



Parent Handbook

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OUR PROGRAM

Our program provides care for children from 18 months through children 5 years old. The Center is governed by an appointed committee, which meets regularly to study and to establish the policies of the Center in the best interest of the children involved. The program is administered by the director. Each member of the teaching staff is not only an experienced teacher, but also one who possesses the competency and understanding essential in teaching young children. Each teacher receives a minimum of 25 hours training/enrichment annually. Each teacher is trained in CPR and First Aid, AED training. Children are our only business...they come first in our hearts and dedication.

Memo to All Parents and Staff

(Copied from Child Care Information Exchange)

Diversity is essential to our school program. We believe strongly in having a multi-ethnic, multicultural staff. We intentionally seek a clientele from all economic, ethnic and cultural groups. Understanding diversity means recognizing and accepting that people are not the same and that quality

care comes in different forms. Individuals' caregiving styles are different, cultural groups have different styles, different generations have different styles.

OUR PURPOSE

The purpose of the Center is to extend the ministry of and help accomplish the purpose of our school by providing care, education and development for each enrolled child to his/her greatest potential, mentally, physically, emotionally, and socially. This is to be accomplished by providing developmentally appropriate activities and guidance and by providing a program of ministry and outreach to the families of the children enrolled. It is our hope that each child leaves our program feeling good about him/herself, school, others, and the world around him/her.

OUR CURRICULUM

Our classes are open to any child regardless of the child's race, color, national origin, sex, or religious beliefs. The curriculum is appropriately designed to the age groups and the stages of development of each individual age group (not what the parents expect, i.e., reading and knowing their letters). Since children learn best through hands-on activities, lessons are built around play and experiential learning.

The curriculum we will be using is Learning Beyond Paper. This curriculum is designed to help the child develop in all facts of his life, physically, mentally, emotionally, socially.

FACILITIES

Our building is modern, air-conditioned, heated and furnished with modern, comfortable equipment for all ages of children.

CLOTHING

Comfortable, washable play clothes are requested. Tennis shoes or some type of shoe that ties are preferred. **FLIP FLOPS, CROS, BOOTS ARE NOT ALLOWED!**

A change of clothes (including underwear and socks) is to be always left at the Center. All clothing needs to be marked with the child's name. The Center cannot be responsible for items which are not clearly labeled with your child's name. Lost and found items are generally placed in the area of your child's classroom.

Children need to be brought to school in clothing that will enable them to play outside during the day when weather permits free of fear of getting dirty. Please do not dress your child in his/her "Sunday best!"

It is requested that children being toilet trained wear clothing that is easily pulled up and down.

Parents of children using diapers or pull-ups will be notified on the daily report that your child's diaper/pull-up supply becomes low.

Indoor and Outdoor Physical Activity

Little Pioneer School strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have a beneficial influence on academics. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

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

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

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

Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping, to the extent of their ability.

All children will participate each day:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.

- Continuous opportunities to develop and practice age – appropriate gross motor and movement skills.

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

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

Examples of appropriate clothing/ footwear include:

- Gym shoes or study shoe equivalent

Examples of inappropriate clothing / footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

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

A child will not be allowed to stay in the office or with another class during this time. If a child has been ill and needs to be kept indoors, it is requested that the child be kept at home until he/she is able to participate comfortably in all the activities of the program.

CUSTODY

The parent/guardian that enrolls the child/children in the Center, that signs the forms, and signs the agreement and releases, has the right to say who may or may not pick the child/children up from the Center. There is a place on the enrollment form to list all persons allowed to pick the child/children up, and the Center will verify names with this list. (A valid driver's license is required). Also on the enrollment form, each parent/guardian will select a password. This password **MUST** be known to all persons calling and requesting information pertaining to a child and coming to the Center to pick up a child. If the password is not known, the child will not be released. In cases of joint custody of child/children, we **MUST** have the signature of **BOTH** parents, and have the noncustodial parent listed as one who can pick the child/children up. The Center can not and will not allow a child to leave the Center with a parent/guardian or relative

whose name is not on the enrollment form. The Center will call the parent/guardian that enrolled the child/children if someone insists on picking a child up. Any changes needing to be made concerning the release of child/children must be given to the Director in writing by the parent/guardian.

ARRIVAL AND DISMISSAL

As you arrive at the Center, you have two options. **You may PARK IN ONE OF THE PARKING SPACES and walk your child up to the foyer doors. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents are encouraged to drop off at the front door but may enter the facility if deemed necessary by the school director.**

You may also USE THE DRIVE WAY TO DROP OFF your child(ren) at the foyer doors. You will be required to sign in to procare and input your child's password when prompted by the geofence location indicator. After dropping off your child they will be escorted to class by a member of management or designated staff. PLEASE LEAVE THE DRIVEWAY AS SOON AS YOUR CHILD HAS ENTERED THE SCHOOL. (Must yield to other parents, children, and pedestrians.)

For each child to receive the full benefit of the Center's program, all children should be at the Center by 9:00 A.M. If a parent finds himself / herself unable to have his/her child at the Center by this time, he/she should make other arrangements for the day.

Health Check: Your child will be evaluated at arrival each morning.

Parents are required to notify the child's teacher or director of any special instructions or needs for the child's day. If the child had any health issues over the previous night which needs to be observed and /or any general issues of concerns which the child care provider should be aware of to best meet the needs of the child.

SCHOOL'S RIGHT TO REFUSE ADMISSION:

Little Pioneer School reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but not limited to:

- **The need to maintain compliance with Licensing Regulations**
- **Staff deems the child too ill to attend**
- **Domestic Situations that present a safety risk to the child, staff, or other children enrolled at Little Pioneer School if the child were to be present at the center.**

- **Parent's failure to maintain accurate, up to date records**
- **Parent's failure to complete and return required documentation in a timely fashion.**

Parents will NOT be reimbursed tuition for days when their child is refused admission to the program.

During the children's rest time, which will vary from 10:00 a.m. until 2:30 p.m., depending on which class your child is in, the Center requests that the teacher be given notice if a child is to be picked-up during this time. This will allow the teacher to place the child where he/she can be dismissed without disturbing the entire class.

Children cannot be released to siblings younger than 16 years of age.

All persons picking up a child/children from the Center will be required to sign-out each child. If a person designated by the parent/guardian arrives at the Center to pick-up a child / children, but is unknown to the Center staff, that person will be required to provide the password for that child/children and provide positive identification (operator's licenses with picture). IF THERE IS ANY QUESTION ABOUT IDENTITY, THE CENTER WILL NOT RELEASE A CHILD /CHILDREN.

Please be prompt to pick-up your child/children by 5:30 P.M. Any child/children remaining in the Center will be kept by a Center employee until the parent/guardian arrives.

LATE PICK-UP

A late fee of **\$10.00 for the first minute per child plus \$1.00 for each additional minute per child** will be charged for a late pick-up.

IMMUNIZATIONS

The laws of the Department of Health and the Department of Protective and Regulatory Services require all preschool children enrolled in a childcare center to have current immunization records. However, if this is not possible, a child may be provisionally enrolled and allowed to attend provided at least one immunization in each series has been received. The remaining required immunizations must be completed as soon as medically possible for the child to remain in attendance. Since many types of personal immunization records are in use, any document will be acceptable, provided it has been validated by physician or public health personnel. The month, day and year that a vaccine was administered must be recorded on all immunization records. Please refer to the following for immunization requirements:

Vaccine Requirement

All histories of varicella illness must be supported by a written statement from a physician or the child's parent or guardian containing specific wording such as contained on the enrollment form.

The Director will notify the parent when a child is due immunizations. The parent will be given appropriate time to obtain these immunizations and return written verification of these immunizations to the Center office. Failure to comply by the deadline may require dismissal from the Center. If for any reason a child's immunization record is incomplete, a written statement from a physician duly registered and licensed to practice medicine in the United States, will be required for admission.

Visual acuity and hearing sensitivity screening are required for four (4) year olds. Rescreening is only required if an abnormality was noticed on the first screening

Each child must have a statement signed by a licensed physician stating that the Child has been examined within the past 12 months and is physically able to participate in the Center's program.

For a school age child attending the Center, the parent will need to sign the enrollment form stating that the child's immunization record is current and on file with the school the child attends. This statement will include the name and the telephone number of the school.

Changes in a child's physical condition must be reported to the Director in writing. A parent/guardian must notify the Center in writing if a child's physician changes.

Vaccine – Prevention Diseases

All Little Pioneer School employees are encouraged to receive an **annual flu shot** and are encouraged to take their **Pertussis vaccine** and **COVID -19 vaccine** to help protect children from illness. If the employee is not exempt from having these immunizations, Little Pioneer School recommends that employees consider these immunizations. The employees will provide written documentation if there are any exemptions that would prevent them from receiving an immunization for a vaccine -preventable disease. This will be kept in the employee's file. If the employee decides that these immunizations are appropriate and beneficial for their health and well- being, and receives the immunization, they will be asked to provide documentation that the immunizations have been received. The employees cannot be discriminated against if they refuse to take the due to health issues or medical condition, exemption affidavit from the State of Texas or religious beliefs. The employees must follow and protect children in their care from exposure to diseases, such as using protective medical equipment, including gloves and mask, based on the level of risk the employee presents to the children by the employee's routine and direct exposure to the children. Prohibit discrimination or retaliatory action against an exempt employee who does /does not receive immunizations for vaccines – preventable illnesses.

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

MEDICATION

The Center will **not** administer medication.

If your child has a medical condition that requires a breathing treatment or epi pen, a statement from a licensed physician or health personnel will be required at enrollment.

If your child needs sunscreen or insect repellent, you must provide these items for your child. You will need to fill out a form in the office for us to apply these items.

ILLNESS AND ACCIDENT

Only healthy children will be accepted to the Center. **WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY.** All children will be examined on arrival at the Center each morning. According to the Minimum Standards and Guidelines: **A CHILD MUST NOT BE ADMITTED FOR CARE IF ONE OR MORE OF THE FOLLOWING EXIST:**

1. (1) The illness prevents the child from participating comfortably in facility activities.
2. (2) The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. (3) The child has been diagnosed with a communicable disease, until medical evaluation (written) determines that the child is no longer communicable and is able to participate in the facility's activities.
4. (4) The child has any of the following:
 - a. oral temperature of 101 degrees or greater; an armpit temperature of 100.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities:
 - b. symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.

A child that has been sent home ill may **not** return to the Center for twenty-four (24) hours after he / she is free of all symptoms. This is for the protection of your child as well as the other children.

Parents/guardians will be notified when a child has been exposed to a communicable disease within the Center. Parents/guardians should likewise notify the Center when a child has been exposed to a communicable disease outside the Center. This notification will give the Center an opportunity to verify incubation dates and protect the health needs of all the children.

Each child must have an emergency treatment authorization on file in the Center office listing the child's physician, the parent's work numbers as well as persons who may be called if parents are unreachable.

In case of accident or sudden illness, the Center will immediately try to contact the parent/guardian and persons listed on the enrollment form. In extreme emergency, the child will be taken to the Emergency Room at Palestine Regional Medical Center. In cases where a health problem is suspected, the Center will encourage you to seek medical advice.

The final authority of questions involving health care that might involve more than your child will be the judgment of the physicians at Pediatric Associates or the Texas Department of Health.

If you want to be notified of **ANY** accident occurring at the Center as soon as it occurs, please make a notation stating this on the enrollment form. Otherwise, you will be notified at the end of the day unless the Center feels you should be notified earlier.

DISCIPLINE

The basic philosophy and policy of Little Pioneer School is that children need positive guidance rather than punishment. Children are learning to develop their own inner controls and it is the responsibility of the adults in a child's life to guide them in this process. Limits (the rules of the classroom) are explained to the children and applied consistently. When children overstep or test these limits, positive guidance techniques are used. These include redirection to another activity or brief separation ("Time Out", one minute for each year of age), from the current activity. If separation is used, the child will remain in the classroom or on the playground with his/her class. Most times this "time to think" is all that is needed. Occasionally, a child demonstrates more agitation and may be sent to the Director's office. Should the Director feel that parent involvement would be helpful, the parents will be contacted, and the Center staff will work together with the parents at solving the problem.

Aggressive behavior in children must not be overlooked because it sends a message to children that aggressive behavior is acceptable. A child needs to know that it is never "okay" to hurt another child or adult. Children need help in making their wants and needs known verbally. It is the desire of Little Pioneer School to help children to express their feelings and wants with words. If at any time, the Center staff observes behavior that puts other children or staff's physical safety and/or well being in jeopardy, the Center reserves the right to remove that child from the Center. Whether or not a child will be readmitted, will be determined by referral from a psychologist or a physiologist.

SPECIAL NEEDS CHILD

The Center will comply with the Americans with Disabilities Act to the extent that it is physically and financially possible to do so. When accepting a child with special needs, the following guidelines will be followed. The Center will require a statement from a physician stating that the special needs child may participate in the activities of the Center in a classroom with the defined ratios as required by the current Minimum Standards for that classroom.

Before beginning the Center, the parents, classroom teachers and the Director will have a meeting to discuss a child's special needs and how we will be working together. The Center

must have a copy of all the medical information and be a part of the plan for the wellbeing of the child. Individual education plans are developed and implemented in a developmentally appropriate manner.

TOILET TRAINING

Children in the three-year-old and older classes must be toilet trained. Children under the age of three are not required to be toilet trained. Our teachers will work with you and your child when you feel it is time to start toilet training. It is very important to the child that the Center staff and the parents agree as to time for toilet training. If a child wears pull-ups at home, please bring pull-ups to the Center; if a child wears training pants at home, please bring training pants to the Center. Please remember to bring extra changes of clothes during the time of toilet training.

FEES AND REIMBURSEMENT

FEES: Our program does not provide free childcare, for our teachers work diligently for their salaries. Each child is a priority with his/her parents; therefore, childcare tuition/fees should be a priority in each family's budget. We are dedicated to careful fiscal responsibility and good stewardship in our operation.

ACCOUNT STATUS: All accounts must be kept current. Accounts which become two weeks delinquent will become subject to removal of the child/children from the program and the filling of the space(s) from the waiting list. All payments will be made weekly and apply to the coming week's care.

DROP-INS: The Center does not have a drop-in program.

NOTICE OF TERMINATION: The Center office must be notified in WRITING TWO WEEKS PRIOR to a child being withdrawn from the Center. Written notice MUST include the following: date of notification, desired date of withdrawal, and parent's signature. WITHOUT PRIOR WRITTEN NOTICE, AS DESCRIBED ABOVE, EACH CHILD'S ACCOUNT WILL BE CHARGED TWO WEEKS AT THE CHILD'S REGULAR RATE.

YEARLY TAX STATEMENT: A statement of your yearly payments may be given to the parent/guardian at the end of the calendar year upon request for tax purposes.

RATE ADJUSTMENTS: The Little Pioneer School reserves the right to make adjustments in rates as may be required by increases or decreases in operation expenses. Parents shall be notified in writing of general changes at least fourteen (14) days in advance.

CHILD CARE CENTER OPERATIONS

The Center will open at 7:30 A.M. and close at 5:30 P.M., Monday thru Friday, twelve (12) months a year.

The Center will be closed the following days: New Years Day; Martin Luther King Day, Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the following Friday; and Christmas Eve and Christmas Day.

A mid-morning and mid-afternoon snack will be provided daily. Please do not bring food for your child unless there is enough for the entire class. Parents are always welcome to bring lunch and eat with their child. We request that parents not bring in fast food to share with their child unless the entire class has the same privilege. **FOOD ALLERGIES SHOULD BE NOTED ON THE ENROLLMENT FORM AND ALSO VERBALIZED TO THE TEACHERS.**

Employment changes, address and telephone changes are to be reported to the Center immediately. It is very important that the Center have a working number where you can be reached in case of an emergency.

Please direct your concerns regarding the school policies or staff to the Director either by phone, in writing or in person.

The parent /guardian may visit the school at any time during our hours of operation to observe their child, the school program activities, the building, the premises and the equipment without having to secure prior approval. If you would like to meet with the director or teacher for a conference, please call the center to set up a scheduled time and date.

The school will be using ProCare as a form of communication to parents daily. All special events, class parties, daily incidents or accidents, closures will be posted on your child's ProCare messages.

You will be notified (14) days in advance of any policy changes or rate fee changes.

CHILD CARE WEEKLY RATES

5 Days per Week (Full Time)

18 months – 2 years..... \$ 150.00

Preschool Three -Five \$ 150.00

CODE OF CONDUCT

The purpose of this Center is to provide quality care, age-appropriate activities to meet educational and developmental needs to help the child develop to his/her greatest potential. These objectives can best be achieved in an environment which promotes cooperation and conduct among students. Children are expected to behave in an appropriate manner and with respect for others. Much care will be taken to ensure that correction is handled properly and without anger. WE do not expect perfection from the children but a reasonable cooperation.

PARENT SCHOOL AGREEMENT:

Parents are expected to support and uphold Center policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and Center which is counterproductive to the students' development and Center's effectiveness. If at any time misunderstandings develop between the Center and the home, it becomes the obligation of both to resolve this issue. The Center confesses that although all teachers are chosen for their commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully and are welcomed and encouraged for the overall strengthening of the Center.

Any parent who openly demonstrates to a child or other parents a lack of support for Center policies is undermining the Center's positive intent and thereby hindering its effectiveness. The Center agrees to work closely with the parents in the education of the child/children. This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision and communication with the home. In full cooperation with the Center, parents are expected to attend conferences and actively support other planned activities knowing that parental participation is critical to the health and well-being of the Center and the child/children.

Little Pioneer School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on the school property.**

If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language.

At **NO** time shall inappropriate language be directed toward members of the staff of Little Pioneer School.

Threatening of Employees, Children other Parents or Adults Associated with Little Pioneer School:

Threats of any kind will not be tolerated. In today's society Little Pioneer School can't afford to sit idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

WITHDRAWING – The Center recognizes in a society as mobile as ours, there are going to be children that will move during the year. If for any reason you plan to withdraw your child from the Center, we ask no less than two weeks' notice. This notice is to be in WRITING and given to the Center Director. The notice is to include the date of notification, desired date of withdrawal and the parent's signature. If no notice is given upon withdrawal, each account will be charged a partial month's fee. If at any time we agree that this school does not meet your needs your child could be terminated from care.

QUESTIONS – If at any time you have questions or concerns about the policies or procedures, please contact the Center Director.

Suspension and Expulsion of Children

Little Pioneer School will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) meetings that are appropriate that best meet the needs of the students.

Little Pioneer School will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. Little Pioneer School is not required by law to fundamentally alter or change the services provided for a child displaying dangerous /inappropriate behavior, developmental delays and/or disabilities as defined in the American with Disability Act.

Little Pioneer School will allow outside resources/ therapists into the program to work with any child as needed, providing those services are communicated in advance, the provider of the services has the appropriate clearance to be in the building, the behavioral /therapeutic plan is shared with the administration and the resource / therapist works cooperatively with Little Pioneer School staff to meet the needs of the child. Presence of the resource/ therapist must mitigate any and all safety risks the child presents to themselves and to others must be collaborative and complimentary to the program. Should the resources / therapist be disruptive to the program or not have

authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and /or disenrollment from the program if the dangerous behavior can't be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while an appropriate evaluation is completed and/ or while securing the appropriate support services from the appropriate agency.

Little Pioneer School will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letter, Little Pioneer School will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are in place.

TODDLERS

18 Months – 2-Year-Old

This curriculum actively involves the child in discovering self, senses, family, food, nature and animals. Toddlers learn by using their senses.

Toddlers: You will need to bring two (2) sippy cups to leave at the center. **NO BOTTLES!!!!**

Diapers, or Pull ups Wipes, Extra Clothes, Blanket, Pillow

FOOD ALLERGIES SHOULD BE NOTED ON THE ENROLLMENT FORM AND ALSO VERBALIZED TO THE TEACHERS.

Teething may occasionally cause discomfort to your child. These symptoms may include an occasional loose stool or a low-grade fever. However, if your baby runs temperature over 100.4 degrees or has three loose stools, we must assume it is more than teething. You will be asked to come get your child and keep him/her at home for 24 hours unless your physician sends an admit to returning to school due to non-contagious symptoms.

Your Toddler will receive a daily report. If you have any questions concerning these reports, we encourage you to discuss them with your child's caregiver. Parent-caregiver communication is VITAL for the best care of your little one. Parents will be notified when your child's supply becomes low.

CLOTHING

Comfortable washable clothes are requested. Most toddlers will need several changes of clothes per day. Toddlers are active and just learning to maneuver in their environment, so please dress them accordingly. All clothing needs to be marked with the child's name. The Center cannot be responsible for items which are not clearly labeled with the child's name.

Tennis shoes or other shoes that tie are preferred. Little ones need sturdy footwear to enable them to run and play without fear of tripping or falling.

PRESCHOOL THREE – FIVE-YEAR-OLD PROGRAM INFORMATION

PRESCHOOL PURPOSES

The Little Pioneer School was established as a service to our community. We offer a quality child development program in a loving atmosphere. We see the early years of childhood as a time of incredible growth, both physically and mentally. We attempt to provide a program to

develop positive attitudes in each child. We hope each child leaves our program feeling good about him/herself, school, others and the world around him/her.

PRESCHOOL THREE – FIVE-YEAR-OLD OBJECTIVES

Daily activities will include art; music; guided and free play situations both inside and outside the facility; number and letter comprehension; socialization and coordination development; and group times including stories and language development activities.

TOILET TRAINING – Children in Preschool **MUST** be toilet trained.

PRESCHOOL OPEN HOUSE – Before Preschool begins each year, there will be an open house which will give the parents an opportunity to bring their child and to visit the classroom and meet the teacher and her aide before Preschool begins.

TRANSPORTATION – Transportation will not be provided to and from school.

Show and Tell items should be brought **ONLY** on the day planned by the teacher. Valuable items and **GUNS** are inappropriate for preschoolers.

WITHDRAWING – The Center recognizes in a society as mobile as ours, there are going to be children that will move during the year. If for any reason you plan to withdraw your child from the Center, we ask no less than two weeks notice. This notice is to be in WRITING and given to the Center Director. The notice is to include the date of notification, desired date of withdrawal and the parent's signature. If no notice is given upon withdrawal, each account will be charged a partial month's fee.

QUESTIONS – If at any time you have questions about the Preschool or any of the other programs of the Center, please contact the Center Director.

Emergency Preparedness Plan:

In an emergency, the first responsibility of our staff is to move all children to a designated safe area or alternate shelter. Our alternate shelter will be at THE EVENT CENTER 201 West Crawford Street, Palestine, Texas. Depending on the situation the law enforcement or fire department may relocate us to a different place. Parents will be notified of relocation by cell phones. We will communicate with all local authorities, parents, and TDFPS (our local state

licensing inspector) by cell phones. All essential documentation for each child will be transported with us in an emergency student information notebook. All children will be accounted for: each teacher / staff is responsible for bringing their roll sheet with class notebook to the emergency evacuation location.

Chemical Spill: Sheltering – In – Place

We will call 911. We will stay in this location until proper authority relocates us. Also depending on the situation local authorities may relocate us to a different area. Then parents will be notified by cell phone of relocation.

Communicable Disease Outbreak:

We will call CDC (Communicable Disease Center) and they will tell us what procedure we need to do, and we will follow their guidelines. Parents/ Guardians will be notified when a child has been exposed to a communicable disease within the Center. Parents / Guardians should likewise notify the Center when a child has been exposed to a communicable disease outside the Center. This notification will give the Center an opportunity to verify incubation dates and protect the health needs of all the children.

Medical / Health Emergencies:

In case of accident or sudden illness, the Center will immediately try to contact the parent / guardian or persons listed on the enrollment form. In extreme emergency, the child will be taken to the emergency room at Palestine Medical Center. In cases where a health problem is suspected, the center will encourage you to seek medical advice. It will be the responsibility of the treating physicians or the Texas Department of Health to determine treatment. Each child must have an emergency treatment authorization on file in the center office listing the child's physician, the parent's work number as well as people who may be called if the parents are unreachable.

Intruder with a weapon: Call 911

We have a locked door security policy. We can monitor each door of our building and classrooms. We have cameras in each classroom, hallway, doorway, parking lots and playgrounds. All these areas can be monitored from the office.

Explosion (Tanker Truck) Call 911 and follow the directions of the local authority. Depending on the location of the explosion we will evacuate the building and relocate to The Event Center Palestine, Texas. Depending on the situation the law enforcement or fire department may relocate us to a different place. Then parents will be notified by cell phone of relocation.

Fire Safety and Emergency Practices

Fire Drills:

Fire Drills are a practiced procedure on a monthly basis.

Severe Weather Drill / Tornado Drill / Sheltering/ Lock-Down Drill

All these procedures are practiced 4 times a year

Minimum Standards

Every Parent has the right to view a copy of The Texas Department of Protection and Regulatory Services Minimum Standards you can either come to the Center office to request a copy or call 1-800-862-5252 to request a copy. Another way is if you have internet access, you can go to their web site www.tdprs.state.tx.us and view Minimum Standards online. This website will also give you a list of all the licensed child care center in the State of Texas and their rating along with our most recent inspection report.

Local Licensing Office / Child Maltreatment Hotline

Local Licensing Office:

The Little Pioneer School is licensed by the state of Texas. Our license number is _____. If you have questions, concerns, or comments about our facility, you may contact the Child Care Licensing Office.

You may also obtain further information about our facility and other Texas Child Cares by accessing the Texas department of Protective & Regulatory Services website at www.txchildcaresearch.org.

Mandated Reporting of Suspected Child Abuse and / or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Little Pioneer School are considered mandated reporters, under this law. The employees of Little Pioneer School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors or conditions prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Little Pioneer School take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Little Pioneer School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report is made in

“Good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- **Unusual bruising, marks, or cuts on the child’s body**
- **Severe verbal reprimands**
- **Improper clothing relating to size, cleanliness, season**
- **Transporting a child without appropriate child restraints (car seats, booster seats, seat belts, etc.)**
- **Drooping off or picking up a child while under the influence of illegal drugs or alcohol**
- **Not providing appropriate meals including a drink for your child**
- **Leaving a child unattended for any amount of time**
- **Failure to attend to the special needs of a disabled child**
- **Sending a sick child to school over medication to hide symptoms, which would typically require the child to be kept at home symptoms subside.**
- **Children who exhibit behavior consistent with an abusive situation.**

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

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

Child Maltreatment

No one likes to talk about child maltreatment, but it is a real issue, and it happens to real children. Little Pioneer School Staff is required by Texas Law to report any suspected cases, child maltreatment to Texas Department of Regulatory and Protective Services, to the confidential Child Maltreatment Hotline, and the local police. Failure to report by the staff member or center is a Class B Misdemeanor. Aside from legal implications, the failure to make a report would mean neglect on our part to protect the children in our care. We will not knowingly fail to protect the children. The number to the Child Maltreatment Hotline is (800)-252-5400.

Gang – Free Zone Requirements:

As a result of House Bill 2086 that passed during 81st Legislature Regular Sessions, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang – free zones be distributed to parents and guardians of children in care at licensed childcare centers.

What does this mean for day care centers: Childcare providers are required to inform parents or guardians of children attending their center about the gang free zone designation. This means that parents and guardians need to be informed that certain gang – related criminal activity or engaged in organized criminal activity within 1000 feet of our program is a violation of the law and is therefore subject to increased penalties. You will sign a gang free zone requirement paper that is included in your enrollment packet stating that same information.