



PARENT HANDBOOK

Effective August 2023

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HANDBOOK AGREEMENT FORM

Dear Parents,

Please read each section and sign and return this agreement form to the Director or Assistant Director.

____1. I hereby agree to the general policies and procedures of The Little Learning Preschool regarding tuition and fees, attendance, late pick up fees, and non-payment by close of business on Friday, and other items specified in the Parent Handbook. I am aware of the scheduled closed holidays.

____2. I understand that the enrollment fee and supply fees are non-refundable.

____3. I have read and understand the Safety/Emergency Procedures, which will be followed in the event of an accident while my child is attending The Little Learning Preschool. I hereby authorize The Little Learning Preschool to take appropriate emergency action for the safety of my child.

____4. I have read and understand the Health Policy of The Little Learning Preschool. I also understand the requirement for written authorization for medication to be administered to my child and it must be updated weekly to continue medications.

____5. I have read and understand the Discipline Policy of The Little Learning Preschool. I understand that if my child exhibits behavior that may harm himself or others, I will have to keep my child out 24 hours before he can return to the center.

____6. I hereby agree to notify The Little Learning Preschool two weeks in advance of withdrawal, should such an event occur, or pay the difference. I also understand that my tuition payment for the last two weeks must be paid by credit card or in cash.

____7. I have read and understand the policy concerning the consent to photograph and/or videotape my child. (Photo & Video Release Form)

____8. I have read and understand the tuition policy regarding ACH autodraft, debit/credit card vendor fees and late fees.

_____9. I have read and understand that if I have any checks returned that I will be responsible to clear the returned check within 3 business days and pay a returned check fee of \$30.00. Any monies paid toward my account will go towards the NSF and if I do not pay my tuition by the due date I will accrue late fees per the policy.

_____10. I have read and understand the requirements pertaining to my child's immunization and my obligation to keep these forms current.

I acknowledge that I have received a The Little Learning Preschool Parent Handbook. By signing this form, I understand that it is my responsibility to read the handbook and abide by all policies set forth by The Little Learning Preschool.

Child's Name _____

Parent's Name (printed) _____

Parent's Signature _____ Date _____

Director's Initials _____ Date _____

WELCOME FROM THE DIRECTOR

Dear Parents,

Welcome to The Little Learning Preschool! We would like to thank you for choosing The Little Learning Preschool and would like to assure you that we have a commitment to the parents and to the little learners enrolled in our center. We believe that every child is a valuable gift to be nurtured and lead with love and compassion. Our commitment is that each child will receive quality loving care in an atmosphere that nurtures positivity, acceptance and a desire to learn and grow.

It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically, spiritually and mentally to the very best of his/her ability. Our goal is to help empower your little learner with principles that will positively impact their lives and future.

This handbook has been prepared especially for you, the parent of the child enrolled in our school. You will find many of our policies and operating procedures explained here. By reading this handbook, you will feel more confident in your family's adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.

You can find a copy of our most recent licensing inspection report posted in the front lobby. A copy of the minimum standard rules is available in the director's office or online at www.dfps.state.tx.us. Furthermore, you can find a copy of our Emergency Preparedness Plan, most recent fire inspection, and most recent sanitation inspection available in the director's office.

The staff of The Little Learning Preschool looks forward to working with you and your little learner. If we can be of any further help to you, please don't hesitate to call the office at 817-862-7555.

Thank you,

Rachel Plantz & Erica Alexander
Directors

ABOUT THE LITTLE LEARNING PRESCHOOL

MISSION STATEMENT

Our mission is to provide quality care and learning enrichment in a play-based environment that allows each child to reach their greatest potential-cognitively, physically, socially, and emotionally.

PROGRAM PHILOSOPHY

We strongly believe that parents are the primary educators for their children, emotionally, spiritually, academically, and socially. The role of The Little Learning Preschool is to assist parents in the care and education of each child. Children are our sole focus at The Little Learning Preschool.

We believe that every child is a valuable gift to be nurtured and lead with love and compassion. Our commitment is that the children will receive quality loving care in an atmosphere that promotes positivity, acceptance and a desire to learn and grow. It is our goal to provide a variety of exciting, stimulating activities each day so that each child can develop socially, emotionally, physically, and mentally to the very best of his/her ability. Our goal is to help empower each child with principles that will positively impact their lives and future.

CURRICULUM

The Little Learning Preschool curriculum is crafted to grow with children as they grow. The curriculum addresses and excels the physical, social, emotional, cognitive, and academic needs according to their age group. Children will engage in age appropriate activities that highlight language arts, STEM (science, technology, engineering and math), aerobics, art, drama, and music. Each day is filled with different curriculum based activities that equip them with the skills necessary so they can experience fun while learning.

PROGRAM DESCRIPTION

ENROLLMENT & SUPPLY FEE

Each family will be responsible for an enrollment per child, to be paid before entering the program.

Each family will be responsible for a supply fee per child to be paid twice a year in September and March. The supply fee allows us to keep each class room stocked with important curriculum supplementary materials.

The enrollment and supply fees are non-refundable.

CENTER HOURS: Monday - Friday 6:30 a.m. - 6:00 p.m.

MONTHS OF OPERATION: January thru December

TUITION POLICY

Families must sign an enrollment form prior to a child's admission into the program. This specifies current financial policies and procedures. It is possible for agreements to be amended with the Director's approval. Your child deserves a quality experience with a curriculum, qualified teachers, mind expanding field trips and an environment conducive for growth.

*****We reserve the right to terminate childcare services if tuition is not paid on time.**

All tuition fees will be set up on ACH for weekly auto draft on the Friday prior to rendering of services. Biweekly and monthly arrangements can be made with advance notice to the Director or administrative staff. All payments must be made prior to rendering of services. Tuition ACH payments can be set up via bank account or Credit/Debit card. Credit/Debit payments will incur a fee of 3% per transaction, so we do encourage setting up the payment via your bank account (routing #/account #) to avoid the fee. You may request an ACH form to set this up.

The Little Learning Preschool will accept cash and check payments. Checks are payable to: The Little Learning Preschool. Check and/or cash payments should only be left with the director and/or designated staff or in the locked payment box located outside of the administrative office.

A late fee of \$25.00 will be posted by 6:00pm if payment has not been received by close of business on Monday. If tuition and fees are still not paid by opening of business on Tuesday, your child will not be allowed to return for care. If payment and fees are still not paid within one week, our center will reserve the right to deny services for your child until payment is made in full. This may result in the termination of services. The Little Learning Preschool reserves the right to adjust

its tuition policy as deemed necessary. No account may be delinquent. ALL ACCOUNTS MUST BE KEPT CURRENT.

Parents/Guardians assume full responsibility for payments of the total tuition, regardless of attendance, unless your child contracts a long-term illness certified by a doctor, and regardless of receiving a statement. Two weeks written notice is required for such a withdrawal from the program. All bills must be paid in full according to the payment plan created and signed by both the Director and parent at time of enrollment. Please remember that tuition is based on enrollment not attendance. Tuition is still due during Thanksgiving and Christmas Breaks. If you withdraw your child(ren), or the center terminates care due to, but not limited, to unpaid fees, you will be responsible for the enrollment fee at the current rate at time of enrollment.

Thank you for your support. By enhancing our financial management, we are working together to keep tuition hikes under control and maintain a quality staff with worthy/liveable wages.

RETURNED CHECK POLICY

The Little Learning Preschool charges a \$30.00 fee per check on returned checks and NSF fees. Payment is to be remitted in cash or by credit card only within three business days plus late charges that accrue. After the second returned check, future payments will be made in cash or ACH only; this includes any person paying on the account. If NSF checks are not cleared in a timely manner, The Little Learning Preschool reserves the right to submit NSF information to the State Attorney's Office for legal assistance, and withdraw the child. All monies paid on the account will be used to pay NSF. Late fees will accrue if tuition is not paid on time as well.

LATE PICK-UP POLICY

There is a \$25 late pickup fee assessed between 6:01pm -6:10pm, then a \$1/minute starting at 6:11pm. To avoid any confusion we will use the clock at the front entryway. The late pickup fee must be paid by the following business day. If you are running late, please contact the facility to advise of your arrival time. If we cannot get in contact with the parent/guardian, we will contact emergency contacts for pickup. If the child has not been picked up within 1 hour of closure, we will contact law enforcement.

HOLIDAYS

The Little Learning Preschool is closed for the following holidays;

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

We will be closed the preceding Friday or following Monday, should the holiday fall on the weekend. The Little Learning Preschool reserves the right to amend the days that the center is closed. If we do choose to close on an unscheduled day, ample notice will be given so you may make other accommodations and no allowance in tuition will be made due to unscheduled closings.

Childcare is a rewarding and demanding career, and we believe that all employees deserve time to spend with family, rest and engage in self-care. Therefore, The Little Learning Preschool will take a school wide week long vacation during the weeks of Christmas and Independence Day. We believe this increases company morale and allows our teachers to continue to provide quality care to our learners. Payment is still required during these weeks as tuition is based on enrollment.

EMERGENCY CLOSING POLICY

In the event that an emergency arises which makes it necessary to close the center, parents will be notified as quickly as possible. We will always do our best not to close on unplanned days but nature has a way of changing our schedule sometimes! No allowance for tuition will be made for such an occurrence. We ask you to call our voicemail for updated information.

STAFFING

The Little Learning Preschool is staffed with professionals who bring education and experience in the field of child care. This combination of assets is necessary to produce an atmosphere of learning, acceptance, and quality care. Teacher-to-child ratios are always maintained at high-quality levels. Opportunities for teachers' professional and personal growth are encouraged by the administration and in-service training is provided. All staff will submit to a background check and maintain annual hours of continued education, per Texas Child Care Licensing guidelines.

ENROLLMENT

For your child's safety and to comply with state regulations, all health forms and enrollment papers must be completed and on file at the Center prior to your child's first day of attendance. The following items must be submitted at the time of enrollment.

- The Little Learning Preschool Enrollment Form/Admission Information

- ☑ Physician's Health Statement
- ☑ Immunization record
- ☑ One time Enrollment Fee (non-refundable)
- ☑ Copy of Parent's Driver's License
- ☑ Handbook Agreement Form
- ☑ Field Trip Permission Slip (for K-12 years old only)
- ☑ Photo Release Form
- ☑ CACFP Registration
- ☑ Applicable infant forms

The Little Learning Preschool does not discriminate in regard to religion, sex, national or ethnic origin in our admission policies. Parents will be notified in writing of any changes to operational policies and enrollment agreement. A copy of the updated operational policies will be signed and dated for each family and placed in the child's record.

Each child will be provided with a cubby for storage of backpacks, coats and supplies. Cubbies should be cleaned at the end of each week.

Children 12 months - 5 years old can bring a blanket for scheduled nap times. All blankets must go home on Fridays to be laundered and returned on Monday. Please ensure that your child's name is on all their belongings.

PROGRAMS

Play is the natural medium for young children to learn, grow, and develop. Play affords children opportunities to explore, discover, attempt varying roles, relate to others, and exercise creativity (Simlansky, 1990). It is important for children to have the opportunity to explore the world around them while in a safe, nurturing environment. Opportunities will be provided for such exploration, through indoor and outdoor play, as a part of the daily program.

Our childcare program utilizes the FunnyDaffer curriculum with lesson plans designed to let children discover, invent, pretend and challenge themselves. The curriculum encompasses an educational philosophy which helps children develop a moral compass, reach their highest potential, achieve a positive world view, gain tools to achieve success in school, and develop behaviors that benefit themselves and society.

Infant and Toddler Programs will include infants (6 weeks - 17 months) and toddlers (18 months - 24 months). Infant and Toddler programs will be planned to assure the individual needs of each child are met in the areas of physical, social, emotional, cognitive, and creative development. Children will be exposed to a variety of experiences to enhance growth and development in these areas. We believe this is the best way to meet each child's individual needs and to encourage each child to successfully develop to his/her full potential. We understand infants make up their own

time schedule therefore; we adopt a flexible schedule to fit the infant's needs. Outside time for infants and toddlers will depend on their age and the weather. Small infants will be held, rocked in a rocking chair, swung in a swing, or engaged in floor/tummy time.

Twos and PreK Programs will include classes for children ages 2 - 5 years old, with separation by ages and/or developmental abilities. The daily schedule will include:

- Large motor activities, both indoors and out
- Fine motor activities, with manipulatives and a variety of table toys • Sensory play in painting and play doh
- Discovery and exploratory activities
- Language development in the book corner
- Social skills in the dramatic play area
- Puzzles and games areas
- Music and movement activities
- Introduction to foreign language
- Outdoor play for at least 30 minutes, twice a day weather permitting

School Age Programs will include children in Kindergarten through age 12. The program will offer full time care for school breaks and summer vacation, and part-time care for before and after school. We provide an enriching environment with fun activities, specially designed to enhance the development and self-esteem of school age children. We offer homework assistance and peer mentoring amongst the younger and older school age children. This program features opportunities for socialization and encourages sports and physical activities. School agers will have outdoor play for at least 30 minutes, once a day during part time care and twice a day during full time care, weather permitting

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 1 hour/day.

CLOTHING/SUPPLIES GUIDELINES

Please dress your child in comfortable clothing, appropriate for the weather. Flip-flops or any open toed shoes can present a tripping hazard. Please have children wear closed toe shoes at all times. During colder months, please provide children with an appropriate jacket/coat for outside time.

Each child should have an extra change of clothes labeled in a ziplock back to remain at the center. We encourage 2 sets for those who are in diapers/pullups or newly potty trained.

We advise keeping 1-2 weeks worth of diapers and wipes available to avoid running out. The teachers will notify you when your child's supply is getting low. If your child runs out of supplies while in care and you are unable to bring them, we will provide a pack of wipes for \$5 and diapers for \$2/each. This fee will be charged to your account and must be paid prior to the next day's arrival.

Ages 1+ will need a sippy cup/water bottle daily and ages 1-5 will need a blanket for nap time. Blankets and cups will be sent home every Friday to be washed.

IMMUNIZATION/PHYSICAL REQUIREMENTS

Your child's health is of major importance to us all. A health form must be on file prior to your child's entry into the program. This form must include the physician's signature, as well as a record of his/her immunizations and the date of the physical. These must be updated on an annual basis. Please be sure that your physician documents any allergies or health problems on the form. TB Tests are not required; however, Hearing & Vision Screening requirements are required as applicable. A vaccine-preventable disease is a disease that is included in the most current recommendations of the Advisory Committee on Immunization Practices of the Centers Disease Control and Prevention. Employees are encouraged to follow CDC recommendations for vaccinations and will provide the facility with necessary documentation of received vaccinations.

MEALS

The Little Learning Preschool is a participant of the Child & Adult Care Food Program and we will provide breakfast, lunch and a snack. No additional fee is charged for meals. Menus are prepared monthly and we are constantly adding new and exciting meals to our menus.

Breakfast is provided at 7:30-8:30 a.m. Lunch is served at 10:30-11:30 am. Afternoon snack is served at 2:00pm for those that participate in the full-day center based program and starts at 3:30 for afterschool children. Because we serve various schools with varying dismissal times, snacks are served to after school students as they arrive. All meals are approved by the CACFP program for their nutritional appropriateness. Meals include milk, fresh fruit and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. If your child is on a special diet, or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Staff does not reward good behavior with food of any kind.

Outside meals are permitted and will need to be brought in a labeled lunch box. We are unable to refrigerate or microwave meals, so we recommend packing meals with an ice pack or in a thermos. Lunchboxes and any tupperware need to be taken home to be washed daily. Remember that we are a NUT FREE facility, so any items brought in with nuts will not be served. Teachers will bring these items to the office and you are able to pick them up there. *During special occasions such as birthdays, holidays, only commercially packaged foods are allowed.

The Little Learning Preschool understands that human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. We will accommodate

breastfeeding mothers by providing a comfortable rocking chair in the infant room to allow the mother to breastfeed their infant.

DAILY SIGN-IN/SIGN-OUT

Upon arrival (drop off), parents must walk their child (ren) into the center and sign them in using the attendance tablet outside of the front office before proceeding to the classrooms. Please ensure that your child's teacher is aware of their presence in the classroom by walking your child to their classroom and completing morning check-in confirmation with their teacher. Please do not allow children to walk to their class on their own. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety and well-being of your child. Upon departure (pick up) parents must sign children out using the attendance tablet outside of the front office before proceeding to the designated pick up area. Please keep your children with you at all times and do not allow them to roam the building or walk out of the building alone. Unless it is an emergency, please finish all phone calls prior to entering the building during drop-off and pick up times.

RELEASE OF CHILD

Children will be released only to those persons whose names are listed on the child's enrollment form. Parents must provide written notice to the Director or Assistant Director if someone else will be picking up your child. Any person picking up any child will have to show their ID at the front office. This is for your child's safety.

ARRIVAL TIME/ATTENDANCE

We believe that every minute spent at The Little Learning Preschool will be a memorable and enjoyable learning experience for your child, and it is our desire that they be in attendance each day so that they can be part of the experience. We understand that there will inevitably be situations that cause a delay in your child's arrival time; however, we do ask that each parent make every effort to ensure their child's attendance each day.

To maximize our learning experience, we ask that each child be at the center no later than 9am. Children not signed into the center will be marked absent and will not be admitted into the center until the following business day.

Exceptions will only be made for scheduled doctor visits, with advanced notice. A doctor's note will need to be provided upon arrival.

If your child is going to be absent, please call or email the office and let us know. It is imperative that if your school age child is absent, you contact us by noon, so the bus driver is aware prior to making the afternoon pick up from the school.

DIVORCE AND CUSTODIAL RIGHTS FAMILIES

The Little Learning Preschool understands that some families have shared parental responsibilities. If there are any circumstances that are pertinent to one or the other parent a court order **MUST** be on file. The Little Learning Preschool will comply with any court order for a family in our care.

VACATION OR OCCASIONAL ABSENCES

No refunds shall be made for sick days or absences. Refunds, credits or make-up days cannot be granted. If your child is sick for more than two days, please call the center to let us know. It is helpful to the center and teachers to know if a child will be out more than two days.

Families in the childcare program are entitled to one-week vacation (five consecutive days, Monday-Friday). A minimum of one year of enrollment must have occurred prior to using the vacation time. A two-week notice must be filled out prior to the vacation time, so you will not be charged.

ILLNESS POLICY

Children in any child care setting average eight to ten upper respiratory illnesses in the first year. We recognize that illnesses can be stressful for the parent and the child. Our part in helping to keep your child from contracting an illness while under our care is to serve "well children." The decision as to what constitutes "ill" will be based on the observation of the teacher and/or Director.

We believe in being proactive in the fight against the spread of illness and communicable diseases. This includes consistent practices of hand washing, cleaning and disinfecting. In addition, the following guidelines have been established to determine whether a child is to be admitted or allowed to stay in the program on a particular day. Daily Health Checks are made on each child upon their arrival. If a child shows visible signs of being ill, or anytime during the day, the parents will be called to pick-up their child.

Children may not attend the program, or will be sent home, if they exhibit any of the following symptoms:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
 - a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - b. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes

- or other signs or symptoms of illness; or
- c. Symptoms and signs of possible severe illness such as
 - i. lethargy
 - ii. abnormal breathing
 - iii. uncontrolled diarrhea
 - iv. two or more vomiting episodes in 24 hours
 - v. rash with fever
 - vi. mouth sores
 - vii. sore throat
 - viii. difficulty swallowing
 - ix. cold symptoms (coughing, constant runny nose that produces unclear mucus or interferes with activities)
 - x. an earache that has not been checked by a physician
 4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

IF ANY OF THESE SYMPTOMS DEVELOP WHILE YOUR CHILD IS AT THE PROGRAM, YOU WILL BE ASKED TO PICK UP YOUR CHILD WITHIN THE HOUR. Parents that are unable to pick-up their child in a timely manner, will need to have an authorized person on your child's enrollment form come pick-up your child. It is your responsibility as a parent to update your enrollment form if needed. In the event of a serious illness or injury and we are unable to contact you or any person listed on your enrollment form, at the discretion of the Director, the paramedics will be called and your child will be transported to an emergency facility.

LIST OF CONDITIONS FOR EXCLUSION

The following is a list of conditions that exclude children from the program as well as conditions for the child's return:

<i>CONDITION</i>	<i>MAY RETURN</i>
Chicken Pox	After the blister has scabbed over-minimum of 5 days from onset
Covid-19	Follow CDC Guidelines https://www.dshs.texas.gov/covid-19-coronavirus-disease-2019/covid-19-school-readmission-criteria
Measles	When all signs of the rash have disappeared
Mumps	When all swelling has disappeared
Pinworm	After being on medication for 24 hours
Head Lice	After all lice and nits are gone
Scabies	When lesions have disappeared or a doctor's note stating that the child is non-infectious
Conjunctivitis (pink eye)	After treatment, no eye discharge and a doctor's note
Impetigo	After being on antibiotics for 24 hours
Strep Throat, tonsillitis	After being on antibiotics for 24 hours
Skin Rash	Must be diagnosed by a physician and a written note must be received before the child is readmitted to the program.

Please notify the director or a teacher if your child has been exposed to any contagious disease. We must exercise precautions in order to maintain a healthy environment and to avoid any epidemic situations. CHILDREN MAY RETURN TO THE PROGRAM WHEN FEVER OR SYMPTOM FREE FOR AT LEAST 24 HOURS.

MEDICATION

A physician must prescribe all medication given to a child at our center. The parent will be required to fill out a medication release authorization form. All medication must be in the original container indicating the child's name, type and date of prescribed medication, amount and time of dosage and the length of time medication is to be distributed. These forms must be updated EVERY MONTH. Medication can be dispensed by a caregiver with the supervision of the director or assistant director and documented on the medication authorization form.

All medication must be kept in the office. Again, the correct dosage and time of medication must be on the physician's prescription. It is the responsibility of the parent to pick-up the medication from the front office. Any expired medication that is not picked up by the expiration date will be discarded. If any medication is kept at the center on an as needed basis, such as nebulizers, the form is valid for only four (4) months and a new form must be filled out when expired.

PARENTAL NOTIFICATION

After we have ensured the safety of the child, parents will be notified immediately after a child:

1. Is injured and the injury requires medical attention by a health-care professional;
2. Has a sign or symptom requiring exclusion from the child-care center
3. Has been involved in any situation that placed the child at risk. (i.e a caregiver forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised); or
4. Has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.

The Little Learning Preschool will notify the parent of less serious injuries when the parent picks the child up from daycare. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.

The Little Learning Preschool will notify all parents of children in the child-care center in writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health.

The Little Learning Preschool will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group

CHILDREN WITH SPECIAL NEEDS

The Little Learning Preschool is committed to providing any child with special care needs the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district.

1. We will utilize, as recommended, any adaptive equipment provided for your child's use.
2. We will ensure that if your child receives specialized services for any disability they can receive those services from a qualified service provider at the facility, at your request and approval.
3. We will ensure that activities integrate children with and without special care needs.
4. We will ensure that caregivers adapt equipment and procedures and vary methods as necessary to care for any child with special needs in a natural environment.

DISCIPLINE POLICY

Our discipline policy involves the following procedures that will be utilized by our teachers:

1. Prevention

- A. Children are kept busy

- B. Children are given positive attention, notice and praise
- C. Positive actions, sharing, taking turns, and kindness towards others

2. Positive Redirection

- A. Children are calmly redirected
- B. Children are distracted in a negative situation
- C. Focus is on the behavior rather than the child

3. Special Time/Calmng Stations - Children will be redirected to calming stations/special time stations to allow them an opportunity to calm their bodies and minds. We will use calming books, feelings posters, sensory items to redirect and allow them to learn to appropriately manage their emotions.

Each situation will be calmly, gently, and positively discussed with your child, focusing on the behavior. After an understanding is reached, your child may return to the activity or be redirected to another activity. If a child's behavior is such that it may be harmful to other children or teachers in our facility, the parent will be called to pick up their child for the day. The child should be picked up within 30 minutes and cannot return for 24 hours. Should a child's behavior become an ongoing problem, our center reserves the right to withdraw your child at any time without notice. Zero tolerance will hold for hitting, spitting, bullying, etc.

Communication with parents occurs on an on-going basis. Therefore, parents should always know how their children are adjusting. When parents and/or teachers feel that behavior or another issue is not improving, meetings may be scheduled with the Director, parents, and other appropriate staff.

COMMUNICATION

Communication is key to any successful relationship. Therefore, The Little Learning Preschool will promote an open channel of communication in many ways.

- Verbal communication - Daily verbal communication between parents and teachers, can take place in person or through telephone calls.
- Parent Orientation - Parent orientations are conducted by the Director prior to the child entering the program. This is a time for parents to share pertinent information and for parents to ask questions and become familiar with policies and philosophies.
- Parent meetings - Parent meetings and workshops are offered as a resource to parents and to respond to community needs. During meetings, each parent will receive information on their child's development and can set goals with teachers based on the results from developmental assessments conducted by the teacher.
- Family events/participation - Family events are held during the year to encourage families to join together in a social manner and provide a sense of belonging to the "program."
- Family Contact Information- Parents may update contact information by emailing the center at info@TheLittleLearningPreschool.com or by calling the center. The center will update the information on file.

- Opportunities for parent involvement include: Class parties, parent/teacher conferences, holidays (see monthly calendar), annual fundraisers, graduation
- Newsletters - Each month we will provide a newsletter for parents. It may include items such as facility events, policy reminders, changes in procedures, hints on child rearing, information about books and articles on parenting.
- At any point in time parents can request to review and discuss with the child-care center director any questions or concerns about the policies and procedures of the child-care center.
- Policies are reviewed and updated annually or as deemed necessary by the center. Parents will be notified in writing of any policy changes.

PARENTAL VISITS AND PARTICIPATION

Parents are encouraged to visit, share books, and share their special talents. When available, we may ask that parents assist with field trips. Parents are permitted to participate in the child-care center's operations and activities after a valid background check and fingerprint are submitted and are clear of any issues. Parents are able to access a copy of the child-care center's most recent Licensing inspection report at the front posted on the bulletin board. Parents may also access a copy of the minimum standards in the director's office.

BIRTHDAYS

Birthdays are important to children and we are happy to celebrate your child's birthday with them. If you wish, you may bring a cake, cupcakes, cookies, muffins or doughnut holes as a birthday treat. Please make sure you let your child's teacher know ahead of time so they can plan their afternoon snack time. Please keep everything simple. We cannot hand out invitations to home parties unless all children in the class are invited.

FIELD TRIPS

Field trips will typically be during the summer for students who have completed Kindergarten - 12 years old. Field trip fees are included in the tuition. Each child must have a completed Field Trip Permission Slip to attend any field trip.

WATER ACTIVITIES

The Little Learning Preschool will offer sprinkler play. No child will use sprinkler equipment on or near a hard, slippery surface, such as a driveway, sidewalk, or patio. Sprinkler equipment and water hoses will be kept out of children's reach when not in use. Each child must have completed a Water Activity Permission Slip to participate. Parents will be notified in advance before we have the sprinkler play day. Parents will be asked to bring swim clothes, sunblock, towel, and other necessary items. Parents will be responsible for providing and applying insect repellent and sunscreen.

SAFE SLEEP FOR INFANTS

Infants 12 months old or younger may not sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib. Per Safe Sleep guidelines we may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

TRANSPORTATION POLICIES & PROCEDURES

PROCEDURE AND PRACTICES, INCLUDING RESPONSIBLE PERSON(S):

- Consent for Field Trip Form/Enrollment Form will be filled out for each child being transported.
- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt according to current federal regulations.
- Parents may be required to supply a booster seat as needed for their child when field trips involving use of transportation are a part of the program. Staff will be sure that booster seats and seat belts are used properly and each child is properly secured before setting the vehicle in motion.
- Staff will assist with releasing children from their transportation safety restraints, when needed.
- All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or destructive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility and again before returning.
- Children with special needs will have their transportation plans addressed in the Special Care Plan. A staff member who is familiar with the child's special needs will accompany the child during transportation.
- All travel routes will be planned in advance.

VEHICLE REQUIREMENTS

- Only insured, licensed, well-maintained vehicles will be used to transport children. 18 passenger vans are not permitted.
- A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

- Fire extinguisher approved by local fire marshal.

DRIVER QUALIFICATIONS

- Drivers will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified if another staff member present is not.
- Drivers will obey all traffic regulations.
- The driver will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 3 years.
- To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.
- The Director is responsible for collecting background checks, driving histories and updating this information yearly for those who are transporting children.

COMMUNICATION PLAN FOR STAFF AND PARENTS:

- Director/Coordinator will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by the Director with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook.
- A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.
- Parents will sign a Consent for Field Trip Form/Enrollment Form for all outings where transportation is required.

SUPPLIES FOR FIELD TRIPS

First aid kits shall be taken on field trips

First aid kits shall be restocked after use, and an inventory shall be conducted monthly.

Each first-aid kit must contain the following supplies:

1. (1) A guide to first aid and emergency care;
2. (2) Adhesive tape;
3. (3) Antiseptic solution or wipes;
4. (4) Cotton balls;
5. (5) Multi-size adhesive bandages;
6. (6) Scissors;
7. (7) Sterile gauze pads;
8. (8) Thermometer;
9. (9) Tweezers; and
10. (10) Waterproof, disposable gloves.

The first-aid supplies must not have expired.

Cellular phones shall be taken on field trips for use in emergency situations.

List of the children being transported

ROUTE TO EMERGENCY MEDICAL FACILITY

Any driver who transports children for our child care program shall keep instructions for the quickest route to the nearest hospital from any point on the route in the vehicle.

WRITTEN PLAN FOR MEDICAL EMERGENCY

Our written plan for immediate management and rapid access to medical care as appropriate to the situation is to:

1. Describe for each child any special emergency procedures that will be used, if required, by the caregiver or by a physician or registered nurse available to the caregiver;
2. Note any special medical procedures, if required by the child's condition, that will be used or might be required for the child while he/she is in our care, including the possibility of a need for cardiac resuscitation;
3. Information is to be given to an emergency responder in the event that one must be called to the facility for the child. This information shall include:
 - a. Any special information needed by the emergency responder to respond appropriately to the child's condition;
 - b. A listing of the child's health care providers in the event of an emergency.

EMERGENCY PROCEDURES

When an immediate response is required, the following emergency procedures shall be utilized:

1. First aid shall be employed, and the emergency medical response team shall be called, as indicated;
2. The facility shall implement a plan for emergency transportation to a local hospital or health care facility;
3. The parent or parent's emergency contact person shall be called as soon as practical;
4. A staff member shall accompany the child to the hospital and will stay with the child until the parent or emergency contact person arrives.

ACCIDENT PROCEDURES

At the scene of an accident involving a vehicle driven for The Little Learning Preschool, the driver must:

1. Stop immediately and aid any injured persons.
2. NOTIFY THE LOCAL POLICE by calling 911. If the local police will not send an officer to the scene, file a counter report at the local police station.
3. Evacuating procedures should follow as:
 - if children are not hurt or in any danger they should remain in the vehicle until center help has arrived
 - if a child(ren) is hurt do not move, but evacuate all of the other children so the emergency medical help can have clear access to those that are hurt.
 - If children are in need of evacuation, remove them to 50 feet away from the accident scene.
4. CALL THE DIRECTOR.
5. DO NOT leave the scene or move the vehicle until the law enforcement agency has completed its investigation or until they have asked you to move it.
6. Write down ALL information required on the other driver: name; address; drivers license number and state; expiration date, date of birth; home and work phone numbers; vehicle owner's name and address; year, make, model and license of vehicle; insurance company and

policy number; injured parties name(s); witnesses names, addresses and phone numbers; write notes concerning the accident. These notes will help when you complete the accident report.

BREAKDOWN PROCEDURES

1. CALL THE DIRECTOR to have the alternate vehicle dispatched from the center to your location.
2. Ensure that children are safe (temperature in the vehicle, hydrate, etc)
3. Remain in the vehicle until the alternate transportation arrives (temperature permitting)
4. Children will be moved from the current vehicle to the alternate vehicle
5. A head count will be made before leaving.

PHOTO & VIDEO RELEASE

The Little Learning Preschool publishes a variety of information about our centers on our website, www.TheLittleLearningPreschool.com From time to time we may wish to include your child's work and/or photo on our website, bulletin boards, newsletters, fliers, local publications, TV Broadcasts, DVD promotions and in our graduation video. No names will be used, and photos will only be used generically. No identifying marks or physical marks or physical characteristics, clothing or other articles bearing a student's name or any other means by which a student can be identified will be photographed. No other personal information about the student will be published on the website, bulletin boards, newsletters, fliers, or other forms of communication. We may also videotape and will occasionally use portions of the video for educational purposes.

SUSPECTED CHILD ABUSE AND NEGLECT

By Texas Family Code 261.101 all employees of The Little Learning Preschool are required reporters of suspected child abuse and neglect. Suspected abuse will be reported according to procedure, to the Department of Family and Protective Services.

The Little Learning Preschool will require annual training for all employees. We will employ methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

The Little Learning Preschool will also employ methods of increasing employee and parent awareness of prevention techniques for child abuse and neglect, strategies for coordination between the center and appropriate community organizations, and actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

This will be accomplished by providing information to employees through formal meetings and by providing parents with handouts/flyers.

Parents may use the following contacts if they suspect abuse and neglect

Local Licensing Office

1501 Circle Drive, Suite310
Fort Worth, TX 76119
817-321-8604

DFPS Child Abuse Hotline 1-888-252-5400

Txabusehotline.org

WITHDRAWAL/TERMINATION OF SERVICES

A two-week notice is required when withdrawing your child from our center. If a two-week notice is not given, you will be charged the regular tuition for the two weeks. Also, no account information will be given until the account is cleared. A vacation credit cannot be used for your two-week notice. Tuition must be paid by close of business on Monday of the last week of your care. If your tuition is not paid by Monday, close of business, you will not be allowed to continue the rest of the week. All fees should be paid by Tuesday, close of business. Your last payment must be made by cash or credit card only.

We reserve the right terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Lack of compliance with regulations
- Failure of child to adjust to the center after a reasonable amount of time

*Center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

GRIEVANCE POLICY

Most problems that arise are due to misunderstandings that can be solved through communication. If a problem occurs, please;

Discuss the problem with your child's teacher. If not satisfied, discuss the situation with the Director of The Little Learning Preschool. If the problem is still not resolved, you may contact:

Texas Department of Family and Protective Services
1501 Circle Drive, Fort Worth, TX 76119
817-321-8604
www.dfps.state.tx.us

All inspection and compliance letters are available for your inspection at the Child Care facility or by contacting the Department of Public Health Services. Although negative reactions are generally shared with the above-mentioned party, please feel free to contact them with positive reactions as well.

THE LITTLE LEARNING PRESCHOOL

Emergency Phone Numbers

EMERGENCY CALL: 911

POISON CONTROL: 1800-222-1222

DFPS CHILD ABUSE HOTLINE: 1888-252-5400

NEAREST CHILD CARE LICENSING OFFICE ADDRESS & PHONE:

1501 CIRCLE DRIVE, SUITE 310
FORT WORTH, TX 76119
817-321-8604

CHILD CARE OPERATION NAME:

THE LITTLE LEARNING PRESCHOOL
4175 SANDSHELL DRIVE
FORT WORTH, TX 76137
817-862-7555

EMERGENCY PROCEDURES AND EVACUATION

FIRE

- A. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- B. Activate the fire alarm (if so equipped)
- C. Call 911, indicating the need for assistance from the fire department and law enforcement.
- D. The director, or assistant director will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
- E. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- F. Upon the arrival of the fire department the facility director, or assistant director, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- G. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children, or the staff members calls for evacuation to the outside area, away from the building.
- H. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
- I. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- J. If the fire is small, any of the fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

The fire extinguishers are located as follows:

- Front Office
- Kitchen
- Front Door
- Back Door
- Left side of Hallway

K. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

1. Yellow smoke may indicate the presence of toxic gasses. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.

2. Gray smoke with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and all should stay clear of the area.
3. Gray-black smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

L. Ensure that no re-entry is attempted until authorized by the fire department.

K. Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

INCLEMENT WEATHER

HURRICANE PLAN

A. The safe places designated by the Director are as follows

Rooms R1, L1, L2 - Staff Break room

Rooms R2, R3 - Staff Bathroom

Rooms L3, L4, R4, R5 - Kitchen

B. Procedure for relocation

1. Do a head count.
2. Grab flashlights, roll sheets, first aid kit.
3. Have children line up and lead them to the designated safe place.
4. Direct all children to sit on the floor in designated area, not in front of doors.
5. Remain until the storm has passed.

C. After absolutely certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water, or structural.

D. Notify the Director as soon as possible with an update of conditions.

E. Notify all agents that services are needed.

F. Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

Important Reminders

Always maintain flashlight and voice contact among staff members.

Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.

Advise all children to wear shoes.

TORNADO/SEVERE WEATHER WATCHES AND WARNING

A. Relocation Site for Children and Staff:

Rooms R1, L1, L2 - Staff Break room

Rooms R2, R3 - Staff Bathroom

Rooms L3, L4, R4, R5 - Kitchen

1. Do a head count.
2. Grab flashlights, roll sheets, first aid kit.
3. Have children line up and lead them to the designated safe place.
4. Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.

B. After absolutely certain that the storm has passed,

1. Staff members should do a head count.
2. Provide any necessary first aid and call 911 for any necessary response agencies.
3. Check the complete building for any damages such as fire, water, or structural.
4. Turn on and test utilities.

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

D. Notify all agents that services are needed.

E. Severe Thunderstorm WATCH

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or the Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

F. Severe Thunderstorm WARNING

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.

G. Tornado WATCH

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.

3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.

H. Tornado WARNING

1. Monitor radio / TV continuously.
- 2 Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated location: Room L6

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- A. Contact the on duty supervisor and / or the facility director.
- B. Monitor television, radio, and/or Weather Radio for forecast updates.
- C. Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- D. Make transportation preparations to move children and staff members in the event that evacuation is needed.
- E. Safe area to be evacuated to is: Empty Parking Lot across the street.
- F. Evacuation
 1. If the facility is in a low lying area vulnerable to flooding, evacuation will be immediate.
 2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 3. If time and conditions permit, unplug all electrical appliances.
 4. All loose outdoor articles are to be brought in or tied down.
- G. Lock all doors.
- H. Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

ILLNESS OR INJURY

A. MINOR

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

3. Document treatments and evaluations in the children's file.
4. Consult family members.

B. MAJOR

1. Employ first aid techniques as trained.
2. Contact 911, if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

C. DEATH

1. If a death occurs at the Facility the following should be contacted immediately:
 - a) Call 911, request emergency assistance.
 - b) Contact local Law Enforcement; allow them to notify the family members.
 - c) The facility director
 - d) Notify the licensing immediately
2. The body should not be moved or tampered with.
3. All children should be moved to a part of the building away from the body.
4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the director. No filming or photography is to be allowed inside the building.

UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

1. If any staff member or children smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

B. POWER FAILURE

1. The center has 15 flash lights which are located in each classroom, the director's office, the kitchen, and the staff break room. There are spare batteries located in the staff break room.
2. A battery-operated radio is located in the administration office. The radio may be used to monitor weather conditions, etc.
3. In the event of a power failure, the staff members on duty should contact the following:
 - a) Local Power Company. Phone: Oncor 1-888-875-6279

b) The on-duty supervisor, and/or the Director.

EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need of assistance from the Fire Department and law enforcement.
2. Do a head count and make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff members to an area as far from the building as safely practical.
 - a) Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b) All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members.
5. Notify the Director as early as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities.
7. Notify Licensing immediately.
8. Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

Building Lockout

If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) which alerts the staff of potential danger. The announcement will be ("This is a Code Red Emergency, repeat, this is a code red emergency.")

Any children outside the facility on the playground must be brought inside immediately.

Immediately lock all exterior doors, close and lock all windows, and cover all windows.

Director or designee will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.

Keep children away from windows and doors.

Close all doors to classrooms (this includes exterior and interior doors), close all doors, cover all windows and doors, and turn off lights; if doors to hallway cannot be locked, use a doorstop or other wedge to keep the door closed from the inside.

Staff will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted.

Teachers will keep all children in the building until an all-clear signal has been given.

Upon arrival, the local police, in conjunction with the Director/Assistant Director will assume controlling responsibility and may evacuate the building per police standard operating procedures or may allow parents to pick up children if deemed safe.

Any individuals outside the building wishing to gain admittance must be escorted by law enforcement personnel.

When "All Clear" is heard, the Director/Assistant Director will apprise the staff of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director/Assistant Director.

Director/ Assistant Director will apprise parents of all lockdowns or lockouts whether practice or real.

Director/ Assistant Director will report the incident to the licensor at earliest convenience.

Director/ Assistant Director will complete a written incident report at the earliest opportunity; incident reports are stored in the admin office.