The Children's Spot…

"Where Learning Never Ends!"

PARENT HANDBOOK

Our Parent Handbook is updated annually or as needed.*

*Revised 8/28/2019,*Revised 6/18/2019. *Revised 12/20/2018, *Revised April 11, 2018
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The Children's Spot

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The Children's Spot does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor. This information is for hiring and termination of staff and enrollment of children.

"Welcome to The Children's Spot!"

At The Children's Spot; we have an Open Door Policy that you are always welcome to visit our center at any time. Please come by the office and visit with Debbie Nicholls, the Director/Owner. She will be at the Center working with the staff and children and is on campus most of the time. Our Curriculum will consist of Frog Street Age/Developmentally Appropriate Curriculum coupled with S.T.E.M. (Science, Technology, Engineering, and Math) as a major component. Your child will now love delicious Nutrition and Cooking Classes, Sign Language Class, Music Classes, Science classes with Steve Spangler Science, as well as Spanish Classes. We also offer on-site dance classes for ages 3 and up. Your children will enjoy outside activities to promote physical fitness. We will continue to have spectacular Summer Camps, water activities in our pool, and educational field trips! We are blessed with wonderful teachers that are well educated, professional, full of energy, and ready to spark your child's imagination so learning will be FUN and FOREVER!

The Children's Spot complies with Texas Family of Protective & Regulatory Services' Minimum Standards to ensure that children are:

(1) Provided a healthy and safe environment,

(2) Given the opportunity to develop stable and caring relationships, and

(3) Provided an environment that fosters cognitive, social, emotional and physical growth.

Mission Statement:

Partnering with families to ensure that every child that enters our doors, leaves fully prepared for their future.

Philosophy

We believe that childhood professionals play a critical role in the lives of the children they touch. We provide a safe, loving and supportive environment in which children from 6 weeks to 12 years of age can grow spiritually, mentally, socially, physically and emotionally. We model appropriate behavior and use positive discipline and redirection to guide the children in our care in making better choices. Through the use of developmentally appropriate curriculum and age appropriate materials we are able to access a child's needs and help them to learn ways to meet these needs.

The Children's Spot is a Christian childcare that puts education at a higher standard. We will always interact in a loving, positive way with children. The Children's Spot believes in hands-on learning, getting dirty, messy art, fun and crazy times, and creating memories.

Each member of our staff holds in their hands the power to shape a child's future. It is great to live life with Christ! With great role models, Christian & educational curriculum, and supporting parents, we have created "A great place where learning never ends."

METHOD

Our staff is consistently educated on the appropriate supervision of young children and how to guide their behavior. We implement Frog Street Press for an educational curriculum from birth to age 5. D.I.G curriculum enhances language and social emotional development from Pre-K 1 through Kinder Prep. Thematic Curriculum is incorporated for children to learn about the real world and how thrilling it is! We also implement S.T.E.M activities within each classroom to meet the demands of our future. We excel with cooking classes, Spanish & Sign Language classes, and don't forget fun Science classes. We will adhere to the Minimum Standards for Child-Care Centers for the State of Texas and exceed their standards.

A teacher-child relationship is the most important component of a child's experience in care. We are a facility with the most outstanding teachers as reflected in our actions, attitudes, dress, moral code and conduct. Out teachers are wonderful and it shows!

Goals:

Our goal is to prepare the children entrusted in our care to succeed in their educational endeavors.

We will meet our goal by requiring our teachers to be well educated in the field of Early Childhood Education. As a Texas School Ready (TSR) and Texas Rising Star (TRS) accredited facility, we require all of our teachers to obtain a minimum of 30 clock hours of age and developmentally appropriate training annually. We encourage all of our teaching staff to further their education by obtaining their CDA certification or by completing their Associate's Degree in Early Childhood Education. We will partner with TSR and TRS along with TEACH TEXAS to provide grants to enable our staff to meet their educational goals.

To enable our staff and students to find success in the classroom we will provide the best early childhood curriculum along with age and developmentally appropriate materials, furnishings and equipment. We will work with TSR and TRS to ensure that The Children's Spot meets and exceeds our provision goals and that our teachers are continually educated in the proper implementation of their curriculums.

The Children's Spot is recognized in our community as a leader in the field of early childhood education, and we are connected with our community by being active participants. We will participate in supporting our local schools, businesses and places of worship. We will be inclusive of every culture, religious preference, and ability by partnering with local and area professionals that can help us to meet the needs of our community.

Texas Rising Star:

Texas Rising Star is a quality rating and improvement system for Texas early childhood programs. All center based and home based child care providers in Texas can apply to participate in TRS if they meet certain eligibility criteria. Programs that participate in TRS meet higher quality standards than many other child care programs. The Children's Spot holds a 4 Star rating which is the highest rating a center can hold.

HISTORY OF THE CHILDREN'S SPOT

Mansfield Children's Center was created by Barbara and Robert Holloway in 1987. They believed in Christian values and to cherish children. They supported the children's education with the Abeka Curriculum and were strong members of the Texas Licensed Child Care Association.

Barbara was my mentor beginning in 1989 when I opened up my first center in Crowley, Texas. I did not like the way childcare did not teach children. When I would walk into a childcare, children would be coloring or watching television, more or less a babysitting service. Their brains were not being used or stimulated. This is when I began my mission to provide a Christian environment where learning never ends!

Sadly, Barbara passed away in 2004. Her husband offered me her center to buy. It needed a lot of work. My husband, Martin and I cleaned up the center. We then painted and perfected the center. We purchased the Frog Street Curriculum and since then have added the Dig Curriculum for social and emotional development support. We added educational toys. Our school has four buses for transportation to and from schools and for field trips. Our school sits on 4 acres with a swimming pool, every class exits to its own playground, every room has their own bathrooms, and we have a state of the art security system for our 10,000 square foot facility. We are proud to have our own Library/Spanish Classroom as well. We created a staff that is well educated, nurturing, professional, full of energy, and ready to spark a child's brain and imagination.

The Children's Spot strives to be the best place for children to grow and parents to know that their child is safe and loved. We have become a 4 Star Accredited school with Texas Rising Star Program. The Children's Spot is also a Texas School Ready (TSR) accredited school. We will soon be accredited by the National Accreditation Commission in August, 2018. Each year we have met our goals to improve The Children's Spot. Our future goal is to add a Nature School onto our campus for our students and for our community.

ORGANIZATION CHART:

Business Name: Superior Education dba The Children's Spot
Owner/Center Director
Director of Operations
Director of Education
Office Manager
Bookkeeper/Greeter
Teaching Staff
Assistant Teaching Staff
Cook and Housekeeper

IMPORTANT INFORMATION

Name of Director and Owner: Debbie A. Nicholls CELL (817) 239-2740

(You can call my cell phone for any concerns. I know that after we close is when you relax and realize you have questions. Feel free to call me and I will help you find answers to your questions or concerns.)

My Child's Teacher(s) is: _____Class Name: _____

My child's lunch time is: _____. My child's nap time is: 12:00pm – 2:00pm.

Important Phone Numbers:

Child Abuse Hotline: 1-800-252-5400 Poison Control: 1- 800-222-1222

To contact your local child care licensing office, you may write to:

Texas Dept. of Protective and Regulatory Services, Child Care Licensing
1501 Circle Drive, Suite 310, Ft Worth, TX 76119
817-321-8604; www.tdprs.state.tx.us

- Complaint Forms, Parent & Children Self-Help books, Potty Training DVD's, The Children's Spot T-shirts are all located in our Lobby.

- Please go to www.dfps.state.tx.us; Go to "Childcare Licensing"; "Childcare Search"; under Day Care Search go to "Search for a Licensed Child Care Center"; Operation Type is "Licensed Center"; Issuance Type is "Full Permit"; type in our Operation Name of "the childrens spot" and the City is "Mansfield". Our County is "Tarrant". SEARCH Double-click the blue name of "The Children's Spot". This will inform you our Operation Details. Scroll DOWN the page to "The weights of the stand deficiencies cited in the past three years are as follows:" This will inform you of and Texas Minimum Standard Violations we have and their severity.

"We look forward to taking great care of your children!"

THE CHILDREN SPOT PROHIBITS ANY SMOKING, DRUGS OR FIREARMS On OUR PROPERTY or PARKING LOT.

ENROLLMENT INTERVIEW:

An enrollment interview must take place between the office administration and the parent before a child is allowed to attend classes at The Children's Spot. We ask that both parents/guardians and the child be present to establish a good line of communication and ensure all questions are properly addressed. However, if this is not possible, it will be the responsibility of the attending parent/guardian to inform all others involved with the child's welfare of The Children's Spot policies.

FORMS:

All REGISTRATION FORMS must be complete and returned to the office **24 Hours BEFORE** a child may attend classes. Every question in the registration information must be answered, per State requirements, so please do not leave anything blank. Anytime there are changes in the information given at registration (i.e. phone number, address, work place, etc.) you must notify the office immediately and in writing. It is imperative that we know how to reach you at all times, in case of an emergency. **Please do not depend on a staff member to handle or "pass on" this, or any other, administrative information.**

Before a child can attend The Children's Spot they must have the following completed:

1. Enrollment Form, please update with any changes (forms located in lobby)
2. Teacher Information Sheet
3. Food Program Enrollment Form
4. Tuition Express form, please update with any changes (forms located in lobby)
5. CACFP Meal Benefit Income Eligibility Form
6. Health Statement from Physician
7. Immunization Record – current
8. F.A.R.E. food allergy and anaphylaxis emergency care plan (if applicable)
9. Parent Handbook Acknowledgement Form
10. Photo Release Form
11. Parent's Personal Information Sheet
12. Tuition Express Payment Form
13. "Rabbit in the Hole" Intruder Sheet
14. Driver's license numbers and telephone numbers of who will pick up your child
15. Registration Fee, Supply Fee & first week's Tuition paid

Procedure for Updating Parent/Child Information:

All updates to your child/children's enrollment documents must be done in person on your current enrollment form. We do not accept updates or changes to your child/children's forms via phone/email or fax. Enrollment information Update Forms are located above the Enrollment Information Update Drop-Box in the lobby, and may be placed in the Enrollment Information Update Drop-Box in the absence of management personnel.

IMMUNIZATIONS:

All children must have a **CURRENT IMMUNIZATION** record on file in our office. This is due when the child enrolls in the Center. Immunizations must be kept current, or we must have a physician's statement concerning any problems a child might have with immunizations. The Children's Spot will notify you when our records show immunizations are due. **Childcare will be suspended for any child whose immunizations are not kept current.** This is a FEDERAL and STATE HEALTH LAW, enacted for the protection of all children and families. ***The Children's Spot has opted not to enroll children who are not current on their immunizations.***

HOURS OF OPERATION: The Center is open from 6:00 a.m. to 6:30 p.m. - Monday through Friday - to accommodate those who need a FULL-DAY program. **However;** in the state of Texas a child may only be in attendance for a **maximum** of 12 hours on any given day. ***ALL children MUST be present at the center no later than 9:00am***, unless prior arrangements have been made through the Office. This is so late arrivals will not disturb the classroom environment, will be counted for lunch and snacks, and will take naps at appropriate scheduled times. **If a child will not be present in care before 11:00 am they will not be accepted into care until after 2:00 PM** so as not to disrupt naptime for the other children in care.

ADMINISTRATION OFFICE HOURS:

Our Administrators are here to assist you between 8 a.m. and 6 p.m., Monday through Friday. On those rare occasions that the Office is closed for an Administrative Meeting or off campus training, someone will be assigned to answer the phone. They will also know how to contact us in the event of an emergency. If we do not answer the phone right away, it is generally because we are on another line, or are temporarily away from our desk assisting in a classroom or on a Center tour. For that reason, we have a telephone answering system. Please don't hesitate to leave a message, and we will return your call as soon as we get back to our desk.

The Office Staff is not always available to open the door if you forget your access card. ***IT IS IMPERATIVE THAT YOU HAVE YOUR CARD FOR ADMISSION TO THE BUILDING.*** You may purchase additional cards for $10.00 each if needed.

WEBSITE INFORMATION:

Just about anything you would ever want to know about The Children's Spot is included on our website! It is continually updated with information about Center-wide upcoming events, as well as information about specific classroom activities. Check us out at: www.childrensspot.net.

ACCESS CONTROL SYSTEM:

To help ensure a safe environment for our students and staff we have installed an Access Control System. At enrollment, each family is issued two Access Cards that are necessary to obtain entrance into our facility. **There is a charge of $10.00 per card**. The system is connected to our computer system, and allows us to control who enters our building and when. **Access to the building is denied at any other time, except through the office**. This system also allows us to secure the building during Holidays or other closings.

By State regulation, we are to have a "sign-in/sign-out" procedure and this system provides for that requirement. Therefore, ***it is MANDATORY that you use your card when entering the building***. If for some

reason, you have forgotten or misplaced your card, you may use the intercom system that is connected to the office to obtain entry into the building, however, you must then physically SIGN IN/OUT on the clipboard that is provided at the Parent Entry door. If you forget your access card you will be **charged a $3.00 building access fee.** If you consistently "forget" your card, we must assume it has been lost and we will furnish you with another card and charge your account a **$10.00 non-refundable fee.**

UNDER NO CIRCUMSTANCE ARE YOU TO ENTER THE BUILDING ON ANOTHER PERSON'S CARD OR ALLOW SOMEONE ELSE TO COME IN ON YOUR CARD!

(As posted on our front door, Do Not Allow Anyone in Behind You for SECURITY!)

PARENTAL RIGHTS:

Families have a vital role at The Children's Spot. We love parent participation. We have an Open Door policy which invites you to visit anytime. When schools, families and community groups work together to support learning, children tend to do better in school, have better social skills, have positive behavior, and adapt to change easier. We encourage parents to share information about important events In their family. We would LOVE parents to assist in classroom activities, become a member of the Parent Board, share their professional and personal knowledge, or help with class parties and fundraisers.

The Children's Spot does not have the right to withhold a child from any parent having custody or joint custody, without a **COMPLETE** copy of current court orders, that clearly state custody details, on file in our office. **YOU MUST HIGHLIGHT THE AREAS THAT PERTAIN TO CHILDCARE**. The Center cannot become involved in custody disputes, nor can our premises be used for non-custodial visits or exchange.

PARENTAL INVOLVEMENT:

There are several events planned throughout the year that encourage family participation such as "Muffins with Mom", "Grandparent's Luncheon", "Donuts with Dad", and more. We encourage any available family member to participate whenever possible. Our Schoolers go on field trips outside of the center. If you would like to accompany us on our field trips, please see the Office in advance so we can run a Criminal History Check on you, per state regulations. When your criminal history is returned "CLEAR", you will be notified by administration. If you plan on accompanying us, you will need your own transportation, but your child must ride on our bus to the field trip and back.

THE CHILDREN'S SPOT IS A NO PHONE ZONE. THAT MEANS LEAVE YOUR PHONES IN YOUR CARS. ALL ATTENTION SHOULD BE ON YOUR CHILD.

CODE OF CONDUCT FOR PARENTS:

1. Parents need to **obey the no-phone zone** on our property.
2. Parents are respectfully asked to follow our parent dress code.
3. The speed limit on our parking lot is **5 mph.**
4. There is never to be any foul language, loud, abusive, or argumentative tones.
5. Parents are to have their children at the center **by 9:00am**. Please walk your child into their prospective classroom and make sure that they are acknowledged by their teacher**. After 9:00am, The Children's Spot reserves the right to refuse your child care for that day.**
6. Children **will not** be accepted between 12:00pm – 2:00pm (during naptime).

7. We reserve the right to contact the police department for any indication of substance abuse. We will not allow a child to leave under these circumstances.
8. Parents are responsible for their child from the moment they pick up their child. Make sure that children are never left unattended at The Children's Spot. When picking up infants, please pick up your infant first; we do not allow siblings in their classrooms.
9. The Children's Spot reserves the right to dismiss any parent or child at any time from the property. Also, we can ask a parent to leave from any field trip.

PHOTOGRAPHS/VIDEOS/STILL IMAGES…

We often take photographs of the children at Superior Education Inc., dba The Children's Spot during parties, special occasions, field trips and everyday activities. These photographs will be used on our website, on Brightwheel, in scrapbooks and in other forms of promotional materials or marketing purposes with no photo compensation. **IF YOU DO NOT WISH TO HAVE YOU CHILD(REN)S *PHOTOGRAPHS TAKEN…You must give the Office written notice within seven (7) days of receiving the Parent Handbook.***

PARENTS, FAMILY MEMBERS, TUTORS, TEACHERS… Please refrain from taking photos of any of the students, teachers, staff, etc. This is to respect the individual and the Privacy Act. No cameras or videos are allowed in The Children's Spot with-out prior authorization from Center Management.

BRIGHTWHEEL (PHONE APP)

The Brightwheel App has been put in place as a means of parent/teacher communication during your child's day with us. To participate in this program provided in full by The Children's Spot, we must have your current email information on file. To learn more about this program, please go to www.mhbrightwheel.com

CLOSED CIRCUIT TELEVISION SYSTEM:

Our entire facility is monitored via a CCT system. With this system we have the capability of viewing and recording the activity in classrooms, parking lots, entry doors and playgrounds. Not only does this add to our security, it also enables us to make routine assessments of our classroom programs, children's activities and staff training needs. The video cameras are used **only** as a training tool for our center***. Only the director and owner may use this tool. WE DO NOT ALLOW this system to be observed otherwise.***

Tuition Express:

The Children's Spot accepts payment through **Tuition Express** through weekly or monthly automatic **withdrawals from your checking account or a credit card only**. Note: Weekly tuition fees are processed on Friday and are due on Monday each week prior to services.

RETURNED FEES:

An NSF fee of **$35.00** is collected each time that a payment is returned, unpaid. **In addition all discounts for the week will be voided.** Your account will continue to be charged nightly for the amount owed.

If tuition is not paid in full by close of business on TUESDAY including applicable fees you child will not be able to attend on Wednesday

The Children's Spot reports all unpaid tuition to all of the Credit Bureaus under "theft of services".

REGISTRATION AND SUPPLY FEES:

Registration Fees of **$75.00** and Supply fees of **$50.00 for infants up to 23 months and $75 for children age 2 through school-age** are collected in September/March and **re-enrollment fee of $75.00** each July for as long as your child is in our program. These fees help to offset the cost of our handbook, registration forms and supplies that must continually be updated and/or replaced. **These fees are non-refundable.**

LATE PICK-UP FEES

LATE PICK-UP fees are **$10.00 for the first 5 minutes and $1.00 for every minute thereafter** that the child remains at the Center past 6:30 pm. Please note that our staff members have plans after work and wish to leave on time. We understand that there are traffic accidents, bad weather, etc.

HOLDING FEES

HOLDING FEES are charged when a position is to be guaranteed for next available place or held for more than 30 days before a child begins attendance and a guaranteed position is desired. Registration forms and Registration fees, supply fees and first week's tuition are due at the time of the request. **These fees are non-refundable.**

SPECIAL ACTIVITY FEES

SPECIAL ACTIVITY fees are charged whenever applicable. These activities will be noted in your child's Activity Calendar, in our Newsletter or by Parent Bulletin or e-mail.

NO CALL FOR SCHOOL PICKUP FEE

A fee of **$5.00** will be charged when a parent/guardian fails to call The Children's Spot and inform us that their child will **NOT** be riding the bus after school **by 2:30PM** when our buses depart. When this call is not made, it makes us late to the other schools where we have pickups. We cannot leave a school until we know where the child is that should be riding our bus. If your child attends MISD, **you must call our Office before 2:30pm** to report they will not be riding our buses. We have several schools to pickup with each bus, and we are expected by MISD to pick up within 30 minutes of release time.

PLANNED OR UNPLANNED ABSENCES:

No tuition deductions are available for planned or unplanned absences. Our staffing and other operational expenses are arranged according to fixed enrollment levels and must be met on a continuing

basis. Few of our facility operating costs are eliminated when a particular child is absent. We are confident that you will understand our need for financial stability and we appreciate your cooperation.

FAMILY DISCOUNTS:

Families enrolling two or more children in our **FULL TIME** program may qualify for a tuition discount. The youngest child in the family is charged a full rate, with a discount of 10% figured on the oldest child's tuition. Each additional child will receive a 10% discount as well, beginning with the youngest paying at the full rate. **You will forfeit any discounts if payment is not made by Tuesday by 9:00am.**

OTHER DISCOUNTS:

Active Military personnel will receive a **10% discount**, as well as firefighters and police officers on their whole family's tuition. Mouser employees receive a 10% discount on their whole family tuition as well. **Note: This discount takes the place of the sibling discount. (Only one discount may be applies at a time)**

CCMS PAYMENTS:

We are a vendor for Child Care Management Systems. **Payment of parent co-fees along with any activity, open door or field trip fees for the month are charged on the last day of the month for the upcoming month and are due on the 1st of each month in full.** Payments not received by 9am on the 2nd of the month will result in suspension of care. On the 3rd of each month we report to CCMS any account that has failed to pay their parent co-fees which could result in termination of care.

VACATIONS:

A vacation is considered to be **5 consecutive days** away from the Center. A "vacation credit" will be given to **full-time** students once the child has been enrolled in our center for **more than one year**. To receive a tuition credit, a written notice, giving the dates the child or children will be absent from the Center, must be received in the office a minimum of two weeks in advance. **Note:** For school age children this vacation discount is paid at their in-school tuition rate not the summer tuition rate. **Vacation weeks cannot be accumulated from year to year.**

OFFICIAL WITHDRAWAL:

An official withdrawal from The Children's Spot requires that a written notice be received in the office at least two (2) weeks prior to a child's last day. Because it is our policy to collect tuitions in advance of care, pre-paid tuition can only be refunded after the account is brought current and any outstanding fees are paid. Remaining funds will be refunded to the credit card or account on file with Tuition Express within two (2) weeks after the child's last day at the Center, ONLY if sufficient notice of withdrawal is received. **Please make note that if your child is removed from care for violent or disruptive behaviors including but not limited to: physical violence, destruction of property, foul language, there will be no reimbursement of tuition or fees.**

GRIEVANCES:

Serving our child care families with dignity and respect has always been a goal of The Children's Spot. A professionally trained staff and administration, and clearly defined policies and procedures help to assure that. If, however, you have a problem or complaint we invite you to bring your area of concern to the attention of our Director/Owner, Debbie A. Nicholls, immediately. Her cell number is (817) 239-2740.

The Director will review your concern with expediency. Depending on the situation, she may need a few hours to gather information and personally speak with others who may be involved. It may also be necessary to have a meeting with all parties involved to make sure the issues are properly and fairly addressed. Our pledge is to resolve the situation as quickly and fairly as possible. In the event an amicable resolution cannot be met, and the parent is still not satisfied and feels the complaint warrants further investigation, they may contact our Licensing Agency at (817) 321-8604.

Our Office is open and our Directors are on duty from 9:00am to 6:30pm, and our phones are answered from 6:00am – 6:30pm – Monday through Friday. Feel free to stop in the Office anytime. However, having an appointment to meet with the Director will assure you of her undivided attention.

"May we have great days with your children and have no need for these procedures."

HOLIDAYS:

The Children's Spot will observe the following Holiday closings - NO TUITION CREDIT will be available –

New Year's Day	**Thanksgiving**
Good Friday	**Thanksgiving Friday**
Memorial Day	**Christmas Eve**
Independence Day, July 4th	**Christmas Day**
Labor Day	**Presidents Day**

*PLEASE NOTE: All traditional holidays such as Easter, Christmas, Thanksgiving, Valentine's Day, etc. are openly celebrated. There will be **NO** reduction in weekly tuition for Holiday Closings as our tuition is calculated based on the total number of days we are open during the year and therefore do not reflect the days we are closed. If the Holiday falls on a weekend the center will close the Friday before or the Monday after the holiday.*

SCHOOL CLOSINGS:

SEVERE WEATHER: In the event Mansfield ISD is closed OR opens late due to inclement weather or dangerous road conditions, The Children's Spot will do likewise. Information on school closings can be obtained via most local television stations. Please contact the center and listen to our recordings as well. A discount for ice days is calculated as follows: **Weekly Rate/5 days = Daily Rate. Daily Rate X 25% = Discount. Discount X (# of Ice Days) = Discounted Amount**.

POWER OR WATER LOSS: In the event of a lengthy power outage or loss of water service, regulations require us to close operations until services are completely restored. A 25% tuition credit will be applied to our tuition accounts for any FULL day we are closed due to loss of utilities.

MEALS AND SNACKS:

The Children's Spot participates in the Child & Adult Care Food Program (CACFP) administered by the Texas Department of Agriculture. Their requirements are exceeded in our menus for your child. Nutrition is an important part of our daily program, and we are participants in the Child and Adult Care Food Program, which requires mandatory parent participation.in preparing form 1531. Breakfast, a morning snack, a warm cooked lunch, and an afternoon snack are provided to all children – Infants through Preschool. Our Schooler's will receive breakfast, lunch and p.m. snack while they are on campus. Participation in the meal program is **NOT OPTIONAL** and is included in your child's tuition fee. A complete menu is posted each week on the bulletin boards located outside your child's classroom, online and in the Café. On occasion substitute meals are necessary, but will be of comparable food value. All changes will be noted on the posted menu.

Breakfast is served between 6:15am – 6:50am for school-age before care children and from 7:00am - 8:15 am to all other students. Children coming in after these times are expected to have eaten at home. Lunch is served between 11:00 a.m. and 12:00 p.m**. Meals are prepared according to the 9 a.m. roll call.** If your child will be late getting to the Center, but will be here in time for lunch - please call the office by 9 a.m. Otherwise, you will be expected to have fed them at home. Morning snack is served by 9 a.m. and afternoon snack is served by 2:30p.m. Schooler's will be served snack at 4 p.m. when coming in from the MISD. A copy of our Menus is posted online at www.childrensspot.net.

Note: Liquids and foods hotter than 110 degrees are kept out of reach of children at all times.

WE DO NOT ALLOW OUTSIDE FOOD TO BE BROUGHT INTO THE CENTER!

All prepared foods that are brought into The Children' s Spot and shared among children **MUST be commercially prepared OR prepared in a kitchen that is inspected by local health officials.**

BREASTFEEDING:

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. The Children's Spot offers all parents and especially breastfeeding mothers a place to sit and breastfeed her child. There is privacy in the Library, as well as rocking chairs in the Infant Rooms. We have comfortable chairs for wherever you prefer to feed. Parents are welcome to bring in pumped breast milk which will be refrigerated. Upon request, we have a pillow to support your infant in your lap. If necessary, we can provide a stepstool for you to prop your feet and prevent back strain. Water will be available to keep you hydrated as well. We will help in any way we can to make this a positive experience for you and your child. We also have a compilation of breastfeeding education and support resources.

TODDLER MENU:

We have a Toddler Menu designed for our children who are 10 months to 16 months old. Please see the Office and we will give you a copy to use during their transition from Infants to toddlers. We also can serve yogurt in the place of meat, if your child requires this; without a physician's letter.

SPECIAL DIETS AND FOOD ALLERGIES:

If your child has a specific food ALLERGY, please notify the office during the enrollment interview. A **F.A.R.E** Food Allergy and Anaphylaxis Emergence Care Plan **must be completed by you and your child's physician prior to the first day of care.** In cases of religious preference not allergy we can work around this and still provide for your child's nutritional needs. There will be no tuition deduction in any case.

Common Food Allergies (healthline.com)

When the body's immune system reacts abnormally to something a person eats or drinks, it's known as a food allergy. According to **Food Allergy Research and Education (FARE),** it's estimated that 15 million Americans have food allergies. Children are more likely to experience food allergies. Approximately 1 in every 13 children in the United States lives with food allergies. A food allergy may affect the skin, the gastrointestinal tract, or the respiratory or cardiovascular systems. Many types of foods can be allergens, but certain foods are much more likely than others to trigger an allergic reaction.

According to **FARE**, eight foods are responsible for 90 percent of food allergies. They are: **cow's milk, eggs, peanuts, fish, shellfish, tree nuts (such as cashews or walnuts), wheat, and soy**.

Symptoms of Food Allergies

Symptoms of food **allergies** may range from mild to severe and they may come on suddenly or develop over several hours. Because a person's immune system may react to a very small amount of the allergen, food allergies are particularly dangerous and potentially life threatening, especially if breathing is affected. Because of this, people with asthma are at an increased risk for a fatal allergic reaction to food. Mild symptoms related to a food allergy may include: sneezing, stuffy or runny nose, itchy, watery eyes, swelling, rash, stomach cramps, and diarrhea. Severe symptoms of an allergic reaction to food are: difficulty breathing, including wheezing, swelling of the lips, tongue or throat, hives (an itchy, blotchy and raised rash), dizziness or faintness, and nausea or vomiting.

WHAT TO DO IF SYMPTOMS OCCUR

The apperaanc4e of symptoms after eating food may be a sign of a food allergy. The food(s) that caused these symptoms should be avoided, and the affected person, should contact a doctor or health care provider for appropriate testing and evaluation.

- Persons found to have a food allergy should be taught to read labels and avoid the offending foods. They should also be taught, in case of accidental ingestion, to recognize the early symptoms of an allergic reaction, and be properly educated on and armed with appropriate treatment measures.
- Persons with a known food allergy who begin experiencing symptoms while, or after, eating a food should initiate treatment immediately, and go to a nearby emergency room if symptoms progress.

THE HARD FACTS: SEVERE FOODALLERGIES CAN BE LIFE THREATENING

Following ingestion of a food allergen(s), a person with food allergies can experience a severe, life-threatening allergic reaction called anaphylaxis. This can lead to:

- Constricted airways in the lungs
- Severe lowering of blood pressure and shock ("anaphylactic shock")
- Suffocation by swelling of the throat

Know the symptoms

Symptoms of food allergies typically appear from within a few minutes to two hours after a person has eaten the food to which he/she is allergic.

Allergic reactions can include:

- Hives
- Flushed skin or rash
- Tingling or itchy sensation in the mouth
- Face, tongue, or lip swelling
- Vomiting and/or diarrhea
- Abdominal cramps
- Coughing or wheezing
- Dizziness and/or lightheadedness
- Swelling of the throat and/or vocal cords
- Difficulty breathing

Loss of consciousness

SACK LUNCHES:

Due to program events — field trips, swim day, etc. - a sack lunch from home may be required on occasion for our Preschool and School age students. Dates will be noted on your child's Activity Calendar. In preparing a sack lunch, remember it will not be refrigerated and it must travel! Also, it must be "ready to serve", nutritious, completely disposable and non-perishable. lf a sack lunch is "forgotten" when requested, a fee of $5.00 will be charged to your tuition account. We recommend and suggest the following items:

- Dried fruit/raisins, beef sticks, chips, granola bars, or carrot sticks.
- A fresh fruit such as an apple, orange, banana or grapes seem to travel well and stand up to the heat.
- Individual servings of canned beanie-wienies or fruit - the kind with pull tops - seem to be a favorite, but don't forget to include a plastic spoon!
- There are a variety of "boxed" drinks available today, and if you will freeze them the night before and then wrap them in paper towels (to absorb the moisture as they melt) they will stay cold and be ready to drink by lunchtime.
- Please do not send chocolate (it will MELT) or other candy. We also do not recommend a Fruit roll-up — they will melt and then cannot be removed from the paper - very frustrating for your child!
- Please ***DO NOT send "Lunchables"*** – due to refrigeration needs.
- **Due to severe Allergies NO PEANUT BUTTER OR PEANUT PRODUCTS ALLOWED!**
- We will always have a thermos of cold water and drinking cups with us, and will stop for frequent drinks throughout the day.

PACIFIERS:

PLEASE, NO PACIFIERS PAST 6 MONTHS OLD. They seem to stay moist and this is a perfect breeding ground for germs. We work hard at The Children's Spot for verbal communication. Also, children will take the child's pacifier away. We will make every effort to keep your child comfortable.

BOTTLES:

The Children's Spot tries very hard to stop all **BOTTLES PAST 12 MONTHS OF AGE**. We will make sure your child is drinking sufficiently from a sippy cup before this time. Our parents are requested to bring four (4) bottles to The Children's Spot that will remain on campus. We will sterilize them and they can be returned to you after your child no longer uses them.

ILLNESS:

The Children's Spot is unable to care for children who are ill. Any symptom of illness that prevents the child from participating comfortably in all activities, including outside activities, OR an illness that results in a greater need for care than the classroom teacher can provide without compromising the health, safety and supervision of the other children in care is more than sufficient cause to **KEEP YOUR CHILD AT HOME**.

Your child will be sent home for the following symptoms:

a) An oral temperature of above 101 degrees, rectal temperature of 102 degrees, or armpit temperature of 100 degrees.

b) Symptoms and signs of possible severe illness such **as lethargy, abnormal breathing, uncontrolled diarrhea, two 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.**

c) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child becomes ill after being left at the Center, you OR your emergency contact will be notified and expected to remove the child from the Center, **within 30 MINUTES of a call from the Office**. An **ILLNESS ALERT SLIP** will be issued and you **MUST** keep your child out of **The Children's Spot** until she/he is symptom-free for a period of 24 hours, OR your child's return is accompanied by a physician's release stating that the child is not contagious. According to Federal and State mandates, after an extended illness - anything over 50% of the week - a physician's release **MUST** accompany your child's return to the program. Parents will be notified by parent bulletin and posting, in the event of any contagious illness or infestation.

Communicable Diseases:

Any time a child is diagnosed with a communicable disease such as R.S.V., Hand/Foot and Mouth Disease, Chicken Pox etc. your child must be completely symptom free or have a physician's note to be able to return to school. Please do not take offence when your child's teacher or a member of management makes a child wellness check before accepting your child back into care. **With Hand Food and Mouth, Chicken Pox etc., The Children's Spot requires that All sores are completely healed before we will allow a child back into care. This is to ensure that we stop the spread of these diseases.**

MEDICATIONS:

The Children's Spot PREFERS not to administer medications of any kind. If your child's physician is made aware that your child is not at home during the day, medications can be formulated to be given only twice daily. This allows the parent to give the medication at home in the morning and evening. Not only does

this eliminate the necessity for our staff to administer the medication but it also relieves the inconvenience of transporting the medication to and from the center each day. However, in the event this type of formulation is not possible, we will administer medication or treatment to a child **just prior or just after the noon meal.** Morning and evening doses are expected to be given at home. A child's first dose of a medication should be given at home in order to see if there are any reactions to this drug, except with a physician's written permission for life-threatening situations (epi-pen).

The following guidelines must be strictly observed regarding medication:

- ALL medications must be in their ***original container***, with the physician's prescription label attached and clearly prescribed for the child it is to be administered to. This includes "over-the-counter" medications such as fever reducers, antihistamines, ointments, drops, etc.
- All medications will be dispensed just prior or just after the noon meal. Please contact the office if this time is not appropriate for your specific needs.
- ALL medications must be properly ***documented on our Medications Release Form***. Siblings, friends or staff will not be allowed to "sign-in" medications. A new form must be completed at the start of each new week if dosing/treatment is to be continued for up to 14 days.
- If a child has periodic or recurring medical problems, such as headaches, asthma, or allergic reactions, the parent may sign a properly documented medication authorization allowing the Center to administer a medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. The parent will be notified immediately after administering the medication and it will be documented in our medications log.
- ***Medications are to be stored in a LOCKED BOX in our Office.*** Medications needing refrigeration will be kept on a designated shelf in our Infant refrigerator for Toddlers and up. Infants will keep medications in their refrigerator on a designated shelf. **DO NOT** leave any medications in your child's locker, back pack, cubbie or diaper bag.
- It is our staff's responsibility to sign and date the Medication Release Form after each dosing/treatment. It is the parent's responsibility to check the form at the end of each day to ensure proper dosing, etc. and to take the medication home, if necessary.
- Medications left at the Center will be examined monthly. Any expired medications will be discarded and noted on our medications log.

SPECIAL NEEDS:

The Children's Spot does not discriminate based on special needs. As an inclusive childcare center we work to ensure that all activities integrate all children with or without special care needs. We partner with local agencies to ensure that your child receives the benefit of all services available to meet their individual special needs.

VISION AND HEARING SCREENINGS:

The Special Senses and Communication Disorders Act require a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child care center. All first time enrollees **who are four years of age or older** and all children enrolled in our program **who become 4 years of age by September 1** of each year must be screened prior to the end of the first semester. As a convenience to our parents, we provide professional screening on campus for a nominal fee. Parents are notified of the results of our screenings, which may include a recommendation for further assessment. Parents choosing not to participate in the screening programs offered at the center must obtain a vision and hearing test from a licensed physician before the end of the first semester to comply with the above stated regulations.

INCLUSION:

The Children's Spot believes that every child should have the opportunity for a successful and meaningful childhood experience. Every effort is made to include every child, regardless of any physical or mental challenge, in our programs. When necessary, and to help us assess a special needs child, we have developed an Individual Education Plan (I.E.P.). This plan is a collaborative effort among a qualified professional, and the Center Director, the teacher, and the parents. These criteria will help us ascertain whether or not we can fulfill the child's needs, and provide a successful opportunity for the child. Enrollment is conditional upon the fact that we can provide all necessary modifications without affecting the welfare of all the children in the classroom. The plan will address the following criteria:

1. Modifications, if needed, in the physical environment
2. Any special training for the teacher/caregiver
3. The child/staff ratio needs of the child
4. Any other criteria that is necessary to the specific needs of the child
5. The Children's Spot is a group child care. If we are unable to meet the needs of a child with special needs, we reserve the right to ask for the parent to find alternative means of care.

/We are unable to perform any medical procedures.

DRESS CODE FOR CHILDREN:

Children should be dressed appropriately for weather conditions. Make sure that your child has a light jacket in their locker. **Closed toed shoes are necessary for playing on our playgrounds**. Sandals/flip flops are dangerous and a child can lose their footing while wearing them. Also, our girls should wear shorts or leggings under their dresses.

What this means is **No flip flops or Open Toed Sandals will be worn** while at The Children's Spot with the following exception for School age children.

- **School age children will be allowed to wear flip-flops or swim shoes to and from the swimming pool during the summer session only. They must bring an alternate pair of closed toed shoes to wear the rest of the day so that they may participate in playground activities.**

We want to protect all of your children's feet from cuts, scrapes, etc. while they enjoy our great outdoor play areas.

OUTSIDE TIME:

Children will be outside for 30 minutes in the morning and 30 minutes in the afternoon o-zone and weather permitting. **Please make sure they are dressed appropriately**. Our outdoor time provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement.

TECHNOLOGY/SCREEN TIME POLICY:

Activities using TV/video, computer, or video games are prohibited for children under the age of two. All other children will use this as a planned activity, must be age-appropriate, and will not exceed two hours per day. In all age groups, Technology is defined as fine motor skill development such as proper use of scissors, glue, constructing with Legos, A G Activity tablets, Blocks Rock, working with tools, etc. Computer usage is introduced in our Accelerated Pre-K and School age classrooms. All programs are age and developmentally appropriate and screen time is limited to 1 hour a day. Use of TV and video is limited to A& PM combined care of one hour and may be used if connected to curriculum during classroom weekly library time.

MEDICAL EMERGENCIES:

Procedures for handling medical emergencies - critical illness or serious injury - are as follows:

1. Give the child first—aid treatment or CPR, when needed.
2. Contact emergency medical services OR transport the child to the nearest emergency room.
3. Contact the child's parent, guardian or emergency contact person.
4. Contact the physician indicated in the child's record, if indicated.
5. Provide detailed documentation of events surrounding the emergency.

DOCUMENTATION:

Mildly ill children, minor injuries, bumps and scratches will be documented, in detail, on our Incident/Illness Report form. At the discretion of the Director, parents may be informed immediately OR at the end of the day when they pick-up their child. The Incident/Illness Report must be signed by the supervising teacher, the Director and by the parent, and will be kept for a minimum of 3 months. This procedure helps to ensure good communication between the parent and the Center, and provides us with a tracking record of accidents and their causes.

BEHAVORIAL OBSERVATIONS: REDIRECTION AND POSITIVE INTERVENTION: SUPERVISION

At The Children's Spot our teachers supervise children at all times as per the Minimum Standards 746.1205. The root word in **DISCIPLINE** is **DISCIPLE**, one who subscribes to the teachings of a Master and assists in spreading them. The Children's Spot has teachers dedicated to modeling the type of behavior we expect from our children and who keep them busy and challenged using simple and consistent rules and clear boundaries. We rarely have discipline difficulties. Love and positive intervention is all that is necessary.

However, we are sometimes faced with a particularly difficult or challenging child. Therefore, it was necessary to formulate the following discipline and guidance policy:

- Corporal punishment is ***NEVER*** allowed or practiced on our premises.
- **Children under 2 1/2 years of age** — REDIRECTION, REDIRECTION, REDIRECTION.
- **Children over 2 1/2 years of age** - Redirect and limited "time-out" 1 to 3 minutes.
- **Children 4 years or older** - Redirect, limited time-out, and loss of privileges. A child who consistently misbehaves or refuses to follow directions may not be allowed to attend a subsequent in-house field trip, will stay in alternative care at the center, and may be required to have the parent pick them up.
- **Children who are biting** - We recognize that biting is a terrible experience for the victim, the parents of the victim, the teachers, the director and the parents of the child who bit! We also recognize that biting is "developmentally appropriate" for the very young child. Please do not interpret this statement to imply that it is acceptable! We have implemented a series of procedures and documentation to try to track, evaluate and hopefully thwart the act of biting in our classrooms. When every effort to keep a child from biting another child has failed, then dismissal from our program may be necessary, at least temporarily. If the Center Director determines that the dismissal should become permanent, any pre-paid tuition will be prorated and refunded.
- **Excessive/Aggressive Behavior** - Children who habitually harm other children or staff, destroy equipment, use abusive language, and in general cause chaos in our classrooms, must be dealt with quickly and decisively. The Director may call you and request your presence at the center in order for you to speak with your child immediately. After the efforts and techniques described above have been tried and failed, a mandatory parent conference is called in an effort to assess the cause of such behavior. Parents will be responsible for replacing or repairing equipment or facilities that their child has purposely broken or destroyed. A plan involving teacher input and parent support is established, and a time frame decided upon in which we must see definitive improvement. If all efforts fail, then it must be determined that the child is not suited for a group program and the child must find alternate care. **We reserve the right to determine if any prepaid tuition qualifies for refund.**

INCREASING STAFF AND PARENT AWARENESS OF PREVENTION TECHNIQUES FOR CHILD ABUSE AND NEGLECT:

- An estimated 1.5 million children are abused and neglected each year in the United States. Abuse can happen in any type of family, rich or poor, rural or urban, black, white, or brown. It is the law for our administration and staff to report actual and suspected child abuse or neglect. All of our teachers are required to have annual training in child abuse and neglect of children.
    - Your child will be checked daily for bruises, burns, cuts or head injuries.
    - Please note that we will wake up all infants when they first come to the center.
    - We will teach children how to use a phone in case of an emergency.
    - The Children's Spot will talk with children about their safety and their rights.

- A child may be undernourished, unwashed, clothing torn or dirty, clothing not appropriate for the weather. Any extreme behavior may mean children are desperate for help and attention. We have brochures available in the Entrance Lobby for our parents. Abuse is the result of the abuser's irrational rage. Victims are unwilling targets of this rage. ***ABUSE IS NEVER THE CHILD'S FAULT!***

To increase staff and parent awareness of prevention techniques for child abuse or neglect The Children's Spot will require all staff to acquire at least 1 clock hour of annual training on the recognition and prevention of abuse and neglect. Parents are welcome to take part in these annual trainings to benefit and protect the children in our care and in our community. If a staff or parent has concerns we have posted the numbers to contact the intake board at CPS or the police where they can make an anonymous report if they suspect Child Abuse or Neglect.

The Children's Spot requires all staff to make a report either on line or by phone to CPS if they suspect Child Abuse or Neglect. Center management will make every effort to support our staff in protecting the children in our care.

Any parent of a child who is a victim of abuse or neglect should take the following actions to obtain assistance and intervention

Notify CPS at **By Phone: 1-800-252-5400 Online:** https://www.txabusehotline.org
Or notify the local police 911 Parents are always welcome to come to center management with concerns or need of help in protecting their children.

REFERRALS:

Through our assessment testing, which challenges a child's physical, as well as academic progress, we may be able to see a developing problem area for a particular child. In this event, a parent/teacher conference is arranged, where a recommendation for specialty intervention may be called for. The Children's Spot has access to a variety of specialists, and is more than willing to write a referral and/or assist in any further assessment necessary.

CODE OF CONDUCT AT THE CHILDREN'S SPOT: (for School age Students)

This "**contract**" with our school-age students outlines 6 rules of conduct that are expected to be followed anytime the student is part of our program. We also list the consequences to inappropriate behavior. Having clear, defined and consistently followed rules in written form, work very well with this age group.

- I WILL DO UNTO OTHERS AS I WOULD HAVE THEM DO UNTO ME.
- I WILL USE RESPECTFUL AND APPROPRIATE LANGUAGE WHEN ADDRESSING MY TEACHERS AND CLASSMATES.
- I WILL TREAT THE PROPERTY and EQUIPMENT OF THE CHILDREN'S SPOT WITH CARE AND RESPECT, AND UNDERSTAND THAT IF I BREAK IT, I WILL HAVE TO REPLACE IT.
- I WILL NEVER PURPOSELY BE THE CAUSE OF HARM OR INJURY TO A TEACHER OR CLASSMATE.
- I WILL USE A QUIET VOICE WHILE INSIDE THE BUILDING AND VEHICLES.
- I WILL BE A GOOD LISTENER AND FOLLOW THE DIRECTIONS OF MY TEACHERS AND THE CHILDREN'S SPOT ADMINISTRATORS.

Consequences for inappropriate behavior will be as follows:

- 1st Offense - A verbal warning,
- 2nd Offense - l0 minute time-out
- 3rd Offense - Loss of privilege for the day
- 4th Offense - Sent to office/Parent called/Possible suspension

ZERO TOLLERANCE FOR VIOLENT/DISRUPTIVE BEHAVIORS: (3 STRIKES POLICY)

At The Children's Spot, we make every effort to positively redirect inappropriate behaviors. When a child's behavior becomes ***violent (hitting, kicking, biting etc.)*** or ***disruptive (inappropriate language, throwing furniture, disrupting learning, running from teacher, etc.)*** you will be called to come and pick up your child from care for the day. **There will be a 30 minute time span from the time the call is made until pick up time.** There will be no discount of tuition.

Continued, repetitive violent or disruptive behavior may be cause for dismissal from care. Each incidence of violent or disruptive behavior as listed above will be considered a "strike" in our 3 strike's policy. Each incident will be measured separately to warrant if the current incident is to be included in the same strike pattern. For example: Child in anger throws a chair at another student, child is sent home with strike 1, the next week in anger the child pushes over a toy shelf in anger, child is sent home with strike 2, two weeks later the child throws a truck at another student in anger, child is dismissed on strike 3. All 3 behaviors are considered violent and disruptive to the safe and continuous care of every child in that classroom. This child needs more care than can be offered in a classroom staffed at state ratio. It is our goal to partner with you as your child's parents in raising up your child to be a successful participant in his/her education.

Parents of School-age children please make note that if your child is engaging in violent or disruptive behavior at morning drop off before loading our buses to go to school, you will be required to return to The Children's Spot and take your child to school. If they are also PM bus rider they will be excluded from afternoon care. We cannot place a child on a bus when he/she is not behaving in a safe manner.

We welcome our parents to be active participants in any Positive Discipline Training offered to our staff as well as having a wealth of parent resources in the office for you to check out at any time.

Please remember that negative choices do not make a "bad" child. Sometimes a child needs more care than can be offered in a single staffed at state ratio classroom. It is our hope to partner with parents when these situations arise to best meet the social/emotional needs of your child.

Discipline and Guidance Policy for The Children's Spot

- Discipline must be:
  - Individualized and consistent for each child
  - Appropriate to the child's level of understanding: and
  - Directed toward teaching the child acceptable behavior and self-control and
  - A positive method of discipline and guidance that encourages self-esteem, self-control and self-direction, including the following:
    - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
    - Reminding a child of behavior expectations daily by using clear, positive statements;
    - Redirecting behavior using positive statements; and
    - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - Corporal punishment or threats of corporal punishment;
  - Punishment associated with food, naps, or toilet training;
  - Pinching, shaking or biting a child;
  - Hitting a child with a hand or instrument;
  - Putting anything in or on a child's mouth;
  - Humiliating, ridiculing, rejecting, or yelling at a child;
  - Subjecting a child to harsh, abusive, or profane language;
  - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - Requiring a child to remain silent ore inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

The use of inappropriate discipline as stated above will not be tolerated and will result in immediate termination of employment and will be reported to the DFPS Childcare licensing agent.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

LOCKERS:

An individual storage locker is provided for children in our Infant rooms. All other children are assigned a locker in their rooms. This space is designed to house your child's personal belongings - a clothing change, nap blankets, sweaters, jackets and hats. Your child's finished work, newsletters and bulletins will be in your child's classroom in their folder. It is the parent's responsibility to check their child's locker and folder at the end of every day. Please empty your child's locker and work folder every Friday.

NAP MATS:

Mats are supplied for all students in our Toddler and Preschool rooms. Parents of Toddlers – Preschool students are required to supply a blanket (child-size) to keep in their child's locker to use for naptime. It is also the parent's responsibility to keep these clean and they should be laundered at least once a week, or anytime they have been soiled. **(Pillows are not allowed as they are a breeding ground for the spread of germs and head lice in childcare.)**

ACCIDENTS/CHANGE OF CLOTHES:

Accidents do happen, and for that reason we ask our parents to ***provide us with a COMPLETE CHANGE OF CLOTHING (underwear, socks, shorts and shirt)*** to be kept in the child's locker. If your child is potty training, please remember to bring a pair of shoes. Soiled clothing will be placed in a plastic bag and put in the child's locker. Parents will be expected to take them home that day and bring a replacement the next day. We do **NOT** keep extra sets of clothing at the Center.

PERSONAL BELONGINGS:

Please **LABEL YOUR CHILD'S PERSONAL ITEMS** (blanket, extra clothing, coats, hats, etc.) with their first initial and full last name. We do request that you keep all pillows at home, due to lice. The Children's Spot cannot be held responsible for any personal item that is not clearly labeled with your child's first initial and last name. A permanent ink marker is suggested.

Please ***keep all personal TOYS OR NON-ESSENTIAL PERSONAL ITEMS at home***. Our classrooms are well equipped with everything your child will need for play and learning throughout the day.

PARENT BULLETINS:

Parent bulletins are published as needed to update you concerning issues or activities of the Center as it pertains to your child. Please be on the look-out for these very important and informative bulletins, usually placed in your child's folder. Copies are also posted on the bulletin boards throughout the Center, and you will always find a few extra copies in the Lobby.

NOTIFICATION OF POLICY CHANGES:

Policy changes or updates will be given to all parents whose child attends the Children's Spot in writing when added to our Parent Handbook via **memo/e-mail** with signed acknowledgment of receipt or a new copy of complete updated Parent Handbook.

DRILLS:

Fire Drills are practiced monthly at the Center. Evacuation and relocation maps are posted in each classroom, and children are taught how to exit the building in a safe and orderly fashion. Because a fire is not planned, and we must be able to leave the building quickly - walking children must have their shoes on at all times, even during naptime.

Severe Weather Drills/Tornado Drills are practiced quarterly, as well. We have a severe weather radio located in the office that sends a loud signal when severe weather is headed our way. The relocation area within our building is inside the Library located next to the Office and in the Pre-K 1 Room. Special roof reinforcement is located in these areas and there is little or no glass. Children are taught to sit with their backs against a wall with knees up, heads down and covered with their arms.

IF YOU SHOULD ARRIVE AT THE CENTER DURING ONE OF OUR DRILLS, PLEASE DO NOT ENTER THE BUILDING UNTIL THE "ALL CLEAR" HAS BEEN SOUNDED.

Evacuation beds are provided in the Infant Rooms and Toddler Rooms, and we can move up to 6 children in a single bed, if necessary. We have emergency lighting throughout the building that comes on automatically when the fire or emergency siren is sounded. There are fire extinguishers located throughout the building. Our fire alarm system is directly connected to send a signal to the closest fire department and we are equipped with several cellular telephones in the event that telephone service is interrupted.

Our teachers and staff are trained to remain calm so the children will not be frightened. We use a variety of methods to reassure the children - singing songs, telling stories or leading the children in finger plays, generally dispels any anxiety very quickly. ALL Administrators and non-teaching staff are assigned to assist in the Infant Rooms and Toddler classrooms. Teachers are required to have their Emergency Books with them when they get to their relocation area and call roll immediately.

PARENT EDUCATION:

The Children's Spot has a complete library for parents to visit and check out books from. Our library will help with parenting problems, children's behavior problems, discipline, respect, sharing, anger, pacifiers, biters, following the rules, and forgiveness! Also, please read our Monthly Newsletters and informational bits we will email to you.

CURRICULUM:

The Children's Spot utilizes Frog Street Curriculum from 6 weeks to 3 years of age. Frog Street curriculum builds each year as your child learns to master fine and gross motor skill development, letter recognition and sounds, number concepts, shapes, colors and more to become fully prepared for Kindergarten success. In October of 2016 we added D.I.G. Pre-K curriculum to our three Pre-K programs ages 3-5 years of age. D.I.G. is a fully interactive literacy based curriculum featuring the Letter People that is completely in line with the Pre-K guidelines for the State of Texas. It features take home readers and interactive computer programs that can be accessed through the D.I.G. parent connection porthole.

BULLETIN BOARDS:

Our bulletin boards are located throughout the Center, provide our parent's with fresh, up-to-date parenting articles, fun recipes, ideas for family outings, etc. Each class has a bulletin board located on the wall outside the classroom door. Here you will find details pertaining strictly to your child's class - their daily schedule, monthly Activity Calendar, special needs, parent/child/teacher recognition, or changes to upcoming events. Be sure to take a few moments each day, before picking-up your child, to give them a glance.

ACTIVITY CALENDARS:

Calendars are posted for our parents on our website at www.childrensspot.net. Activity Calendars provide the parent with an overview of activities that their child will be participating in during our school year. We suggest you post it in a convenient place at home and refer to it often, so your child will always come prepared for the day's activities. Also, we will post all in-house field trips on the front doors and on you classroom door. Schoolers will be provided calendars for the summer to prepare for their fun but fast paced day full of field trips, swimming days, etc.

PROGRESS REPORTS:

These are provided **twice a year** for our parents. This tool is designed to help the teacher and parent track their child's development in areas of life skills, academics, social and physical development. This is only a casual assessment. If you have any concerns on your child's development, please contact your physician.

SUGGESTION BOX:

There is a suggestion box, and forms and pens on the end table next to the tuition drop box in the lobby. We value our parents input and suggestions for improving our programs.

PARENT/TEACHER CONFERENCES teacher and Director, feel free**:**

Conferences for our students are scheduled **twice** a year or on an as needed or as requested basis. (See the weeks we have assigned in our School Calendar.) If you have a*ny* concerns about your child, his/her development or our programs, and would like to meet with your child's teacher, please contact the Office and we will arrange a time for you. This will give the teacher an opportunity to arrange her schedule to meet with you in private, and to collect the proper documentation and records required to thoroughly answer your concerns. Please respect the fact that while a teacher is working with a group of children or greeting children and parents during Open House, a conference CANNOT take place. The Director is available to meet with a parent at any time upon request.

SCHOOL-AGE PROGRAM:

Students enrolled in the Mansfield ISD - traditional calendar/full-day classes (ages 5 through 12) qualify for our SCHOOL-AGE PROGRAM. Daily services provided to this group include transportation to and from The Children's Spot and their respective schools each day, supervision before and after school, and an afternoon snack and drink. When public schools are closed and the Center is in operation, services to this age group will

include supervision for the full-day, planned activities and/or field trips, breakfast, am snack, pm snack lunch and drink. If a field trip has been planned that takes us through lunch, we will either "eat out" OR require a sack lunch. Your student's Activity Calendar will notify you of these special dates. **Please note that there will be an additional fee of $12 for AM/PM, $14 for PM only and $19 for AM only care added to weekly tuition for days where there is reduced or no school. Full weeks with no school will be charged at the summer rate.**

HOMEWORK / ACTIVITIES:

We usually return back to the Center by 4:00p.m. The first order of business is to put our backpacks away, call roll, give everyone an opportunity to use the restroom and wash their hands. We will then enjoy our Snack. We will then have 30 – 45 minute session for Homework Time. THEN (weather permitting) we will go outside for free-play activities. Other students will be disbursed to play board games, play in centers, etc. At 6:00 p.m. we combine with the other children.

SCHOOL DROP-OFF & PICK-UP:

The MISD gives us a 15 minute window of time to drop-off or pick-up our students, therefore we must limit the number of schools we can serve. **Service is available to schools located within Mansfield City limits only**. We begin formulating plans of service for the upcoming school year in May, and request our parents to notify us of what school their child will be attending so we can "map-out" our bus routes.

Two factors play a role in the number and location of the schools we are able to serve: The number of students needing service at a particular school and the distance the school is from our Center. **Note: If we determine that we will not be able to serve your child's school, you will be notified at least two weeks prior to the start of school.** During the school year, students needing transportation to public school **MUST** be on campus **no later than 6:45 a.m**. We will depart the Center no later than 7:00 a.m. If your student misses the a.m. bus run, it will be your responsibility to take him/her to school.

In the afternoon, our vehicles leave the Center by 2:30 p.m. Parents are expected to contact the Center before 2:00 pm if their student will not need afternoon transportation. **PLEASE** do not give this information to anyone other than an Administrative staff. We take this responsibility seriously. However, we cannot take responsibility for your student until he/she boards our vehicle! As we have several schools to pick-up at, and our window of time is so limited by the MISD, we cannot spend an inordinate period of time at any one particular school. If we get to a school and your child is not there, and we have not had a call from the parent, the driver will call the Center and let them know and then go on to their next school. The Center will immediately contact the parent and try to locate the student. Besides creating a panic, this ties-up our administrative staff unnecessarily, when we find that a parent has simply "forgotten" to call in! Parents are expected to instruct their student and their student's school about our pick-up policies. Let them know that it is imperative that the student is "on time". **If a parent fails to call the center for an absence by 2:30PM prior to our buses departure, we will charge their account $5.00 for that day.**

If your child is less than 40 pounds or is not 57 inches in height, it is the parent's responsibility that the Office is informed. The parent/guardian will need to supply a booster seat for their child. That booster seat will stay at the center.

PARENT PICK-UP & DROP-OFF:

Parents **MUST** come in to the building using their **access card** when dropping off in the morning or picking up their student in the afternoons. Our access card system is a **"sign-in/sign-out"** registry, which we are required to have**. After 9am you will be charged a $3.00 fee to manually sign in your child without prior notification of late arrival for documented appointment. Entrance to the building at drop off or pick up without your access card will also result in a charge of $3.00 to manually sign in or out your child.** Please do not call your student off the playground or get them off the bus without scanning your card. Always, make sure your student's teacher is aware that you are taking them from the Center. The Children's Spot will only release your children to the people authorized on your pick up list that can be verified by a State identification card or license. Your enrollment information should include those persons you wish to authorize to pick up your child. We must have full names, telephone numbers and driver's license numbers for those on your list. Your designated person to pick up your child must be at least 18 years of age and have a driver's license with photo identification. ***Your list can only be changed or added in PERSON. We will not accept any changes via phone, text, email, social media, or word of mouth, no matter the circumstance. If we cannot verify identity with a license number or state photo identification, we CANNOT and WILL NOT release your child.***

Parents must walk their child/children into The Children's Spot and into their perspective classes. Please make sure that the busy teacher sees your child and is able to mark their attendance at that time.

CENTER T-SHIRTS:

Students are required to wear a Center t-shirt whenever we are off-campus or have special guests at the Center. Spot T-shirts may be purchased from the office for $10.00 for summer shirts and Spirit Shirts only cost $10.00. Spirit shirts are worn on Monday to show your loyalty to The Children's Spot!

FIELD TRIPS:

If a student cannot attend a field trip, parents are expected to make other caregiver arrangements for at least the duration of the field trip. No tuition credit will be available. However, field trip charges may be refunded, when possible and if sufficient notice is given. If we prepay for a field trip, we will not be able to refund. The Children's Spot will post a Pre-Plan Form for all Field Trips. This will state the purpose of the field trip as well as the contact information at the field trip site.

SPECIAL ACTIVITIES:

To encourage further exploration of enrichment units, in-house field trips are planned. The cost of these activities will be billed to your tuition account as required. All children are expected to participate in the activities of their classroom.

If a parent does not wish to have their child participate in a particular activity, then they must agree to keep their child at home until the activity has ended. There will be no reduction of Tuition or Fees. Parent participation is very much appreciated so we hope you will make every effort to assist when called upon or as your schedule allows.

Field trips are planned a minimum of 30 days in advance with reservations made based on the number of eligible children in the class. Early reservations often require advance payment consequently we are not able to refund these fees once they are charged. In the event of a cancellation (usually due to inclement weather), we will "credit" the amount toward future field trips or activities.

We also have puppet shows, musical shows, plays, etc. that will be billed in accordance to attendance. If a special event or field trip is planned for a day your child is not registered to attend the Center, but would like to participate, please let the office know as soon as possible, and we will make every effort to make additional arrangements. We also access the community and our parents for opportunities to bring in volunteers or special programs to supplement our educational units.

TRANSPORTATION:

Our vehicles meet or exceed the NHTSA requirements for buses with a gross vehicular weight rating of 10,000 pounds. Each vehicle is equipped with a communication device, first aid kit, fire extinguisher and other emergency equipment. Our Teachers/drivers are trained and familiar with the vehicle safety features and emergency procedures; complete annual transportation safety training, must be 21+ years of age; and have a valid Texas driver's license. They are required to have a student emergency treatment authorization form, with parent and emergency phone numbers on each child, anytime they are off campus with the children. Children are required to wear seat belts at all times, with only ONE child per seat belt. Children must meet a height requirement of at least 4'9" regardless of their age, or must be belted into a child safety seat that has been provided by the parent. Children are also required to wear a Children's Spot T—shirt anytime we are off campus. For the protection of your children we load and unload at curbside and children are not allowed to cross a street or parking lot without an adult. For this reason we ask you not to park in our loading zone. Strict procedures are in place to ensure that no child will ever be left unattended on any of our vehicles. Name to face recognition, using our roll sheets, is practiced at loading and unloading. Frequent head counts and roll will take place during the field trip.

CarSeatSafetyLaws

7/1/2019

Texas Car Seat Laws

According to Texas State Law, children must be in a car seat until they reach 8 years old or 4'9 and the car seat must be installed according to manufacturer's instructions. While after age 8 a child of any height can wear a car's safety belt in Texas, safety officials recommend parents wait until the child is taller than 4'9" before transitioning out of a booster seat. (See phase's 2-4 below)

Phase 2: Forward Facing

When a child has exceeded the rear-facing seat manufacturer's recommendations, they can move on to the proper forward-facing seat. This will be a forward-facing seat with a five-point harness. Most forward facing harnesses will properly fit children up to 40 – 65lbs.

Phase 3: Booster Seat

Children from "about" age 4 who have outgrown their forward facing car seat's weight limitations. Children should remain in a booster seat until they're 4'9 or taller. Children in booster seats need to be comfortably restrained by both shoulder and lap belts.

Phase 4: Safety Belt

Children can wear an adult safety belt after 4'9.

In order for your child to ride our bus to and from school they must meet the new State of Texas Guidelines as stated above. Children who are under the age of 8 who are not 4'9" in height must provide a car seat or booster seat that will stay on the bus until such time that they meet or exceed the requirements. Please note that you as the child's parent will need to install the car seat or booster by the manufacturer's instructions on your child's assigned bus.

As the parent/guardian of _____ I will provide the appropriate car seat/booster seat for my child. I will install it on my child's assigned bus per the manufacturer's instructions.

Child's date of birth: _____ Child's current height: _____

Parent Signature: _____ Date: _____

WATER ACTIVITIES:

A fun day of water activities for our younger children is planned each week and may include small wading pools, fun sprinklers, slip-n-slides and water tables. These activities will be noted in your child's Weekly Curriculum. Children should come prepared for the day as described above. Parents should furnish sunscreen.

SUNSCREEN AND BUG REPELENT:

Each year you will be required to submit current sunscreen and bug repellent authorization forms. These products are provided by parents for each child in care as licensing does not allow us to share sunscreen or bug repellent with another child. They must be clearly labeled in permanent marker with your child's name and the date the product was brought to the Children's Spot.

SWIMMING:

Our swimming pool has been built especially for children's activities. It is 20' wide, 30' long and from 3' to 5 1/2' deep, and there is ample room for children to play and cool-off! A maximum of 35 children are allowed in the pool at any time, and children must be a minimum of 5 years of age to participate without their parent. A child/staff ratio of 1 to 10 for 5 year olds and 1 to 12 for children 6 years old and up is strictly maintained. Regulated by City and State Code, we are inspected a minimum of two times during swim season by Tarrant County Health Dept.

A certified lifeguard is on duty anytime there are children in the pool. The lifeguard has ultimate authority over matters of safety. It is the lifeguard who will orient the children in pool safety rules at the beginning of each season and assess their level of ability in the water. ***We DO NOT provide life jackets for children who have little or no experience in the water. It is the responsibility of the parent to provide a U.S. Coastguard approved life jacket for their child if they do not know how to swim. Also, the parent is required to inform The Children's Spot whether their child can/cannot swim.*** A child will not be allowed to swim otherwise. **NO DIVING** is allowed at any time. Teachers work with the children, through a series of games and activities that promote pool safety and a healthy respect for the water.

Although we are only in the pool for a two or three hour session, protecting the children from sunburn is a critical issue. Parents should provide a quality sunscreen with a 45+ SPF waterproof rating. It is strongly recommended that especially fair skinned children wear a plain white t-shirt over their suit. They may also wear a hat in the water, if necessary. Before coming to the Center on swim days, please help by sending your child ready to swim! Long hair should be put up in a ponytail and all jewelry, including ear rings, removed. Children should come dressed in their swim suit, with their street clothes and swim towel in a small plastic tote. Please have your child keep water shoes/flip-flops at the center. Schoolers will have their own Summer Swimsuit Locker. We will dry their towels and swimsuits daily, but they will need to be taken home and washed over the weekend and returned on Mondays.

ANIMALS AT THE CENTER:

Any pets added to our classrooms will meet the standards set forth by the health department and the State of Texas Minimum Standards for childcare. From time to time we are fortunate enough to have a special guest who brings animals with them. We have enjoyed being up close and personal with exotic birds, monkeys, hedgehogs, even baby tigers! As with all special activities planned for the children, you will be notified well in advance of their visit. If you would prefer that your child not participate, just let the office know prior to the day of the event.

If you have a special animal you would like to share with the children in your child's class, please contact the office and we will help to arrange a time for you to come. Please do not bring an animal on premises without our knowledge or permission. This is a highly regulated area by both the Health Dept. and our licensing agency. Every effort is made to keep stray animals off our playgrounds and away from the children for this, and other health and safety reasons.

SOCIAL NET-WORKING POLICY:

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of The Children's Spot. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of The Children's Spot.
2. Information published on your blog(s) should comply with The Children's Spot confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to The Children's Spot, other employees, customers (parents), partners, and competitors.
4. Social media activities should not interfere with work commitments. Refer to cell phone usage policies.
5. Your online presence reflects The Children's Spot. Be aware that your actions captured via images, posts, or comments can reflect that of The Children's Spot.
6. Do not reference or cite parents, children, or co-workers without their express consent. In all cases, do not publish any information regarding a parent, teacher, employee, partner, child, or competitor during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. The Children's Spot's company logos and trademarks may not be used without written consent.
9. When choosing who has access to your social networking site, employees/parents should not allow parents/teachers or children of The Children's Spot direct involvement. Professional judgment should be taken.
10. Parents and teachers are **NOT ALLOWED** to be friends on social network as long as the employee is paid by The Children's Spot.

SOCIAL EVENTS:

Several SOCIAL events are planned throughout the year. GRANDPARENTS DAY - in September, OPEN HOUSE in October, FALL FESTIVAL in October, CHRISTMAS PROGRAM in December, MUFFINS WITH MOM in May, DONUTS WITH DAD in June and of course, the children's programs that are planned throughout the year! Always lots of fun, these activities provide a wonderful way to interact with other parents, your child's teachers, and to familiarize yourself with our programs. A "Calendar-at-a-Glance" is provided in when you register to help you plan your participation.

FUND RAISERS:

Fund raisers are ongoing events at the Center and can include cookie dough sales, dinner nights, photo days, and community events, such as our Annual Fall Festival/Carnival. Of course, your participation is crucial to the success of any fund raiser. Proceeds from fund raisers are used to improve our facilities and playgrounds, give our teachers' their yearly raises, and helping to keep our tuition increases to a minimum.

New Requirements Regarding Gang-Free Zones for Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-fee zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office. Child Care Licensing/jr DFPS 8/31/2009

EMERGENCY PREPAREDNESS PLAN
For The Children's Spot
Updated 1/31/2017

This emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to:

- An **emergency evacuation** of the children and caregivers to a designated safe area in an emergency (such as a fire or gas leak)
- A **relocation** of the children and caregivers to a designated, alternate shelter in an emergency (such as a flood, a hurricane, medical emergency or communicable disease outbreak)
- The **sheltering and lock-down** of children and caregivers within the center to temporarily protect them from situations (such as a tornado, volatile person on the premises, or an endangering person in the area)

FIRE & EVACUATION

Emergency evacuation drills will be practiced a minimum of once a month without warning. An emergency evacuation map is posted in all classrooms and activity areas. All staff is responsible for knowing the primary and secondary exit routes and relocation areas for their class. During an evacuation, all staff members are required to assist in moving children to a designated safe area, and must remain with them until the emergency is over.

- When the emergency alarm is sounded by the director, she then yells, "I HAVE THE EMERGENCY BINDER," and proceeds to clear Pre-K I & II, Tweener's, and 2's Rooms and evacuates the building.
- The assistant director proceeds to clear the staff room, Schoolers room, Lobby, Toddler I & II & III, Infants I & II, and evacuates the building.
- Children should be directed in a calm and reassuring voice, "Fire drill boys and girls. Please line up at the door." Explain to them to leave what they are doing immediately, to take nothing with them, and to exit their pre—determined doorway as quickly and orderly as possible.
- When two staff is available, one is to lead the class out and one is to get the class book and follow. When a staff person is working alone, she must get the class book and stand in the door until all children are out of the building. She must then lead them to their safety zone and then call roll immediately.
- Once outside, do a Name/Face Check and compare against your *Attendance/Transition Log*. If you discover that a child is missing, **DO NOT GO BACK INTO THE BUILDING!** Stay with your class, and report any missing child to the designated administrative staff as soon as they arrive at your area.
- ***Watch the children, not the situation!***
- Administrative staff (bookkeeper, housekeeper) will always assist in getting infants relocated.
- Any on-duty kitchen manager or maintenance staff should assist children/classrooms closest to your work station.

- Notify childcare licensing as soon as possible but no later than two days after the event.

Although we have emergency lighting system, we still provide an emergency flashlight for every classroom and activity area. It is the staff's responsibility to keep them in good working order, replace batteries, and keep them in their designated location.

The buses are designated as the first line of transportation. However; if the buses are inoperable and/or not safely accessible, ALL available staff vehicles will be called into service. Even if we cannot seat-belt every child or provide a car seat for every infant, we must move the children as quickly as possible, using all available space in a vehicle. Every effort should be made to place the child securely and comfortably, but ultimately their safety may depend on getting them out of the area.

EMERGENCY TIPS:

Stop…Think…Do not Panic!

Administer First Aid & then call for assistance!

OFF –SITE EVACUATION/RELOCATION OR EMERGENCY CLOSINGS and PROCEDURES

In the event of a fire or other emergency that would require immediate evacuation of the center, we have contracted with **St. John Lutheran located at 1218 Debbie Lane, Mansfield, TX, as a temporary relocation facility. Their phone number is (817) 473-4889. Debbie Nicholls' cell phone number is (817) 239-2740.**

- The first responsibility of staff is to transport the children as quickly as possible to our relocation facility, keeping them out of danger. Staff will use their *Daily Attendance/Transition Sheets* at the time of the emergency to account for attendance at and to the designated safe area. Our teachers will also have their Emergency Books with them with copies of the enrollment sheets. If time allows, gather children's coats, diapers, formulas bags, etc.
- Children will be relocated by use of our busses. Children who are 24 months or younger, who have limited mobility, or who otherwise may need assistance in an emergency, will be evacuated first. They will be strolled using our evacuation beds. Infants and toddlers will have four children to each bed. We are within walking distance of our relocation. If necessary, we would place each young child with a teacher on the bus until we have all relocated.
- It is the **director's responsibility** to have a charged cell phone and to oversee and direct the evacuation process when implementing the emergency preparedness plan. She is the last person to evacuate the building. In her absence the Director of Education will be charged with this responsibility.
- Emergency evacuation and relocation diagrams are posted in every classroom, restroom, offices, library, staff areas, and kitchen of our building.
- During an emergency all staff may have their cell phones.
- Staff members will continue to supervise and take care of the needs of the children. This includes entertaining them with songs, stories, games, etc. at the evacuation site.
- ***Watch the children, not the situation***!

- We will contact parents **after** we have relocated**. Current phone numbers and e-mails are very important**. The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. Children will be signed out on *Transition Log* at pick up as per our normal procedures.
- If we are able to relocate back to our facility (as the evacuation, relocation or sheltering/lock-down has been lifted), we will contact the remaining parents to be able to reunite them with their children.
- The assistant director will continue to supervise and take care of the needs of the staff members.
- The Director, or designated employee, will contact the Fire Dept., Law Enforcement, Emergency Medical Services, Health Dept., and DFPS. All of the required phone numbers are in the Emergency Books, which have emergency care authorization for each child as well.
- If damage to the center is severe enough to close for several days, and we are not able to secure a permanent/temporary location, we will cease tuition fees until we are able to resume operation.

TRANSPORTATION EMERGENCY:

In case of vehicle break down the driver is to:

1. Each vehicle should contain an emergency book and a fire extinguisher (checked monthly).
2. In the event of a sick or disruptive passenger or situation - driver is to pull off the road to a safe location, and stop the vehicle (turn off engine if necessary) before attempting to assist or intercede.
3. Pull the bus completely to the side of the road out of traffic or into a parking lot.
4. **Driver must never leave students alone on the vehicle.**
    a. You must stay on the Bus with your children unless there is danger from fire. If so:
        i. Move children together as far from the vehicle as possible out of harm's way and stay with them.
        ii. Grab your cell phone and the bus /fieldtrip binder
5. Phone the center to arrange for another driver to come pick up your children
6. In case of accident or fire danger call 911
7. In the event that brakes fail, pump your breaks to build pressure. The driver should read the operating guide to all vehicles to become aware of additional or optional emergency procedures specific to that brand of vehicle.
8. When at a stop light and the light turns green, the driver should allow the full length of the vehicle to gain between you and the vehicle in front of you before you move.
9. In the event that the accelerator gets stuck, the driver should not reach down with his hand to try to release the accelerator.
10. When operating a vehicle, it is not advised to wear sandals or flip-flops. These types of shoes can cause the driver to get the sandals caught in the accelerator.
11. In the event of hydroplaning, the driver should take his or her foot off the gas pedal and continue driving straight ahead without applying brakes. A bus list of names will be called off in order to make sure all children are off the bus before entering the building.

SEVERE WEATHER/TORNADO

Drills will be practiced every three months without warning. When the emergency warning is sounded, children should be instructed, in a calm and reassuring voice, to go to their Evacuation Room. Infants, Toddlers, and Twos will go directly to the Library. All others will go to the Pre-K I class. Staff should follow the same procedures for exiting the classroom as outlined for fire drills.

- Stay calm. Watch the kids, NOT the situation.
- Get your Emergency Book, flashlight, and stuff them in your clothing.
- Make sure the children stay familiar with the "Duck & Cover Position".
- Infants/Toddlers: Place your babies in a crib for transport. In a real emergency, you will cover the top of the bed with another mattress.
- We will sing songs and do finger plays with the children to keep them calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.
- You will be informed when the bad weather has passed.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

Children should be instructed to sit close together on the floor, with their backs against the wall if possible, with knees up, head tucked into their lap and arms covering their head. Staff must also assume this position. Remain in your location and in position until all clear is sounded. Administrative and other staff will assist as designated for fire drills.

LOCK DOWN "RABBITS IN THE HOLE"
(INCLUDES WEAPON, HOSTAGE INCIDENT INTRUDER, TRESPASSING, OR DISTURBANCE)

Licensing states in the **MINIMUM STANDARDS FOR CHILDCARE 746:3703(A):**

- People whose behavior and/or health status poses an immediate threat or danger to the health or safety of the children must not be present when children are in care.

TO ENSURE THAT THE CHILDREN IN OUR CARE ARE SAFE IN THE EVENT THAT A PERSON WHO INTENDS HARM GAINS ACCESS TO OUR BUILDING WE HAVE ENACTED THE FOLLOWING MEASURES:

- The director or person in charge will announce over the intercom "LOCKDOWN" or "RABBITS IN THE HOLE" and will call 9-1-1.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children, "Rabbits in the Hole, boys and girls. Rabbits in the Hole." The children will know what to do because you practice this every month.
- Get your *Attendance/Transition Sheet* and stuff it in your clothing.
- Close all classroom doors and lock them if possible.
- Turn off the lights.

- For management, if you have reason to believe that no one else in the center is aware of the danger, and you can do so safely, use the office intercom to calmly announce, "Rabbits in the Hole. Rabbits in the Hole."
- Whisper and remind the children that, we have to be VERY quiet."
- Perform a Name/Face check silently.
- Keep the children and yourself safe, in place, and away from all windows.
- ***Watch the children, not the situation!***
- ***If the intruder enters your classroom, DO NOT argue with him.***
- 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.
- Notify childcare licensing as soon as possible but no later than two days after the event.

Rabbits in the Hole Story

In the forest there were little rabbits that went to a little rabbit school. One day the teacher rabbit told the little rabbits about woodcutters who came and cut down the forest trees. "When the trees fall down it is not safe for the little rabbits," she said, "so they need to hide behind or under the surrounding rocks. So little bunnies, when you hear someone say the special words. "Rabbits in the Hole!" run fast as you can into your hole under the rocks where it is safe".

The little bunnies listened to their teacher rabbit and even practiced going into their holes under the rocks. Then one day, the woodcutters came into the forest land started cutting down the trees! The teacher rabbit called out "Rabbits in the Hole!" and all the little rabbits ran into their holes under the rocks, where it was safe. They did such a fantastic job, that not a single little rabbit got hurt.

An emergency is when something happens that we do not expect and we have to act quickly to keep ourselves safe. When we hear a siren from a police car or a fire truck, that siren is telling us that there is an emergency and help is on the way.

Did the bunnies fight over the rocks or help each other be safe? They helped each other and there was no fighting or arguing or hogging! Let's pretend you hear a teacher say, "Rabbit in the Hole! Rabbits in the Hole! " You need to hurry to a hiding place and stay there very quietly until I tell you to come out.

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

IF OCCURS IN THE BUILDING…FOLLOW OFF-SITE EVACUATION PLAN.

IF OCCURS OUTSIDE THE BUILDING…

- Close doors and lock if possible.
- Director will turn off air conditioner/heater.
- Turn off lights, computers, TV, radios, CD players, or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs and read stories.
- Be prepared to evacuate if told to do so by the director 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 of the building.
- Notify childcare licensing as soon as possible but no later than two days after the event.

BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
  See if you can caller ID the phone call.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down also.
- Notify the director or person in charge to call 911 immediately.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

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.
- Call the office if you need further assistance and/or the director or person in charge to call 9-1-1.
- If the child is bleeding profusely, apply pressure to stop the bleeding. In an extreme case, take off the child's shirt or use a blanket.
- If the injury is to the head or face, report it to the office immediately! – Even if is a minor accident.
- Complete an *Accident Report* and have the parent sign it when the child is picked up. If the child leaves your room, send the accident report with the child.
- Turn the *Accident Report* in to the office before you leave on the same day.
- In the event of serious illness or injury involving an adult, contact the office and a manager or the designated person in charge will call 911 and/or the person's emergency contact.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

ILLNESS

- Ask the child, "What does not feel good?"
- Take the child's temperature in the armpit.
    - If feverish, 100 degrees or higher, call the office.
    - If no fever, make the child comfortable and keep an eye on him.
- You can offer water, a mat to lie on, and/or hug to help the child feel better.
- 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.
- For incidents of light vomiting or mild diarrhea where the child is not it pain, call the office after the 2nd episode.

If critical illness or injury requires immediate attention of a physician, per MINIMUM STANDARD 746:3607 you must:

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the physician identified in the child's record.
- Contact the child's parent.
- Ensure supervision of other children in the group.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

COMMUNICABLE/EMERGENCY DISEASE OUTBREAK

The **Minimum Standards for a Childcare** states that we must follow the communicable disease exclusions required for schools as defined by the Texas Department of State Health Services (DSHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools). You can access this information from DSHS or Licensing staff.

746:3601 states that unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
    - Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness.
    - Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness.
    - Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness.

  - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two 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.
  - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

To ensure against the spread of communicable/emergency disease outbreak we will:

- Contact the parent to pick up the child.
- Care for the child apart from other children.
- Give appropriate attention and supervision until the parent picks the child up.
- Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.
- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, 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.
- In the event of an outbreak, the Director or person in charge will notify the Health Dept. and Child Care 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 the same.
- The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Dept. of Family and Protective Services Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

FOOD ALLERGY EMERGENCY PLAN:

The MINIMUM STANDARDS FOR CHILDCARE **746:3817** states that a food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

(1) A list of each food the child is allergic to.
(2) Possible symptoms if exposed to a food on the list.
(3) The steps to take if the child has an allergic reaction.

746:3819 states that: you must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. A copy of the plan must be kept in the child's file.

To ensure that a child doesn't have an allergic reaction to the foods we provide, the child's parent will obtain a signed **(FARE) FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN** documenting the child's known food

allergies and we will post a copy on the **SPECIAL NEEDS BOARD** in the child's classroom. Known allergies are gone over with each teacher that that is responsible for that child.
In the event that a child has an allergic reaction to a food item while in attendance we will follow the following measures.

- If symptoms are mild, including rash or hives monitor the child and notify the parents.
- If symptoms are severe, including trouble breathing, sever hives or rash, swelling of the mouth, nose or throat, **CALL 911: follow the instructions given by the operator until help arrives.**
    - If the child has an epi-pen: AFTER DIALING 911: follow the instructions on his/her FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Once the child has been taken care of you must document the event on an INCEDENT/ILLNESS FORM stating exactly what happened, the steps followed, and the care given. Have the child's parents sign it and take it to the office so that the state can be notified if necessary.

Hazardous Materials:

In order to protect the children in our care from hazardous materials we will follow the precautions set forth in the **Minimum Standards for Childcare 746.3701:**

- Electrical outlets accessible to a child younger than five years must have childproof covers or safety outlets.
- 220-volt electrical connections within a child's reach must be covered with a screen or guard.
- Air conditioners, electric fans, and heaters must be mounted out of all children's reach or have safeguards that keep any child from being injured.
- Glass in sliding doors must be clearly marked with decals or other materials placed at children's eye level.
- Play materials and equipment must be safe and free from sharp or rough edges and toxic paints.
- Poisonous or potentially harmful plants must be inaccessible to all children.
- All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close and trap a child inside.
- All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close and trap a child inside.
- All bodies of water such as pools, hot tubs, ponds, creeks, birdbaths, fountains, buckets, and rain barrels must be inaccessible to all children.

When handling blood or bodily fluids containing blood caregivers must follow universal precautions outlined by the Centers for Disease Control (CDC) when handling blood, vomit, or other bodily fluids that may contain blood including:

- Using disposable, nonporous gloves
- Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discarding them immediately
- Discarding all other gloves immediately after one use
- Washing hands after using and disposing of the gloves.

POISION CONTROL:

If you think someone has been poisoned, call 1-800-222-1222 right away. Do not wait for the victim to look or feel sick. Do not try to treat the person yourself. To ensure the safety of all children in our care, The Children's Spot keeps all poisonous materials and chemicals locked up out of reach of children.
Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

MISSING CHILD:

To insure that no child is left un-attended, all child-care center employees, including persons not counted in the child/caregiver ratio, must:

- Know which children they are responsible for;
- Know each child's name and have information showing each child's age;
- Ensure the children are not out of control;
- Be free from activities not directly involving the teaching, care, and supervision of children
- Ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent.

To ensure against missing a child from your count:

- Transition logs must be used each time you transition children to or from your classroom. Using a name to face count that is verified by the teacher's initials on the transition log before leaving the current location and again upon arrival to the new location.

If a child is missing from your count you must do the following:

- Never leave your group unattended. Stay with your group. If inside your classroom use the intercom to call for help from the office to help locate the missing child.
- If on the playground use the walkie-talkie to notify the office for help in locating the missing child.
- Once the child is located you must complete an incident/illness form and self-report to licensing; licensing 746.305 (This will also result in immediate disciplinary action including but not limited to write-up, suspension and or termination of employment.)

DEATH OF A CHILD or STAFF MEMBER:

If a child or staff member dies while in care you must immediately notify the authorities and childcare licensing.

SCHOOLER'S CODE OF CONDUCT ACKNOWLEDGEMENT FORM

I, _____, having been made aware of the established code of conduct for the School-age Program at The Children's Spot, promise to do my best to honor and abide by it, as follows:

- I WILL DO UNTO OTHERS AS I WOULD HAVE THEM DO UNTO ME.
- I WILL USE RESPECTFUL AND APPROPRIATE LANGUAGE WHEN ADDRESSING MY TEACHERS AND CLASSMATES.
- I WILL TREAT THE PROPERTY and EQUIPMENT OF THE CHILDREN'S SPOT WITH CARE AND RESPECT, AND UNDERSTAND THAT IF I BREAK IT, I WILL HAVE TO REPLACE IT.
- I WILL NEVER PURPOSELY BE THE CAUSE OF HARM OR INJURY TO A TEACHER OR CLASSMATE.
- I WILL USE A QUIET VOICE WHILE INSIDE THE BUILDING AND VEHICLES.
- I WILL BE A GOOD LISTENER AND FOLLOW THE DIRECTIONS OF MY TEACHERS AND THE CHILDREN'S SPOT ADMINISTRATORS.

I take full responsibility for my actions and deeds, and understand that the consequences for inappropriate behavior will be as follows:

- 1st Offense - A verbal warning,
- 2nd Offense - l0 minute time-out
- 3rd Offense - Loss of privilege for the day or following day; including swim time, field trips, Karate class, etc.
- 4th Offense - Sent to office/Parent called/Possible suspension or child picked up.

Student's Signature _____ Date_____

Teacher's Signature _____ Date _____

The First Day!

"What do I need to bring?"

Infants

- Diapers…we will mark each diaper for you, just mark the container
- Wipes, with the container labeled
- Diaper Ointments, labeled
- 2 Complete Change of Clothes, labeled (infants under 6 months are really comfortable in onesies)
- 4 bottles with nipples, lids and labeled

***The Children's Spot will provide all sheets, blankets for tummy time, food and formula but should you choose to bring your own food please bring:

- Formula in its original container
- Cereal, jar food, etc. for the week

We will also provide your child great learning experiences and all of the tender loving care they can handle!

We do not accept:

- Pacifiers after your child is 6 months old
- Diaper bags, leave them at home.
- Blankets…due to SIDS
- Bottles after 12 months old…we will work with your child and you to prepare for this.

The First Day!

"What do I bring?"

Toddlers & Twos:

- **Diapers/Pull-Ups…We will mark each diaper for you, just mark the container**
- **Wipes, with the container labeled**
- **Diaper Ointments, labeled**
- **2 Complete Change of Clothes, labeled**
- **(remember when your child is potty training to bring extra clothes and shoes)**
- **Blanket, labeled that will fit in their locker**

Pre-Schoolers:

- **Complete change of clothes, labeled**
- **Blanket, labeled that will fit in their locker**

We will also provide your child great learning experiences and all of the tender loving care they can handle!

WE DO NOT ACCEPT:

- **Toys, please keep them at home. We are not responsible for any broken toys or lost items.**

CCMS Parent Guidelines for the Children's Spot

- Parent co-fees, activity fees, fieldtrip fees, etc. are due in full on the first of each month.
- Activate your CCMS card
- You will need to know your PIN number
- Swipe this card in the morning when you deliver your child/children to The Children's Spot.
- Make sure after you have finished swiping, that the machine has read "Approved" or you need to redo your transaction.
- Call the number on the back of your card to report any absences or if you have questions pertaining to CCMS.
- Make sure to go back and swipe any dates that you may have missed due to absences, etc.
- You can ONLY swipe back for 5 calendar days. Any missed swipe not corrected within the 5 day period will count as unexcused absences and could affect your future CCMS benefits.
- Make sure to check the Non-Swipe Log that is located directly above the swipe machine DAILY.
- If you are "**DENIED**" on the machine, please see the Office.
- ***Our staff is unable to keep your cards and swipe for you.***
- You **WILL BE CHARGED** for any days that CCMS does not pay for, due to Non-Swipe!

Procedures Used by The Children's Spot to Reduce the Risk of SIDS

- *We always put infants to sleep on their back unless we have written instructions from the infant's physician directing us to do otherwise.*
- *We closely monitor sleeping infants to make certain that they are not overheated.*
- *We use only firm, flat crib mattresses for infants.*
- *We make certain there is no loose bedding or soft toys or pillows where the infants are sleeping.*
- *We make certain that the infant's head remains uncovered during sleep.*
- *Infants in our facility are supervised by a staff member at all times, even when the infants are sleeping.*
- *All staff members who care for infants at The Children's Spot are trained in Infant CPR and know to resuscitate infants if they do stop breathing for any reason.*

We look forward to working with you to keep your infant safe, healthy, and happy!

We, the parents of _____, have read this SIDS Risk Reduction statement and understand that our baby will be placed to sleep on his/her back while in care at The Children's Spot.

_____ _____

PRINTED NAME OF PARENT *DATE*

_____

SIGNATURE OF PARENT

INFANT FEEDING PREFERENCE & INSTRUCTIONS

- ***Make sure that the Infant Feeding Preference Sheet is completed.***

- Providing babies with the right foods will promote good health and give them the opportunity to enjoy new tastes and textures as they establish good eating habits.

- Positive and supportive feeding techniques are essential in allowing babies to eat well and to develop healthy attitudes toward themselves and others.

- **You should communicate frequently with them so that you can coordinate what the babies are being fed at home with what you feed them while in your care.**

At The Children's Spot, we HOLD ALL IINFANTS WHILE FEEDING BOTTLES.

How to Feed With a Bottle

When feeding a bottle, remember to:

- Hold the baby during feedings in the cradle of your arm, partially upright. This makes baby feel secure, helps you to read baby's cues, and helps to prevent the baby from choking during feeding. When the baby's head is a little higher than the rest of the body this prevents milk from backing up in the inner ear and causing an ear infection. Tip the bottle so that milk fills the nipple and air does not get in.

- Hold the bottle during feeding. Do not prop bottles for a baby. Propping means a young baby is given a bottle to drink by itself and the bottle is propped up (with a pillow, for example) so that it can flow into the baby's mouth. Propping a bottle can:

— cause choking and suffocation,
— possibly cause ear infections and baby bottle tooth decay, and
— deprive the baby of important cuddling and human contact.

Burping

Wait for the baby to stop drinking before burping. Burp by gently patting or rubbing the baby's back while the baby is resting on your shoulder or sitting on your lap. Do not be surprised if the baby brings up some milk along with the swallowed air or if the baby does not burp.

RELEASE OF CHILDREN AT THE CHILDREN'S SPOT

VERIFICATION PLAN:

- Make sure you have an up-to-date ENROLLMENT FORM on each child in your care.
- Where it states "**I HEREBY AUTHORIZE THE CHILDREN'S SPOT TO ALLOW MY CHILD TO LEAVE THE CENTER ONLY WITH THE FOLLOWING PERSONS":**
  You must see the NAME and DRIVERS LICENSE NUMBER of the person requesting to take the child on the Enrollment Form in order to identify that the person is authorized to pick up a child.
- If they are on the list, they are allowed to take the child AS LONG AS THEY SHOW THEIR DRIVER'S LICENSE AND IT MATCHES THE ONE RECORDED on the Enrollment Form. Also, they must be 18 years of age. They CANNOT tell you the number. You must physically see the driver's license and see the photo identification.
- If they are not on the list or do not have their Driver's License, the CHILD IS NOT ALLOWED TO LEAVE THE CENTER WITH THEM. Be careful that they do not hold the child while you are checking their information out.
- TEACHERS ARE RESPONSIBLE FOR THE SAFETY OF THEIR CHILDREN!
- If you suspect the person picking up a child is under the influence of drugs or alcohol, you may call local police and request their assistance. Stall the parent until the police arrive.
- ALWAYS ASK TO SEE IDENTIFICATION OF PERSONS YOU DO NOT KNOW.
- In the event we have a social, i.e. Grandparents Day; make sure you identify the grandparent if they wish to take their grandchild with them. Make sure they are on the Enrollment Form as well as a person authorized to pick up the child...
- REMEMBER…WE DO NOT TAKE ANY INFORMATION OVER THE PHONE, FAX, E-MAIL, ETC. THE PARENT MUST TELL US IN PERSON THAT THEY WISH TO ADD SOMEONE TO THEIR LIST OF PEOPLE WHO CAN PICK UP THEIR CHILD. THEY MUST HAVE THAT PERSON'S DRIVER'S LICENSE NUMBER AND NAME PUT ON THE ENROLLMENT FORM. ***THAT IS THE ONLY WAY A CHILD WILL LEAVE THE CHILDREN'S SPOT.***

The Children's Spot Begins Oral Hygiene For Twos, Tweener's, PKI, PK II, AND PRE-K III on November 1, 2015

You can keep your child from getting tooth decay by starting his dental care early. Follow these steps to prevent cavities and keep his beautiful smile healthy.

No. 1. Get a Checkup

Your child should see a dentist by his first birthday. Early preventive care saves you money in the long run. A CDC report shows that dental care costs are nearly 40% lower over a 5-year period for children who see a dentist by age 5.

No. 2. Teach Good Habits

Brushing is crucial from the get-go. Before your baby has teeth, you can gently brush his gums. Use water on a baby toothbrush, or clean them with a soft washcloth.
When your baby's teeth appear, brush twice a day with an infant toothbrush and fluoridated toothpaste.
Start flossing when two of his teeth touch each other. Ask your dentist about techniques and schedules.
Brush and floss just before bedtime. After that, don't give your child any food or drink, except water, until the next morning.
Your dentist can suggest when your child should start using mouthwash. You'll need to wait until he knows how to spit it out.

No. 3. Avoid 'Baby Bottle Decay'

Don't put your infant or older child down for a nap with a bottle of juice, formula, or milk. Sugary liquids cling to his teeth, feeding bacteria that can cause tooth decay.
If you must give your child a bottle to take to bed, make sure it contains only water.

No. 4. Cut Back on Juice

Many parents think juice is a healthy daylong choice for a drink, but it can lead to tooth decay.
Limit your child to no more than 4 ounces a day of 100% fruit juice. Only give sugary drinks and foods at mealtimes, and use juice as a treat.

No. 5. Control the Sippy Cup

A sippy cup can help kids move from a bottle to a glass, but don't let him drink from it all day long. Using it too much can lead to decay on the back of the front teeth if the drinks are sugary.
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DIRECTIONS FOR PROPER TOOTH BRUSHING in the classroom:

1. ***1.*** Use a child-size toothbrush; which we have provided***. MAKE SURE THAT THE CHILD'S NAME IS ON THE TOOTHBRUSH.***
2. Dispense a pea-sized amount of fluoride toothpaste on the bottom of the 3 oz. cup.
3. Have the child swipe off the toothpaste.
4. Supervise children to ensure that they are brushing properly.
    - Place the toothbrush at a 45-degree angle to the gums.
    - Gently move the brush back and forth in short (tooth0wide) strokes.
    - Brush the outer surfaces of the teeth.
    - Brush the inner surfaces of the teeth.
    - Brush the chewing surfaces of the teeth.
5. Fill the 3 oz. cup half-full and show the child how to swish the water around and spit it into the sink.
6. Wipe the child's mouth and make sure their toothbrush has been rinsed.
7. Place the cover over the toothbrush.
8. Place the toothbrush back in the holder with the child's name on it.
9. NEVER FORCE CHILDREN TO BRUSH THEIR TEETH.
10. MONKEY SEE…MONKEY DO: LET CHILDREN WHO ARE FRETFUL WATCH OTHER CHILDREN WHO LOVE TO BRUSH!
11. POSITIVE REINFORCEMENTS:
    "My, what big teeth you have!"
    "Wow…You are doing great!"
    "Your teeth look great!"
    Give out stamps for good tooth brushing.
    Read books on teeth
12. Take your time with this activity. It is stressful on the children as well as the teacher.

The Children's Spot

Heat Related Illness Prevention, Symptoms, and Treatment

Updated 7/28/2017

At The Children's Spot we are required by licensing standard 746.2205 to provide outdoor play in which the children make use of both small and large muscles, both in the morning and afternoon. We go outside weather and ozone permitting for 30 minutes in the morning and 30 minutes in the afternoon daily. To help prevent heat related illness we provide each child with a water bottle that is taken outside with him/her each time his/her classroom goes outside. Please dress your child appropriately for the day's weather; this includes sending a sweater, jacket or coat for colder days and dressing your child in lightweight and light colored clothing for hotter days. Below we have provided information from WebMD on prevention and treatment of heat related illnesses.

Protecting Your Child from Dehydration and Heat Illness

With the hot days of summer come summer sports -- baseball, tennis, football practice -- both in the neighborhood and at camp. Before you send the kids out to practice -- or just for a long day of play in the sun -- learn to protect your child against the dangers of dehydration and heat illness. WebMD turned to Albert C. Hergenroeder, professor of pediatrics at Baylor College of Medicine and chief of the sports medicine clinic at Texas Children's Hospital, for answers to parents' common questions.

1. What puts my child at risk for dehydration?

The same things that put you at risk for dehydration: prolonged exposure to high temperatures, direct sun, and high humidity, without sufficient rest and fluids. The difference is that a child's body surface area makes up a much greater proportion of his overall weight than an adult's, which means children face a much greater risk of dehydration and heat-related illness.

2. What signs of dehydration should we watch for?

Early signs of dehydration include fatigue, thirst, dry lips and tongue, lack of energy, and feeling overheated. But if kids wait to drink until they feel thirsty, they're already dehydrated. Thirst doesn't really kick in until a child has lost 2% of his or her body weight as sweat.

Untreated dehydration can lead to three worse types of heat illness:

- Heat cramps: Painful cramps of the abdominal muscles, arms, or legs.
- Heat exhaustion : Dizziness, nausea, vomiting, headaches, weakness, muscle pain, and sometimes unconsciousness.
- Heat stroke: A temperature of 104 F or higher and severe symptoms, including nausea and vomiting, seizures, disorientation or delirium, lack of sweating, shortness of breath, unconsciousness, and coma.

Both heat exhaustion and heat stroke require immediate care. Heat stroke is a medical emergency that, when untreated, can be deadly. Any child with heat stroke should be rushed to the nearest hospital.

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3. What can I do to prevent dehydration in my child?

Make sure they drink cool water early and often. Send your child out to practice or play fully hydrated. Then, during play, make sure your child takes regular breaks to drink fluid, even if your child isn't thirsty. A good size drink for a child, according to the American Academy of Pediatrics, is 5 ounces of cold tap water for a child weighing 88 pounds, and nine ounces for a teen weighing 132 pounds. One ounce is about two kid-size gulps.

Get them acclimatized before summer practice. "If you're going to send your kid off to tennis camp, they shouldn't be sitting around doing nothing in May and then going out to play tennis eight hours a day in June," says Hergenroeder. "They should be outdoors jogging, riding a bike, and otherwise slowly building up their fitness and ability to handle the heat." The fitter children are, the sooner their bodies will start to sweat after beginning to exercise -- and that's a good thing!

Know that dehydration is cumulative. If your child is 1% or 2% dehydrated on Monday and doesn't drink enough fluids that night, then gets 1% or 2% dehydrated again on Tuesday that means your child is 3% or 4% dehydrated at the end of the day. "They may be gradually developing a problem, but it won't show up for several days," says Hergenroeder. "You should always monitor your child's hydration." One way to do this: weigh your child before and after practice. If his weight drops, he's not drinking enough during his workout.

A simple rule of thumb: if your child's urine is dark in color, rather than clear or light yellow, he or she may be becoming dehydrated.

4. If my child develops heat illness, what can I do to treat it?

The first thing you should do with any heat illness is get the child out of the sun into a cool, comfortable place. Have the child start drinking plenty of cool fluids. The child should also take off any excess layers of clothing or bulky equipment. You can put cool, wet clothes on overheated skin. In cases of heat cramps, gentle stretches to the affected muscle should relieve the pain.

Kids with heat exhaustion should be treated in the same way but should not be allowed back on the field the same day. Monitor your child even more carefully, Hergenroeder says. If your child doesn't improve, or can't take fluids, see a doctor.

Heat stroke is always an emergency and requires immediate medical attention.

5. Are some children more prone to dehydration or heat illness than others?

Yes, says Hergenroeder. One of the biggest risk factors: a previous episode of dehydration or heat illness. Other factors that can put your child at greater risk for heat illness include obesity, recent illness (especially if the child has been vomiting or has had diarrhea), and use of antihistamines or diuretics.

Lack of acclimatization to hot weather and exercising beyond their level of fitness can also lead to heat illness in young athletes. "If a young player isn't in shape and tries to go out and do things quickly to 'make the team' -- or goes to summer practice or summer camp and hasn't been used to that kind of heat and humidity and duration of exercise -- that sets them up for dehydration and heat illness," Hergenroeder says.

6. Is it ever too hot for my child to practice or play sports?

A growing number of athletic programs suggest that it is sometimes too hot to practice. In fact, many are restricting outdoor practice when the National Weather Service's heat index rises above a certain temperature. The heat index, measured in degrees Fahrenheit, is an accurate measure of how hot it really feels when the relative humidity is added to the actual temperature.

Heat exhaustion is a heat-related illness that can occur after you've been exposed to high temperatures, and it often is accompanied by dehydration.

There are two types of heat exhaustion:

- Water depletion. Signs include excessive thirst, weakness, headache, and loss of consciousness.
- Salt depletion. Signs include nausea and vomiting, muscle cramps, and dizziness.

Although heat exhaustion isn't as serious as heat stroke, it isn't something to be taken lightly. Without proper intervention, heat exhaustion can progress to heat stroke, which can damage the brain and other vital organs, and even cause death.

Symptoms of Heat Exhaustion

The most common signs and symptoms of heat exhaustion include:

- Confusion
- Dark-colored urine (a sign of dehydration)
- Dizziness
- Fainting
- Fatigue
- Headache
- Muscle or abdominal cramps
- Nausea, vomiting, or diarrhea
- Pale skin
- Profuse sweating
- Rapid heartbeat

Treatment for Heat Exhaustion

If you, or anyone else, have symptoms of heat exhaustion, it's essential to immediately get out of the heat and rest, preferably in an air-conditioned room. If you can't get inside, try to find the nearest cool and shady place.

Other recommended strategies include:

- Drink plenty of fluid (avoid caffeine and alcohol).
- Remove any tight or unnecessary clothing.
- Take a cool shower, bath, or sponge bath.
- Apply other cooling measures such as fans or ice towels.

If such measures fail to provide relief within 15 minutes, seek emergency medical help, because untreated heat exhaustion can progress to heat stroke.

After you've recovered from heat exhaustion, you'll probably be more sensitive to high temperatures during the following week. So it's best to avoid hot weather and heavy exercise until your doctor tells you that it's safe to resume your normal activities.

Risk Factors for Heat Exhaustion

Heat exhaustion is strongly related to the heat index, which is a measurement of how hot you feel when the effects of relative humidity and air temperature are combined. A relative humidity of 60% or more hampers sweat evaporation, which hinders your body's ability to cool itself.

The risk of heat-related illness dramatically increases when the heat index climbs to 90 degrees or more. So it's important -- especially during heat waves -- to pay attention to the reported heat index, and also to remember that the heat index is even higher when you are standing in full sunshine.

If you live in an urban area, you may be especially prone to develop heat exhaustion during a prolonged heat wave, particularly if there are stagnant atmospheric conditions and poor air quality. In what is known as the "heat island effect," asphalt and concrete store heat during the day and only gradually release it at night, resulting in higher nighttime temperatures.

Other risk factors associated with heat-related illness include:

- **Age.** Infants and children up to age 4, and adults over age 65, are particularly vulnerable because they adjust to heat more slowly than other people.
- **Certain health conditions.** These include heart, lung, or kidney disease, obesity or underweight, high blood pressure, diabetes, mental illness, sickle cell trait, alcoholism, sunburn, and any conditions that cause fever. People with diabetes are at increased risk of emergency room visits, hospitalization, and death from heat-related illness and may be especially likely to underestimate their risk during heat waves.
- **Medications.** These include some medicines in the following classes: diuretics, sedatives, tranquilizers, stimulants, heart and blood pressure medications, and medications for psychiatric conditions.

Check with your doctor to see if your health conditions and medications are likely to affect your ability to cope with extreme heat and humidity.

Preventing Heat Exhaustion

When the heat index is high, it's best to stay inside in air conditioning. If you must go outdoors, you can prevent heat exhaustion by taking these steps:

- Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.

- Use a sunscreen with an SPF of 30 or more.
- Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
- A general recommendation for those doing moderate- to high-intensity exercise is to drink 17 to 20 ounces of fluid two to three hours before exercise, and consider adding another eight ounces of water or sports drink right before exercise. During exercise, you should consume another seven to ten ounces of water every 20 minutes, even if you don't feel thirsty. Also, drink another 8 ounces within a half hour after exercise. Take additional precautions when exercising or working outdoors.
- Avoid fluids containing either caffeine or alcohol, because both substances can make you lose more fluids and worsen heat exhaustion. If you have epilepsy or heart, kidney, or liver disease, are on a fluid-restricted diet, or have a problem with fluid retention, check with your doctor before increasing liquid intake.

Heat Stroke

Heat stroke is the most serious form of heat injury and is considered a medical emergency. If you suspect that someone has heat stroke -- also known as sunstroke -- call 911 immediately and give first aid until paramedics arrive.

Heat stroke can kill or cause damage to the brain and other internal organs. Although heat stroke mainly affects people over age 50, it also takes a toll on healthy young athletes.

Heat stroke often occurs as a progression from milder heat-related illnesses such as heat cramps, heat syncope (fainting), and heat exhaustion. But it can strike even if you have no previous signs of heat injury.

Heat stroke results from prolonged exposure to high temperatures -- usually in combination with dehydration -- which leads to failure of the body's temperature control system. The medical definition of heat stroke is a core body temperature greater than 104 degrees Fahrenheit, with complications involving the central nervous system that occur after exposure to high temperatures. Other common symptoms include nausea, seizures, confusion, disorientation, and sometimes loss of consciousness or coma.

Symptoms of Heat Stroke

The hallmark symptom of heat stroke is a core body temperature above 104 degrees Fahrenheit. But fainting may be the first sign.

Other symptoms may include:

- Throbbing headache
- Dizziness and light-headedness
- Lack of sweating despite the heat
- Red, hot, and dry skin
- Muscle weakness or cramps
- Nausea and vomiting

- Rapid heartbeat, which may be either strong or weak
- Rapid, shallow breathing
- Behavioral changes such as confusion, disorientation, or staggering
- Seizures
- Unconsciousness

First Aid for Heat Stroke

If you suspect that someone has a heat stroke, immediately call 911 or transport the person to a hospital. Any delay seeking medical help can be fatal.

While waiting for the paramedics to arrive, initiate first aid. Move the person to an air-conditioned environment -- or at least a cool, shady area -- and remove any unnecessary clothing.

If possible, take the person's core body temperature and initiate first aid to cool it to 101 to 102 degrees Fahrenheit. (If no thermometers are available, don't hesitate to initiate first aid.)

Try these cooling strategies:

- Fan air over the patient while wetting his or her skin with water from a sponge or garden hose.
- Apply ice packs to the patient's armpits, groin, neck, and back. Because these areas are rich with blood vessels close to the skin, cooling them may reduce body temperature.
- Immerse the patient in a shower or tub of cool water.
- If the person is young and heathy and suffered heat stroke while exercising vigorously -- what's known as exertional heat stroke -- you can use an ice bath to help cool the body.
- **Do not use ice for older patients, young children, patients with chronic illness, or anyone whose heat stroke occurred without vigorous exercise. Doing so can be dangerous.**
- If emergency response is delayed, call the hospital emergency room for additional instructions.
- **Risk Factors for Heat Stroke**
- Heat stroke is most likely to affect older people who live in apartments or homes lacking air conditioning or good airflow. Other high-risk groups include people of any age who don't drink enough water, have chronic diseases, or who drink excessive amounts of alcohol.
- Heat stroke is strongly related to the heat index, which is a measurement of how hot you feel when the effects of relative humidity and air temperature are combined. A relative humidity of 60% or more hampers sweat evaporation, which hinders your body's ability to cool itself.
- The risk of heat-related illness dramatically increases when the heat index climbs to 90 degrees or more. So it's important -- especially during heat waves -- to pay attention to the reported heat index, and also to remember that exposure to full sunshine can increase the reported heat index by 15 degrees.

If you live in an urban area, you may be especially prone to develop heat stroke during a prolonged heat wave, particularly if there are stagnant atmospheric conditions and poor air quality. In what is known as the "heat

island effect," asphalt and concrete store heat during the day and only gradually release it at night, resulting in higher nighttime temperatures.

Other risk factors associated with heat-related illness include:

Age. Infants and children up to age 4, and adults over age 65, are particularly vulnerable because they adjust to heat more slowly than other people.

Health conditions. These include heart, lung, or kidney disease, obesity or underweight, high blood pressure, diabetes, mental illness, sickle cell trait, alcoholism, sunburn, and any conditions that cause fever.

Medications. These include antihistamines, diet pills, diuretics, sedatives, tranquilizers, stimulants, seizure medications (anticonvulsants), heart and blood pressure medications such as beta-blockers and vasoconstrictors, and medications for psychiatric illnesses such as antidepressants and antipsychotics. Illegal drugs such as cocaine and methamphetamine also are associated with increased risk of heat stroke.

People with diabetes -- who are at increased risk of emergency room visits, hospitalization, and death from heat-related illness -- may be especially likely to underestimate their risk during heat waves, according to a recent study presented at the Endocrine Society's annual meeting by researchers from the Mayo Clinic in Arizona, the National Ocean and Atmospheric Administration, and the National Weather Service.

Check with your doctor to see if your health conditions and medications are likely to affect your ability to cope with extreme heat and humidity.

Preventing Heat Stroke

When the heat index is high, it's best to stay in an air-conditioned environment. If you must go outdoors, you can prevent heat stroke by taking these steps:

- Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.
- Use a sunscreen with a sun protection factor (SPF) of 30 or more.
- Drink extra fluids. To prevent dehydration, it's generally recommended to drink at least eight glasses of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity.
- Take additional precautions when exercising or working outdoors. The general recommendation is to drink 24 ounces of fluid two hours before exercise, and consider adding another 8 ounces of water or sports drink right before exercise. During exercise, you should consume another 8 ounces of water every 20 minutes, even if you don't feel thirsty.
- Reschedule or cancel outdoor activity. If possible, shift your time outdoors to the coolest times of the day, either early morning or after sunset.

Other strategies for preventing heat stroke include:

- Monitoring the color of your urine. Darker urine is a sign of dehydration. Be sure to drink enough fluids to maintain very light-colored urine.
- Measuring your weight before and after physical activity. Monitoring lost water weight can help you determine how much fluid you need to drink.

Avoid fluids containing caffeine or alcohol, because both substances can make you lose more fluids and worsen heat-related illness. Also, do not take salt tablets unless your doctor has told you to do so. The easiest and safest way to replace salt and other electrolytes during heat waves is to drink sports beverages or fruit juice.

Check with your doctor before increasing liquid intake if you have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention.

If you live in an apartment or house without fans or air conditioning, try to spend at least two hours each day -- preferably during the hottest part of the day -- in an air-conditioned environment. At home, draw your curtains, shades, or blinds during the hottest part of the day, and open windows at night on two sides of your building to create cross-ventilation.

If you're a senior who either can't afford to buy or run an air conditioner, check with your local Area Agency on Aging for programs that can assist you. One such program is the Low Income Home Energy Assistance Program (LIHEAP).

Outlook for Heat Stroke

After you've recovered from heat stroke, you'll probably be more sensitive to high temperatures during the following week. So it's best to avoid hot weather and heavy exercise until your doctor tells you that it's safe to resume your normal activities.

HANDBOOK ACKNOWLEDGEMENT FORM

Child's Name:_____ Date:_____

I have read and understand the Parent Handbook online at www.childrensspot.net.

PARENT'S PRINTED NAME:_____

PARENT'S SIGNATURE: _____