

Burleson ISD

CHILD CARE REGULATIONS

Updated 7/2019

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Mission Statement and Information

The mission of the Burleson ISD Child Care is to provide high quality childcare for the employees of Burleson 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. Burleson 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, Burleson Independent School District demonstrates genuine interest and concern for employees and will further establish a solid, stable workforce.

Parental Expectations

The role and influence of the family is the most crucial environment to provide a safe and secure growing experience for a child. The family is expected to provide safety and security for your child at all times.

A good day for your child starts with them feeling well and rested. If a child is not well, please keep the child at home to allow the child to get better and to prevent the spread of any contagious condition.

Parents should let the teacher know if there is anything occurring out of the normal for their child (shots, family issues, trips, medical procedures, etc.) Parents should also be able to express to the caregivers suggestions on how best to help their child through any stressors occurring in their lives.

Parents should purchase or provide a healthy meal for their child.

If medication is needed, the parent should provide the Center with a doctor's note or prescription and the medication.

Qualifications for Care

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

Ages Served

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

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.

Arrival Time

A consistent arrival time is important for the stability of your child's daily routine. It is best to have the child to the Center before the scheduled learning time begins to allow the child to socialize and get orientated to the classroom environment. Each class has a posted schedule for the day for your convenience. Especially for the older classes, it is important for the child to be in the classroom to participate in the educational portion of the day. It also diminishes the impact of disruption other children's learning as well as the importance of consistent routines in preparing children for the transition to Kindergarten.

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 Drivers 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 drivers 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 pick 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.

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.

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, 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.

Parental Involvement

All parents are welcome to visit the daycare anytime. Parents are welcome and encouraged to join any of our activities at any time. Some activities parents enjoy are: Class Parties (Wobbler classes through Pre-K: Halloween, Christmas, Valentine's, Easter and an end of year Luau), Trike-a-thon (3 Year old and Pre-K classes), Petting Zoo (all ages), Donuts with Dad and Muffins with Mom, etc. We also welcome our parents/grandparents to come and share their occupation knowledge (Scientist, Nurse, Hair Dresser, etc.)

Parents are welcome to come help celebrate their child's birthday or send a little treat to be shared with the class.

We welcome any feedback for our program. Positive Feedback helps us improve our program and keeps us updated on current trends and needs.

Parent Conferences can be scheduled at any time. Please get with the Director to schedule a conference with the teacher or director.

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

Preschoolers are learning to be a part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, preschool caregivers view discipline as a good time to help children learn new social skills. It is a teaching time, a time to be positive and supportive of the child. The techniques caregivers use include: redirecting children, offering him/her choices or words to use in solving problems, and opportunities to try again, as well as modifying the environment or routine to better meet the child's needs. Time out is discouraged as it is not effective in helping the child to learn from their experience. At no time should physical punishment, demeaning or embarrassing tactics be used to correct children or modify their behaviors.

If a child's behavior becomes an issue and is not improving, the Director, Parents and teacher will keep open communication to get feedback and suggestions on how to help the child. Strategies in

addressing challenging behavior and voicing concerns will be welcome at any time. The conversations will be framed around the objective of our program. Parents will be kept informed as to their child's progress through written reports for children and parent communication log as well as verbal communication.

Below is Minimum Standards Rules on Discipline:

§746.2803. What methods of discipline and guidance may a caregiver use?

Subchapter L, Discipline and Guidance

April 2017

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

§746.2805. What types of discipline and guidance or punishment are prohibited?

Subchapter L, Discipline and Guidance

April 2017

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; and
- (9) 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.

Helpful Information

- *Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want.*
- *Children will also mimic adults who demonstrate loud or violent behavior.*
- *Rapping, thump*

Daycare Suspension/Expulsion

There are 2 causes for Suspension/Expulsion: 1) Non-payment-which will result in suspension until the balance is paid and 2) Physical aggression.

Physical aggression, such as hitting, kicking, pinching, biting, etc. can be cause for Suspension/Expulsion. This will be dealt on a case by case situation. Prior to consideration for suspension or expulsion, the day care will put the following strategies in place:

- child will be monitored closely, shadowed, and/or redirected
- temporary re-placement, if possible, in another room
- re-teaching and practice of social-emotional skills
- Possible support from a district behavior specialist.
- Both parent conferences and daily parental discussions will take place to keep the parents informed on the child's behavior.

The Daycare will be supporting teachers through behavior training and classroom management strategies on a continuing basis.

If immediate suspension is warranted, due to the severity of the violence, the parents will be contacted and the child will need to be picked up immediately, not to return the rest of that day nor the following day.

The duration of the suspension will be case by case varying between 1-2 days.

If a child has been through the suspension process two times, expulsion may result.

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, in a normal child behavior and is part of the learning process for social tools.

Meals

Parents have the choice of purchasing a lunch meal through the Burleson ISD meal service or by bringing their child's lunch. The BISD Food Service provides a nutritious meal daily. For our Little Ones, parents can choose to purchase a full meal which is the same as the elementary school's menu or they may purchase a "mini meal" which is a smaller serving and offered at a very reasonable price. If providing a lunch from home, we provide refrigerators and microwaves in all rooms to ensure safe serving of your child's meal. Parents may access our website to find nutrition, food allergy information as well as sample menus of healthful lunches from home.

All food for infants on formula and baby food must be provided by the parent. 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.

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 form, Health form, Parent Affidavit, Shot record, Media Release Form, Consent and Release form, Child information form, Discipline Policy, Classroom Guidelines, Water Activity Form, Parent Handbook, Policies and Procedures (Regulations) Acknowledgement, Safe Sleep Document and, when required, the Hearing and Vision Screening check when completed. Should any of these requirements change, parents will receive written notices.

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 welcome you to participate in any activity at any time.

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.

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 free 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 emergency contact number is Jayne Jones' cell phone: 817-223-2637.

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 attend an annual clock hour of training on Abuse and Neglect of children. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect; including warning signs that a child may be a victim of abuse or neglect will be located on the public announcement board and posted on our website. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect will also be found on our public announcement board and on our website. Strategies for coordination between our center and appropriate community organizations as well as actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention will be posted on our public announcement board and our website, as well.

Tuition/Fees

Tuition is payroll deducted or paid with check, cash or money orders at parent's preference. They are as follows:

Weekly Rates:	\$183.00	6 weeks-18 months old
	\$140.50	18- months old and older
Daily Rates/Drop-in Rates:	\$38.10	Infants
	\$32.80	18 months and older

Fees: (may be payroll deducted if desired)

\$30.00 Registration fee (one per family)

\$100.00 Supply Fee All Ages

\$120.00 Activity Fee Ages 2 years and up (covers cost of Stretch N Grow)

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.

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.

We use the Frog Street Press Curriculum to accomplish our developmental goals for all ages. This includes individualized Infant curriculum through the rich, broad-specter Pre-K curriculum.

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. The Pre-K children take a 1 hour rest period to allow the most use of instruction time. 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.

Personal Items

Children's items should be labeled with his/her name. Minimum Standards require all bottles, pacifiers, and sippie 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 Daycare 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.

Personnel Policies

As Childcare Professionals, we are entrusted with the most valued and prized possessions, the children of our BISD employees. This is a great responsibility and not taken lightly. BISD Child Care values and desires the continued employment of each employee. Every effort is made to deal with concerns in a fair, reasonable, and timely manner. An employee should first contact the Director with concerns, questions or complaints. BISD Child Care desires to establish and maintain a harmonious relationship with its employees for mutual betterment. Child Care Providers are professionals and will be treated as such. This type of relationship requires the fairness and understanding of both parties.

Employment Policy

All persons seeking employment shall make application through the Human Resources Department of Burleson ISD. Burleson ISD is an equal opportunity employer. Falsification or omission of information on an application may disqualify such applicant from employment or result in being discharged after employment.

Prior to starting work, an applicant, in accordance with the state regulations, must meet basic requirements of the local child care regulatory agency (Texas Department of Protective and Regulatory Services-TDPRS). Any new employee of the Burleson ISD Child Care must be fingerprinted. Hepatitis B shots are recommended and provided by the district. An employee who does not wish to go through the immunization therapy must sign a waiver. The District provides for the Hep B shots. We will give you a schedule to follow and the required paperwork. The employee is expected to return validated shot records for the staff file. At this time, no specific vaccine is required to be an employee with the BISS Child Care. Even though no vaccines are required, it is imperative that an employee must follow any and all procedures to ensure the health and safety of the children. This would include the use of sterile plastic gloves and masks when appropriate, not coming to work with a fever or other signs of illness and to follow all hand washing procedures as listed in Minimum Standards. (See below) Should an employee not follow all health and safety practices, an official write-up would follow.

§746.3415. When must employees wash their hands?

*Subchapter R, Health Practices
Division 1, Environmental Health
September 2003*

Employees must wash their hands:

- Medium-High (1) Before eating or handling food or medication;
- Medium-High (2) Before feeding a child;
- Medium-High (3) After arriving at the child-care center;
- Medium-High (4) After diapering a child;
- Medium-High (5) After assisting a child with toileting;
- Medium-High (6) After personal toileting;
- Medium-High (7) After handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
- Medium-High (8) After handling or feeding animals;
- Medium-High (9) After outdoor activities;
- Medium-High (10) After handling raw food products;
- Medium-High (11) After eating, drinking, or smoking; and
- Medium-High (12) After using any cleaners or toxic chemicals.

Ability to relate to young children is essential! Salaries will be maintained and monitored by the Human Resources Department. Fair and reasonable wages will be shared.

Working Hours

Each employee is required to work scheduled working hours. These are normally eight (8) hours per day, Monday through Friday, but may, at the discretion of the Director, be extended or shortened as the work load demands. Hours will be floating and flexible to accommodate maintaining staff/child

ratios. Employees must promptly start to work at the beginning of their shift and promptly return to work after lunch, breaks, etc.

Attendance and Absenteeism

Employees are required to be regular in attendance. Persons who cannot report to work because of illness or urgent personal business are expected to inform the Director of this as soon as it is known, preferably before the work day begins. Absences in excess of three (3) days due to illness will require a written release from an attending physician prior to returning to work. Unreported absences shall be considered voluntary resignation. Excessive absenteeism and tardiness will nevertheless be considered grounds for dismissal. If you expect to be late, you are required to phone the director (home or office) as soon as possible. Employees of the Burleson ISD Child Care are eligible for the same employee benefits as other Burleson ISD employees in reference to sick days.

Training/Technical Assistance

Per Minimum Standards, Directors are required to obtain 30 clock hours of training and classroom caregivers need 24 clock hours of training, not including CPR/First Aid, SIDS and Shaken Baby Syndrome.

Chain of Command/Responsibilities/Qualifications:

Director

The Director reports to Christy Strayhorn, Director of Early Childhood Education. The Director will be in charge and on the premises the majority of the time. The Director will be available to the staff, the parents and the children Monday through Friday, 8:00 am – 5:00 pm. The Director will be responsible for all major record keeping, deciding and implementing policies for admission, attendance, tuition and educational goals. The Director will supervise caregivers and classroom schedules as well as be responsible for the budget. The Director will lead the staff or designate such role.

The Director will be available to sit in on conferences. The Director will interview new parents and staff. Also, the Director will be in charge of staff hiring. The Director will be responsible for correction and discipline of the staff. The Director will be responsible for planning and implementing fire and tornado drills as well as other disaster preparedness. The Director will conduct annual reviews of the staff.

Assistant Director

The Assistant Director will be in charge in the absence of the Director. In addition the Assistant Director will take over any of the Director's duties at the Director's request. The Assistant Director will fulfill the responsibilities as a classroom caregivers as necessary. Upon the absence of both the Director and the Assistant Director, a designated staff member will step into charge and it will be made known to all employees who is in charge at that time.

Classroom Staff

The Classroom Staff must be at least 18 years of age, have completed high school or passed the GED and must be able to attend classes and get at least 20 clock hours in child related training every year. It is preferable that the staff have a minimum of 2 years working experience in licensed child care facility. The staff should be in control of his/her emotions and moods, as the caregiver's mood helps set the climate of the classroom. Each staff member will plan, supervise and carry out the program for the children under the direction of the Director. Written plans are required and will be turned in a week in advance. The staff will gear the program to the needs of the individual child in terms of interest, special talents, and individual style of learning. The staff will consider the social/economic background, age, and interests of the children when planning.

The staff will treat each child, parent and staff member with dignity and respect. The staff will help each child become aware of his role as an integral member of the group. The staff will be responsible for the set up and appearance of the classroom (learning centers, bulletin boards, care of toys, etc.). Staff members are to sit and eat (optional) with their class at snack and lunch time. Each staff member will be responsible for the clean-up and maintenance of a clean and tidy classroom. The staff will move around the outside play area and interact with the children as they play. Each staff member must know the exact count of the children in their care at all times as well as know where each child is and what they are doing. Accident reports should be made out immediately. Children's noses and faces should be clean at all times. Shoes are always to be on and tied. Staff members with children in diapers or pull-ups should check diapers every 30 minutes. Proper diapering procedures should be followed without exception. Staff should not gossip with other employees or parents. If a parent comes to you with a complaint ask them to go to that staff member with their complaint. If not satisfied, they should go to the Director.

Teen Parent Participation

This component is designed to assist the teen parent in completing their High School Diploma or GED. Teens with children sometimes see no clear pathway to finishing school. Because it is so important to our community and to the individual to have that foundation, we will offer child care for our teen's children along with our employee children. We work in cooperation with Crossroads High School to help the student parent and the child.

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, age-appropriate viewing.

Family Support Resources

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

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/>.