

Educare



Private School

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Parent Handbook

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Welcome to Edu-Care Private School, our staff looks forward to having your child in our program. This parent handbook is designed to benefit both the parent and child by ensuring that everyone is informed of the policies and procedures. We kindly ask that every parent reads this handbook and discusses any questions or concerns with us so that we can address them promptly.

Purpose

Our main goal is to provide a safe and nourishing environment for your child. We would like to provide an Early Childhood Program to children in a dependable, nurturing atmosphere. We strive to establish a home away from home environment for the children in care and give the parents the peace of mind to go to work daily.

Our Beliefs

We believe that children learn through exploration play as well as structure and routine. We believe that early learning is crucial for every child as it lays the foundation for their development. When it comes to early learning studies show that a good foundation is key to a child's success. We promote self-esteem through respect, understanding, and compassion. We believe that early learning care needs to provide activities that promote the development of social skills, emotional growth, physical coordination, and cognitive preparation.

Philosophy

Our philosophy is that every child has their personality as an individual and will learn best through acceptance and understanding.

Each child has his/her own pace at which they will develop physically, emotionally, socially, and intellectually. Our staff is here to ensure that each child is encouraged to develop ideas, and creativity and appreciate themselves for who they are. The small family-styled groupings offer each child an interactive environment that promotes self-exploration and discovery. We encourage children to learn to make choices, thus allowing them to learn to resolve problems themselves.

We consider the parent to be primarily responsible for their children and view our relationship as a partnership. The views, values, and cultures of the parents are important and respected by the staff members. We value the trust placed in us and we will strive to provide the appropriate care your child deserves. Our goal is to provide an atmosphere conducive to mutual respect between the center and the parents. Such an atmosphere is facilitated by operating an "Open Door Policy" and inviting parents to call and /or drop in at any time.

Edu-Care Private School goals

- 1- A home away from home environment with caring Teachers***
- 2- A well-structured and maintained facility***
- 3- A safe place for the students***
- 4- A peace of mind for the parents***

Non- Discrimination Policy/Open-Door Policy

Edu-Care Private School has a full open-door policy. For the safety of all children, we do request that you make your presence known to the person in charge that you wish to visit your child in our facility and that you cooperate in not disturbing any ongoing programs.

However, if parents wish to come into the operation for any reason, they are allowed, all they have to do is inform the staff at the door. To ensure the security of the children at Edu-Care Private School, the administration is readily available at the front door to greet incoming guests. If the administration does not recognize a guest, the guest will be asked to provide a photo identification card before they will be allowed to proceed through the building.

Edu-Care Private School is based on non-discriminatory policies and laws.

Edu-Care Private School is open to children between 6 weeks to 12 years of age without discrimination based on political affiliation, religion, race, color, gender, sexual orientation, national origin, and mental or physical disabilities. Edu-Care Private School reserves the right to change or revise any policies, procedures, or tuition/fee schedules when deemed necessary.

Minimum Standards for Childcare Centers

Edu-Care Private School is licensed and regulated by the Texas Department of Health and Human

Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>

Staff Development:

Edu-Care Private School staff is highly motivated and dedicated early childhood professionals. All staff are trained in principles of child development, methods in early childhood programs and child guidance, as well as CPR and First Aid. Each year our staff members complete at least thirty hours of continuing education through professional conferences and in-service activities. We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower him or her as individual. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

Curriculum

We use a preplanned curriculum that strives on the fundamentals of learning. Edu-Care Private School utilizes the CLI Engage Infant and Toddler Curriculum as well as the CLI Engage Prekindergarten Curriculum. Our curriculum has been approved and aligns with the guidelines set by the Texas Education Agency (TEA). Additionally, the After School Program features an implemented STEM Curriculum.

Curriculum Goal

During these few years, it is essential to ensure your child is in an environment that is both challenging and rewarding. Through age-appropriate activities, each child can master skills in the areas of communication, cognitive, and physical development, and social interaction. Edu-Care Private School's goal is for every child to have success in each of these areas, a child become more confident and self-reliant. These positive learning experiences at an early age contribute to the child's sense of self and emotional well-being.

The teacher provides weekly lesson plans and will post them in their classroom. The curriculum is implemented daily at a designated time when students can be on a routine that benefits their learning. A daily schedule is created for each classroom, designating specific times to implement the approved curriculum. The curriculum is taught from the infant classroom to our after-school program daily.

Inclement Weather Policy and Hours of Operation:

In the event of inclement weather or a natural disaster, we will follow the Spring ISD closing schedule. We do not provide a reduction in tuition for holidays, natural disasters, or illnesses. If a child is out for the entire week tuition is still fully payable. IF ANY CHANGES ARE MADE TO THE DAYCARE THEY WILL BE POSTED ON THE FRONT LOBBY PARENT INFORMATION BOARD

We open at 6:00 AM and close promptly at 6:30 PM – Monday through Friday. We do not provide childcare at night or on weekends. A **late fee of \$1.00 for each minute per child** or any part thereof, that you are late will be charged to you. This is due at the time of pick up. Full-time childcare fees are based on a maximum of a **10-hour day**. Care exceeding the maximum hours that your child's schedule reflects will be charged at the drop-in rate. Therefore, you are not paying for care from 6:00 AM to 6:30 PM, unless you are paying an additional fee plus the fees listed based on these maximums. (Read Tuition Statement) There is a space provided on the enrollment form, to list anyone the provider can call to pick up your child if you are late. This should be someone who can pick up the child (ren) quickly to avoid accumulating late charges.

If you have not picked up your child by 7:00 PM and all attempts to contact you and all of your emergency contacts fail, Edu-Care Private School will call Child Protective Services (CPS) and the Police.

Holiday Closures for Edu-Care are the following;

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve is half a Day

Christmas Day

Admission Procedures:

Registration

You must fill out an enrollment packet and provide all necessary documents to the director to enroll your child. An annual, non-refundable registration fee of \$50.00 with 1st weeks tuition is due upon application and guarantees your child's position at Edu-Care. This fee covers application charges, supplies, and insurance.

The trial period is 15 days.

First Day Supplies

We need to ensure the child has the necessary supplies for the activities of the first day. First days can be scary for students as well as for the parents. Below is a list of suggested items needed for your child's first day of school. Some items will need to be replenished depending on the student's needs.

Infants: 8 Diapers, wipes, clean and sanitized bottles with infant's name and last initial, diaper cream, sleep sack, baby food (if applicable), at least 4 extra changes of clothes, bibs, and pacifier if your child uses one.

Toddlers and 2's: 8 diapers or pull-ups, wipes, diaper cream, sunscreen, bug spray, a lightweight blanket, 2 extra changes of clothes, 1 sippy cup/training cup.

Pre-K Class (Three and Older): 2 changes of clothes, we request all children to have on closed-toe shoes, bug spray, sunscreen, and a refillable cup for water.

School- Age: Sunscreen, bug spray, and refillable water bottle

Late Payments and Refund Information:

Tuition is due every MONDAY of the week by 7 am. NO EXCEPTIONS. If failure to pay on that Monday there will be a late fee of \$25.00 a week. We accept all forms of payment Check, Debit, Credit, and Money Order. All credit card transactions will have a fee for using any card service. If an unforeseen emergency arises that prevents you from paying your fees as agreed, you must contact the administration as soon as possible. Repeated late payment will cause your child to be dropped from enrollment without prior notice. When you register your child, you will pay 1st week's tuition and the Registration Fee to guarantee your child's position. Edu-Care families may be subject to annual tuition increases. Registration fee due at enrollment is Non-Refundable. If you should choose to leave our center during any time of the week the weekly tuition is Non-Refundable.

Fee Structure:

Returned checks result in a \$40 minimum charge. Recurrent returned checks result in Cash-only terms. Punctuality is a crucial element in the operation of our center, and we ask for your cooperation in adhering to these hours.

Additional charges may be assessed for field trips, shirts, extra-curricular activities, photography, cots, hearing and vision screenings, etc. T-shirts are required for attending field trips. A **late fee of \$1.00 for each minute per child** or any part thereof, that you are late will be charged to you. This is due at the time of pick up. Full-time childcare fees are based on a maximum of a **10-hour day**. Care exceeding the maximum hours that your child's schedule reflects will be charged at the drop-in rate. Therefore, you are not paying for care from 6:00 AM to 6:30 PM, unless you are paying an additional fee plus the fees listed based on these maximums. (Read Tuition Statement) There is a space provided on the enrollment form, to list anyone the provider can call to pick up your child if you are late. This should be someone who can pick up the child (ren) quickly to avoid accumulating late charges.

Families enrolling two children will receive a ten percent discount off the lowest tuition of the two children, but will not be applied when special rates are going on.

We reserve the right to refuse service for families who have an outstanding account balance at the end of the week.

Absences and Vacations

Edu-Care Private School wants to ensure the highest quality of staff personnel, equipment, and supplies continuously, we cannot offer tuition reductions for absences due to illness holidays, natural disasters, etc.

Termination Terms

The first 14 days is a trial period. The contract can be terminated, meaning a child can be withdrawn by either party without giving any notice. After the trial period is over, should it become necessary to withdraw your child from Edu-Care, you are required to give 7 days' written notice to the administration. You are required to continue to pay tuition for 7 days after notification of withdrawal, regardless of your child's attendance in the program.

Edu-Care Private School also reserves the right to terminate the contract without any notice if any of the following situations occur:

1. Parent threatening or using violence against staff or other parents
2. Parents using profanity and cursing around children
3. Parent failing to pay tuition

Drop off and Pick Up Procedures:

Parents are required to accompany their children into their classrooms. Children must be aware that their parents are leaving. While this acknowledgment may result in an occasional emotional upset, parents should take comfort in knowing that such separation anxiety usually ends by the time the parent reaches the front door. We ask that you do not come in and drop off or pick up your child while on a cell phone. This allows Parents and Edu-Care staff to communicate any important information about your child. Parents are required to list the name, address, and phone numbers of each person other than the parent who is authorized to care for their child in an emergency on the emergency form and enrollment application.

Parents or any other person designated to pick up a child must be prepared to show picture identification to the Edu-Care staff. Children are not released to any other person than those named on the registration form unless we have a prior written or verbal request from the parent. Children are not released to anyone younger than eighteen years old unless specified in a letter that is signed by the parent. Procedures of release for children it is important that you sign your child in and out each day on the roster located at the front desk.

Teachers have attendance sheets located in each of the classrooms so they can take attendance as well. When you bring your child to school, you also certify

that to the best of your knowledge, your child is in good health and can participate fully in all activities. TO UPDATE CONTACT INFORMATION THERE ARE INFORMATION CHANGE CARDS NEXT TO THE TUITION BOX PLEASE FILL ONE OUT AND DROP IT IN THE INFORMATION BOX SO WE CAN KEEP YOUR INFORMATION UPDATED!

Visitors

Parents and other authorized family and friends are always welcome at Edu-Care Private School.

We do encourage you to consider the children and their work, we ask that you enter their classroom quietly and respectfully.

Edu-Care Private School has a full open-door policy. For the safety of all children, we do request that you make your presence known to the person in charge that you wish to visit your child in our facility and that you cooperate in not disturbing any ongoing programs.

However, if parents wish to come into the operation for any reason, they are allowed and all they have to do is inform the staff at the door

To ensure the security of the children at Edu-Care Private School, the administration is readily available at the front door to greet incoming guests. If the administration does not recognize a guest, the guest will be asked to provide a photo identification card before they will be allowed to proceed through the building.

Illness and Exclusion Criteria:

In accordance with state licensing requirements, each parent must submit a doctor's well statement and immunization record upon enrollment. These records are kept on permanent file at the center and must be updated as your child receives immunizations. You may refer to the Health Department's website for immunization requirements: www.ImmunizeTexas.com. If your child is excluded from any indoor or outdoor activity due to an illness or previous illness your child will not be permitted to stay until they are able to fully participate in both indoor and outdoor activities.

Procedures for Dispensing Medication:

Each day that a child is required to take medication at Edu-Care, parents must complete a Medication Authorization Form. According to state licensing requirements the medication must be kept in its original container and clearly state the following information: the child's full name, doctor's name, prescribed dosage, time to be given, and date. We are NOT allowed to administer over-the-counter medication. Edu-Care houses all medications in a secure place, well out of reach of children. We maintain dated records, the amount of medicine dispensed, and the name of the staff person who administered the medication for one year. We also provide refrigeration when necessary. Medicines are returned to you or properly disposed of when they are no longer required by your child.

Procedures for Handling Medical Emergencies:**Illnesses**

While we take precautions to protect your child against illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet, calm place for your child to rest in the classroom. We also notify you if it is necessary to take your child home or to the doctor. State licensing regulations state a child must leave the school if they have a fever of 100 degrees or higher, or if they have uncontrollable diarrhea and/or vomiting. Should your child have any of these symptoms they cannot return to Edu-Care until they are symptom-free without medication. Should your child become exposed to an infectious disease at Edu-Care, we will notify you promptly. In return, we request that you report to us when your child has been exposed to or diagnosed with a particular infection or disease. In addition, we also ask that your child be symptom-free for 24 hours before returning to school for an extended period due to an illness or contagion, we will not prorate your tuition.

In the event of a disease outbreak, Edu-Care will contact the Texas Health Department and proceed according to their instructions. In the unlikely event that Edu-Care has an intruder/volatile person, we will contact the local police.

department and follow their instructions.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to wait for the arrival of a parent or guardian. In the event of inclement weather or a natural disaster (floods, tornadoes, hurricanes, etc.), we will follow the Spring ISD closing schedule. Parents may review more details regarding our Emergency Preparedness Plan upon request.

In the event of a child choking or being hurt badly, we will call 911 for emergency assistance and notify the parent immediately. Our staff is trained in CPR and First Aid to assist with any injuries that may arise until the arrival of emergency services.

Following the Texas State Law, Edu-Care has regularly scheduled fire and tornado drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

Parental Notifications

To provide emergency medical care to children at Edu-Care, we require a signed Authorization Form from each child's parent or legal guardian. This form contains vital information about each child, such as parents' office and home phone number and addresses; and the name, address, and phone number of the child's physician. The parents will be the first to be notified if cannot be reached then we will move on to the next emergency contact listed. This form must be kept current and on file as long as the child attends Edu-Care Private School. Please notify us of any changes. We will request updated contact information quarterly. If there is any change to the childcare facility parents will be immediately notified by phone call, posted letter, and letter sent home with a child in regards to whatever the change may be. (I.E. hours, closings, illnesses, etc.)

Challenging Behavior and Discipline Policies:

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness.

Edu-Care Private School staff members are not permitted to use any form of physical punishment, including spanking or mistreatment. Staff members may not single out a child for ridicule, threaten harm to a child or the child's family, and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning, or abusive language.

Our teachers provide written documentation throughout the year to communicate with parents about their child growth, development, and behavior. The student's behavioral needs will be documented and communicated with the parent on an ongoing basis. Teacher will inform parents in writing about behavioral issues in the classroom and, if needed a parent teacher conference will be scheduled to discuss issue and find a solution. We request that parents be supportive during this process to demonstrate a united front between teachers and parents for the benefit of the students.

In certain situations, parents may be encouraged to seek professional support and services. Please feel free to ask our School Director for recommendations. We would like to be a good support system for all of our families.

We use the following disciplinary techniques which are age-appropriate:

- Logical Recognition
- Problem-Solving
- Positive Re-Direction
- Setting Classroom Goals Daily
- Restorative Justice ("Make It Right")

At Edu-Care discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his or her own, and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the center. Limits may be set at times to keep children from losing control or causing harm to themselves or others.

Action plans are set in place with the student and teacher. We believe that it is essential to have action plans in place so that we can have a safe and positive environment.

Plan of action with children having challenging behavior

Behavior documentation will be created regularly throughout the year with the student's teacher.

We implement a behavior intervention plan after a few attempts with the student about behavior in the classroom.

The teacher has steps before enforcing the Behavior Intervention Plan.

1. Reminder of classroom expectations
2. Student redirection
3. Time aside for the student to calm down and recollect him/herself down
4. The student will be sent to the front office
5. A behavior intervention plan will be set with the student

If the behavior does not change after the plan and the student or parent does not cooperate, a suspension of up to 3 days will occur.

As a last resort, Edu-Care Private School reserves the right to terminate care due to aggressive or unsafe behaviors exhibited by the child or parent.

Bullying

Edu-Care Private School has zero tolerance for bullying. When bullying occurs, we consider it an unacceptable behavior and take the actions described in the following paragraph.

The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their play and exploration, and the need for teacher control is reduced. Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. When an unacceptable behavior begins to occur at Edu-Care Private School, we will first verbally communicate to the parent the concerned behavior, if the behavior continues, we will then ask that the parents participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

We recognize that children often respond to changes and situations that they do not fully understand. It is important that you keep the Edu-Care staff informed of matters that may be affecting your child's behavior. Our third attempt in correcting the behavior is to ask that the child withdraw from our program. Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support.

Parental Discipline Protocol

Edu-Care Private School asks that when you pick-up your children from the classroom, if you notice a situation that warrants disciplinary action, please notify the teachers in the

classroom or administration. Please do not take it upon yourself to discipline any students in our care. Parents entrust Edu-Care Private School and our teachers to discipline students according to our policies outlined in our Parent Handbook. Due to a conflict of interest, we kindly request that our families at Edu-Care Private School not befriend our teachers on any internet source (i.e., Facebook or Instagram) or texting.

Biting Policy

As we know, biting is a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but it is not an Acceptable means of resolving issues. At Edu-Care Private School, we will take immediate action in the classroom as well as with the family regarding any biting incidents.

Immediate action includes but is not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children.

Parent/Teacher/Director Conference on how we can collaborate to help the issue. If a specific biting continuously occurs, and if we do not receive appropriate cooperation from the family, we will withdraw the child from our facility.

Parent-Teacher Conferences:

We evaluate the child's developmental progress through notation during group as well as one-on-one interactions between the teacher and individual students. Parent-teacher Conferences are 2 times a year but also can be held at any given time by appointment and request. During these conferences, we take the time to answer any questions or concerns parents may have regarding their child's experience at the center. These conferences also enable parents and staff to work closely to meet each child's specific needs. Child assessments are done twice a year to determine the student's progress. Students will be able to graduate to the next grade after an evaluation by the teacher is done and we see that the next class will be beneficial to the student. We utilize the information gathered during children's assessments and parent-teacher conferences to improve child learning.

Communication

Daily reports and weekly Student portfolio folders are how we keep track of our student's growth, development, and behavior. The folders go home weekly. These things will be discussed in parent conferences twice a year and on a need-based basis. There are articles, community happening flyers, pamphlets, handouts, and monthly newsletters that give great information on development in our local area located in our parent resource area. Feel free to take a look and help yourself.

Resolving Parental Concerns

Occasionally, differences in philosophy or child-rearing practices may occur in the child

care setting. All concerns about your child's care should be discussed promptly with an administration to come to a resolution that will best support your child.

Please feel free to request a translator at any time to communicate in your preferred language.

Family Participation:

We hope that Edu-Care Private School is one of many enriching experiences in your and your child's lives. Because we recognize that you are entrusting us with your most precious family member(s), we want you to consider Edu-Care Private School as part of your extended family. Consequently, you are considered an essential element in every facet of your child's activities at Edu-Care Private School. Parents are encouraged to visit their child's classroom for added insight into our programs. You are also welcome to schedule a follow-up discussion with teachers or administration to offer comments or suggestions.

Some suggestions for parental involvement include:

- Muffins with Mom
- Donuts with Dad
- Fall Festival
- Spring Break Fair
- Career Day

More events will be noted where our parents can be involved with their children on our monthly calendar/newsletter.

Birthdays and Other Parties

Every child's birthday at Edu-Care Private School calls for a special celebration and parents are encouraged to join in the festivities.

Also, please limit your celebration to a simple, store-bought snack and/or drink at our scheduled snack time. Unfortunately, we cannot allow gift exchanges, piñatas, or excessive food.

Parent Surveys

Parent surveys are conducted twice a year. Please take a moment to send us suggestions through the QR code on our information wall. If you have any concerns or complaints, our doors are always open, and you can schedule a meeting with the Director/Administration or you can email the director at myeducarecenter@gmail.com.

We have a Parent Survey/Comment QR Code at the end of this Parent Handbook for you to provide feedback on our center. This allows us to make sure we are providing you and your family with safe, happy, and quality care in our facility.

Just scan the QR Code and fill out the survey. Your opinion is important to us. Parent suggestions are applied to our facility when/if applicable. You may email, call by phone, or see us in person for any communication that may be needed.

Meals and Food Services:

Good nutrition is an essential ingredient in our child development program. Therefore we are active participants in the government CACFP food program. Each meal is planned to meet a child's nutritional requirements and is presented appealingly.

We provide Breakfast from 6:45a.m to 8:45a.m Lunch starts at 10a.m-12 p.m. Snack time starts at 2:45 p.m. After school students are served snacks upon arrival. There is a menu posted in the FRONT LOBBY of the Center and every classroom! Prepared food that is brought into the program to be shared among children has to be commercially prepared or prepared in a kitchen that is inspected by local health officials. We allow students to bring their lunch, but we do ask parents to be mindful of what the students bring. We recommend a healthy and nutritious lunch with little to no sweets. Students can bring fresh fruit or vegetables for snack time only. (No candy or chips will be allowed to be given to students during snack time).

All staff are educated on food allergies and they take precautions to ensure children are protected. Please provide and let Edu-Care Private School staff upon enrollment of any possible allergies. A note from a physician will need to be provided upon enrollment specifying allergies. Liquids and food hotter than 110 degrees F are kept out of reach.

We utilize mealtime to instill in children at an early age the long-term benefits and the joy of healthful eating habits.

We make a special effort to encourage the children to sample new foods and to cultivate a taste for those that are nutritionally beneficial.

Immunizations:

Immunizations are required for your child to have to start care in a childcare facility. We must have a current date shot record on file for your child at all times. You must keep your child's record updated so there will be no suspension in care.

Immunization Schedule

Vaccines are listed under the routinely recommended ages. Some listings indicate a range of recommended ages for immunization. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible. The Hep B, MMR, and VAR vaccines noted in the 11-12 year range indicate vaccines to be given if previously recommended doses were missed or given earlier than the recommended minimum age.

Hepatitis B:

- Dose #1 - birth to 2 months
- Dose #2 - 1 to 4 months
- Dose #3 - 6 to 18 months
- "catch-up" dose - 11 to 12 years Diphtheria, Tetanus, Pertussis:
- Dose #1 - 2 months
- Dose #2 - 4 months
- Dose #3 - 6 months
- Dose #4 - 15 to 18 months
- Dose #5 - 4 to 6 years

Td:

- 11 to 16 years

Hemophilus influenza Type b:

- Dose #1 - 2 months
- Dose #2 - 4 months
- Dose #3 - 6 months
- Dose #4 - 12 to 15 months

Inactivated Polio:

- IPV #1 - 2 months
- IPV #2 - 4 months
- IPV #3 - 6 to 18 months
- IPV #4 - 4 to 6 years

Pneumococcal Conjugate:

- Dose #1 - 2 months
- Dose #2 - 4 months
- Dose #3 - 6 months
- Dose #4 - 12 to 15 months

Measles, Mumps, Rubella:

- Dose #1 - 12 to 15 months
- Dose #2 - 4 to 6 years
- "catch-up" dose - 11-12 years

Varicella:

- Dose #1 - 12 to 18 months

- "catch-up" dose -11-12 years

Hearing and Vision Screening Requirements:

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and

hearing problems for the following children who are enrolled in a child care center: First-time enrollees who are four years of age or older and all children enrolled in programs

who are four years old by September 1st of each year will be screened for possible vision and hearing problems before completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year before enrollment.

Sleeping Arrangements

After lunch, restroom use, and hand washing, the children will take a nap or rest quietly on their individualized cots. A daily rest period is scheduled from noon-2:00 P.M. to balance the active time. All children may not sleep at this time however, we encourage them to lie down and rest. Our cut-off time to drop off is 8:30 a.m. - 2:00 p.m. You may bring your child before or after two this is to prevent interruption during naptime and for students to be able to get on a scheduled routine. After forty-five minutes of resting quietly, those children who are not asleep may read a book for the duration of the rest time.

The classroom will resume scheduled activities once the majority of the children in the classroom are awake. Please make sure that the blanket and pillow your child brings for a nap are small for storage purposes. (I.E. a receiving blanket or small baby blanket and a small travel pillow are appropriate nap time supplies) We ask that you please take your child's blankets and pillows home on Fridays to be washed and returned.

Toileting Guidelines:

The Toddler and Preschool classrooms have toilets in the classrooms. Only one child is allowed in the toilet at a time and the teacher must supervise. All kids and teachers must follow the hand-washing guidelines. (Note, hand washing must occur after using or assisting in the toilet).

Clothing Guidelines:

Please be sure that your child's name is marked clearly on all articles of clothing and mats so that we can minimize the loss of personal belongings. In the event of a missing item, please notify us promptly. Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waistbands, etc.), and appropriate for "messy"

activities, such as creative arts and outdoor recreation. Clothing that comes on and off easily, without adult help, gives your child added confidence and avoids toileting accidents. Closed-toe shoes, sneakers, or other soft-sole shoes are advised for the prevention of injuries. We ask that infants, pre-toddlers, and toddlers have two changes of clothing and a supply of disposable diapers and wipes. Preschoolers should have one change of clothing. A sweater or jacket should be brought to the center during the winter months.

Personal Belongings

It is difficult for young children to share toys and personal belongings with other children. Likewise, it is difficult for the staff to monitor all the many belongings children might bring from home. As a result, except for show-n-tell, please leave all toys, gum, pets, and money at home. Personal items for naptime should be Edu-Care limited to a pillow or blanket for resting. Children are encouraged to bring a book for the teacher to share during group times.

Indoor and Outdoor Physical Activity:

The benefits of Indoor and Outdoor Physical Activities: -

More and more evidence shows that active children tend to have fewer behavioral and disciplinary problems, do better in school and have longer attention spans in class.

Physical activity also helps children:

- Build confidence
- Decrease stress and depression
- Develop and maintain strong bones
- Develop good sleep habits
- Develop motor skills and build strength, flexibility and endurance
- Have less behavioral and disciplinary problems
- Have longer attention spans and better performance in school
- Improve social skills and brain development
- Stay at a healthy weight

Outdoor recreation for fresh air and exercise is scheduled daily, weather permitting (i.e. ozone days and if it is 20 degrees or freezing). Each playground has developmentally appropriate climbing structures for each age group. We follow Spring ISD & Klein ISD on weather advisories. If your child has been previously sick and cannot go outside, we ask that you keep them home from childcare.

Children attending Edu-Care Private School shall play outdoors daily when weather and air quality conditions do not pose a significant health risk.

The time planned for outdoor play and physical activity depends on the age group and

weather conditions. Activities shall include structured play (led by the adult caregiver) and free play (not led by an adult).

■ Toddlers (12 months to 3 years old) shall participate in 60 minutes per day of moderate to vigorous physical activity. Preschoolers (3 to 12 years old) shall participate in 120 minutes per day of moderate to vigorous physical activity.

Infants less than 12 months old must have outside time too for fresh air. This is a case by case basis as tolerated by the Infant

Infants must have Tummy time and Massage time daily for indoor play.

If the weather does not permit, children must play inside led by the teacher. Activities include dancing, floor exercise, and group play in the classroom.

Students shall be dressed appropriately for the weather, including wearing appropriate seasonal clothing and footwear, so they can participate fully, move freely, and play safely.

Parents, please be aware that children need to be dressed appropriately for the current weather conditions to play outdoors.

Children should wear clothing appropriate for the current weather:

Snow: heavy coat, waterproof boots, hat, and mittens.

Rain: raincoat and waterproof boots.

Different temperatures during the day: layers of clothing.

Footwear should provide support for running and climbing.

Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.

Examples of inappropriate clothing and footwear include:

- Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and crocks).
- Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops).
- Clothing that does not protect children from the current weather conditions.

Outdoor recreation for fresh air and exercise is scheduled daily, weather permitting (i.e. ozone days and if it is 20 degrees or freezing). Each playground has developmentally appropriate climbing structures for each age group. We follow SPRING ISD on weather advisories. If your child has been previously sick and cannot go outside, we ask that you keep them home from childcare.

Playground ground Supervision:

- Edu-Care Private School will make sure the playground clear of all debris and garbage
- Edu-Care Private School will Remove any damaged, broken, or unsafe items
- Edu-Care Private School will Plan activities for children to engage in outdoors

- Edu-Care Private School Teachers will continually move around the playground to ensure continual supervision
- Edu-Care Private School Teachers will allow up to 2 hours of outdoor playtime per day
- Edu-Care Private School Teachers will count children before and after leaving the playground

Screen Time

Screen time is limited to 1 hour per day for learning activities at Edu-Care Private School. Screen time must be age-appropriate and used for learning activities. Our children under 2 years of age are not allowed any screen time due to the Minimum Standard Code.

We do not allow students to bring tablets, phones, or any other electronic devices. Edu-Care Private School is not responsible for any items lost or stolen due to students bringing unauthorized items. Screen time is not used during meal times, snack times, or rest times.

Children with Special Needs

At Edu-Care Private School, we believe that every child should have a successful and meaningful experience. We will do everything we can to include every child; however, administration

and the parents will work together to decide if we can accommodate a child with special needs. Upon enrollment, we would like a copy of your child's IFSP, IEP, or any other individualized plans to enable the teacher to tailor your child's curriculum regarding any disabilities or other special learning needs. We do allow the students therapist, counselors, or any other state official to provide help with student. We will require the person to show identification upon arrival. Also, documentation from parent is needed to allow the student to be seen.

Field Trips and Transportation

For children six years and older, field trips will be planned periodically throughout the school year. Information regarding the field trips will be presented in your child's monthly classroom newsletter and calendar. In addition, a sign-up sheet will be attached to the inside of your child's classroom door during the week prior to the field trip. This sheet serves as a permission slip to allow your child to attend the field trip. This sheet will need to be signed and initialed for your child to attend the field trip. Each child must wear a Edu-Care Private School t-shirt as well. During field trips, the teacher and the bus driver will have cell phones to call for help whenever necessary, first-aid kits to address any injuries, and alternate transportation arrangements if there is a problem with the bus during the trip. Transportation will be offered for school-age kids if the school is within 2 miles radius of our Center. A child 12 years or younger must not ride in the front seat of a vehicle. Staff must load and unload children at the curbside of the vehicle or in a protected parking area or driveway; must not allow a child to cross a street unless accompanied by an adult any time before entering or after leaving a vehicle; must account for all children exiting the vehicle before leaving the vehicle unattended and must never leave a child unattended in a vehicle. Each van is fitted with

a child safety alarm. Staff must check the vehicle including under the seat before turning off the safety alarm. Van must have a list of the kids being transported and the attendance log must be marked.

Breastfeeding Policy:

Parents have the right to breastfeed or provide breast milk for their child while in care. Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. If needed, a quiet and private room is provided for breastfeeding in the facility.

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Providing a mother with a place to sit and breastfeed her child helps to support this practice. The use of an adult-size chair in the classroom meets the intent of this requirement.

Other things your operation may do to provide additional support includes providing:

- a pillow to support her infant in her lap
- a stepstool for her to prop her feet and prevent back strain,
- water or other liquid to help her stay hydrated.

DRUG-FREE GANG FREE ZONE

In our effort to provide a safe, healthy environment for each child to grow and develop, we maintain a facility free of alcohol, drugs, and tobacco use.

The use or presence of alcohol, drugs, or tobacco is prohibited in the building or anywhere on the grounds by Edu-Care Private School, volunteers, parents, or visitors.

The use or presence of alcohol, drugs, or tobacco is prohibited during any outing or field trip, as well as, on any vehicle used by Edu-Care Private School to transport your child.

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 childcare centers.

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 penalties under Texas law. The specific locations include daycare centers. The gang-free zone is within 1000 feet of your child care center.

What is the purpose of gang-free zones?

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

What does this mean for my daycare 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 activities 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.

How to Contact DFPS

It is your right to know everything about our childcare facility, therefore this letter is to inform you that the following documents and reports are available to you at any time, posted in the lobby.

- Daycare license, and permit number.
- The minimum standards for childcare facilities
- The most recent DFPS inspection/investigation report
- Documentation of liability insurance that complies with the Human Resource code, section 42.0491
- The most recent fire marshal's inspection report
- The most recent Health Department's sanitation report
- The child care's operational policy. You can download it from our website.
- DFPS (department of Family and Protective Services) website:

www.dfps.state.tx.us

- DFPS phone number: 713-940-3009, 512 438 4800
- Preventing and Responding to Abuse or Neglect 1-800-252-5400

Keeping children safe is our number ONE goal here at Edu-Care Private School, and we need your help. If you ever see abuse or neglect going on in this facility or ANY facility, please report it. Also, unsafe children's products should be reported as well.

All of our staff are trained in reporting abuse and neglect, as well as CPR/First Aid.

Call: 1-800-252-5400 to report any abuse or neglect.

Here are some warning signs:

PHYSICAL ABUSE Physical indicators

- Has unexplained bruises or injuries
- Has linear bruising, especially when seen on the buttocks, legs, arms and back
- Has injuries where children don't normally - on the face, legs, bottom or torso
- Has bruising in various stages of healing especially when on different body parts
- Has bruises in the shape of an object, a hand, shoe, iron, stick, belt, etc.
- Has fading bruises or other marks noticeable after an absence from school

Behavioral indicators

- Reports injury by a parent or another adult caregiver
- Provides difficult to believe explanations for injuries
- Has difficulty sitting, complains of soreness, or moves uncomfortably
- Wears clothing to cover body especially when inappropriate to weather

- Reports mistreatment of animals in the home
- Becomes withdrawn, aggressive or self-destructive
- Is bullied or is a bully
- Routinely arrives at school early or stays late
- Is overly compliant, an overachiever or overly responsible
- Seems frightened of the parents; appears afraid of being at home
- Is always watchful and alert - as though preparing for something bad to happen
- Has learning problems
- Has behavior changes just prior to going home from school or when picked up
- Is wary of adult contact; cringes or flinches when others get close

Additional indicators for adolescents

- Chronic runaway
- Engages in violent or dangerous behavior NEGLECT

Physical indicators

- Has not received attention for physical or medical problems
- Medical needs are only cared for when urgent, has untreated dental needs
- Has consistently bad hygiene, has unwashed, matted hair and noticeable body odor
- Clothing is too large or too small or inappropriate for the weather
- Receives little or no support from family with homework and school activities
- Reports no caretaker, or inconsistent caretakers at home
- Has attended numerous schools with delays in enrollment
- Has no pets or many pets; describes pets as hungry or dying
- Routinely loses, or does not return school papers, permission slips, etc.
- Does not have money for lunch, arrives to school in time for free meals
- Is accidentally hurt or abused by someone other than parent while unsupervised

Behavioral indicators

- Is frequently absent from or late to school
- Is allowed to play in unsafe environments or with unsafe people
- Is responsible for household, cooking, cleaning, laundry, and care of siblings, not typically seen in children of the same age and family size
- Feels responsible for meeting the needs of parent
- Is tired; falls asleep in class
- Displays excessive need for affection or attention
- Exhibits self-soothing behaviors, thumb sucking, rocking
- Has learning problems, speech delays and delayed physical development
- Is self-destructive, engages in delinquent behavior at a young age
- Has difficulty making and keeping friends
- Begs or steals food or money from classmates

Emergency Preparedness Plan

If an emergency situation develops, such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, we will evacuate the facility for the safety of your child and our staff. Parents will be notified to make arrangements for an early pick-up.

When local school systems are closed due to inclement weather, Edu-Care Private School is closed. Tune to the designated radio or television station for further information if in doubt as to whether or not the facility will be open. Edu-Care Private School is equipped with a weather band radio, a fire and smoke detector system, and fire extinguishers. Fire and severe weather drills are conducted every 30 days. If an emergency situation develops and if it is determined that the building or premises are unsafe, your child will be transported to a safe location. Parents will be notified of the situation and you will be required to pick-up your child as soon as possible.

Evacuation Process

When the decision is made to evacuate Edu-Care Private School; the Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present. In the event of an evacuation, we will relocate the children to our dedicated safety spot specified in our emergency evacuation plan. This plan is posted in the lobby for your reference

In the event of an actual fire, the Director will be responsible to notify 9-1 -1 of the emergency from a cell phone outside the building once the evacuation is complete.

Volatile/Endangering Person Plan

In the event an intruder is in the building the director will notify teachers with a code word that will be said loud for teachers to hear it in their classroom for them to take cover and lockdown. In the event we feel the students need to evacuate the building and that they can safely exit we will call out another code word that will motion for an evacuation of the building.

Center staff will evacuate their children as follows:

Infants

The Infant Nursery Supervisor shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the Director immediately.

The Infant Nursery Supervisor is responsible to bring all attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate

supplies to protect the infants.

Toddlers and Preschool

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

For inclement weather, if possible, take appropriate supplies to protect the children: Edu-Care Private School Staff and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

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

Procedures for Conducting a Fire Drill

1. Inform the staff in advance. Edu-Care Private School Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and Edu-Care Kids will be evacuated.
 - A. Evacuating Infants and Toddlers: The designated member of the management team goes to the infant/toddler area.
 - B. Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant Nursery Supervisor to the designated area.
 - C. Toddlers (walkers) proceed immediately with their Group Leader to the outside-designated area.
 - D. Group Leaders will count their children and take attendance sheets, emergency information and cell phones with them.
 - E. Director or designee checks bathrooms, closets, and "hiding places" for "lost children" and for possible sources of smoke or fire during a real alarm.
 - F. Director retrieves the official daily sign-in sheet and cell phone.
4. Time the drill. Director times how long it took to vacate the building.
5. Verify accurate recount of all persons. Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. Director or designee gives approval to reenter the building. Director or designee helps with infants and toddlers.

7. Document the completed fire drill. Director completes written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate building.

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

Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment C) includes some play materials.

1. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.

A. Collect all the sign-in sheets to monitor family pick-ups.

B. Select a staff member to collect children and bring them to the pick-up point.

C. Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap.

EMERGENCY NUMBERS

Edu-Care Private School 281-440-8047

Director Asma Jawed 281-440-8047

Ambulance 911

Fire Department 911

Poison Control Health Dept 713-439-6000. 713 654 1701 Police 911

Local Health Department Harris County 713-439-6000, 7137672000, 512 438 4800

Building Inspector Harris County 713-439-6000

Department of Social Services Child Protective Services 713-394-4000

State Licensing Office 713-287 3238

State Highway Patrol Houston 281-890-6076

Public Safety City of Houston 281-422-8281

In case of emergency, the alternate location for the center is the Westfield High School Located at:

[16713 Ella Blvd, Houston, TX 77090](#) Phone Number [\(281\) 891-7130](#)

For bad weather, our shelter in place area will be located in the 4-year-old classroom, (room# 5)

Procedure for handling medical emergencies.

The following information serves as a quick reference to make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first-aid training. Staff involved in the direct care of children should maintain current certification in First Aid and CPR for infants and children. By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. Staff needs to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a healthcare professional. Call an ambulance and then notify the child's parent/guardian immediately for any of the following:

- semi-consciousness (able to arouse but extremely lethargic) or unusual confusion + breathing difficulties including:
 - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
 - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
 - severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head + non-injury-related severe headache, stiff neck, or neck pain when the head is moved + hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly+ repeated forceful vomiting after eating in an infant under four months of age + severe abdominal pain that causes the child to double up and scream + abdominal pain without vomiting or diarrhea after a recent blow to the abdomen or hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The teacher should apply appropriate first aid measures for all medical emergencies and minor

Illnesses or injuries as outlined in publication received with approved First Aid training. The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The Center Director or a staff member should continue to try to reach a parent/ guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian, the child should still be taken to the hospital whenever a medical emergency exists

*Policies are reviewed annually and updated if necessary

PARENT HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have read the parent handbook. I am fully aware of the educational philosophy, discipline and guidance policy, and procedures for arranging conferences with the staff at Edu-Care Private School. I have read and understand the fee arrangements and conditions detailed in the parent handbook. I agree to these conditions and will abide by them. The Registration fee is \$50.00 and is non-refundable and is due upon enrollment.

This acknowledgment must be placed in our files. Please sign this form and return it to Edu-Care Private School.

X Parent Signature: _____

Date: _____

X Printed Parent Name: _____

X Student Name: _____

X Director Signature: _____

Date: _____

