



Family Handbook

Mission Statement and Information

The mission of the Burlison ISD Child Care is to provide high quality childcare for the employees of Burlison Independent School District in order to attract employees and reduce turnover.

BISD is committed to employ only qualified and experienced caregivers to staff the childcare center. Burlison ISD Child Care is a unique center combining high quality child development programming with a nurturing and warm environment for young children.

We believe that sound child development practice means that a child needs a place where he or she receives individual attention, is encouraged to be creative and expressive, is led to new discoveries about his or her world, and can enjoy quiet nurturing moments. Coming to work with Mom or Dad is an added benefit. By providing a childcare program for employees, Burlison Independent School District demonstrates genuine interest and concern for employees and will further establish a solid, stable workforce.

Family-Oriented Environment

The Child Care Center 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. The Center Staff should now be considered a part of your family's support system.

Qualifications for Care

Any child of a Burlison ISD employee is eligible to participate in the Burlison ISD Child Care. At the present, we try to service teen parents if needed and the grandchildren of BISD Employees as space is available.

Our program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds.

Ages Served

Burlison ISD Child Care will serve children ages 6 weeks-5 years old (Pre-K).

Vaccinations and Immunizations

All children must either be vaccinated according to the Health Department requirements or sign a waiver (found on BISD website). Employees are offered HepB vaccines through the district or can sign a waiver. Either an official shot record from the Provider or the waiver must be in the employee's file. No other vaccinations are required by the daycare/District, however, TDap (infant caregivers), Flu shots, COVID-19 shots, Pneumonia and other preventable vaccinations are encouraged.

We provide as healthy an environment for the children in our care as possible. Teachers take health and safety measures serious, wash hands as required by Minimum Standards, sanitize per Minimum Standards and are ever diligent in their pursuit of health and safety. The use of medical equipment is not considered retaliatory action for purposes of health and sanitation. Employees are also required to complete the Crisis Go app which gives approval and records the employee's health before entering the daycare.

Hours of Operation

The hours of operation for the Burleson ISD Child Care will be 6:45 AM-5:30 PM Monday through Friday. The center will operate following the calendar set for Burleson ISD teachers. Childcare will be available for training days and other workdays in which BISD teachers must work. If offices close early for holidays, severe weather conditions, or other events, the Child Care Center will also close accordingly. Employees for the Burleson ISD Child Care Center will begin approximately one week prior to the first day for the BISD teachers for the purpose of in-service and required training for state licensing and stay one day following the last day for the BISD teachers to allow for close-down of the center for the summer.

Inclement Weather & Emergency Closings Policy

It is our intention that we 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

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

Arrival/Departure

Parents or persons dropping off and picking up children at the center are required to sign-in each child upon arrival and to sign-out each child upon departure. Children are not to be dismissed to someone other than the parents without confirming the designated pick-up person is on the approved list. Then a copy of the Driver's License will be expected. Designated Pick-up with someone other than the parent should be called in, e-mailed, or told in person to the Director or Assistant Director in advance.

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 will need to be shown to the center and the number will be recorded on the checkout form.

Should someone other than the parent picks the child up, the daycare should be contacted via email or phone call 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, give appropriate attention and supervision until the parent picks the child up, and give extra attention to hand washing and sanitation if the child has diarrhea or vomiting. Per District Policy and Daycare Licensing, we cannot keep a child at the center if one or more of the following exists: 1) 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:

a) Auxiliary temperature of 100 degrees or greater accompanied by behavior changes or other signs or symptoms of illness; or b) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, 2 diarrhea episodes in 24 hours, two or more vomiting episodes in 24 hours or combination of 2 diarrhea and/or vomiting in a 24 hour period, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or 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.

Children may be readmitted:

- 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 normal diet and without medication.
- Fever free for 24 hours without medication, from the time the child was picked up by the parent.

Head Lice is another cause for exclusion. The daycare will follow the district's policy regarding head lice. Children with live lice or nits close to the scalp will need to be excluded. After treatment, the parents will complete a form certifying that the child was treated and lists the name of the treatment used and

the date, the child will need to be re-checked in the daycare 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.

Attendance Policy

Prompt notification is required if your child will be absent. We ask that you explain the nature of the absence. If your child will be absent due to illness, please provide proper documentation from a pediatrician indicating the diagnosis as well as the date the child may return to school.

Injuries

All staff members are responsible for treating injuries. All Staff Members shall take the first aide training provided at in-service. Report all serious injuries immediately. Other less serious injuries are to be reported by filling out the state's Incident report form and giving it to the Director or Assistant Director as soon as possible (within the same working day). Parents are to sign the Incident Report preferably that same day or at least within 48 hours. If desired, the Assistant Director can make a copy of the report for the parent. The original will be put in the child's file in the office.

Treatment of Injuries

Use gloves when treating any injury and when cleaning up toilet accidents, minor cuts or scrapes. Wash minor cuts or scrapes with soap and water. Apply a Band-Aid if needed. Minor bumps: Apply ice pack. Head injury: Notify the Director immediately.

Should any illness or accident requiring immediate, emergency assistance occur, 911 will be called immediately. Other serious health issues will be called into the local campus nurse or Director of Nursing for BISD. Either case will require contacting the parents as soon as possible.

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 clearly 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 members must sign-off once the medicine was administered according to the parent's instruction.

Per BISD policy, we may not administer any over the counter medicine without a specific note from your child's doctor giving appropriate dosage. This includes Tylenol, Motrin, Benadryl and other similar type medicines. The Doctor's note is only good for 1 calendar year. Should your child spike a sudden high fever, we would only be able to administer 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 which require an Epi-pen, or if your child has recurring asthma and requires frequent breathing treatments, or has special diet

restrictions, 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 on-line 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).

Sunscreen

It will be assumed that if a parent provides sun screen for their child that it is approved by the parent for us to apply on their child only. We have a form in the office for the parent to sign-in the sun screen.

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. We have a form in the office for the parent to sign-in the repellent.

Medical Emergencies

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

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 at the sign-in/sign-out location, e-mails, Power Points in office, large posters located at the entrance of the facility, or letters mailed home, emails and our website at <http://www.burlesonisd.net/daycare>.

Discipline

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 upon 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

Burleson ISD Child Care Center Guidance/Discipline Policy

“Direct supervision of all children at all times”

“Must have written Guidance/Discipline Policy that comply with the rules in this subchapter. Copy is acceptable. Center must have documentation that Parents and Staff have received a copy”.

Any person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall immediately make a report” in accordance with the Texas Family Code.

Staff members should rarely use “time out” unless a child is emotionally and physically out of control and needs private time to gain composure. The child should be re-directed to another play area or group of children. Time away from the classroom is limited and always directly supervised. The Office is a good short term “thinking place” as long as the Director or Lead Instructor are present.

If a Classroom Team has more than one child “thinking” it is the teacher’s responsibility to revise the current activity or group setting. Some activities are best done in a small group environment.

The Children’s Center strives to provide the quality preschool and child care possible. Consequently, abuse or neglect of a child in any form, is grounds for instantaneous termination. Any employee accused of child abuse will immediately be placed on leave of absence pending an investigation.

Guidance/Discipline will always be positive, productive and immediate when behavior is inappropriate. The Staff members must be trained in the positive guidance techniques, problem solving solutions and challenging behavior approaches. They are required to utilize these techniques in assisting children with problems.

Children will not receive physical punishment. Children who have conflicts or problems

with others while at the center will be encouraged to verbalize their angers and concerns. The role of the adult at the school is to be a helper through positive problem solving. Our Staff members guide rather than punish. Verbal problem solving is our preferred technique. Children whose behavior endangers others will be supervised away from other children. The child will then process the problem with a Staff member and any other concerned parties.

Child Development research supports that children will mimic adults who demonstrate loud or violent behavior. We are their role models for dealing with each other with empathy during stressful situations and environmental issues.

Biting

We make an incident report anytime there is a biting incident. 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. Once we know what children are biters, we have procedures in place to attempt to prevent further biting. Biting, however, is a normal child behavior and is part of the learning process for social tools.

Nutrition

Parents will have two meal plan options: (1) Child Nutrition provided meals (parent paid) (2) Parent provided meals. The Child Nutrition menu will be based on the basic requirements as stated in the Texas Day 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 each day. The PM snack will be provided after rest time. Monthly menus are posted on the parent board in each room.

- All hands should be washed prior to cleaning tables, preparing for snacks and meals, and after meals end.
- 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 made available to all children each day. Children should be encouraged, but never forced to try each food item.
- Please keep in mind if you are bringing food for a party: Any foods brought in must be commercially prepared and packaged foods in factory-sealed containers and any fruits must be whole fruits that can be sliced and/or peeled at the Child Care Center by Staff.
- An additional requirement that we must follow is that children under 4 years of age cannot be offered hot dogs, whole grapes, popcorn, raw peas, or hard pretzels. Peanut Butter is not allowed into the Child Care Center.

Special diets required by a physician need to 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 are required to supply the correct nutritionally sound foods the program does not provide.

All food for infants on formula and baby food must be provided by the parent. A bottle labeled with first/last name and date for each feeding is required. If 5 feedings are scheduled, 5 bottles with pre measured formula must be provided. Please understand we are not able to properly sanitize bottles for multiple use. Snacks are provided by the Burleson ISD Child Care for children 12 months and older. The children will be served a breakfast-type morning snack and a traditional snack in the afternoon.

Annual training will be provided to all staff by the Student Nutrition Director to make sure we are up to date with the newest research.

Nursing Mothers

Parents are welcome to provide breast milk for their babies. These can be brought 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 immunizations record must be given to the center at 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 Stat Health Services' website at www.dshs.state.tx.us/immunize/public.shtm.

Varicella (Chickenpox) vaccine is not required if your child has had Chickenpox disease. You will find a question in the Registration packet regarding the vaccine or if your child has had this illness.

For additional information regarding immunizations, visit the Texas Department of Stat Health Services' website at www.dshs.state.tx.us/immunize/public.shtm.

Tuberculin testing

Tuberculin testing is regulated by the local Department of Health and is not required prior to enrollment or part of the enrollment process. If you have further questions, contact your local Texas Department of Health.

Hearing/Vision Screening

All children 4 years of age by September 1st of that school year will be screened through our specially trained staff. A copy of their screening will be given to all parents of eligible children.

Enrollment Procedures

All children must be enrolled in our facility prior to being left at our center. The required paperwork include: Registration packet completed in its entirety, Health statement signed by a physician, up to date shot records, Family Handbook receipt, Tuition agreement, and Safe Sleep policy for infants only. Should any of these requirements change, parents will receive written notices.

Withdrawing Your Child

If you decide to withdraw your child, a two-week notice is not required. Please let us know the child's last day and make arrangements for your tuition payment.

Transportation

Burleson ISD Child Care will not be transporting children. Should the BISDCC decide to transport for Pre-K activities associated with the District, all parents will be required to complete a permission form for transportation.

Water Activities

Burleson ISD Child Care will not have any swimming type water activities. The only water activities will be supervised water table, wading pools, water squirters, sand/water tables or sprinkler-type of activities. A signed permission form on file is required for a child to participate in the water activities.

Field Trips

In lieu of field trips, we will be inviting special guests to come to our facility for special presentations and/or schedule curriculum enhancing activities.

Animals

At the present time, we do not have any live animals in our facility, only aquariums. 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 either a parent, employee or concerned individual. Please contact the Director by telephone or e-mail to set up a convenient meeting.

Open Door Policy

Parents are welcome to come visit their child at any time. We will have several classroom events throughout the year and you are welcome join us.

State Licensing

Minimum Standards are the rules and regulations BISD Child Care 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 web site at www.HHSC.state.tx.us . A copy of our most recent Licensing visit is available at the daycare.

Physical Activity Policy

Our physical activity policy aligns with Texas Minimum Standards for Licensed Child-Care 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 encourage as required by Licensing and per age group. We will have both structured and unstructured play. Some play will be on the playground, Trike Area and classrooms as is 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 which includes proper clothes, jackets (if needed), as well as footwear. Activities in addition to playground equipment are available to reinforce learning. Physical activity grows healthy minds as well as healthy bodies.

Gang Free Zone

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

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 to child abuse or neglect you may obtain assistance and intervention by calling the above mentioned toll fee number or on-line at <https://www.txabusehotline.org/Login/Default.aspx>.

Emergency Crisis Plan

Tornado

In the event of 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 Daycare. Classes will remain in their designated location until the "All Clear" has been reported.

Tornado 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 3 months.

Fire

All classrooms and common areas have an emergency exit plan posted in the rooms by the doors. When they hear fire alarm, the caregivers/teachers should immediately gather their class and exit using the exit of closest proximity. Everyone will exit the portables and regroup in designated areas of our playground. One of our assistant director's will also have an emergency contact list. When the Scene Commander arrives we will await further instruction from the Scene Commander. (See Emergency Relocation plan)

Fire Drills

Fire Drills will be conducted once a month. The Director will activate the Fire Alarm. 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 in a calm and orderly fashion. Everyone is to relocate to the designated playground areas. Director will time and document the entire drill. Monthly Fire Drills are mandatory.

Gas

Should someone smell gas and it be validated that this cause for evacuation, an all building page will be given for immediate evacuation. Depending on the wind direction, 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 instruction. Emergency contact notebooks will be taken by 2 people, as with the Fire exiting.

Violent Intruder

If someone is considered a threat to the daycare, all efforts humanly possible will be done to prevent the intruder from getting past the main entrance. 911 will be called as soon as possible by other office personnel. We attempt to keep the intruder from any children, at all cost. Should he/she get past the office, we will do all humanly possible to limit the contact with children until emergency crews get on site and direct us accordingly. Should emergency evacuation be necessary, we will follow evacuation plans as for fire only as directed by the Scene Commander. Secondary emergency location will be set up only as directed by the Scene Commander.

Violent Intruder Drills

Director will call over the intercom "Lock Down". This will be repeated 3 times. (911 will not be called on a drill.) Since all of our classrooms are fob-entry only, the reason for Lock Down is to prevent anyone from leaving the classroom. Once the Scene Director of the appropriate Emergency Agency arrives, he/she will take control and give us direction as needed. This drill is to be conducted 4 times a year and documented appropriately.

Secondary Emergency Re-location

Should a Scene Commander request that the daycare 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 location as directed by the Scene Commander. Transportation to the relocation will be deferred to the Scene Commander's direction.

Pick-up of the children 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, or 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, will be given their appropriate help as needed.

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

The children will be supervised by their appropriate caregiver until picked up. The caregiver will continue care by reassuring each child, singing songs, giving constant care and providing and insuring 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/or 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. For lock-downs, children will not be released 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 and all 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 daycare will coordinate with any and all appropriate community organizations to ensure the safety of all children and do our part to prevent and/or 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 days of a child's attendance. No sick or vacation 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 12 months (September-August) payroll deductions. Payroll deduction amount will be approved by parent before forms are submitted to the Payroll department.

Straight Pay – You may pay for your child's tuition on a weekly, bi-weekly, or monthly by check, money order, or online (credit card). This option requires that tuition is paid before child care 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

Payroll deduction

NO Cash will be accepted

Late Pick-up Fee:

A \$10.00 fee will be charged after 5:30pm 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 statement, and review personal information. If you choose to 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 Child Care is a Provider with 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

Burleson ISD Child Care is to be self-supporting. The salaries of the BISD Child Care employees as well as all funds required for its operational needs will be sustained through tuition and fees.

Curriculum

Burleson ISD Child Care will provide high quality childcare based on sound child development research and developmentally appropriate practice. Based on the theory that children learn best through play, the program will reflect the guidelines established by the National Association for the Education of Young Children. (This full-text document may be viewed at the NAEYC website at <http://www.naeyc.org>).

Our emphasis will be placed on learning sound language skills, expressing ideas clearly, finding ways to problem solve, negotiating play schemes with other children, learning to make comparisons, predicting outcomes, appropriate expression of feelings, and the joy of discovering the world around them. Outside play should be available a minimum of once a day, weather permitting.

This includes individualized Infant curriculum through the rich, broad-specter Pre-K curriculum.

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 would be happy to accommodate.

Nap Time

Infants are allowed to sleep at their own schedule. Eventually, all of the babies end up being on a 2 nap a day schedule. The children from 18 months through 3 Years Old have a rest period from approximately 12:00-2:30pm. Children are welcome to bring their favorite blanket or pillow or beloved stuffed item to sleep with. Items that are brought to school should be labeled with the child's name. 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' birth through 12 months of age as consistent with the rules on Subchapter H of Chapter 746 of Minimum Standards relating to Basic Requirements for Infants. This relates to sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices. A required form will be signed by the parent, teacher and director for each child confirming the daycare's Safe Sleep Requirements.

Personal Items

Children's items should be labeled with his/her name. Minimum Standards require all bottles, pacifiers, and sippy cups to be labeled at all times. Children using pacifiers are asked to use pacifier clips at all times. We suggest all children have an extra set of clothes in case of personal accidents. No toy guns or knives are allowed. Valuable items are discouraged. Toys and other items of comfort are encouraged but labeling is strongly recommended. Any toys which incite the children to play rough will be collected and returned to the parent at the end of day.

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.

Parking and Child Pick-up

Parking for the daycare is located around and near the daycare. All legal parking areas are available for parking while delivery and pick-up of your child. Please save the Handicap parking and the handicap accessibility ramp area open for those who are legally eligible.

Please do not leave children unattended in their cars. Per Texas Criminal and Traffic Law Penal Code: a) "A person commits an offense if he intentionally or knowingly leaves a child in a motor vehicle for longer than five minutes, knowing that the child is: Younger than seven years of age; and not attended by an individual in the vehicle who is 14 years of age or older; b) An offense under this section is a Class C misdemeanor."

Older Siblings

To prevent passing germs, we ask that older siblings not enter our infant play areas. We try to keep the babies in as sanitary environment as possible. Each of our infant rooms have a "Sibling" area designated near their doors where the older siblings can safely wait for parents to drop-off or pick-up their baby sibling. We ask that only parents and infants go past this area.

We ask that ALL children remain with a parent or staff member at all times. Any child who is walking alone in the center is considered an unsupervised child which is against State Regulations. Also, please make sure your older children obey our rules and maintain good behavior. Our staff should not have to correct your older children.

Technology

BISD Child Care provides computers in the 3 year Old Classes and Pre-K classes for educational purposes. All staff may be emailed through their BISD email addresses.

When dropping off or picking up your child, we ask that you refrain from cell phone usage in order to give your child and their caregivers your full attention.

Children under the age of 2 are not allowed to watch television while at the Center. Over the age of 2 years are allowed limited, planned activities that meet educational goals, is age-appropriate, does not exceed 45 per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertising or violence, and is tuned off when not in use.

Family Involvement and Education

Parent involvement and education takes teaching beyond the classroom and initiates a positive experience for children that sets them up for success. BISD Child Care strives to make involvement and education a priority. To ensure families are aware 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 more 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 preschool classroom or child care facility

are better able to establish a connection between what is learned at school and what takes place in the home. This connection is a key component of a child's development and supporting further learning.

The BISD Child Care 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
- Breast feeding 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 child care 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 child care programs. BISD Child Care is currently going through the initial stages of this program. For more information go to <https://texasrisingstar.org/>.

Burleson ISD Child Care Center

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: June 2022