



Alphabet Academy
LICENSE # _____

**OPERATIONAL POLICIES
&
PARENT'S HANDBOOK**

2018 – 2019
Revised: April 2018

TABLE OF CONTENTS

1. COVER PAGE
2. TABLE OF CONTENTS
3. MISSION, VISION AND PHILOSOPHY
4. PLEDGE TO OUR PARENTS
5. 1.HOURS OF OPERATION, HOLIDAYS AND UNSCHEDULED CLOSINGS
6. 2.PROCEDURES FOR THE RELEASE OF CHILDREN

7. 3.ILLNESS AND EXCLUSION POLICY
4. PROCEDURES FOR DISPENSING MEDICATIONS
5. PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

8. 6. PARENT NOTIFICATIONS

- 9. 7.DISCIPLINE & GUIDANCE POLICY
- 8. SUSPENSION AND EXPULSION OF CHILDREN
- 10. 9.SAFE SLEEP FOR INFANTS 12 MONTHS OLD OR YOUNGER:
- 11. 10. MEALS AND FOOD SERVICE PRACTICES
- 12. 11. IMMUNIZATION REQUIREMENTS FOR CHILDREN AND STAFF
- 12. HEARING AND VISION SCREENING REQUIREMENTS
- 13. ENROLLMENT PROCEDURES
- 13. 14. TRANSPORTATION
- 15. WATER ACTIVITIES
- 16. FIELD TRIPS
- 17. ANIMALS
- 18. INSECT REPELLENT AND SUNSCREEN
- 14. 19.PARENT QUESTIONS OR CONCERNS
- 15. 20.PARENT PARTICIPATION:
- 21. DFPS
- 16. 22.COMPLIANCE HISTORY
- 23.EMERGENCY PREPAREDNESS PLAN
- 17. CONT.....EMERGENCY PREPAREDNESS PLAN
- 18. 24. BREAST FEEDING
- 25. PREVENTING AND RESPONDING TO ABUSE AND NEGLECT
- 19. 26.PROCEDURES FOR CONDUCTING HEALTH CHECK/WELL CHECKS
- 27. VACCINE-PREVENTABLE DISEASES FOR EMPLOYEES
- (B) ADDITIONAL POLICIES
- 1.OPEN DOOR POLICY
- 20. 2.GANG-FREE ZONE
- 21. (C) MORE GENERAL INFORMATION FOR PARENTS

MISSION STATEMENT

The mission of Alphabet Academy is to provide a safe, stimulating, and caring environment for children ages 18 months to 12 years. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being seen as a shining example of what a quality childcare center should be.

VISION STATEMENT

The ultimate vision we have for our facility is twofold, and rooted in both the present and the future.

For the present; our goal is for parents to feel good about their childcare choice, and that the children are safe, engaged, educated, and smiling.

For the future; we want these children to warmly look back at their experience with us, and see it as a cherished part of their childhood.

OUR PHILOSOPHY

Our philosophy is simple. Alphabet Academy is here to offer children the care, comfort, fun and safety they deserve and for the parents; peace of mind that comes from knowing their child is in the best of hands. Each day promises an exciting new adventure, and we make sure each child experiences the joys of a truly caring environment.

PLEDGE TO OUR STUDENT'S PARENTS

We strive to be your partner. We are completely transparent in our programs and curriculum, we continuously self-assess and look to improve, and we make communication with you a paramount part of the childcare environment.

Our Commitment to you - the parents

Our mission at Alphabet Academy is to offer your children the care, comfort, fun and safety they deserve. We strive to be your partner in their emotional growth and physical development. Each day promises an exciting new adventure with age-appropriate, stimulating, cutting-edge curriculum and programs.

Alphabet Academy teachers recognizes the importance of providing opportunities for mental, physical, and emotional growth through a variety of learning and creative experiences to the students. Children are encouraged to learn and explore at their own pace in areas that interest them.

We pledge each day to strive;

- to be role models, creating an atmosphere where respect for one another and ourselves manifests itself in everything we do.
- to provide qualified, caring and enthusiastic educators who will nurture each child's learning, thinking and development.
- to offer a safe, secure environment where each child's individual needs are recognized and respected.
- to enable creativity that will foster mental growth by providing opportunities for testing new ideas, new ways of thinking and problem solving that acknowledges and celebrates their uniqueness and diversity.
- to develop a curriculum based on observations, strengths, and interests of the children to nurture their development and offer experiences that help children learn about themselves and the world around them.
- to make transparent to parents, families and children the learning environment we are creating and sharing those milestones and achievements through a variety of assessments and documentation.
- to communicate effectively with parents to form a cooperative team, the key to fostering a child's success. Communication provides opportunity for the child to reach their maximum potential both inside and outside the classroom.

Privacy Policy;

Our privacy policy is simple: any information collected (such as e-mail addresses, phone numbers, SS numbers etc.) is used to conduct business between us, and that's it. We will never sell, rent, give away, or otherwise share this information with any outside parties. Period.

Policies

Alphabet Academy is licensed and regulated by the Texas department of family and protective services. The following policies are enforced by Child Care Licensing per the Minimum Standards for Child Care Centers 746.501.

Child Care Services will be provided at : 615 Dallas Drive, Denton TX 76205

Center Owner : Juwan Fernando

Name of Owner/Director : Amanda Salinas

Center telephone number : (682) 558-9469

Programs offered : Children 18 months and older in Toddler, Pre-School and Pre-K Programs

Website : www._____.com

**(a) WRITTEN OPERATIONAL POLICIES AND PROCEDURES
§746.501**

1) Hours of operation, holidays and unscheduled closings

- 1.1) Hours of operation : 7:00 a.m. to 5:30 p.m. - Monday through Friday
- 1.2) 2018 Calendar of Holidays

NEW YEAR'S HOLIDAY	01/01/18
M.L.K. DAY	01/15/18
MEMORIAL DAY	05/28/18
INDEPENDENCE DAY	07/04/18
LABOR DAY	09/03/18
COLUMBUS DAY	10/08/18
THANKSGIVING BREAK	11/22/18 AND 11/23/18
CHRISTMAS BREAK	12/24/18 AND 12/25/18

NOTE: Full weekly tuition is due for holiday weeks. In some cases, if the holiday falls on a Saturday or Sunday, we will close the day before or the day after the holiday. Parents will be updated on each years holiday schedule in January.

1.3) Unscheduled Closings

It may be necessary to close the center during very bad weather or any time the Director deems necessary for the safety of the center. In case of an unforeseen safety issue, the Director and staff will contact parents through the BRIGHTWHEEL app/by phone. If weather conditions are questionable, you should check the Brightwheel app and listen to the local radio broadcast for school and business closings. If schools in the Denton ISD are closed, we will be closed too. Please check the Denton ISD website for school closings too.

2. PROCEDURES FOR THE RELEASE OF CHILDREN

2.1) Children will be released ONLY to people authorized on the authorization and consent / child release form which is included in the application packet. There are no exceptions. Children will not be released to anyone not officially authorized by the parent/guardian. A valid picture ID and authorization code will be requested and checked.

2.2) Daily Arrivals , Departures & Daily attendance will be recorded. Parents should use their pin number to log in/out children daily on the iPad in the lobby.

2.3) Children may not enter or leave the center unless accompanied by an adult. Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving. Please use your code on the iPad at the lobby to sign in/out your child. This is extremely important to ensure that all children are present and safe throughout the day and during evacuation drills.

2.4) **Authorized release person/s** should be listed on the application forms.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend school.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

****Parents need to pick up children within 1 hour of notification.**

In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Alphabet Academy may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may **not** return until the child is symptom free for 24-hours.

4. PROCEDURES FOR DISPENSING MEDICATIONS

We will administer medication to children only if they ensure the following:

- Parents must sign the Medication Authorization Form and include times for child-care center employees to administer each medication according to label directions.
- Each medication needs its own form.

- The medication must be in the original container with the expiration date and it should be labeled with the child's full name.
- Staff will only administer the medication in amounts according to the label directions or as amended by a physician.
- Staff will administer the medication only to the child for whom it is intended; and
- We will not administer the medication after its expiration date.

5. PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries will be documented, informed to the parents and kept at the center; after acquiring parent signatures.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency. The incident will be documented in the appropriate DFPS form and the DFPS representative will be informed of the situation.

6. PARENT NOTIFICATIONS

Informing parents about policies of the operation:

Parents will be handed a "Parent Handbook" before they place their child in our care. This handbook contains all of the standards, rules and guidelines of the operation and it is in accordance with the Texas DFPS minimum standards.

Any changes or updates to the Parent Handbook will be notified to the parents via a letter and/or email. These changes will also be posted on the Parent Bulletin Board in the lobby. In addition to this the employees will be encouraged to verbally inform the parents about policies, events etc. on a daily basis.

In addition to that; the following DFPS posters will be used as a method of informing and educating parents. These notifications will be displayed on the parent notice board.

- 2957 PARENT INFORMATION POSTER

- 2958 KEEP CHILDREN SAFE POSTER
- 7261 INFORMATION ON REPORTING CHILD ABUSE

Informing parents about events

We will use the following methods to inform parents of future events;

- Monthly Newsletter
- Brightwheel app
- Website and social media
- Parent Bulletin Board
- Verbal Communication

We will be sending home a monthly newsletter highlighting all upcoming events, the next month's theme and our goals for the next month.

We will also post all future events on our website and face book page.

Other methods that we will use to inform parents about upcoming events are by posting notices on the Parent Bulletin Board in the lobby as well as verbal communication between teachers and parents.

Informing parents about their child being hurt or sick:

Illness /Injury /Medical Emergency :

If a child becomes ill or injured at the center, parents will be immediately notified (the call will be made by the director or teacher in charge to the primary caregiver first. If the primary caregiver cannot be reached then the next person listed in the child's file will be contacted).

7. DISCIPLINE & GUIDANCE POLICY

Alphabet Academy staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors.

There may be times during the day when a supervised separation time is needed. This is called "thinking-time" and is used according to the child's age and development and limited to one minute of time out per year of the child's age. The child sits on the thinking chair for a couple of minutes under the supervision of the teacher.

Alphabet Academy staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

8. SUSPENSION AND EXPULSION OF CHILDREN

Termination:

The Center may suspend/terminate the enrollment of a child if the child's needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the Center. Parents will be notified of the reasons for termination and conditions for reenrollment (if any), a minimum of one week prior to the termination date. However, if the reason for termination is serious, termination can be immediate. A parent may contact the Director of Child Care Services if there are concerns regarding the Center's decision to terminate enrollment.

9. SAFE SLEEP FOR INFANTS 12 MONTHS OLD OR YOUNGER:

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and child care providers can work together to provide a safe sleep environment.

Safe Sleep Practices:

1. All child care staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed Alternate Sleep Position Waiver (Form J-800-2710) - Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infant's crib. This facility does not accept

Alternate Sleep Position Waiver – Parent Request. Waivers will be retained in the children’s record as long as they are enrolled.

3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care. We will check the infant for:

- Normal skin color
- Normal breathing by watching the rise and fall of the chest
- His or her level of sleep
- Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness

5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.

6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.

7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F and monitored by the thermometer kept in the infant sleeping room.

8. To promote healthy development, awake infants will be given supervised “tummy time” for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.

10. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.

11. Toys and stuffed animals will be removed from the crib when the infant is sleeping.

12. Pacifiers will be allowed in infants’ cribs while they sleep. When the pacifier falls out of the sleeping infant’s mouth, it will not be reinserted into the infant’s mouth. The pacifier is the only object we will allow in a crib.

13. A safety-approved crib with a firm mattress and tight fitting sheet will be used.

14. Each infant will sleep have his or her own crib. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.

15. No smoking is permitted in the infant room or on the premises.

10. MEALS AND FOOD SERVICE PRACTICES

Alphabet Academy is a participant of the USDA's Special Nutrition Program.

- We do not charge an extra fee for meals or snacks.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write to:

USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC
20250-9410

or call (800) 795-3272.

Alphabet Academy provides breakfast between 6:30 am to 8:30 am. Lunch is served at 11:00am. Afternoon snack is served after the rest period around 3:30 pm.

USDA approved and recommended menus are posted on the Parent Board at the beginning of each month. Please advise the center of any allergies your child might have.

11. IMMUNIZATION REQUIREMENTS FOR CHILDREN AND STAFF

Children's Vaccinations

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

From time to time we may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Child Care Provider Vaccinations

Immunizations are not just for children. We have informed our employees the importance of keeping up-to-date on their vaccinations to help protect them and the children they work with from vaccine-preventable diseases that can be transmitted in a child care setting, including influenza, pertussis (whooping cough), and varicella. It is not mandatory but we encourage our staff to keep up with their vaccination.

12. HEARING AND VISION SCREENING REQUIREMENTS

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. A copy of the hearing and vision test is required at the daycare center.

13. ENROLLMENT PROCEDURES

Upon selecting Alphabet Academy to meet your child's daycare & educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

1. Enrollment Form
2. Physician's Statement
3. Authorization for Emergency Medical Attention
4. Current Immunization Records
5. Tuition Agreement
6. Copies of Parent / Guardian driver's license
7. Hearing and Vision Screening results(4 years and older)
8. Paid Registration and Supply Fees receipt
9. USDA Food Service Form

14. Transportation - Alphabet Academy does not provide transportation.

15. Water activities - Alphabet Academy does not provide any water activities for safety reasons.

16. Field trips - Alphabet Academy does not participate in field trips.

17. Animals - As a rule, Alphabet Academy does not permit animal's onsite. If any animal is on the premises, there will be a posting on the front door stating what animal is on the premises. Animals brought into the center must have all their shots and a record provided by a vet stating that the animal is in good health.

18. Insect Repellent and Sunscreen

Procedures for providing and applying, as needed, insect repellent and sunscreen..

Sunscreen and insect repellent must be:

- 1) safe for the age of the particular child;
- 2) in the original container; and
- 3) within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited.

Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used.

Note: TX state licensing regulations will take precedence if they conflict with this policy.

Sunscreen:

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center/school.

Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring. Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Reflective areas (such as water and sandboxes) for prolonged periods of time should be avoided.

Insect Repellent:

Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

The repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.

Insect repellent should be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

Application Do's and Don't s

When applying sunscreen or insect repellent do:

³⁵₁₇ Wash and dry your hands. Hands are washed again as you move to the next child's application and upon completion of application of the last child. Gloves may be worn and the same ones used from child to child if the same lotion is used.

³⁵₁₇ Staff must wear gloves if either you or the child has broken skin, a sore/rash or other skin condition.

Gloves must be changed when moving from child to child if a skin condition is involved.

³⁵₁₇ Put the lotion on your hands, then rub on the child's face and other sensitive areas, using caution near the eyes. Pay special attention to ears, scalp and neck.

³⁵₁₇ Avoid contact with the applicator's tip to avoid risk of contamination.

When applying insect repellent do not::

³⁵₁₇ Over-saturate skin or clothing.

³⁵₁₇ Apply it to the child's hands, sensitive areas (mouth, eyes), broken skin or rashes.

19. THE PROCEDURES FOR PARENTS TO REVIEW AND DISCUSS WITH THE CHILD-CARE CENTER DIRECTOR ANY QUESTIONS OR CONCERNS ABOUT THE POLICIES AND PROCEDURES OF THE CHILD-CARE CENTER

QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

Center phone: 940-808-1300

Director :682-558-9469

email: AlphabetAcademy@aol.com

20.THE PROCEDURES FOR PARENTS TO PARTICIPATE IN THE CHILD-CARE CENTER’S OPERATION AND ACTIVITIES

PARENT PARTICIPATION:

We encourage parent involvement.

What parents can do at the center ... (Just a few suggestions)

- Share your skills—play an instrument, tell a story, share your cultural traditions.
 - Make an appointment to discuss your child. Childcare staff are happy to discuss your child, but pick-up & drop-off times are the busiest times for staff.
 - Communicate with staff any big changes in your child’s life; changes in family circumstances, moving to a new house, death of grandparent etc.
 - Donate and recycle materials for arts and crafts.
 - Try to attend whatever celebrations, open-evenings, fundraisers etc. that are organized throughout the year.
 - Offer to repair toys or books at home. Etc.....etc.....
- All adults who volunteer need to pass the FBI background check.

21.THE PROCEDURES FOR PARENTS TO REVIEW A COPY OF THE CHILD-CARE CENTER'S MOST RECENT LICENSING INSPECTION REPORT AND HOW THE PARENT MAY ACCESS THE MINIMUM STANDARDS ONLINE;

MINIMUM STANDARDS FOR CHILD CARE CENTERS:

Alphabet Academy is licensed and regulated by the Texas department of family and protective services and we follow the Texas minimum standards for child care centers..

Alphabet Academy encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board.

You may contact TDPRS by one of the following methods:

Child care management services (CCS) : 940-381-3447

Denton child care licensing : 940-381-3447

Child abuse hotline: 1-800-252-5400

Parents may review a copy of the TDFPS minimum standards in our lobby or view the standards online at;
www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp ;

A copy of the most recent licensing inspection is posted on the 'Parent's Board' in the lobby.

22. INSTRUCTIONS ON HOW A PARENT MAY CONTACT THE LOCAL LICENSING OFFICE, ACCESS THE TEXAS ABUSE AND NEGLECT HOTLINE, AND ACCESS THE DFPS WEBSITE;

COMPLIANCE HISTORY

You may contact TDFPS by one of the following methods:

Child care management services (CCS) : 940-381-3447

Denton child care licensing : 940-381-3447

Child abuse hotline: 1-800-252-5400

Web address: <http://www.tdprs.state.tx.us/child.care> ;

23. EMERGENCY PREPAREDNESS PLAN

In accordance with the Texas State Law, Alphabet Academy holds regularly scheduled fire, tornado(Inclement weather), Intruder, lock down drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures.

In our effort to simulate emergency conditions during the above drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the event of a disease outbreak, Alphabet Academy will contact the Texas Health Department and proceed according to their instructions. Parents will be informed of any contagious disease outbreak.

Medical Emergency:

In case of minor injury or accident, the staff will administer basic first aid. All injuries will be documented, informed to the parents and kept at the center; after acquiring parent signatures.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

The incident will be documented in the appropriate DFPS form and the DFPS representative will be informed of the situation.

Armed intruder/Lock-Down:

stay calm and contact the local police department and follow their instructions. We also do Lock-Down drills and the students and teachers are familiar with the procedure. We also have an emergency preparedness plan in case an armed intruder enters the facility. All our teachers are aware of it. Should such an emergency occur, the administration of Alphabet Academy would notify each child's parents via the app, text or by phone.

Damage to the building:

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter (Bank building across the street) to wait the arrival of a parent or guardian. Should such an emergency occur, the administration of Alphabet Academy would notify each child's parents via the app, text or by phone.

Inclement weather:

Staff is prepared to deal with a variety of emergency situations. We practice weather/Armed intruder/ Lock-down/ Fire drills monthly. During all circumstances, teachers will remain calm and stay with the children. In the case of a weather related emergency, such as a tornado warning, children will be evacuated to the designated shelter in the building.

In the event of inclement weather or a natural disaster (floods, tornadoes, hurricanes, etc.), we will follow Denton ISD's closing schedule.

Parents may review more details regarding our Emergency Preparedness Plan upon request. It is located in the office.

24. BREAST FEEDING

Nursing mothers are welcome to breastfeed their babies at Alphabet Academy. We are happy to assist parents with feeding arrangements to allow for continuation of a successful breastfeeding relationship after returning to work or school. We will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so.

There are times when people unaccustomed to breastfeeding may feel uncomfortable in the presence of a breastfeeding mother. The center urges you to remain supportive of a mothers' efforts, and make her feel comfortable.

25. Preventing and responding to abuse and neglect of children, including:

All employees are required to have annual training on preventing and responding to abuse and neglect of children.

The center will stay up to date on methods for increasing employee and parent awareness on issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. These methods will also include increasing employee and parent awareness on prevention techniques for child abuse and neglect. The center will also have strategies for coordination with appropriate community organizations, who are knowledgeable in preventing and responding to abuse and neglect of children, including actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

Alphabet Academy has a comprehensive program to facilitate prevention, identification and reporting of suspected child abuse and neglect. All Alphabet Academy employees are required to have background clearances and pass with favorable results prior to commencing work. All Alphabet Academy child care providers receive mandatory training (to include annual updates) in identifying and reporting suspected abuse/neglect.

Children's Advocacy Center Denton County (CACDC) is a non-profit serving children who have been victims of sexual or physical abuse. They are located at; 1854 Cain Drive, Lewisville, TX 7507 – Tel: (972)-317-2818 x 222

CACDC provides training and advice for parents and child care staff through their "Recognizing & Reporting Child Abuse Training" sessions. Parents can contact the Advocacy Center for assistance, prevention and intervention at anytime. You can also register for the training at;

<http://www.cacdc.org/events/recognizing-reporting-child-abuse-training/> ;

Protection of children from abuse is a shared responsibility between our staffers and parents.

Reporting child abuse/neglect:

Failure to report child abuse/neglect or safety violations is a criminal offense. To report child abuse, child neglect or a safety violation, IMMEDIATELY contact: 1-800-252-5400

26. PROCEDURES FOR CONDUCTING HEALTH CHECK/WELL CHECKS

Alphabet Academy staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

27. VACCINE-PREVENTABLE DISEASES FOR EMPLOYEES

Child Care Provider Vaccinations:

Immunizations are not just for children. We have informed our employees the importance of keeping up-to-date on their vaccinations to help protect them and the children they work with from vaccine-preventable diseases that can be transmitted in a child care setting, including influenza, pertussis (whooping cough), and varicella. It is not mandatory but we encourage our staff to keep up with their vaccination.

(b) ADDITIONAL POLICIES

1. OPEN DOOR POLICY

We have an 'open door' policy & we welcome parents at any time, in any area of our school without making an appointment. We do ask parents who plan to visit their children to follow the classroom routine, to avoid disturbing classroom schedules and activities.

All adults who are permitted to a class room with young children, to spend an extended length of time with them, needs to pass a background check.

2. GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Alphabet Academy is a GANG-FREE ZONE.

(c) MORE GENERAL INFORMATION FOR PARENTS

TUITION AND FEES

Payment Policy

- Child Care fees are to be paid on the Friday or last business day of each week in advance of the coming week. Late fees in the amount of \$5.00/day will be charged for payments received past the day it was due.

If payment (including late charges) is not received by Tuesday morning at drop off, Provider may immediately terminate care for your child. You must re-register to return to school and the return depends on the availability of a space.

- The weekly tuition is to ensure a spot for your child in our program. In order to retain this spot, the full tuition is due even if the child does not attend daycare.

- Payments are paid by cash or check. Returned checks will be charged \$35 and payment will be only in cash thereafter.

- The weekly fee covers 50 hours of child care at Adventureland (Maximum 10 hours per day). Extra hours will be charged at \$4.00 /hour
- A non-refundable registration fee is due at the time of enrollment.
- If you are late picking up your child, a \$1 per minute late penalty will be charged. Late penalties must be paid to Alphabet Academy at the time of pick-up or before the child can return to care.
- The Alphabet Academy Fee Schedule is available at the reception counter.

WITHDRAWAL FROM PRESCHOOL PROGRAM

Fourteen (14) days written notice must be given for withdrawing a child from Alphabet Academy

PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of \$100 after that family has been with us for 90 days.

OUTSIDE EMPLOYMENT

Employees of Alphabet Academy are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Alphabet Academy are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and snapchat.

TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

DAILY SCHEDULE AND ACTIVITIES

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

FREE PLAY

"Free-play" (also called child initiated activities, free choice, self selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at Alphabet Academy for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a mat/cot to rest on for nap time. Please provide a clean nap mat/blanket for nap time and take them home on Fridays for washing.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per day (maximum 60 minutes) they may use or view multimedia:

CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

BOTTLES, BLANKETS AND PACIFIERS

You may send extra bottles (infant/toddler room), change of clothes, a small security blanket and/or a pacifier for your child. They need to be labeled with your child's name. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

SMOKING

For the health of all employees, children and associates, smoking is prohibited anywhere on Alphabet Academy property. Parents and staff are prohibited from smoking in the building, on the grounds, and in the parking lot of Alphabet Academy. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

FIELD TRIPS

We do not provide trips outside of the daycare. We do not provide transportation to or from the daycare.

BIRTHDAY CELEBRATIONS

Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

VIOLENT PLAY AND BULLYING

There is a strict policy of allowing no weapon play at Alphabet Academy. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Alphabet Academy, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

PARENT CODE OF CONDUCT

Please understand - since young children are present in our building, some adult language is not appropriate. Alphabet Academy prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Alphabet Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Alphabet Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Alphabet Academy is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.

CHANGES IN POLICIES

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner. Parents will be notified of all changes. This Handbook Revised: January 2018



SCHOOL PICTURES/SNAPSHOTS

We enjoy taking snapshots of the activities the children participate in at the center. Mostly because we want to show you, what your child does during the day. You will receive these photos with your daily report through the Brightwheel app. We also use these pictures to decorate our classrooms, post on our website and Facebook or sent out in advertisements for the center. By enrolling your child in, you consent that your child's photograph may be used for the above purposes. No names will be used on any photographs at the center. If you do not wish to have your child's picture taken during the school year at Alphabet Academy, you must speak with the Director. This will mean your child may not participate in some activities

in which pictures will be taken. School pictures available for purchase, will be taken in the Fall and Spring of each year.

If you do not wish your child to be photographed, please fill this consent form below and return to the office.

Permission for Photographing Your Child

No, you do not have my permission to photograph my child.

Parent Signature _____ Date _____



Student Name: _____

Review of Parent's Handbook

I have read and understand the parent handbook provided by Alphabet Academy. I understand that this handbook will be a source of reference as well as a contract between Alphabet Academy and the undersigned.

I agree to comply with the guidelines, rules and regulations and tuition policy in the Alphabet Academy Parent's Handbook.

I do understand that tuition is due every Friday, in advance for the following week and I do agree to pay \$5/day for each late day. I also do understand that the daycare closes at 6 pm everyday and if I'm late, the late fee of \$1/minute is due when I pick up my child. I also agree to pay the annual supply fee of \$50 when it's due.

Mother's Name	Mother's Signature	Date
---------------	--------------------	------

Father's Name	Father's Signature	Date
---------------	--------------------	------

Please sign and return this page.