# 2024 Daycare Operational Policy/Contract Handbook

# TOTALLY KIDS ACADEMY

# PLEASE RESPECT THIS AS A BUSINESS!

## Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding my policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be revisions to this

**~Handbook~ as needed. All families will sign a new contract when revisions are made. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.**



**DEAR PARENTS,**

**What I as a provider should expect from you, the parent:**

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that you child is making. Good communication helps us work together in the best interest of your child. EACH FAMILY plays a vital role in the guidance of their child/children along with your background/heritage/customs brings to the classroom brings an bridge to explore each others backgrounds.

**Agreement on Terms or Arrangements.** You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

**Honesty and Trust.** This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust me as your childcare provider to do the best for your

child. Show you trust by asking questions rather than jumping to conclusions when apparent problems develop.

**Pick up on Time.** I as your provider have a personal life too. No trip to the grocery store etc. on your way here just because you find it more convenient, ultimately the care of your child is your responsibility. Payment on time and no “rubber” checks. I have bills to pay and food to buy also.

**Respect.** Realize that taking care of children is a job and that not only am I a worker, but also a working parent. Recognize that this is not an easy job. I am not “just a Baby- sitter”.- I have two licensing agencies and a Federal Agency I have to follow because they are my bosses. I am required to have a minimum of 36 hours of training and I have a Bachelors in Business and a Child Development Associates- CDA. Last but not least. I am only human; I’m not “superwoman”. Please don’t expect me to do things that you yourself would not want to do.

**Philosophy**

THIS CENTER BELIEVES IN HANDS ON PLAY-IMAGINATION AND LIMITED STRUCTURED PLAY. HANDS ON PLAY HAS SO MANY DEVELOPMENTAL ADVANTAGES WHICH HELP IN ALL AREAS OF GROWTH.

We believe a child’s early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child’s need for love, security, acceptance, warmth, and stimulation.

**Arrivals and Late Arrivals:** Please have your child/children here no later than 8:30 am so that we can get into our day and your child does not miss important lesson time. EXCEPTION : Is when your child is gone to the doctor in the early mornings. If you are picking early please wait after 1 pm as children are napping.

**Goals**

While in my care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Family childcare provides for children the comfort and experience of belonging to an extended family. I provide a home like setting; therefore, I do not follow a strict routine. My approach to childcare is child centered and child directed. Children are offered choices whenever possible. Your child will bring home a newsletter each month, which will give a brief overview of what we will be doing. Just because you are not seeing anything in the way of papers does not mean that we have not been busy all day.

## Hours of Operation

**TOTALLY KIDS ACADEMY**  is open from 6:00 AM until 6:00 PM Monday through Friday. Hours of care will be contracted from child to child. No childcare will be provided on Saturday and Sundays or on the following holidays:

**PAID HOLIDAYS- THESE DATES CHANGE PER THE CALENDAR YEAR as**

**to What day of the week they fall. January 1, – New Years Day**

**March 25- Good Friday May 30, -Memorial Day July 4 - Independence Day September 5- Labor Day**

**November 24-25, Thanksgiving**

**December 23 & 26, Christmas**

**OTHER HOLIDAYS CAN BE CHOSEN IN ADDITION – MAY VARY**

\*If it happens where Christmas fall on a Saturday I will have the Friday before off and if it falls on a Sunday I will have that Monday off. **– I will always let you know in advance of extra time off.**

**The above are paid holidays for** **TOTALLY KIDS ACADEMY** if they fall on a contracted day for your child. In addition, **TOTALLY KIDS ACADEMY** **may close for 1 week of paid vacation per year and personal days per year.**

Notification of **at least** 2 weeks will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. **TOTALLY KIDS ACADEMY** is not responsible for finding alternate care for your child. In the event that I will be away for a period of time less than three hours (Doctor appointments, errands, etc.) substitute care will be provided by my Husband.

# PROFFESSIONAL DEVELOPMENT DAYS- TRAINING

**These days will be given in advance as possible.**

**THESE WILL BE PAID DAYS AS I BETTEMYSELF/OURSELVES FOR YOUR CHILD/CHILDREN.**

**WE DO NOT DO WATER PLAY AND FIELD TRIPS – IF THIS CHANGES WE WILL HAVE A FORM FOR RELEASE TO BE SIGNED.**

**Payment Procedures:**

## Rates: per child

## Rates: Are what the fee was at the time of this contract. And additional page will be signed at time of enrollment. I will no longer post my fees in this document

**I will talk to you about my prices during our interview.**

**AFTER HOURS RATES IS $10.00 for every 10 Minutes after 6 PM. Fees**:

**Enrollment Fee**: $50.00 to hold place

**Late Payment Fee**: $10.00 per day that payment is not received.

**Returned Check Fee**: $20.00 + 12.00 for NSF Fee from my bank, and additional costs incurred, along with my late fee if a check is returned to Provider. There after payments will be cash.

**No Payment**: You will be liable for cost fees, late fees and any cost for loss of wages if there is a small claims case.

## Definitions:

**Full Time**: Childcare contracted on a set scheduled time slot 4 hours or more per day or 4 - 5 days per week.

**SCHOOL HOLIDAYS AND SUMMER**: Includes breakfast , Lunch and afternoon snack. Care will not begin before 6:00 AM or end later than 6:00PM. any day that school is not in session, a full day rate will be charged.

**REQUIRED AT TIME OF ENROLLEMENT**:

1. Enrollment form
2. SHOT RECORD
3. Statement of health – from parent stating child sees a doctor with Doctor information
4. AND WITHIN TWO WEEKS OF ENROLLMENT A STATEMENT OF HEALTH FROM DOCTOR NEEDS TO BE IN FILE

Immunizations: They are required by state licensing UNLESS you have a doctor statement of reason why not able to have shots such as a reaction to what vaccine.

I HAVE ENCLOSED A COPY OF UPDATED SCHEDULES FOR INFANTS TO 6

YEAR OLD, PRETEEN as well as the breakdown on which is considered a communicable disease. **An updated copy of shot record must be in file each time shots are given.**

## Open Door:

You are invited and welcome to visit **TOTALLY KIDS ACADEMY** anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Please knock first. Parents are also free to call **TOTALLY KIDS ACADEMY** at any time. If I do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the current activity.

**\_Matters of Money:**

All payments are due by 6:00 PM on **MONDAYS**. If payment is not made within 3 days at drop off, your child will not be accepted into care until payment, including all late fees, is made. If payment is not received by the end of 2 weeks **and will include NON- NOTICE OF TERMINATION PAY OF 2 WEEKS** ,

and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, day of loss wages, cost fees to file which is $141.00 and childcare fees. Cash or Check is accepted and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the New Year. A fee of $20.00, plus any additional costs I incur, along with my late fee will be charged to you for a returned check. All future payments will then be made by cash**. Childcare fees are due regardless of whether or not your child attends**. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. **The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all it’s terms.**

## Termination of Care:

TWO WEEKS NOTICE TO END SERVICES OR TWO WEEKS PAY IN LEU OF THE NOTICE IS REQUIRED. I WILL TAKE LEGAL ACTION ON THIS.

**Daily Doings**

**Drop Off/Pick Up**:

I assume responsibility for your child only while he/she is on my property. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will not do! Anyone unfamiliar to me will be required to show proof of Identification- either a copy of driver’s license or I will write the driver’s license number down along with car license plate on my release slip. Please make the alternate pick up person aware of the requirements. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

**Court Order: If there is a court order keeping one parent or guardian away**

**from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non- custodial parent from picking up the child.**

**Sick/Vacation Days**:

In the event that your child is ill and needs to miss a day, please call 1 hour before arrival time.

## Parent agrees to provide 2 weeks notice prior to any vacation time. Parent agrees to pay childcare fees to hold child’s position during any extended

## leave due to illness etc. Full payment must be received whether or not child attends.

**You have 1 week of vacation time with NO PAY. I will give advanced notice of time off unless an emergency happens. I will have the option of taking a longer vacation( 2 weeks or more- BUT WILL REQUIRE ONE WEEK PAY.**

**I have the right for vacation and PAID TIME OFF (PTO) just as much as you do.**

**Television**:

I allow limited TV viewing consisting of Nickelodeon, PBS and the Disney Channel only. On occasion I let the children pick a child appropriate video to watch. Children are NEVER required to sit and watch TV.

We do PLAY YOUTUBE color freeze- **Action involved**, alphabet and numbers, shape and colors, **Simon says – Listening and Action involved, Lion Hunt and Bear Hunt etc that are action involved are curriculum activity play which are acceptable**

Children under 2 – No screen time for television

Children 2 and over are allowed 1 (one) hour of screen time. Screen time is not to be done an hour before naptime, during meals, naptime or snacks etc.

School age: HOMEWORK on laptops, tablets will not count for screen time. TOTALLY KIDS ACADEMY has a virtual Classroom one for Preschoolers ages 3-5 and one for school age on google classroom.

This information was sent to parents on how and where to log in.

When school is out for holidays and vacation times such Fall Break, Thanksgiving, Winter Break- Christmas, Spring Break. School age children will work in the virtual classroom to expand on their learning.

## Guidance:

Some people call it discipline. I prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at **TOTALLY KIDS ACADEMY** --even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of the offense (almost always 1 minute per year of age). If a child becomes a persistent behavior problem, I will address it with you and we will try to resolve it together in an behavior action plan. AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.

## Parent Conferences:

Parent Conferences are done 2 times a year unless it is needed more. I take an assessment to see where they are regarding colors, shapes and alphabet recognition, speech and physical development. I give you a copy of this assessment by email.

We can meet in person after hours, by phone, email or text regarding these assessments.

## Meals:

I participate in the Food Program. I provide nutritionally balance meals and snacks for your child and receive a small reimbursement. The registration Form must be filled out and dated before your child’s first day. Please do not send any food or drink with your child without prior approval through the provider. Please see Activities for a list of meal times; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. Please list on the medical report any food allergies child may have. If your child needs a special diet, the parent must furnish these foods- A signed Physician statement is required

*As a Texas Rising Star provider, we must abide by certain nutrition polices and procedure; Please be assured that during meal times, we practice the following policies and procedures;*

***Nutrition Required Measures***

*PROGRAM PRACTICES*

Written policies include the following:

1. liquids and food **hotter than 110 degrees Fare** kept out of reach.
2. All staff are **educated on food allergies** and they take precautions to ensure children are protected.
3. on days that providers serve meals, prepared food that is brought into the program to be shared among children is **commercially prepared OR** prepared in a kitchen that is **inspected by local health officials.**
4. that **healthy snacks** (as listed by the Texas Department of Agriculture) are available for **school aged children as children arrive.**
5. on days that providers serve meals, **milk, fresh fruit and vegetables** are available for children who bring lunches from home.

*HOME LUNCH PRACTICES*

1. Include in written policies/procedures to **ensure the safety of food brought from home,** including refrigeration or other means to maintain appropriate temperatures.
2. Programs have policies in place outlining **strategies to educate** children and their parents on nutrition.
3. Programs **provide parents with information** about foods that may cause allergic reactions.
4. Providers provide **sample menus of healthful lunches** for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional lunch value.

For sample menus, please visit the following website: <http://w.w.w.choosemyplate.gov/healthy-eating-tips-/sample-menus-recipes.html>

For information about foods that may cause an allergic reaction, please visit the following website:

[http://w.w.w.kidshealth.org/parent/growth/feedong/food allergies.html](http://w.w.w.kidshealth.org/parent/growth/feedong/foodallergies.html)

## Activities: This is in the Policy signed – Highlighted area was added

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child or the group children and their interest or curriculum of that day. I will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, putting dishes in the dishwasher, helping to sort laundry will likely be a part of the day. I provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product.

Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

## Physical Activities:

**Promotion of Indoor and Outdoor Physical Activity**

TOTALLY KIDS ACADEMY strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain’s physiology.

**Infants will be given opportunities for physical activity, including supervised tummy time.**

Babies are in the playpens or baby swing when outside.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

**TOTALLY KIDS ACADEMY** will promote all children’s active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

* + Two occasions of active play outdoors when weather permits.
  + Two or more structured or teacher-led activities or games that promote movement over the course of the day.
  + Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

**Physical activity may take place in the classroom or on the playground, when weather permits.**

When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

* Gym shoes or sturdy shoe equivalent
* Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

* Footwear that can come off while running or that provide insufficient support for climbing.
* Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days”.

**HEAT INDEX:**

Less than 90 30 minutes outside

90-95 15 minutes in the sun, then up to 15 minutes in the shade

95-100 5 minutes in the sun, then up to 25 minutes of shade play

Over 100 Shade play only, limited to 10 minutes

**WIND CHILL**

Over 55 30 minutes

50-55 15 minutes

45-50 5 minutes

Under 45 no outside time

**NO OUTSIDE TIME WHEN, RAINING, SNOWING, MISTING, ETC**

**NO SWIMMING POOL- WADING POOL activities- Due to this – need for swim limitations information is not necessary**

**We may at times have a water table activities when outside. *Notice on separate form* – whether child has a limitation to attend the water table to needs assistance such as standing**

**IF THERE ARE HUGE CRACKS IN BACKYARD THAT DEEM THE YARD UNSAFE – WE WILL NOT PLAY OUTSIDE - OUTDOOR TIME WILL BE LIMITED TO THE BACK PORCH ONLY.**

## House Rules

* 1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
  2. No intentionally breaking anything.
  3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture. 4.No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).

1. No name-calling, yelling, fouls language or teasing—everyone deserves to be treated with respect.
2. All food and drink will remain in the dining room/kitchen area.

## Pets:

**TOTALLY KIDS ACADEMY** has a mix – Australian Shepherd/Collie and a Germann Shepard. She/He/They have been certified as healthy by a veterinarian and is current on all immunizations. The children will be exposed to the daily aspects of care for the pets. **Australian Shepherd/Collie is halfway finished training to become a therapy dog.**

## Dress Code:

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some.

Water Play: I have sprinkler for summer water play. I require a permission slip signed before the child is allowed to play in the water if I use a small wading pool. A swimsuit will be requested for these days. CURRENTLY NOT ACTIVE AS OF 1/1/18

## Toys:

Please do NOT send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. **TOTALLY KIDS ACADEMY** *assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.*

## Rest Period:

All children under the age of 5 will have a rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting children.

All children will rest on their mats with individual linens.

**Babies:**

**I have a safe sleep policy that is a document from licensing for parents of infants to read over and sign separately.**

**We do work on self- feeding skills and hand washing**

**Breast Feeding:**

I do encourage moms to breast feed their children. If you are able to come to breast feed onsite. I will have a quiet place for you to feed your child. IF you however, chose to bring the breast milk in baggies for me to refrigerate or thaw for your child. I have a bottle warmer to warm the milk.

If bringing breast milk in bags to refrigerate- PLEASE LABEL ALL BAGGIES.

## Toilet Learning:

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. I required at least 5 complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

## Transportation:

At times, we may plan a field trip or it may be necessary for me to transport your child by car due to an emergency state by law enforcement or need to get child to the ER. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Also, because this business is run out of my home, it may be necessary to run occasional errands with the children. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from **TOTALLY KIDS ACADEMY** and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

## Holidays/Birthdays:

We honor major holidays and all children’s birthdays. If you would like to bring a special Treat (no homemade treats please) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

## House Cleaning:

My house is not always spotless. My main concern is the care of the children. I clean my house during Rest Time, if all are asleep, during non-business hours, and occasionally with children's help. The children will help clean up toys before meals and naps.

## Other Goodies Confidentiality:

The information you supply to **TOTALLY KIDS ACADEMY** will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form.

## Changes to Policies:

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

## Emergencies:

**Fire:** There is one fire extinguishers located in my home. One is in the kitchen and one is located in the laundry room. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

**Tornado:** In the event of a tornado warning, the children will gather in the laundry room. We will remain in the MASTER CLOSET room until the inclement weather has passed. Tornado drills will also be practiced monthly. The tornado plan is located on file and you are free to view it at anytime.

**Power outage:** There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child. **I DO HAVE TWO LATERNS FOR ADDITIONAL LIGHT.**

## Emergency Plan :

1. **In event of emergency-My first responsibility is to move the children to a designated safe area or alternate shelter known to all household members, caregivers, and volunteers. I will move the children to Criswell Elementary- this location is in walking distance and for those under 2 years of age and those with limited mobility or need other assistance will be moved by wagon, however, if this is not a safe location, I will then Choose the Forney Fellowship Church Parking lot. I will move them by vehicle to a safe location.**

**Criswell Elementary- Pinson and Ridgecrest -401 FM 740 Forney Tx 75126**

**Forney Fellowship- 417 Pinson Rd Forney Tx 75126**

1. **I will call the necessary authorities be it 911 by my cell phone - Police, Fire or Ambulance and will call LICENSING**
2. **You- The parent(s) will be called by my Cell phone in this situation with more information.**
3. **Emergency evacuation diagram is on board by door.**
4. **In order to release children at time of Emergency- I will have a specific folder to sign to release them**
5. **How you can reach me during this time – my cell -214-236-8254**
6. **All children will be accounted for before leaving my home to go to safe location, and upon arriving a count will be done again. Then you will be notified.**
7. **When I evacuate I will take a spiral book with All children’s information, parent and emergency contact information, Authorization for emergency medical care, and attendance record from the day.**

**SHELTER IN PLACE-LOCK DOWN**

* 1. **LOCKDOWN**

**LOCKDOWN is implemented when the threat of violence or gunfire is identified. During LOCKDOWN, students and staff are to remain in designated lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or an ALL CLEAR signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:**

1. **Gunfire**
2. **Threat of extreme violence outside the classroom**
3. **Imminent danger in the surrounding community**

**Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit.**

**Lockdown:**

1. **Is a response to an immediate danger; it is NOT preceded by any warning**
2. **Demands quick action; an active shooter can fire one round per second**
3. **Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff**
4. **Requires ALL exterior doors are locked**
5. **Is intended to prevent intruders from entering occupied areas of the building**
6. **Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or ALL CLEAR is issued by site administrator**
7. **Requires that alternate strategies be in place for anyone who is locked out of a secured classroom or office**
8. **Notify parents when threat is been identified- suspicious person, package, threat by phone, in person or in writing. Send text stating- We are in lockdown currently due to OUTSIDE THREAT and will let you know when the lockdown is lifted along with any other important information such as if your needed to pick up or not.**
   1. **TELEPHONE THREAT**
9. **The staff member that received the call should tell another staff member that a threat is in progress so that:**
10. **The building may be immediately evacuated, and**
11. **Local Law Enforcement may be contacted via 911.**
12. **The receiver of the call should keep the caller on the line as long as possible.**
13. **Information should be recorded on the Bomb Threat Form as quickly as possible IF this is the reason for the threat.**

**Information sheets are kept near each phone, or specifically record the following information:**

1. **The exact time the call was received.**
2. **The caller’s exact words.**
3. **A description of the caller’s voice.**
4. **If the call receiver has the time and opportunity he/she should ask the caller for:**
5. **The location of the bomb.**
6. **The exact time of explosion.**
7. **A description of the nature and appearance of the bomb.**
8. **The caller’s name and their location.**

* 1. **WRITTEN THREAT**

1. **The staff member receiving the written threat should handle it as little as possible, (to**

**preserve finger prints), and should save all materials including any envelope or other**

**container.**

1. **Local Law Enforcement should be contacted first, followed by the facility supervisor**

**on duty, and/or the facility's director.**

1. **The building should be evacuated until it is determined that there is no longer a**

**danger.4. All materials involved in the threat should be turned over to the authorities.**

**COVID-19 and Future Pandemic Situations:**

**We're Here for You /** **Here for you now and always—**

**with enhanced measures in place for your safety.**

At TOTALLY KIDS ACADEMY, we remain diligent in our fight against coronavirus (COVID-19) and future potential Pandemic or Crisis situations, and want to provide you with an update about the thoughtful and deliberate steps we’re taking to return or Continue care during this ever-evolving pandemic or crisis events in the future. We recognize these are uncertain times, and you may have concerns about receiving child care, even more so than normal. As always, the health and safety of our children, caregivers and communities is our top priority.

The precautions we’ve taken and the new protections we’ve put in place make our child care center/home the safest possible place to receive child care at this time. Over the past few months, our center/home have maintained strict standards while following updated guidance from the Centers for Disease Control and Prevention (CDC).

As we carefully prepare for the re-opening or Continuing Care, we have introduced enhanced precautions to ensure a safe environment for all involved, including universal masking, enhanced screening, and parent visitation policies.  We are here for you and we are well-equipped to handle any health concern you may have.

Steps we are taking to keep you, your children and our center/home providers safe:

HHSC Child Care Licensing (CCL) urges all current providers to immediately implement the following guidance, which is consistent with the new requirements:

* Prohibit any person except the following from accessing an operation: operation staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents who have children enrolled and present at the operation.
* Before allowing entry into the operation, screen all of the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:
  + A temperature of 100.4°F or above;
  + Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
  + In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or
  + In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission. For updated information on affected countries, visit: [https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html(link is external)](https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html).
* Require pick up and drop off of children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.
* Ensure that each child is provided individual meals and snacks. Do not serve family style meals.
* **If a child has been exposed to Covid 19:**
* \*if a child has been exposed to covid19, they must quarantine at home for at least 14 days
* \*if a child has a fever they must not attend daycare for at least 72 hours
* **Procedure for if a child becomes sick while in care:**
* Isolate the sick child in an area away from others and contact their parents to pick up the child immediately.
* Disinfect the area the child was in after they leave.
* **If COVID-19 is confirmed in a child:**
* \*I will contact my local health authority to report the presence of COVID-19 in the home. My local health authority will advise me on re-opening procedures.
* \*I will contact Child Care Licensing to report the presence of COVID-19 in my facility.
* \*I will close off areas used by the person who is sick.
* \*I will open outside doors and windows to increase air circulation in the areas.
* \*I will wait up to 24 hours or as long as possible before I clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
* \*I will clean and disinfect all areas used by the person who is sick.
* \*If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
* \*Continue routine cleaning and disinfection.
* **Social distancing inside the daycare home:**

\*The children will be encouraged to play in different play centers throughout the daycare area during playtime. HOWEVER, Not traumatizing the children more than the situation is already doing. You child or children’s mental well-being is just as important in this time as their health. Kids need and desire interaction with their

* friends. So I will work to address disinfection more in place of the “social distancing”
* \*During circle time, they will be spread out as much as possible
* \*During nap time, they will be laid down head to feet and spread out as much as possible
* \*During outside time, they will be allowed one at a time on the slide, swing and other equipment
* **Enhanced cleaning and disinfecting measures:**
* The following should be done in addition to (or in substitution of) existing cleaning protocols in place at the child care center:
* Using a disinfecting solution of 4 teaspoons bleach per quart of water, or Lysol on services that can not use bleach on.
* \*All touched surfaces will be disinfected in the morning before opening and in the evening after closing.
* \*Any toys or games used during the day will be put in a container and disinfected before used by another child.
* \*The bathroom will be cleaned and disinfected at least three times per day.
* **Washing, Feeding, or Holding a Child**
* \*I will wash my hands, neck, and anywhere touched by a child’s secretions.
* \*I will change the child’s clothes if secretions are on the child’s clothes.
* \*Contaminated clothes will be placed in a plastic bag or washed in a washing machine
* \*Each child will have multiple changes of clothes on hand
* \*I will wash my hands before and after handling infant bottles prepared at the parents’ home or prepared by me. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
* However, precautions should not stop when you leave our center/home. To protect yourself and others, it is imperative you continue to follow the current guidance from the CDC regarding social distancing and hand hygiene. These important infection prevention measures help keep you, and your loved ones, safe.

TOTALLY KIDS ACADEMY remains focused on providing you with outstanding care. We know these circumstances may not be what you anticipated when it comes to your child care, and we recognize the worry this pandemic may have created for you or your loved ones. Thank you for trusting us with your child’s care. We are committed to protecting the health and safety of the children we so proudly serve, today and every day.

**Enrollment Requirements**:

Before enrolling your child in **TOTALLY KIDS ACADEMY** there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
2. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.
3. All required supplies must be brought with your on their first day.

I provide Parent’s Choice (Walmart)Formula or I can buy the baby food.

## Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home. Any request to use physical punishments by the parents will be noted in the child’s file along with a written refusal from **TOTALLY KIDS ACADEMY**, signed by the parent and provider.

HOTLINE TO REPORT IS : 1-800-252-5400

Child Care Licensing Office is located at 8700 Stemmons Frwy Dallas TX 214- 951-7202

[**www.dfps.state.tx.us/child\_care**](http://www.dfps.state.tx.us/child_care)

**You can find the minimum standards here or ask me to see a copy. I have posted a copy of recent licensing report.**

## Supplies:

All supplies must be labeled with your child’s name. You will need to provide the following things to be left here:

1. 1 complete change of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear.
2. Any over the counter medication that you may wish to be used. This must have the child’s name on it. Remember, I will always ask your permission before administering.

**FOR CHILDREN YOUNGER THAN 18 MONTHS** (and those not yet potty trained and/or weaned from the bottle)

1. Diapers or Pull-ups, 1 full package. They will be stored in your child’s cubby and I will notify you when the supply is low.
2. 1- box of baby wipes.
3. 2 - bottles and 1 pacifier and pacifier fastener to be left here. It will not be necessary for you to send bottles daily.
4. 2- changes of clothing (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here. I will launder these as needed and notify you when more are needed.
5. Any cream, powder, etc. that you wish me to use.
6. Baby Tylenol or Oriel, if you wish it to be used.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily.

# Health Matters

## Illness:

**Under no circumstance is a sick child to attend** **TOTALLY KIDS ACADEMY . The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:**

**Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a**

**child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.**

**Medications**: New Law 2011 – on Medications

I must have in file written instructions for any medications given during Daycare whether prescription or over the counter meds.

This also includes any dosage changes by doctor for any medications already in use.

No child will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the child’s name, name of medication, Doctor’s name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. I have Permission to Administer Medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.

## Medical Emergencies:

Although supervision is constantly given, I cannot be by the child’s side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctors office. (I.e. needs stitches, broken arm, or dislocation, etc.)

All costs associated with injuries to the child will be the responsibility of the parent, unless I have been found to be negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to Forney ER and or Sunnyvale Regional Medical Center.

You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

## Non-Discrimination: As license provider, I shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

Parent Signature

Parent Signature

Date