselves and increase levels of competence in all areas of development (Cognitive, Creative, Physical, and Social Emotional). Each group's learning environment is carefully selected to support the educational goals for the children. It is typical to have some overlap of ages among the rooms.

## Diapers and Toileting

Burleson Child Development Center includes Cuties diapers, pull-ups, and wipes in the tuition price for your child. Parents are welcome to provide a different brand if they prefer. All children under the age of 2 will have a daily sheet each day that details every diaper change completed and all meals eaten during the day on our MyProcure APP.

We will begin toilet training when we see that your child is showing interest if you do not ask us to do so prior to this. If your child is ready to learn toilet independence, we want to partner with you. Please talk with the Teacher to let them know that you and your child are ready.

### **Holiday and Cultural Celebrations**

Every holiday, in every culture, celebrates human values. In choosing how we will recognize and celebrate each holiday; we look for universal values and for the fun ways in which they can be enjoyed. Thus, we hope to be able to plan activities that are child oriented, full of warmth and pleasure, and which embody the human values of the holiday. In so doing, we hope that all of the children can gain appreciation for the richness of their culture as well as other cultures. Parents are encouraged to offer insight and information regarding cultural practices and/or holidays.

“Cultural” events are not only those that celebrate something in “another” culture. Events, rituals, daily practices of many kinds reflect culture, be they “mainstream” or another culture. We enjoy sharing these with children and families. Religious holidays are recognized through the significant human values that are emphasized without presenting the religious aspects of the holiday.

Burleson Child Development is a Christian based center, and a short transitional prayer is said before each mealtime, in the event that your family does not wish to participate they are not required to do so. While Burleson Child Development is a Christian based center we do understand and respect those with other views on religion and would never hold that against your family or child.

### **Birthdays**

Birthdays are special times, traditionally celebrated in our culture with sweet foods. At Burleson Child Development Center, Inc. we recognize birthdays with a song and parents are invited to provide a special food to be eaten with the lunch meal (or with afternoon snack). It is not necessary to provide party hats, candles, favors, and ice cream; you are welcome to provide as much or as little as you see fit for the celebration. In providing treats for birthdays parents are asked to avoid all peanut products and they must be items purchased at a store or produced in a commercial kitchen. Basically ... simple is sweet.

### **What to Bring and What to Wear**

**Send me in clothes I can play and learn in!** All clothing worn at Burleson Child Development needs to be work play type, not dress up type. We plan to have fun! That can mean messing about and getting dirty in the process. We can't let clothing interfere with exploring and investigating the world! We'll do our best to give your child loving care, lots of attention, a safe and healthy environment, and opportunities to learn. This will sometimes involve getting messy, and we will not be responsible for stained clothing. Please dress your child accordingly. We purchase “washable” paint, but you must treat clothes with extra detergent before washing.

***CLEARLY LABEL YOUR CHILD'S SWEATER, JACKET, AND SHOES*** anything likely to come off during the day. We are dismayed when lovely clothes go unclaimed for lack of a clear marking.

***PLEASE BRING A COMPLETE CHANGE OF CLOTHES FOR YOUR CHILD*** in a clearly marked plastic bag (We love “zip lock” style). Mark the clothing, too. When your child uses the extra set, REMEMBER TO REPLACE IT IMMEDIATELY. If your child is “in training”, you may want to bring as many as half a dozen changes until we all get the hang of things.

***PERSONAL ITEMS*** All children will have a designated place for their belongings. Please take-home papers and notes daily. The teacher may show you a file that will have your children's artwork and preschool papers in it, which will be available to you at any time.

***We do not allow the following items inside of the center:***

- Outside food, drinks, candy, or gum.
- Weapons, such as toy guns or swords.
- Any type of electronic device (i.e.: iPod, iPhone, cell phone, Nintendo DS, or any other item like this)
- Toys from home unless it is Show and Tell Day
- Backpacks (exception school age), pillows, or other items from home.
- Diaper bags other than a small bottle bag.

## **Orientation and First Day**

**First Days ...** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. Age is not a good predictor of readiness for separation. Some very young children will be ready to be independent right way, causing parents to feel a bit rejected (It helps to remember that this is a sign of confidence and independence in the child.) Sometimes parting is easy the first week, and then later the child clings to you when you expect to leave. The child has realized that you are going to be gone for a considerable time and has figured out what his new schedule is all about. This turn of events is not a cause for worry it's another of the many milestones in the lifelong process of separation from parents. As a parent, you probably know what to expect of your child.

Please prepare your child in the weeks before starting by talking about the program, always mentioning that you will return and take him home. Read books such as *The Runaway Bunny*; *You Go Away*; *Will I Have a Friend*; *Everything Changes*; *Going to Day Care*. Visit your local children's library and ask for books on separation and going to school.

Whatever the child's feelings on the first day, or any day, it is best to accept and respect their honest expression of these feelings. "It's okay to cry..." The teachers will support you when you are ready to depart, and to help your child deal with the upsetting feelings. Once you make the decision to leave, it is best to say goodbye and then follow through. If you start to leave but return when your child protests, it tends to increase anxiety and does little to improve the parting (usually makes it much more difficult). Once you have left, you are welcome to ask our office staff to check on your child. We will gladly let you know how things are going. We have an open-door policy so stop by anytime.

## **Arrival and Departure**

Upon arrival, please sign your child/children in using the ProCare APP on your phone and enter the code you were given to gain access to the building. You will then escort your child to the class room assigned to them and check them in with their teacher. Be sure that the teacher in charge or a familiar assistant sees your child and is able to greet him/her. If the director needs to speak with you or your child has paperwork that needs to be completed a message may be entered into the system and will notify the person picking up your child that day.

Please send a Procure message if there is any information the Center needs to better the care of your child such as:

- Different Person Picking Up Child
- We are not picking up the child at elementary school.
- I will be out of my normal location today, please call...
- Any special needs that your child may have for the day.
- Or any other information that the staff needs to be aware of

## **At Pick Up Time**

Parents are asked to complete sign outs, paperwork, and office communication **before** picking up their child. It's just easier. Teachers *always* need to know of departures, so do allow for the teacher to give your child a goodbye hug or at least a wave across the yard.

**Departures are expected to be no later than the scheduled time.** Late pick-ups must be planned, with office permission, or a phone call is required to alert the staff. At closing time, we ask that departure be prompt rather than prolonged; our staff has other commitments after we close. **Pick-ups after closing time will incur late fees.** Late fees are \$1.00 for each minute past the scheduled pick-up time

Failing to sign your child in/out in either Procure or on the provided classroom sheet will result in a \$5.00 per day penalty.

### **No Cell Phone Zone**

We cannot use our cell phone while in the building or outside when you are dropping off and picking your child, it is a distraction to your children and our staff, and we need to be able to effectively communicate with you for the safety of our self and your child.

### **For Your Child's Security**

- Allow your child to say hello and goodbye to the teacher in your presence or be a role model by doing so yourself if the child isn't ready.
- Be certain that a teacher or intern, who knows you, has seen you arrive and depart. Take No Chances.
- Go out of your way to get to know the staff. Don't be shy Know their names and talk with them so they will know you well. This really helps.
- Send a Procure message if a different person is going to pick up your child and sign your name. They'll need to bring identification, so we know who they are. And they must be on your enrollment form as an Authorized Person to pick up your child.
- If you have a court restraining order or other official documentation limiting someone from picking up your child, bring a copy to the office.
- Please discontinue the use of your cell phone prior when on our location site. This helps to ensure clear communication between the parent/teacher/child.

### **Parent Teacher Communication**

Communication between parents and teachers is *essential* to the wellbeing of each child in the program. Parent teacher communication takes place naturally and casually; never think that what you may want to ask or to say about your child or the program is insignificant or will take up our time, we want to share Teachers need to know of special circumstances in a child's life that influence the child's moods and needs for the day. A Procure Message to the teacher indicating that a pet has died, a grandmother has arrived, or a change in the family structure has taken place are greatly appreciated. Other kinds of things that are helpful for staff to know about are plans for moving, sleepless nights, pending hospitalizations, upsetting nightmares or other upsetting events, new babies on the way or arrived, and promises of trips to Disneyland with a favorite aunt. Children's moods can be affected by thousands of things and teachers want to understand in order to provide support when it is needed. Conference calls will be held twice a year with all parents regarding the development and progress of their children. These can be held over the phone or in person, whatever works best for the parent's schedule.

Conference calls will be held three times a year with all parents regarding the development and progress of their children. These can be held over the phone or in person, whatever works best for the parent's schedule.

### **Screen Time**

Screen time is limited to a maximum amount of 1 hours per day for each child over the age of two years old. Any child under the age of two is not permitted any screen time. Screen Time includes TV, computers, tablets, Ipad, video games, and personal electronic devices that contain screens. For this reason, we request that these devices remain at home and not be

brought to the center. Screen Time does not apply to School Age children working on homework or for field trips away from the center.

## Allergies

**All allergies, food and other, must be reported upon enrollment.** Environmental allergies, such as dust, pollen, other, should also be brought to our attention. We will inform our teaching and kitchen staff of the foods to which a child is allergic, and we need your help in learning the particulars. We can provide substitute foods for allergic children. Arrangements should be made with the office staff, in writing. It is not sufficient to tell the teachers or the kitchen staff, as allergy information must be entered on our documents. If your child has an allergy there will be a form that will need to be filled out by the parent and that child's doctor.

- **Allergies to milk require a statement of substitute foods.**
- **It is vital that we know of allergy to bee stings, peanuts, and any substance that could be life threatening to your child.**

## Programs

### Infants ~ Pre-K Program

Burleson Child Development Center implements the Frog Street Press curriculum, beginning in our infant classrooms all the way into our Pre-Kindergarten program. The Frog Street Press curriculum is utilized in several school districts and incorporates all learning components for young children. Aligning the curriculum to school districts promotes children's acquisition of skills necessary for future academic success. Children acquire self-regulation skills as they learn to make choices in their classrooms and are exposed to a developmentally appropriate learning environment.

### School Age Program

The School Age Caregivers provide an environment that is safe and nurturing. We provide cognitive growth through activities that sharpen thinking and problem-solving skills, encourage creativity, and promote choices while providing adequate supervision.

Our program offers and age-appropriate curriculum with Pinnacle curriculum. Our program includes after school assistance with homework, arts, and crafts, reading enrichment in our reading center, some of our manipulative toys help the teaching of math and science. We provide social and emotional growth through interaction with peers in both structured and unstructured settings and through recreational experiences. Outdoor physical play and group games are encouraged. The students help make choices in schedule and activities. If they just need to "chill out" they can just "chill out".

## Acknowledgement and Signature

I, the parent of a child/ children enrolled and attending Burleson Child Development Center, Inc have read and understand the parent/family handbook. We will abide by the codes of conduct presented in this handbook and will address issues with the administration of Burleson Child Development Center, Inc before addressing the issue with other individuals. We acknowledge the media and photo release policies as well as the non-solicitation of employee's policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_