



## Admission Information

Use this form to collect all required information about a child enrolling in day care.

**Directions:** The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information			
Operation's Name: All About Kids Learning Center		Director's Name: Christin Wooten	
Child's Full Name:		Child's Date of Birth:	Child Lives With? <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian
Child's Home Address:		Date of Admission:	Date of Withdrawal:
Name of Parent or Guardian Completing Form:		Address of Parent or Guardian <i>(if different from the child's)</i> :	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Phone No.:	Parent 2 Phone No.:	Guardian's Phone No.:	Custody Documents on File? <input type="radio"/> Yes <input type="radio"/> No
<b>In case of an emergency, call:</b>			
Name of Emergency Contact:		Relationship:	Area Code and Phone No.:
Address:			
I authorize the child care operation to <b>release</b> my child to leave the child care operation <b>ONLY</b> with the following persons. Please list name and phone number for each. Children will only be released to a parent or guardian or to a person designated by the parent or guardian after verification of ID.			
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	

Consent Information
<b>1. Transportation:</b>
I give consent for my child to be transported and supervised by the operation's employees (Check all that apply). <input type="checkbox"/> for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school
<b>2. Field Trips:</b>
<input type="radio"/> I give consent for my child to participate in field trips. <input type="radio"/> I do not give consent for my child to participate in field trips.
Comments:

**3. Water Activities:**

I give consent for my child to participate in the following water activities (Check all that apply).

- water table play     sprinkler play     splashing or wading pools     swimming pools     aquatic playgrounds

Is your child able to swim without assistance?

- Yes     No

Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?

- Yes     No

Do you want your child to wear a life jacket while in or near a swimming pool?

- Yes     No

**4. Receipt of Written Operational Policies:**

I acknowledge receipt of the facility's operational policies, including those for (Check all that apply).

- |  |  |
|--|--|
| <input type="checkbox"/> Discipline and guidance   | <input type="checkbox"/> Procedures for release of children  |
| <input type="checkbox"/> Suspension and expulsion  | <input type="checkbox"/> Illness and exclusion criteria  |
| <input type="checkbox"/> Emergency plans   | <input type="checkbox"/> Procedures for dispensing medications   |
| <input type="checkbox"/> Procedures for conducting health checks   | <input type="checkbox"/> Immunization requirements for children  |
| <input type="checkbox"/> Safe sleep  | <input type="checkbox"/> Meals and food service practices  |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director  | <input type="checkbox"/> Procedures to visit the center without securing prior approval  |
| <input type="checkbox"/> Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions | <input type="checkbox"/> Procedures for supporting inclusive services  |
| <input type="checkbox"/> Procedures for parents to participate in operation activities                                       | <input type="checkbox"/> Procedures for parents to contact Child Care Regulation (CCR), DFPS, Child Abuse Hotline, and CCR website |

**5. Meals:**

I understand that the following meals will be served to my child while in care (Check all that apply):

- None     Breakfast     Morning snack     Lunch     Afternoon snack     Supper     Evening snack

**6. Days and Times in Care:**

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**7. Receipt of Parent's Rights:**

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

\_\_\_\_\_  
Signature — Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

**8. Child's Special Care Needs (check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Environmental allergies                                 | <input type="checkbox"/> Limitations or restrictions on child's activities        |
| <input type="checkbox"/> Food intolerances                                       | <input type="checkbox"/> Reasonable accommodations or modifications               |
| <input type="checkbox"/> Existing illness  | <input type="checkbox"/> Adaptive equipment ( <i>include instructions below</i> ) |
| <input type="checkbox"/> Previous serious illness                                | <input type="checkbox"/> Symptoms or indications of complications                 |
| <input type="checkbox"/> Injuries and hospitalizations ( <i>past 12 months</i> ) | <input type="checkbox"/> Medications prescribed for continuous long-term use      |
| <input type="checkbox"/> Other: _____  |   |

Explain any needs selected above:

Does your child have diagnosed food allergies?  Yes  No Food Allergy Emergency Plan Submitted Date: \_\_\_\_\_

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-centers/>. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature — Parent or Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

**9. School Age Children**

My child attends the following school: \_\_\_\_\_ School Area Code and Phone No.: \_\_\_\_\_

My child has permission to (*check all that apply*):

- walk to or from school or home  ride a bus  be released to the care of his or her sibling under 18 years old

Authorized pick up or drop off locations other than the child's address:

- |  |              |
|--|--------------|
| <input type="checkbox"/> Austin Elementary 1776 Texas Drive, Weatherford, TX 76086               | 817-598-2848 |
| <input type="checkbox"/> Crockett Elementary 1015 Jameson Street, Weatherford, TX 76086          | 817-598-2811 |
| <input type="checkbox"/> Curtis Elementary 501 West Russell, Weatherford, TX 76086               | 817-598-2838 |
| <input type="checkbox"/> Ikard Elementary 100 Ikard Lane, Weatherford, TX 76086                  | 817-598-2818 |
| <input type="checkbox"/> Mary Martin Elementary 719 North Oak Ridge Dr, Weatherford, TX 76087    | 817-598-2910 |
| <input type="checkbox"/> Wright Elementary 1309 Charles Street, Weatherford, TX 76086            | 817-598-2828 |
| <input type="checkbox"/> Victory Baptist Academy 1311 East Bankhead Drive, Weatherford, TX 76086 | 817-596-2711 |

Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

**Authorization For Emergency Medical Attention**

In the event I cannot be reached to arrange for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone No.
Name of Emergency Care Facility	Address	Phone No.

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature — Parent or Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_



### Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

**Varicella (Chickenpox)**

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about            [date] and does not need varicella vaccine.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Additional Information Regarding Immunizations**

For additional information regarding immunizations, visit the Texas Department of State Health Services website at [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm).

**TB Test (If required)**

Positive    Negative   Date: \_\_\_\_\_

**Gang Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

**Privacy Statement**

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

**Signatures**

\_\_\_\_\_  
Child's Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Center Designee

\_\_\_\_\_  
Date Signed

**Physician or Public Health Personnel Verification**

Signature or stamp of a physician or public health personnel verifying immunization information above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Child Information**

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_  
Name child prefers to be called: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
Child lives with: \_\_\_\_\_ Both Mom & Dad \_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_ Grandparent \_\_\_\_\_ Other \_\_\_\_\_  
Gender:  Male  Female Child's S.S. #: \_\_\_\_\_

**Parent/Guardian Information**  **Mother/Guardian**  Custodial Parent (If married, mark both parents)

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employed By: \_\_\_\_\_  
Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_  
Mother's SS#: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

**Parent/Guardian Information**  **Father/Guardian**  Custodial Parent (If married, mark both parents)

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employed By: \_\_\_\_\_  
Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_  
Father's SS#: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

**Emergency Contacts & Authorized Pickup Persons:**

**1st Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Contact's Address \_\_\_\_\_

D.L.# \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**2nd Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Contact's Address \_\_\_\_\_

D.L.# \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**3rd Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Contact's Address \_\_\_\_\_

D.L.# \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**4th Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Contact's Address \_\_\_\_\_

D.L.# \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**Tuition / Payment Information:** Please outline below who will be responsible for payment of tuition and fees.

\_\_\_\_\_ will pay our tuition on a  Weekly  Bi-Weekly  Monthly  
Name

Tuition will be paid by the following payment method:  Bank Draft  Card Draft  Check  Cash  Credit/Debit Card

I understand that tuition is due by **Wednesday** of each week and failure to keep my account current could result in termination of care for my child/children. If paying on any schedule other than a weekly basis, tuition must be paid in advance.

\_\_\_\_\_ CCMS will cover a portion of our tuition. I understand my portion is due to the childcare by the 1<sup>st</sup> day of each month per the CCMS contract, and childcare facility policies. Failure to pay by the 1<sup>st</sup> of each month will result in termination of care.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Payment Agreement Form

I, \_\_\_\_\_ understand it is required to keep a current credit/debit card on file with All About Kids in the event of past due tuition or separation of services. By signing below, I authorize All About Kids to draft my card or account for my child's tuition. I also understand there is a 2.75% convenience fee for all card charges. There is no fee for Bank drafts.

\_\_\_\_\_ I Do (or) \_\_\_\_\_ I Do NOT elect to have my tuition auto drafted weekly.

Children Enrolled \_\_\_\_\_

## Credit/Debit Card Processing

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV Code \_\_\_\_\_

Day to Process (circle)      M    T    W    TH    F

Amount to Process \_\_\_\_\_

## Bank Account Processing

Name on Account \_\_\_\_\_

Type of Account      \_\_\_\_\_ Checking or \_\_\_\_\_ Savings

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Day to Process (circle)      M    T    W    TH    F

Amount to Process \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# All About Kids Learning Center Parent Orientation

Name of child/children: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

I have received information on the following:

- Introduction to the staff
- Parent Visit with the classroom caregiver
- Overview of the parent handbook
- Policy for arrival and late arrival
- An explanation of the Texas Rising Star Program
- Encouragement to share elements of my CCS enrollment so the provider may assist, if applicable
- Family Support Resources and activities in the community
- Child development and developmental milestones
- Expectations of families
- The significance of consistent arrival time, including before the education portion of school begins, impact of disrupting other children’s learning, the importance of consistent routines in preparing children for the transition into Kindergarten
- Statement about limiting technology use on site to improve communication between staff, children and families
- Statement reflecting the role and influence of families

I acknowledge receipt of the above information

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# Parent Signature Page

I acknowledge that I have received, read and understood the following All About Kids Learning Center policies:

- 1) Operational Policy
  - a) Parent Orientation Handbook
  - b) Biting Policy
  - c) Discipline and Guidance Policy
  - d) Texas Rising Star Guidelines
  - e) Unacceptable Behavior Policy
- 2) Ointments, Creams, and Lotions form
- 3) Photo Authorization Form
- 4) WIC/Food Program Information and Form
- 5) TRS Parent Orientation Information

I have been given a tour of the facility as part of the parent orientation and wish to enroll my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# Photo Authorization Form

I understand All About Kids Learning Center staff will take my child's photo for the purpose of crafts and classroom activities. My child's image will appear on Procure Connect App which is a closed application only available to parents/guardians of children currently enrolled at All About Kids Learning Center.

App Use:

\_\_\_\_\_ I grant All About Kids Learning Center permission to use my child's photo on the ProCare Connect Parent Engagement App.

\_\_\_\_\_ I DO NOT grant All About Kids Learning Center permission to use my child's photo on the Parent Engagement app.

Child's Name \_\_\_\_\_

Parent's or Legal Guardians Signature \_\_\_\_\_

Date \_\_\_\_\_

# Ointments & Creams Authorization

Child's Name \_\_\_\_\_

I grant permission to All About Kids Learning Center Staff to apply any of the following creams, ointments, sprays, etc. to my child.

Please check all that apply and specify if there is a special type or allergy to certain types.

	<u>Brand Name</u>	<u>Allergy/Sensitivity</u>
<input type="checkbox"/> Diaper Rash Cream	_____	_____
<input type="checkbox"/> Orajel	_____	_____
<input type="checkbox"/> Sunscreen	_____	_____
<input type="checkbox"/> Insect Repellent	_____	_____
<input type="checkbox"/> Lotions	_____	_____
<input type="checkbox"/> Creams	_____	_____
<input type="checkbox"/> Baby Wipes	_____	_____
<input type="checkbox"/> Other	_____	_____

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

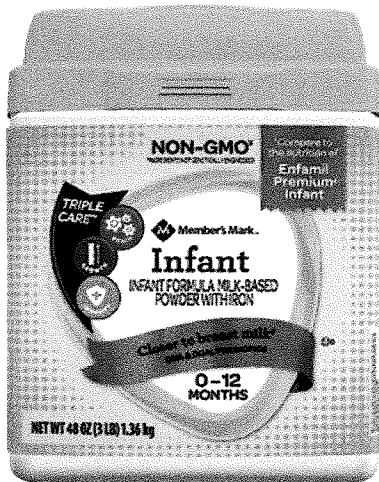
# All About Kids

Learning Center

## NOW OFFERING

ALL ABOUT KIDS IS NOW OFFERING FORMULA AND GERBER® FOOD PRODUCTS FOR ENROLLED INFANTS 0-12 MONTHS OF AGE!

MEMBER'S MARK INFANT FORMULA MILK-BASED POWDER WITH IRON  
GERBER® 1ST FOODS® FRUIT & VEGGIE BABY FOOD PUREES  
GERBER® SINGLE GRAIN CEREALS  
GERBER® LIL' CRUNCHIES BAKED CORN SNACK



# All About Kids

## Learning Center

1441 Fort Worth Highway, Weatherford, TX 76086 | (817) 594-1330 | Facility License #: 824063

Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.

### Tell Me More About Procure's Parent App

Once you download the Procure app on your smartphone, we can update you on your child's daily activities, milestones and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the center so we can better ensure the health and wellbeing of you, your children and our staff.

### How do I get the app?

You'll get an email soon with all the instructions including a unique **4-digit pin** and information to download the mobile app via email. For additional security, you will be notified via email when your child is signed in and out of the center. **If you do not receive an email, please contact Christin at the main office (817) 594-1330.**

### Portfolio

We can now create a portfolio containing pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.

We think you'll really enjoy this new way for us to stay connected!

Sincerely,

All About Kids



# All About Kids

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## Learning Center

### Operational Policies

#### MOTTO

Helping your kids grow in the right direction!

#### MISSION STATEMENT

The mission of the All About Kids Learning Center, is to ensure a safe, elite education for your child; while building their self-esteem, respect, and inner talents. Therefore, our future leaders will hold a strong belief in God and his teaching and high moral standards.

#### PHILOSOPHY

Every child deserves to be valued, to be respected, and to be appreciated as an individual. Every child has basic needs that must be met for him/her to develop into a responsible, ethical, productive adult.

The early years are the most formative ones in a child's development and are a brief window of opportunity to provide a child with the foundation he/she will need to conquer later challenges.

We provide nurturing care for each child in a warm, supportive, secure environment.

We seek to express God's love for each child through our relationship with that child.

We strive to be supportive of our parent's effort to reinforce our strong family values that are taught in their own homes.

#### EDUCATIONAL GOALS

Our goal is for each child to enjoy the school experience with us and to be excited about learning. We encourage each child's natural curiosity to begin him/her on the path of enjoying and appreciating the chance to learn throughout their life. We utilize a proven, research-based curriculum called Pocket of Preschool. It has been developed for use from infants to preschool students. The Pocket of Preschool System nurtures the whole child in all areas of development: social-emotional, physical, language and cognitive.

The goal of our program is to prepare young children for kindergarten and to teach them to be self-sufficient. Each day, your child will sing songs, create art, investigate STEM projects, play math and literacy games, read books, and build friendships. We utilize Progress Reports with assessments being completed in the Fall and the Spring. These reports demonstrate the progress that each child has made.

## **Texas Rising Star Quality Certification (TRS)**

Our center has received accreditation through the Texas Rising Star Quality Certification Program. TRS is a quality rating and improvement system for Texas early childhood programs. Obtaining this certification demonstrates that our program goes above and beyond the Minimum Standards required by Licensing and indicates that we are a high-quality program.

### **Hours of Operation**

All About Kids is open five days a week, Monday through Friday, year-round, 6:00am to 6:00pm, except for designated holidays. All About Kids will be closed 15 holidays per year. The calendar will be dispersed annually in January.

No refunds or prorating will be given for holiday weeks. We will normally observe these holidays on the day the government sets for observance. As a rule, if the holiday falls on Saturday, we will be closed on Friday. If the holiday falls on Sunday, we will be closed on Monday. Notices of closures will be posted in advance.

Children must be dropped off by 9:00am each day, to minimize disruption to the learning environment. Please notify us in advance if your child has a doctor's appointment and will be arriving late. A doctor's note is required to drop off your child after 9:00am. If a child is dropped off between 11:00 and 12:00, please make sure they have eaten lunch before arriving at the center. To prevent disturbance during naptime, children will not be accepted between 12:00 and 2:00, even with a doctor's note. We ask to be notified when children will be absent by 10am the day of the absence.

### **Vacation Policy**

Each child will receive one week vacation during the first year of enrollment, but it may only be taken after six months of attendance. Two weeks' vacation will be granted on the anniversary of the second year of enrollment. This allows you to remove your child from the center for one or two weeks without being responsible for the full tuition, and without forfeiting your enrollment position. To be granted two vacation weeks, your child must be enrolled without interruption for a total of 24 months and your account must be current. Please give the office at least one week notice if you plan to use a vacation week. Please note that these vacation weeks can also be used as a sick week if your child is out the full five days of the week due to illness. Please also note that your vacation weeks CANNOT be used if your account is past due.

### **Release of Children**

Upon arrival, please check your child in and out at the front door, then a team member will escort your child to and from their classroom. Authorization from a parent/guardian is needed for those individuals who will be permitted to pick up your child. The names of these individuals should be provided to us at the time of enrollment. Under no circumstances will an adult be permitted to pick up a child without authorization. In an emergency, you may call the center and give authorization over the phone



accompanied by an email. All authorized individuals should be prepared to show photo identification at pick up.

Please accompany your child at the door until a team member arrives. We ask that you please turn our car off, lock the doors and hide any valuables. We appreciate your cooperation in this matter. Your child's safety and the safety of others is very important to us.

### **Parental Separation Procedures**

If parents become legally separated while they have a child enrolled with us, please provide the director with copies of the court documents. We will not make changes to enrollment forms, including permission to pick up, without court documents.

### **Illness & Injury**

- In the event that your child is ill and will be absent, a courtesy call is appreciated.
- In the event that your child becomes ill during the day, the parent will be contacted to come pick up the child. Absences will not be discounted.
- A child will not be admitted if one or more of the following exists:
  - 1) The illness prevents the child from participating comfortably in child 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 a medical evaluation by a healthcare professional indicates that you can include the child in the child-care activities:
    1. Tympanic (ear) or forehead temperature of 100 degrees or greater (Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday);
    2. Uncontrolled diarrhea (Children may return when normal function returns);
    3. Two or more vomiting episodes in 24 hours (Children may return when they can retain a light meal);
    4. Persistent hacking or congested cough with sore throat (Children may return with doctor's written permission);
    5. Green nasal discharge, which indicates a respiratory infection which requires treatment (Children may return with doctor's written permission);
    6. Conjunctivitis, or pink eye (Because it is highly contagious, children may return with doctor's written permission);
    7. Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally;
    8. Persistent pain in abdomen;
    9. Swelling, redness, or throbbing in an injured part of the body;
    10. Undiagnosed profuse rash or blisters on parts of the body;

11. Behavior changes, or other signs that the child may be severely ill;
12. If a child has head lice including eggs/nits. Child may return after hair has been treated and is free of live bugs.
  - A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
  - If your child is allergic to any food and/or requires a special diet, please provide a doctor's or health-care professional's letter.
  - Covid-19: While recommended by state and local health officials, health checks will be conducted on all children and staff upon arrival. No one will be allowed to enter when exhibiting the following symptoms: Tympanic or forehead temperature of 100 degrees or greater; severe cough or difficulty breathing; loss of taste or smell, sore throat; nausea or vomiting; diarrhea. If a classroom has to be closed due to positive Covid-19 cases, parents will be notified immediately.

### **Procedures for Conducting Health Checks**

A Health Check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

- Caregivers will visually assess the child upon arrival. Only areas of the body not covered by clothing will be assessed unless there is cause for concern about the child's health.
- If no signs or symptoms of illness or injury are present, the assessment will not be documented.
- If signs or symptoms of illness or injury are present, the assessment will be documented.
- If signs of illness or injury are present, shirt-sleeves may be pushed up to the elbow, shirts may be lifted to expose the child's back, and pant legs may be lifted to the knee for further assessment.
- If signs or symptoms of illness or injury are discovered during diaper changing, they will be documented.

### **Medications**

Prescription medication can be dispensed IF it is prescribed to be given three times a day or more. The following must be provided:

- A parent's signed authorization form that includes time to administer the medication, according to label direction.
- Medication is in its original container and is labeled with the child's full name and the date brought to the center.
- Medication and prescription are not expired.
- All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction.

Over-the-counter medication cannot be dispensed unless it is prescribed by a physician and accompanied by the physician's written prescription. Only the director or person in charge may administer the medication. Prescribed rescue medication will be kept on site as needed.

### **Medical Emergencies**

If your child is seriously injured, CPR and/or the appropriate First Aid will be administered until help arrives. 911 will be contacted immediately for assistance. Parents will be contacted as soon as possible. Information given in your enrollment packet will be used at this time. Please remember to keep your child's records updated. All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction.

### **Parental Notifications**

Parents will be notified in person, by phone, through the ProCare Connect app, in writing, and/or through the use of bulletin boards and parent notification boards:

- If the child is injured and the injury requires medical attention;
- If the child has signs or symptoms requiring exclusion from care;
- If the child has been involved in any situation that placed the child at risk;
- If any situation renders the center unsafe;
- If a less serious injury or incident takes place, the parents will be notified at the time of pick up
- Policies will be reviewed annually and updated if necessary.
- If there is a change in the staff working with your child on an everyday basis.
- If there is an outbreak of any communicable disease.

Daily or weekly reports (depending on the child's age) will be sent home with details about the child's activities and accomplishments. A newsletter and calendar is available to parents at the beginning of each month, listing the month's activities, including holiday celebrations. Other important information is on the app or sent home with the child.

### **Inclement Weather Policy**

Our center follows the Weatherford Independent School District for our Weatherford location and Mineral Wells ISD for our Mineral Wells location when it comes to school delays or closings. If the ISD is closed due to inclement weather, the center will be as well. Please watch the local news for updates.

### **Discipline & Guidance Practices**

Redirection and verbal communication are used as a method of discipline. Your child will be treated with courtesy and respect. In the event your child's behavior endangers others, he/she will be separated from the rest of the group for a sensible period. If a child continues to have difficulty in a particular situation, the child may be removed to a

“safe place” or “thinking chair”, where they will have the opportunity to regain control of their emotions and calmly resolve the situation before they return to the group. If your child’s behavior becomes seriously disturbing, you will be notified.

Parents are provided with a copy of the Discipline and Guidance Policy upon enrollment, as well as the Unacceptable Behavior Policy.

### **Unacceptable Physical Behavior/Separation Policy**

We strive to redirect unacceptable behavior whenever possible; however, sometimes we need the help of the parents. The purpose of this form is to protect the rights of the teachers and staff of our center and those rights of other children who sometimes become victims of an aggressive child.

If a child deliberately inflicts physical harm to another child or to a staff member, or disrupts the learning environment, all actions will be documented on a Discipline & Guidance Log and the following procedures will occur:

#### **1st Offense**

Parents notified in writing of the specific incident at the end of the day.

#### **2nd Offense**

Parents called and notified in writing of the specific incident at the end of the day.

#### **3rd Offense**

Parents called and child must be removed from the facility as soon as possible. The child will have a one-day suspension. Outside help is strongly recommended at this point.

#### **4th Offense**

Parents called and child must be removed from facility as soon as possible. The child will have a two-day suspension. Parents, child and involved staff will have a meeting before the child returns. We reserve the right to ask that alternate arrangements be made for the care of your child without a refund of tuition.

### **Uncontrollable Behavior Policy**

If a child requires one-on-one teacher/staff supervision for an excessive amount of time because behavior prohibits him or her from being in a group setting, the parents will be called, and the child must be removed from the facility as soon as possible. The 2nd offense will result in a one-day suspension. After the 3rd offense, we reserve the right to ask that alternate arrangements be made for the care of your child without refund of up to two weeks tuition. Teachers will always treat all students in an equitable manner. The teacher will keep documentation of a student’s behavior issues and all resolution attempts. If behavior such as hitting, biting, yelling and destruction of property continues to be disruptive or unsafe for all students, a period of separation from the class may be needed for a brief period. This will give that student an opportunity to calm down and talk with the teacher or director about their behavior. At this point, the parent will be notified in writing and verbally. Continued behavioral issues resulting in separation will then require a conference with the parent to discuss cooperative actions to facilitate a positive change.

Unfortunately, if behavior continues to be problematic and significantly impairs the learning experience for the other students, we reserve the right to ask that alternate arrangements be made for the care of your child without a refund.

### **Suspension & Expulsion**

In rare cases, a child may be suspended or expelled because of unacceptable behavior that poses a risk to the child, other children in our care, or the staff. The steps of the Unacceptable Behavior Policy will be followed, and suspension or expulsion will only be used as a last resort.

### **Safe Infant Sleeping Practices**

Safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants are utilized to reduce the risk of sudden infant death syndrome in children under the age of one year. The staff members in our center follow these guidelines:

- Infants are always placed on their backs for sleeping unless the parent provides an Infant Sleep Exception form signed by a health care professional.
- Infants are placed on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size and non-full-size cribs.
- For infants who are younger than 12 months of age, cribs are bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed include: soft objects; bumper pads; liners; or sleep position devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Wedges and infant positioners may increase the risk of suffocation and therefore are prohibited.
- Sleeping areas are well-ventilated and at a temperature that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are encouraged as an alternative to blankets.
- Only one infant will be placed in a crib to sleep.
- Infants may use a pacifier during sleep, but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat) the infant will be moved to a crib immediately, unless the parent provides an Infant Sleep Exception form signed by a healthcare professional.
- Our childcare program is smoke-free.
- Caregivers actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, the infant will be placed on their back to sleep and allowed to assume a preferred sleep position.
- Additionally, babies who are awake have supervised daily "tummy time" to help them strengthen muscles and develop normally.

- Infants will not be swaddled for sleep or rest unless the parent provides an Infant Sleep Exception form signed by a healthcare professional.

### **Meals & Snacks**

Each day, a nutritious breakfast is served from 7:00 – 8:30 a.m. A well-balanced meal is prepared daily at lunch for your children and served from 11:00-12:30pm. An afternoon snack is also provided to all children and served from 2:30-4:00pm. Healthy snacks are served to school age children as they arrive each afternoon. All our meals are prepared at the center, and we participate in the Child and Adult Care Food Program, which ensures that we meet nutritional requirements for all meals served. Prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.

A rotating two-week menu is posted with all meals for the week. Children will be encouraged, but not forced, to eat. Food is never withheld as a means of discipline or used to reward good behavior. Any eating problems will be discussed with the parents. For the safety of the children, liquids, and food hotter than 110 degrees F are kept out of reach of children.

Additionally, food allergy lists are maintained for each classroom. ALL Staff are educated on food allergies and take precautions to ensure that children are protected. Our center is PEANUT-FREE and all food items containing peanuts are prohibited. Outside food that is brought in for special occasions such as birthdays or class parties must be purchased from a facility that is inspected by the health department and have an ingredient label. All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction.

Outside food is permitted for medical issues, religious preferences, and food preferences. To ensure the safety of food brought from home:

- Lunches and meals brought from home must be dated and have the child's name written on it.
- Food may be kept in the kitchen. Lunches will be refrigerated and heated if needed to maintain appropriate temperatures.
- Families should provide a beverage and a lunch that follows the USDA requirements for nutrition.
- Food may be offered by the preschool staff to supplement a lunch that does not meet these requirements. Choose MyPlate illustrates the five food groups using a colorful place setting. Go to [choosemyplate.gov](http://choosemyplate.gov) for practical information and tips to help build healthier diets.
- Milk, fresh fruit, and vegetables will be made available for any child bringing lunch from home.

A copy of the current dated Menu will be posted in the front desk area for your viewing.

All About Kids has strategies in place to educate children and their parents on nutrition. We provide sample menus of healthy lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value. For information on child nutrition, please visit [www.fns.usda.gov](http://www.fns.usda.gov).

### **Immunization Requirements**

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health and Human Services. This requirement applies to all children in care from birth to 12 years of age. All immunizations required for the child's age must be completed by the date of admission. TB testing requirements vary from county to county. Parker/Palo Pinto Counties do not require TB testing for children.

### **Vaccine-Preventable Disease Policy**

The Center for Disease Control (CDC) recommends that adults receive the following immunizations: Influenza (Flu), HepA (Hepatitis), and Pertussis (Whooping Cough). Employees are strongly encouraged to obtain these immunizations but are not required to do so.

To protect the children in our care from exposure to disease, caregivers are required to use gloves when changing diapers, administering first aid and serving food. Caregivers who are showing signs of illness are not allowed to care for children.

### **Hearing & Vision Requirements**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center that are first time enrollees who are four years of age or older and for all children enrolled in programs who are four years of age by September 1 of each year. These screenings must be completed within 120 calendar days from enrollment.

A present screening that has been conducted within one year prior to enrollment is acceptable. The center must be provided with the individual vision or hearing screening or must provide the center with a signed statement from the parent that the screening records are on file at the school the child currently attends. The statement must be dated and include the name, address, and telephone number of the other program or school.

### **Enrollment Procedures & Tuition Agreement**

Each and every enrollment form must be filled out completely and returned to the office before any child is permitted to attend daycare. These forms include enrollment agreement, admission information, statement of health, immunization records, Child and Adult Care Food Program forms, and discipline and guidance policy, and tuition agreement. Registration fees are due at time of enrollment. Tuition is due on Monday weekly for the current week. We require a credit or debit card on file for each family. Parents have the option to have their tuition auto drafted weekly or can pay by cash or

check at the front office. If your account is not paid by end of business on Friday, your card on file will be drafted first thing the following Monday morning. If you chose to withdraw your child from our care, you have two weeks from the last day in care to take care of all past due balances. After the 14<sup>th</sup> day we will draft the card on file for the remanding balance.

Parents will be provided with a copy of the Operational Policies at the time of enrollment. Parents must sign that they have read and understand all policies. If any policies or procedures are changed, the parents and guardians will be provided with a written notice of this change and will be asked to sign another statement that they have read and understand the changes that have been made. Changes will also be posted on the parent information board.

### **Updates to Child Information Forms**

For the safety of your child, please ensure that we have current contact information for parents/guardians and emergency contacts. Information may be updated by requesting your child's file and updating enrollment forms, emailing updated information, or calling the center. If staff is not available, forms and envelopes are available at the front desk and may be left on the counter. All children's files will be required for update annually. If All About Kids Learning Center is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

### **Transportation**

During the school year, we provide drop-off and pick-up for school-aged children to and from nearby schools. Upon arrival at the center, a breakfast and snack is provided. This is followed by a variety of activities including group and individual games, arts, crafts, creative indoor and outdoor play, and movies.

### **Screen Time Policy**

Screen time is limited to one movie per day. This can include learning videos that go along with the weekly theme, bible story videos to go with the weekly bible theme, or an age-appropriate movie. We do not exceed two hours per day of movie time. In addition, we ask that children leave their electronic devices at home. This includes phone, tablets, gaming systems etc. All About Kids is not responsible for any lost, stolen, or damaged devices.

### **Physical Activities**

Children spend time outside each day, weather permitting. When extreme weather conditions occur, children will rotate to different areas of the building to participate in an indoor physical activity which could include indoor games, movement, and dancing.



Morning and afternoon playground time are part of the daily schedule. Children will spend at least 90 minutes per day enjoying the outdoors. The activities children will participate in outdoors will include free play on the playground, outdoor group games, sports games, team building games. We recommend children wear appropriate clothing and footwear for the outdoor activities each day. If the heat index is greater than outdoor shade play will be limited to 10 minutes. If the wind chill is between 45 and 50 there by be 5 minutes of outdoor play. There will be no outdoor play during rain, sleet, snow, mist, etc.

### **Clothing Guidelines**

Children should come to the center each day dressed in weather-appropriate clothing that they can move in freely. Every child that is over 12 months old must wear shoes. Please bring extra clothing in case of restroom accidents or spills.

### **Water Activities**

During the summer months, children will take part in water activities. These water activities will include sprinkler play and wading pool play. No child will use the sprinkler equipment on or near slippery surface. All wading pools will be sanitized daily. All children will be supervised during water always play. If you do not wish for your child to take part in water activities, please specify this on your admission information form.

### **Field Trips**

Field trips will be taken during the school year with children aged three and over. We will visit places like the zoo, library, museums, picnics in the park, and other places of interest. Field trip notices will be posted at least 48 hours in advance. There will be a charge for field trips to cover the cost of activity and transportation.

### **Animals**

Family pets may not be brought into the center at any time. On occasion, an animal may be brought in as part of a learning activity. Parents will be notified in writing in advance and only children with a permission slip signed by a parent will be allowed contact with the animal. Any animals brought in must have current vaccinations and must have been examined by a local veterinarian to obtain a statement of health. Documentation will accompany the animal.

### **Insect Repellant & Sunscreen**

Parents will provide insect repellant and sunscreen to be applied to their child before going outside each day. The products will be applied in accordance with label direction. An Ointments and Creams Authorization form must be completed and returned before these products may be applied. The products you provide will be labeled with your child's first and last name and will be used only on your child.

## Questions & Answers

Parents are encouraged to approach the directors with any questions or concerns. Parents are welcome to make an appointment with a director to review and discuss facility policies and procedures, and/or schedule a parent-teacher conference. If the director is available, you can attempt to speak with her any time you are at the facility. To schedule an appointment for a specific date and time, please contact the facility at (817) 594-1330 (Weatherford location) or (940) 325-7621 (Mineral Wells Location).

## Parental Participation & Involvement

We encourage parental involvement. Parents are invited to attend holiday celebrations, including class parties and parades. If we are looking for volunteers for any special events, parents will receive a form to sign up to partake in that event.

- **No Cell Phone Zone** – Our center is a “No Cell Phone Zone” for parents. To allow staff to communicate with parents, we ask that you do not use your cell phone in the center, particularly when dropping off or picking up your child.
- **Parent/Teacher Conferences** – Conferences will be held twice yearly. Parent/teacher conferences allow teachers to share information about each child’s development, as well as provide an opportunity for parents to ask questions. A system is in place to share information with parents on an ongoing basis. Feedback from teacher observations and assessments is shared with parents and implemented in day-to-day educational activities focused on areas of need for each child.
- **Open Houses-** We will host an open house twice yearly for friends and family members to come visit the campus. We will allow guest to walk through classrooms, view children’s artwork and briefly talk with teachers about how their children are developing at this point in the year.
- **Annual Surveys** – Parent surveys will be sent to parents yearly. We ask that you take a moment to provide valuable and honest feedback about our program. Suggestions and evaluation results are integrated into the program operation when applicable.
- **Informal Assessments-** We use informal assessments to track developmental progress for each child using information collected to develop a plan to change focus for each child to the area of need and incorporate in daily instruction.

## Family Support Resources

All About Kids supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds. Many family support resources are available in our area. The Child Find (a service for children with different learning needs), and Early Childhood Intervention (ECI) provide assistance with child-related issues. Please ask the director for information about these and other local resources. For job-loss, please call 211 for assistance.

## Minimum Standards

You have the right to review a copy of the Minimum Standards for Licensed Child-Care Centers and the most recent inspection report. Please contact the director to review these documents. The Minimum Standards for Licensed Child-Care Centers can also be accessed online at:

[www.dfps.state.tx.us/Documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/Centers746.pdf](http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf).

### **Contacting Local Family Protective Services Office**

Local Department of Family and Protective Services (DFPS) office:  
1501 Circle Drive, Fort Worth TX 76119  
(817) 321-8604

DFPS Website: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Child Abuse Hotline: 1-800-252-5400

### **Emergency Preparedness Plan**

- The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents and volunteers. Teachers will stay with their children and always keep class attendance rosters with them. Teachers are also responsible for bringing emergency contact notebooks and cell phones into the designated safe area or alternate shelter.
- Children and caregivers will be evacuated by foot to the back of the playground along the back fence line. In the case of fire or gas leak children will remain at the fence until they can return to their classrooms. In case of an emergency that requires evacuation of the center, the children will be relocated to the Victory Baptist Church, located at 1311 E Bankhead Drive, Weatherford, TX 76086. If unable to return to the center, parents will be notified to pick up their children. Children under the age of 24 months, who have limited mobility, or who otherwise may need assistance in an emergency, will be placed in an emergency evacuation crib, stroller, or wagon.
- In a sheltering/lock-down emergency, administrative staff will call 911. A code word has been developed and staff will be alerted using the code word. If the intruder is outside, teachers will keep children in their classroom. If the intruder is inside the building, teachers have been instructed to keep the children out of sight in designated areas of the building. An Intruder Drill has been set in place which we practice quarterly.
- An Emergency Evacuation Plan is posted in each classroom.
- The name and address of the alternate shelter is Victory Baptist Church located at 1311 E Bankhead Drive, Weatherford, TX 76086.

- Children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter by a name-to-face check. Teachers will carry their classroom clipboard, which includes the classroom sign-in/out attendance sheets, when evacuating.
- Emergency Phone Number – In the event of an emergency evacuation, the center's director will be available on her cell phone (Christin 817-597-0663) Parents may call the director's cell number for information.
- The director will communicate with local authorities, parents, and Childcare Licensing via her cell phone. Additionally, electronic messages will be sent to parents via ProCare Connect App.
- When evacuating, staff will carry Emergency Contact Binders. Each classroom has an emergency contact binder that includes page one of the admission packets for each child in the class. This page includes parent and emergency contact telephone numbers.
- Authorization for emergency care is also included in the Emergency Contact Binders.
- The child tracking information will be carried by the teachers. The clipboards with the sign in/out sheets will be brought when evacuating. The ProCare Connect app can be accessed through cell phones and includes a list of children in care by classroom as well as contact information.
- Teachers will stay with their children. Staff will continue to care for children until each child has been released to their parent. Emergency bags are kept in each classroom and will be carried by the teachers when evacuating. Bags contain diapers (for age-appropriate classrooms), snacks, books, portable toys, and activities.
- Children will be reunified with their parents as the evacuation, relocation, or sheltering/lock-down is lifted. If an evacuation has occurred, parents will pick up their children at the back playground. If a relocation has occurred, parents will pick up their children at Bulverde Visitor's Center. If a lock-down has been lifted, parents will pick up their children from their classroom. Parents will be required to show identification to the teacher responsible for their child.

### **Special Care Needs and Accommodations**

At All About Kids we understand that all children are different, and some children may need special accommodations. We allow therapist (i.e., speech, occupational, behavioral) to come into our building and provide services to children as needed. We do our best to provide a quiet space for these therapists and allow classroom observations. We always have multiple bilingual staff members on site to make day to day activities for ESL students. All About Kids does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children. All About Kids will make appropriate accommodations for a child with special care needs as recommended by the child's

healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

### **Accommodations for Breast Feeding Mothers**

Mothers have the right to breastfeed or provide breast milk for their infant while in care. Breast milk that is left at the center will be properly stored in a refrigerator. Breast milk containers must be labeled with the child's name as well as the date the breast milk was expressed. If mothers prefer to breastfeed an infant at the center, a comfortable chair will be provided for their use in the infant room. For parents in need of breastfeeding education and resources, they are available upon request. The WIC breastfeeding coordinator may be reached at 1-800-WIC-FOR-U.

### **Preventing & Responding to Abuse & Neglect of Children**

The Federal Child Abuse Prevention and Treatment Act defines child abuse and neglect as, at minimum: any recent act or failure to act on the part of a parent or caregiver which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

- Caregivers are required to complete annual training regarding preventing and responding to abuse and neglect of children.
- Warning signs that a child may be a victim of abuse or neglect include extremes in behavior, lack of attachment to a parent or caregiver, frequent injuries or unexplained bruises, fear of going home, ill-fitting, or filthy clothing, consistently bad hygiene, trouble walking or sitting, display of knowledge or interest in sexual acts inappropriate to his or her age. For a complete list of warning signs, visit [Helpguide.org](http://Helpguide.org).

Several statewide services and support programs are available, including the Texas Department of Family & Protective Services ([www.dfps.state.tx.us](http://www.dfps.state.tx.us)); Prevent Child Abuse Texas

- ([www.preventchildabusetexas.org](http://www.preventchildabusetexas.org)); Children's Advocacy Centers of Texas ([www.cactx.org](http://www.cactx.org)); and Court Appointed Special Advocates of Texas ([www.texascasa.org](http://www.texascasa.org)).
- Parents of a child who is a victim of abuse or neglect should contact DFPS Child Protective Services Child Abuse Hotline at 1-800-252-5400.

### **Visitation & Observation**

Our learning center has an "open door policy". Parents are welcome to visit and observe our group at any time. Observers are expected to respect the children and their schedule by not interrupting in their activities and lessons. If it is seen that the presence of any guest is causing a disruption to the class, you may be asked to leave. Please see Parent Orientation Information for time restraints regarding visits.

## **Gang-Free Zone**

Our center is designated a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of law and is therefore subject to increased penalty under state law.

## **Biting Policy**

Biting is, unfortunately, not unexpected when toddlers are in group care. It is always upsetting when children are bitten while in our care and we recognize how upsetting it is for parents.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 18 months and 2 ½ years of age. The safety of the children, while in our care, is our primary concern.

Toddlers bite for a variety of reasons and most are not related to behavior problems. Therefore, the focus is not on punishment for biting, but on effective techniques that address the reason for the biting. A child may be teething or overly tired and frustrated. He or she might be experimenting, trying to get the teachers' attention or the attention of his peers. Toddlers also have poor verbal skills and are impulsive without a lot of self-control. The children will be encouraged to "use their words" if they become angry or frustrated. Sometimes biting occurs for no apparent reason.

The following steps will be taken if biting occurs:

- The biting will be interrupted with a firm "Not nice. . . you don't bite friends!"
- The biter will be removed from the situation.
- The child who was bitten will be comforted.
- The wound will be washed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident and a written record will be kept (incident report).
- The names of the children involved will be kept confidential.

Our policy is as follows:

- If a child bites two times on any one day, the child will be sent home for the remainder of the day.
- If the biting continues and is severe, where we are sending the child home daily or is adding undue stress on the other children or the environment of the classroom, it may become necessary to terminate the childcare arrangement. This is not something that All About Kids likes to do and please know that this would be an absolute last resort.

To minimize biting in our learning center, we are doing the following:

- Shadow the biter so that he or she is always near a provider or within arm's reach.
- Provide lots of language such as "biting hurts" and "we use our teeth for food".
- Provide frozen teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

This biting policy addresses the actions that will be taken if biting incident occurs.