



SCHOOL FOR EARLY LEARNING

Family Handbook

Mission Statement

The BISD School for Early Learning's mission is to provide high-quality childcare for Burleson Independent School District employees to attract employees and reduce turnover.

BISD is committed to employing only qualified, experienced caregivers to staff the School for Early Learning. BISD School for Early Learning is a unique center that combines high-quality child development programming with a nurturing and warm environment for young children.

Sound child development practice means that children need a place where they receive individual attention, are encouraged to be creative and expressive, are led to discoveries about their world, and can enjoy quiet, nurturing moments.

Family-Oriented Environment

The School for Early Learning is a family-oriented environment. Please share pertinent information that we may need to help your child through any family illnesses or other trying times. The classrooms will, in turn, share information with you regarding your child.

Qualifications for Care

Any child of a Burleson ISD employee is eligible to participate in the BISD School for Early Learning. Currently, we service teen parents and the grandchildren of BISD Employees as space is available. Our program supports families and children needing additional accommodations, including home language, special needs/differing abilities, and cultural backgrounds.

Ages Served

BISD School for Early Learning will serve children ages 6 weeks-5 years old (Pre-K).

Vaccinations and Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services, the American Academy of Pediatrics, and the State of Texas Department of Health. Our state regulations regarding the attendance of children who are not immunized due to religious or medical reasons are required to provide proper exemption documentation. You can review the Texas Minimum State Vaccine Requirements for Child-Care Facilities at: <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

Hours of Operation

The hours of operation for the School for Early Learning are 6:45 AM-5:30 PM. We follow the 187 duty day calendar. The School for Early Learning is available for all teacher work days. If offices close early for holidays, severe weather conditions, or other events, we will close accordingly.

Inclement Weather & Emergency Closings Policy

We intend to provide care for all scheduled days of operation; however, situations beyond our control may occur that may disrupt service. If we close after you have already dropped off your child, you or an emergency contact will be promptly notified so that you may make arrangements to pick up your child. We follow the Burleson ISD school closure schedule for inclement weather.

Arrival Time

Children should arrive by 8:30 a.m. each morning to maintain a regular daily schedule. We understand there are times you will need to schedule various appointments for your child, and we are happy to work around these appointments.

Attendance Policy

Prompt notification is requested if your child will be absent. If absence is due to illness, we ask that you please let us know their symptoms. This will help us determine an illness that we should make families aware of. If your child will be absent due to illness, please provide proper documentation from a pediatrician indicating the diagnosis and the date the child may return to school.

Arrival/Departure

All children are to be escorted to their classroom and supervised at all times while on campus by the parent or authorized person. Parents or persons dropping off and picking up children at the center must sign in each child upon arrival and sign out each child upon departure.

Releasing of children

Children can only be released to the persons listed on their enrollment form or when the parent gives specific instructions for pick-up from another adult. A driver's license must be shown to the center, and a copy will be put in the child's file. Should someone other than the parent pick the child up, the school should be contacted via email or phone to verify that the child may go with the non-parent. Even if the person is listed on the school forms, we need to know that YOU know that this person is picking up your child that day.

Illness and exclusion

If a child becomes ill while in our care, we will contact the parent to pick up the child, care for the child apart from the other children if needed, and give appropriate attention and supervision until the parent picks the child up. Per District Policy and Childcare Licensing, we cannot keep a child at the center if one or more of the following exists:

- The illness prevents the child from participating comfortably in our activities, including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in our care.
- The child has one of the following unless medical evaluation by a health-care professional indicates that you can include the child in our activities:
- Auxiliary temperature of 100 degrees or greater accompanied by behavior changes or other signs or symptoms of illness.
- Symptoms and signs of possible severe illness such as lethargy and abnormal breathing.
- Two diarrhea episodes in 24 hours, two or more vomiting episodes in 24 hours, or a combination of 2 diarrhea and vomiting in 24 hours.
- Rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- A healthcare 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.

Head Lice is another cause for exclusion. We will follow the district's policy regarding head lice. Children with live lice or nits close to the scalp must be excluded. After treatment, the parents will complete a form certifying that the child was treated and list the name of the treatment used and the date; the child will need to be re-checked in the main office before returning to the

classroom. A second statement signed by the parent/guardian certifying that the child received the second treatment within 7-10 days following the first treatment. See BISD policy for more details.

Children may be readmitted

A child can return with a physician's statement that the child is free from communicable disease/symptoms and that returning poses no risk to the child or others.

If visibly free of vomiting /diarrhea for 24 hours while on a regular diet and without medication.

Fever-free 24 hours without medication from when the parent picked the child up.

Injuries and Treatment

Our staff is committed to providing a safe environment for the children at all times. However, minor injuries are to be expected. Our school is equipped with first aid supplies and an automated external defibrillator (AED). Our staff maintains current infant, pediatric, and adult CPR and first aid certifications. Each classroom has a first aid bag containing items needed for minor injuries. If a child has a minor injury, their teacher will administer appropriate first aid to the child and provide a written report to the family. If a child has a severe injury or any injury above the shoulders, a staff member will give first aid, and a parent/guardian will be contacted to be made aware of the injury. If we determine the injury is significant, we will require the child to be picked up immediately. If an emergency requires immediate medical attention, 911 will be called, and the parent will be notified immediately. All injuries will be documented on an incident report signed by a parent and filed in the child's file. Copy of incident reports are available upon request.

Medicine

Medicines will be administered by specially trained staff at the prescribed time of day. Only medicine with that child's name and in a marked prescription bottle will be given (or medicine with a note from the Doctor). All medicine will be kept in the office and administered by the office staff only. The parent is required to sign a Medicine Release form per the District Lead Nurse. Our staff must sign off once the medicine is administered according to the parents' instructions. Per BISD policy, we may not administer any over-the-counter medicine without a specific note from your child's Doctor giving the appropriate dosage. This includes Tylenol, Motrin, Benadryl, and other similar medicines. The Doctor's note is only suitable for one calendar year. Should your child spike a sudden high fever, we can only administer a fever reducer if we have the Doctor's note on file with the appropriate dosage and you have provided us with the medicine. Parents must provide the medicine for each child; siblings may not share.

Severe Allergy Action Plan and Asthma Action Plan

If your child has been diagnosed with severe food allergies or other allergies that require an Epi-pen, or if your child has recurring asthma and requires frequent breathing treatments or has a special diet restriction, we will need a completed Allergy Action Plan or Asthma Action Plan completed and signed by your child's Doctor as soon as possible. Forms are available online or ask an office person for a copy. Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. 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 (TTU).

Medical Emergencies

Should a medical emergency occur, we will call 911 immediately and contact the parents.

Sunscreen

It will be assumed that if a parent provides sunscreen for their child, it is approved by the parent for us to apply on their child only. In addition, parents will sign the sunscreen permission in the child registration packet.

Bug Repellent

Since bug repellants use strong chemicals, a doctor's note must be obtained for us to use the bug repellent. The specific type of bug repellent must be listed on the Doctor's note. In addition, parents will sign the sunscreen permission in the child registration packet.

Communication/Notification

Burleson ISD Child Care will communicate with the parents through the following ways (or any combination): Notices sent home in the child's bag, notices posted at the sign-in/sign-out location, email, notices posted at the entrance of the facility, and our website at <http://www.burlesonisd.net/daycare>.

Discipline

The State of Texas Guidance/Discipline and Child Abuse and Neglect Standards Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

"A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following."

- Using encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation from the group when appropriate for the child's age and development – which is limited to no more than one minute per year of the child's age

"Ensure that no child is abused, neglected, or exploited while in the care of the Center." There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited and will be cause for termination:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or any other instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Guidance/Discipline Policy

Our goal for guidance and discipline is to help children learn self-control and become responsible for their behavior. Our teachers may never use physical punishment, psychological abuse, or coercion when disciplining a child. Understanding what behavior is appropriate or acceptable in a situation is imperative. We are committed to teaching the children how to express their feelings appropriately, to consider other people's feelings, and to solve their challenges. We use positive methods of discipline, which are directly related to the child's behavior and encourage the child's participation. We help the child think about the challenging behavior and find ways to fix the situation. We believe the child must be taught expectations for their behavior

and given tools to manage self-control. Our goal is to help children learn to control their behavior. Teachers and parents must work together as a team to understand the challenging behavior and what method of guidance and discipline works best for each child. Challenging behavior is addressed first through teacher observations. Identifying events, activities, interactions, and other factors that may contribute to the child's behavior is important. During a time of challenging behavior, positive guidance and redirection are always our course of action. Suppose a child presents continuous challenging, disruptive, or unsafe behavior that cannot be resolved with age-appropriate behavior management strategies. In that case, the teachers will bring their concerns to the director's and parents' attention. The director will observe the behaviors and support the teacher and child by providing additional management strategies. Please know that we promise to implement all reasonable attempts to manage behaviors and create a positive outcome. The teacher will keep parents informed of the progress made. If a parent does not agree to work with the teacher and director in resolving the challenging behavior and we are not able to make progress, please understand the child's enrollment is subject to termination.

The School for Early Learning guidance and discipline policy complies with the Texas Administrative Code and the rules in Subchapter L of Minimum Standards.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control;
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (C) Redirecting behavior using positive statements;
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;

- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open;
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Biting

While biting is developmentally appropriate at particular ages, we aim to find the why behind the biting. Teachers will observe and make every effort to prevent bites from happening. In the event a bite occurs, an incident report will be completed for the child that bit and the child that was bitten. The names of the involved children and parents will remain confidential. The parent of the child bitten will only be told that their child was bitten, not who did the biting, and the parent of the one who bit will also only be aware of their child's actions. If biting becomes continuous, we will work closely with the family to create a plan that will attempt to prevent further biting.

Nutrition

Parents will have two meal plan options:

- (1) School provided and
- (2) Parent-provided meals. The menu will be based on the basic requirements stated in the Texas Child Care Standards: "for a child in care for more than seven hours and equal to 1/2 of their daily food needs". A nutritionally balanced breakfast, lunch, and an afternoon snack will be served daily.

Monthly menus are posted on the parent board in each room. All hands should be washed before cleaning tables, preparing snacks and meals, and after meals. Special efforts should be made to avoid waiting times for children. The children are encouraged to have a bite, but the staff will not require children to eat everything. Child-sized portions should be served with additional portions made available. Children should be encouraged to take one "sample" spoonful of each food

served prior to receiving seconds of any food. Serving sizes must satisfy the nutritional requirements for children of the age being served. The posted snack and meal must be available to all children daily. Children under four years of age cannot be offered hot dogs, whole grapes, popcorn, raw peas, or hard pretzels. Peanut Butter is not allowed in the School for Early Learning.

Any foods for a classroom party or celebration must be commercially prepared and packaged in factory-sealed containers.

Special diets required by a physician must be explained in writing and signed by the child's physician. Families who are vegetarian or have cultural or religious limitations on certain foods must indicate this on the enrollment form. In these circumstances, we will do our best to provide appropriate meals; if we cannot, parents must supply the correct nutritionally sound foods the program does not offer.

The parent must provide all food for infants on formula and baby food. A bottle labeled with first/last name and date for each feeding is required. Five bottles with pre-measured formula must be provided if five feedings are scheduled. Please understand we are not able to sanitize bottles for multiple uses properly. The School for Early Learning provides snacks for children who eat table food. If you choose to bring table food for your child, please understand we will strictly follow Child Care Licensing guidelines. Please review these guidelines here: [Preventing Choking at Mealtimes](#).

Nursing Mothers

Parents are welcome to provide breast milk for their babies. Breast milk can be brought in frozen or fresh with appropriate labeled and dated bottles. We have a chair in each infant room designated for Nursing Mothers.

Children's Immunizations

All children must be current on their immunizations as required by the Texas Department of Health. A copy of the most recent immunization record must be given to the center at the time of registration. A copy of the Immunization Schedule is posted on our website for your convenience. For additional information regarding immunizations, visit the Texas Department of State Health Services' website at www.dshs.state.tx.us/immunize/public.shtm.

Tuberculin testing

The local Department of Health regulates tuberculin testing, and is not required before enrollment or as part of the enrollment process. If you have further questions, contact your local Texas Department of Health.

Hearing/Vision Screening

By September 1st of that school year, all children four years of age will be screened through our specially trained staff. All parents of eligible children will receive a copy of their screening. If you prefer your child's doctor to conduct hearing & vision screening, please provide us with the documentation.

Enrollment Procedures

All children must be enrolled in our facility before participating in our program or being cared for by our staff. The required paperwork includes a completed registration packet, a Health statement signed by a physician, up-to-date shot records, a Family Handbook receipt, a Tuition agreement, and a Safe Sleep policy for infants only. Should any of these requirements change, parents will receive written notice.

Withdrawing Your Child

If you decide to withdraw your child, we ask that you communicate with us immediately. Please let us know the child's last day and arrange your tuition payment.

Supporting Children with Special Care Needs

The School for Early Learning proudly serves children and families with individual needs. We are happy to work with children who need special care and require additional support while in a group care environment.

We will encourage outside support services, including early intervention, speech, occupational, physical therapy, and other services when necessary. We are happy to participate in the Individual Education Plan meetings when appropriate to meet the children's needs while in our care. We will do our best to make proper accommodations for children with special care needs as recommended by the child's doctor or qualified professional. Accommodations may include adapting equipment, procedures, and other methods to meet the child's necessities in the classroom as long as the child's needs can be met in a group environment.

We welcome outside resources or therapists in our school that provide additional support to children with special care needs. Parents must communicate such support and give permission to

support their child while in our care. All outside providers are required to sign in with the main office. It is highly encouraged that any behavioral or therapeutic plan is shared with the director. Our goal is to work with the child's teacher to create a plan of action that is consistent and productive with their care plan.

The School for Early Learning is a group environment program and is not staffed to provide a one-on-one caregiver for any enrolled children in our program.

Transportation

The School for Early Learning will ONLY transport children aged four and older. In the event of transportation, all parents must complete a permission form for transportation. All staff members involved with transporting children will complete Child Care Licensing-approved Transportation training.

Water Activities

The School for Early Learning will not have any swimming-type water activities. The only water activities will be supervised water tables, water squirters, or sprinkler-type activities. A signed permission form on file is required for a child to participate in the water activities.

Field Trips

Instead of field trips, we will invite special guests to our facility for special presentations and schedule curriculum-enhancing activities.

Animals

At present, we do not have any live animals in our facility. Should we have live animals, we will follow Licensing and Health Standards, including the health and sanitation of the animal(s) and the children.

Concerns or Complaints

The director is always available to discuss any concerns or complaints of a parent, employee, or concerned individual. Please contact the director by telephone or email for a convenient meeting.

Open Door Policy

Parents are welcome to visit their child at any time. We will have several classroom events throughout the year, and you are welcome to join us. If you feel the need to stay in your child's classroom for an extended period of time, please contact the director to coordinate.

State Licensing

Minimum Standards are the rules and regulations the School for Early Learning is required to follow per State Licensing. If you have any questions regarding Minimum Standards or should you feel the need to report inappropriate practices, the Texas Department of Protective and Regulatory Services may be reached at 1-800-582-6036. HHSC values your privacy. For more information, read their Privacy and Security Policy online

at <http://www.HHSC.state.tx.us/policies/privacy.asp>.

If you would like to view these regulations or other licensing information, you can find a copy in each room or visit their website. A copy of our most recent Licensing visit is available at the main office.

It is important that parents have a clear understanding of their rights with a child enrolled in the School for Early Learning. Please click here to view your rights: [Parent's Rights](#).

Physical Activity Policy

Our physical activity policy aligns with Texas Minimum Standards for Licensed Childcare Centers. As a requirement, we will provide opportunities for children to play outside twice per day if weather permits. Both moderate and vigorous play will be encouraged as required by Licensing and per age group. We will have both structured and unstructured play. Some play will be on the playground and in classrooms as age-appropriate. Between 60-90 minutes a day will be expected for indoor and outdoor physical activity. Please dress your child in attire according to climate, including proper clothes, jackets (if needed), and footwear. Activities in addition to playground equipment are available to reinforce learning. Physical activity grows healthy minds as well as healthy bodies.

Prohibited or Limited Outdoor Play

Due to extreme weather, we sometimes prohibit outdoor play to prevent significant health risks. The director will monitor the weather using the National Weather Service website. Below are the criteria we will use to determine when extreme weather will prohibit or restrict outdoor play:

Sunny weather

Children must be protected from the sun between 10 am and 4 pm. A UV index of 3 or higher will require protective measures. Protective measures include using shade, sun-protective clothing such as hats and sunglasses, and sunscreen with a protection factor of 15 or higher. Parental/guardian permission is required for the use of sunscreen.

Warm weather

- Outdoor play will be prohibited or limited when the actual and/or feel-like temperature is 90 degrees or higher, as determined by the National Weather Service.
- Children will have access to their water bottles at all times, including prolonged periods of physical activity, and will be encouraged to drink water.
- Children will be required to be in clothing that is light-colored, lightweight, and limited to one layer of absorbent material.

Cold weather

- Outdoor play will be prohibited or limited when the actual and/or feel-like temperature is 45 degrees or lower, as determined by the National Weather Service.
- Children are required to be dressed appropriately. This should include a coat, hat, and gloves.

The School for Early Learning staff will use good judgment when extreme weather conditions occur. If we are feeling too hot or cold, then we must know the children are as well. We will observe for signs that a child is too hot or cold.

Gang Free Zone

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

Abuse Hot-Line

If, for any reason, you suspect abuse or neglect, the toll-free number is 1-800-252-5400. If your child becomes a victim of child abuse or neglect, you may obtain assistance and intervention by calling the above-mentioned toll-free number or online at <https://www.txabusehotline.org/Login/Default.aspx>.

Emergency Crisis Plan

Severe Weather

In severe weather, we will exit our portables and enter the adjacent STEAM Middle School until the weather is safe to return to the portables. We will be located in an area designated solely for the School for Early Learning. Classes will remain in their designated location until the "All Clear" has been reported.

Severe Weather Drill Procedures

Tornado Drills will be done in conjunction with the adjacent STEAM Middle School. They will inform us of the drill, and we will participate in conjunction with their drill. Staff members are to take their classroom rolls and emergency bags with them. Staff members are to take their entire class to the designated safe location. Children are to sit along the walls of the safe enclosure until we are given the "All Clear" notice. This drill will be practiced every three months.

Fire

All classrooms and common areas have an emergency exit plan posted by each exit door. When CrisisGo alerts a fire alarm, the teachers will immediately gather their class and exit using the exit closest to them. Everyone will exit the portables and regroup in designated areas of our playground. All teacher and administration will bring their red emergency bag containing all students' emergency contact information. When the scene commander arrives, we will await further instructions from the scene commander. When all children and staff are safe, parents will be notified. (See Emergency Relocation plan)

Fire Drills

Fire Drills will be conducted once a month. The director will activate an evacuation drill in CrisisGo. Staff members are to stop what they are doing immediately. Children are to line up at the nearest outside exit door. Staff members are to take their class outside calmly and orderly. Everyone is to relocate to the designated playground areas. The director will document the drill. Monthly Fire Drills are mandatory.

Gas

Should someone smell gas and it is validated that this is a cause for evacuation, the CrisisGO will alert all teachers to evacuate immediately. Depending on the direction of the wind, we will

move toward the wind in order to have the children above the gas leak. We will wait for the scene commander for further instructions.

Violent Intruder

If someone is considered a threat to our campus, all efforts possible will be made to prevent the intruder from getting past the main entrance. 911 will be called as soon as possible by other office personnel. We will attempt to keep the intruder from any children at all costs. Should they get past the office, we will do everything in our power to limit contact with children until emergency crews get on site and direct us accordingly. Should emergency evacuation be necessary, we will follow evacuation plans as directed by the Scene Commander. A secondary emergency location will be set up only as directed by the Scene Commander.

Violent Intruder Drills

The director will activate a CrisisGo "Lock Down" alert. Since all of our classrooms are fob-entry only, the reason for the lockdown is to prevent anyone from leaving the classroom. Once the Scene Commander of the appropriate Emergency Agency arrives, they will take control and give us direction as needed. This drill is to be conducted four times a year and documented appropriately.

Secondary Emergency Relocation

Should a Scene Commander request that the children should be relocated, our primary relocation will be to the Burleson High School Arena, 100 Elk Drive, Burleson, TX 76028. This, of course, is dependent upon the Scene Commander's approval. Other locations may include Clinkscale, Frazier, Hughes, Mound, or other such locations as directed by the Scene Commander. Transportation to the relocation will be deferred to the Scene Commander's direction. The children's pickup will be at the relocated site. Emergency contact information should be available through designated employees' responsibility. All parents must have proof of identification if requested. Children younger than 24 months of age, who have limited mobility, or who otherwise may need assistance in an emergency will be given appropriate help, whether by extra hands or other accommodations and will be given their appropriate help as needed.

All class rosters will be in hand in the event of relocation, and each child will be accounted for accordingly. All emergency contact information will be taken with us for parental/guardian contact so the child and parent/guardian can be reunited.

The children will be supervised by the School for Early Learning teachers and staff until picked up. The teachers and staff will continue care by reassuring each child, singing songs, giving constant care, and providing and ensuring that all necessary needs are met. Infants and others

needing diapers will be provided using our emergency bags from each classroom, which the caregivers will bring, as is our customary emergency evacuation procedure.

In the event of an emergency, all parents and guardians identified in the child's admission file will be notified by email and phone of the operation's status, the type of emergency, sheltering location (if necessary), approximate duration of the emergency and when children will be available for safe pickup and any additional details specific to the emergency as soon as all children are safely sheltered. Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication. Children will not be released for lock-downs until the area is deemed safe by local law enforcement.

Preventing and Responding to Abuse and Neglect of Children

Staff will be required to participate in an annual clock hour of training on Abuse and Neglect of children. Staff are also required by law to report any suspected child abuse or neglect.

Our website will be updated frequently with the latest information on teacher and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. The website will also have resources for increasing employee and parent awareness of prevention techniques for child abuse and neglect. The School for Early Learning will coordinate with appropriate community organizations to ensure the safety of all children and do our part to prevent and report as needed.

Tuition and Fees

The tuition rates and fees are based on those charged by programs of similar schools in the area. The non-refundable annual registration fee is due during the Enrollment/Commitment period or for new enrollees at the time of enrollment. Tuition is based on the academic calendar, not on a child's attendance days. No sick, vacation, or closure due to inclement weather allowances are made. When Burleson ISD is closed, we are as well. All families are required to have a signed Tuition Agreement on file.

Payment options:

Payroll Deduction: Your child's tuition will be averaged out for the year based on the class they are enrolled in. This annual amount will be divided into 10 (September - June) or 12 months (September-August) payroll deductions. The parent will approve the payroll deduction amount before the forms are submitted to the Payroll department.

Straight Pay: You may pay for your child's tuition weekly, bi-weekly, or monthly by check, money order, or online (credit card). This option requires that tuition is paid before childcare services are rendered. If paying weekly, your payment would be due on Monday for the current

week of care. If tuition is not paid by drop-off on Wednesday, care will be denied until paid in full.

Acceptable Methods of Payments:

Check, Money Order, Credit Card, or Payroll deduction.

Cash will NOT be accepted.

Late Pick-up Fee:

A \$10.00 fee will be charged after 5:30 pm with a \$2.00 per minute charge until the child is picked up.

Parent Portal

Parents can access the parent portal at www.myprocare.com. Here, you can make a credit card payment, print a statement, and review personal information. If you add or remove an authorized person, you must do so in writing.

Government Child Care Assistance Program

CCS (Child Care Services) is a program that will subsidize child care for economically challenged families. BISD School for Early Learning is a Provider of this program. The toll-free number to see if one qualifies is 1-800-234- 9306 (for Johnson County) and 817-831-0374 for Tarrant County.

Funding

The School for Early Learning is to be self-supporting. The salaries of the employees, as well as all funds required for its operational needs, will be sustained through tuition and fees.

Curriculum

The School for Early Learning is proud to implement the Creative Curriculum by Teaching Strategies.

The Creative Curriculum is an early childhood curriculum that builds children's confidence, creativity, and critical thinking skills through hands-on, project-based investigations. Trusted for decades by early childhood educators, our curriculum:

- serves infants, toddlers, and twos; preschool, pre-K, and kindergarten children;
- respects and nurtures individual skill progression for the whole child;
- harnesses the power of play through studies that engage learners as young as 2;
- seamlessly connects families to their children's learning; and
- provides intentional support for every teacher every day.

Parent Conferences

Parent/Teacher conferences will be held in October/November and April/May of each school year. If you would like to schedule a conference anytime between that, please let us know, and we will be happy to accommodate you.

Nap Time

Infants are allowed to sleep on their schedule. Eventually, all of the babies end up being on a two-nap-a-day schedule. The children from 12 months through 4 years old have a rest period from approximately 12:00 to 2:30 pm. Children are welcome to bring their favorite blanket, pillow, or stuffed item to sleep with. Items that are brought to school should be labeled with the child's name and must fit in their backpack or cubby. Per Minimum Standards, all sleep items are to be washed once a week. Therefore, we send all nap items home on Friday to wash and be returned the following Monday.

Safe Sleep:

We follow Safe Sleep Requirements for infants from birth through 12 months of age as consistent with the rules in Subchapter H of Chapter 746 of Minimum Standards relating to Basic Requirements for Infants. This refers to sleep requirements and restrictions, including sleep positioning, and crib requirements and regulations, including mattresses, bedding, blankets, toys, and restrictive devices. Each child's parent, teacher, and director will sign a required form confirming the school's Safe Sleep Requirements.

As of December 1, 2012, Daycare Minimum Standards state: "Soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads, and comforters must not be used in cribs for children younger than 12 months of age." This means we can NOT use swaddling blankets or unsafe sleeping garments in the bed with the infants. We comply with the Safe Sleep Rules as designated by State Licensing. If you have any questions, please see the Director. All Parents of new infants will be required to sign a Safe Sleep Document explaining our safe sleep policies.

Personal Items

Children's items should be labeled with their names. Minimum Standards require all bottles, pacifiers, and sippy cups to be labeled at all times. We ask all children to have extra clothes in case of personal accidents. Toys are allowed; if a toy is brought to school, it will be held in the main office for the parent to pick up.

Older Siblings

We ask that older siblings not enter our infant play areas to prevent passing germs. We keep the children in a sanitary environment as possible. We request that only parents and infants go past this area. We ask that ALL children always remain with a parent or staff member. Any child who walks alone in the center is considered an unsupervised child, which is against state regulations. Also, please ensure your older children obey our rules and behave well.

Technology

The School for Early Learning uses developmentally appropriate technology to extend learning within the classroom and to integrate and enrich the curriculum under the supervision of teachers. Media (television and video) is limited to developmentally appropriate programming for children two years and older and does not exceed 45 minutes daily. Media is not used during mealtime, snack times, naptimes, or rest times, does not include advertising or violence, and is tuned off when not used. Children under the age of 2 will not participate in the use of media at any time.

Family Involvement and Education

Parent involvement and education take teaching beyond the classroom and initiate a positive experience for children that sets them up for success. The School for Early Learning strives to make family involvement and education a priority. To ensure families are aware of and understand program policies, we will host a Family Orientation at the beginning of every year, provide monthly newsletters, and provide resources on our website. Staying connected throughout the year is vital to achieve successful family involvement and education. There will also be several opportunities for families to stay involved and are always invited to attend events.

- Surveys
- Parent/teacher conferences
- Open house
- Classroom events
- Family Picnic
- Graduation
- Holiday events

Parent involvement helps extend teaching outside the classroom, creates a positive experience for children, and helps children perform better when they are in school. It is essential for parents to support the learning that happens in preschool settings at home as well. Parents who are in tune with what is happening in their child's school are better able to establish a connection between what is learned at school and what takes place at home. This connection is a key component of a child's development and supports further learning.

The School for Early Learning website has several family resources and activities listed for your convenience. Among those listed items are:

- Explanation of the Texas Rising Star Program
- Child development and developmental milestones
- Nutrition information and sample menus
- Breastfeeding information
- Child Abuse Hotline information
- Parental Discipline and Guidance information
- Please visit our website at <https://www.burlesonisd.net/domain/1518>.

Texas Rising Star

We participate in the Texas Rising Star, a quality rating and improvement system for Texas early childhood programs. All center-based and home-based childcare providers in Texas can apply to participate in the Texas Rising Star if they meet certain eligibility criteria. Programs that participate in Texas Rising Star meet higher quality standards than many other childcare programs. The School for Early Learning proudly holds a four-star rating. For more information, go to <https://texasrisingstar.org/>.

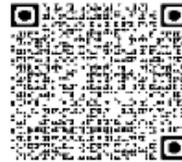


TEXAS
Health and Human Services

ATTENTION PARENTS

You are entitled to see the following information.
You may ask the director to show you the most recent copy of:

- The minimum standards for this licensed center
(also available at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards> or access the QR code below)
- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at www.txchildcaresearch.org or access the QR code below)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report
- The licensed center operational policies



Minimum Standards



Search Child Care



Texas Health and Human Services Commission
Child Care Regulation Department



SCHOOL FOR EARLY LEARNING

Family Handbook Acknowledgement

I have read the document entitled "Family Handbook" and have received a copy of the "Family Handbook."

Parent or Legal Guardian's Name (Please Print)

Signature (Parent or Legal Guardian)

Date

Child's Name (Please Print)

Director's Signature

Date

POLICIES ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY

Updated September 2024