



YOUNG
EXPRESSION
DAY CARE LLC

PARENT HANDBOOK

Operation Hours:

Monday – Friday

6:00 am – 6:00 pm

January through December

811 Maxfield St.

Bellmead, Texas 76705

Phone: 254-799-7700

Fax: 254-799-2182

www.youngexpressiondaycarellc.com

WELCOME!

Welcome to Young Expression Day Care LLC. This handbook is designed to help new, current, and prospective parents understand who we are and what our expectations are.

Each section addresses different aspects of Young Expression and the services provided. Being able to understand who we are helps you to embody our commitment to high quality child care and keep the company in compliance. Thus, all parents are expected to read this handbook and agree to follow the policies herein. As with any policy manual, this handbook is subject to amendment as policies change or are added. Information on revisions and changes will be available to parents once they have been submitted.

WHO WE ARE

Young Expression Day Care LLC is the dream of its founders, Dr. Evelyn Neal and Rev. Lawyer Neal II. Together, they have 80 years of experience in the education industry. They are both former principals with successful track records before retiring from their respective jobs and the Center.

Late Dr. Evelyn Neal handed the torch to her oldest granddaughter, Jasmine Neal-Lowe, to take over and continue where she left off. Jasmine is a graduate from Jackson State University with a Bachelors of Business Administration in Management. Jasmine Lowe serves as the Director of Operations at Young Expression Daycare, where she brings over a decade of experience in early childhood education. Passionate about positively influencing the lives of young children, Jasmine is dedicated to advancing equitable access to education and contributing to policy development that supports youth. She enjoys making a difference in the lives of families. She and the staff continue to maintain a safe and happy learning environment for children.

Sponsorship is provided by Neal & Associates LLC. This consists of making sure all projects as well as programs and facility management, are conducive to the rules of the Texas Department of Family and Protective Services.

MISSION STATEMENT

We create a firm foundation of love and learning in a safe space where kindness counts.

OUR VISION

Our vision is to empower young minds to dream big and achieve more through acts of innovation, inclusiveness, and intellect.

PHILOSOPHY

Our philosophy is rooted in fostering a nurturing and stimulating environment where every child feels valued, safe, and inspired to explore their potential. We believe that through strong community partnerships, inclusive practices, and a foundation built on love and learning, children thrive not only academically but also socially and emotionally. By embracing innovation and cultivating respect, we empower each child to dream big, develop kindness, and achieve more in a world of endless possibilities. Together, we create a space where every child's well-being is our priority, and every act of learning is infused with love.

CORE VALUES (CTRLS)

Community Partnership

We collaborate with local organizations, businesses, and families to enhance the quality of care and support for children.

Together We Thrive

We understand the importance of collaboration between parents, educators, and the community to support children's growth and development.

Respect and Inclusion

We ensure that every child feels welcomed, safe, and supported, encouraging positive social development and a sense of belonging.

Learn and Love

We promote a balanced focus on both academic and emotional growth.

Safety and Wellbeing

We ensure that all practices, policies, and interactions focus on maintaining a safe space for children to explore, learn, and grow.

Curriculum Goal

The curriculum we use in all our classrooms for our children ages infant through Pre-K is **Frog Street Press**. It is a high quality, research-based curriculum.

Our curriculum goal is to include developmentally appropriate activities focusing on the whole child. Teachers are fostering cognitive, language, physical, and social and emotional development, while using children's interest areas and encouraging creative exploration and problem-solving.

Our staff are given support through:

- ongoing training on the curriculum that includes early childhood education best practices.
- Time set to come out of the classroom and plan a well-rounded lesson plan.
- Resources available to assist in the planning of the lesson plan
- Feedback from the director on lesson plans

EQUAL OPPORTUNITY EMPLOYER/NON-DISCRIMINATION POLICY

Young Expression is operated on a non-discriminatory basis. We give equal treatment to children and staff without regard to race, color, religion, handicap or national origin.

ENROLLMENT NEEDS

Young Expression enrolls children ages one month through 12 years. The number of children in each group is determined by the State License Department of Standards and Regulations.

What is needed to enroll?

A completed Application for Enrollment form

A current Immunization Record for each child

Emergency Medical Authorization

Parents Information

Release Permission

CACFP Food Program Forms

Transportation Permission (if applicable)

Field Trip Permission (if applicable)

CHILD CARE HOURS

Young Expression Daycare's operation hours are 6:00 am – 6:00 pm. 9:30 am is the cut off time for morning drop-off. Parents must contact the center by 9:00 am to notify the Director of late arrival. At 6:05 pm a late pick-up fee is assessed. All parents requiring more than 10 hours of daily care must submit a work schedule. All parents are allowed 10 hours maximum of care daily unless the parent is

scheduled more than 10 hours per day. This policy is to ensure your child/ children's health and happiness while in our care, creates a more structured environment and ensures that our staff - child ratio is always met. Please see the Director to provide a copy of your work schedule and discuss the hours of care that you need.

Note: The hours of care that parents choose will be strictly enforced. Parents will not be allowed to drop off children earlier than hours agreed upon.

THE INFANT AREA WILL CLOSE AT 5:30 PM MONDAY – FRIDAY. All infants must be picked up from the center by 5:30 pm. At 5:35 pm a 25.00 late pick-up fee is assessed. Parents must contact the center before 5:00 pm to notify the Director of late arrival to avoid late pick-up fee.

We maintain an open door policy at our center and welcome parents to visit for short periods at any time. Please try to refrain from coming during nap time which is usually from noon until 2:00. This is the time of day that we try to keep the center quiet as visitors will only interrupt the sleeping children.

HOLIDAYS/ VACATIONS

The following is a list of the Holidays that we will take each year:

New Year's Eve

New Years Day

Martin Luther King Jr. Day

Good Friday

Presidents Day

Memorial Day

Juneteenth

Independence Day

Presidents Day

Labor Day

Thanksgiving Day and The Day After Thanksgiving

Christmas Eve

Christmas Day

There are no reductions in fees for holidays. Your regular weekly fee is expected because you are paying for your child's place in the program. The center may have an early dismissal the day before a Holiday closure.

FEES

A \$50 non-refundable registration fee (per child) applies to all new children enrolling in Young Expression Daycare for child care services and \$35 per child for Fall, Spring, and Summer camps. Fees are paid in advance of service whether weekly, bi-weekly, or once a month. All weekly payments are due on Mondays of each week. Fall, Spring, and Summer camps fees are charged per “session”. If payment has not been received within ten days, termination of childcare will occur. **Please remember that your parent fee is due whether your child attends the day care or is absent. All payments are non refundable.**

LATE PAYMENTS

Weekly and Bi-weekly Payments are due on Mondays for the week of. For CCS payments, bi-weekly fees are due on the 1st and the 15th of each month. If parents' CCS fee is \$200.00 or less each month, the fee is required to be paid on a monthly basis. Monthly payments are due on the 1st and late on the 3rd of each month. On the 4th of each month a 25.00 late fee is applied to monthly payments. Payments are not scheduled around parent's pay dates. Please make proper arrangements e.g. (money order purchase...) before drop-off on Mondays to ensure that your services are not terminated for non-compliance. Weekly and bi-weekly payments that are received on Tuesday without proper authorization will be considered late. A late fee of 25.00 will be assessed on Tuesday mornings. Childcare services will be suspended Wednesday morning until all fees have been paid. After 10 days of non-payment childcare services are terminated. **It is not okay to drop your child/ children off without paying and not attempting to contact the Director to arrange a late payment.** Feel free to contact the Director at 254-799-7700 at any time should you need to do so. Parents are not to exceed FOUR payment arrangements per calendar year. After four arrangements have been used, the parent is expected to make timely payments or is liable to have services terminated for constant late payments.

Young Expression Daycare no longer accepts cash payments. Payments must be made via credit/ debit card or money order only.

Effective March 1, 2023 all CCS parent payments that are \$200 or less per month must be paid on a monthly basis. All monthly payments are due on the

1st of each month and late after the 3rd. A late fee of \$25 will be applied to your balance if payment is not received by pick up on the 3rd of each month.

CHILD CARE SERVICES (CCS)

Young Expression Daycare accepts subsidy payments including Child Care Services assistance. We encourage parents to ask questions about their cases. We have an open door policy and provide help with initiating or continuing services.

FUTURE ENROLLMENTS

If care is to begin at a future date, one full week advanced payment will be required to hold a place for your child for 2 weeks. Only the deposit plus the \$50.00 registration fee secures a place for your child.

INSUFFICIENT FUNDS FEES

A charge of \$35.00 will be added if a check is returned for insufficient funds. This is added to your original fee that now becomes a late payment.

SICK/ ABSENT

Parents are asked to call the center by 9:00 am if a child is going to arrive later than the cutoff time at 9:30 am. Please call us if your child will be absent. Remember that you will still be responsible for payment even if the child does not attend. This includes holiday closings.

LEAVE OF ABSENCE

If you need to take your child out for an extended time (more than one week) we will consider this a leave of absence. Parents must give the center a written 2-week notice if children will take a leave of absence. If parents don't give a 2-week notice full payment will be required. If your child will be out for more than 2 weeks, you will be required to pay ½ the normal weekly rate. If your child will be out for 1-2 weeks, no payment is required as long as a 2-week written notice is given.

INCLEMENT WEATHER DAYS

Our center follows the directions of the school districts related to inclement weather closures. During Summer months we follow weather advisories and should we ever have to close early, have a delayed opening, or be closed for the day, we will notify parents immediately.

Parent/Teacher Conferences

Parent conferences are a time set aside for you to discuss your child's assessment results along with other progress and vital information. Conferences are held a minimum of twice a year (Fall and Spring). The program plans parent conferences twice a year, but additional parent conferences may be scheduled by the program, or the parent as needed. Our teachers will also be documenting the child's development and it will be available in your child's file. These will document skill accomplishments throughout the year. We will use the parent conference time to discuss the children's assessments and other developmental areas. When the conferences are complete we ask the parent to complete a survey/evaluation of the teacher and the center.

It is our hope that parents and staff will become partners in the education of your children. To do this, we will need your help from time-to-time. Since you know your child better than we do, we ask that you share any information that may help us to understand your child better and to meet his/her particular needs. We will also share with you the progress your child is making via both verbal and written reports. This partnership requires two-way communication. We will try to keep you informed.

We also want you to have an opportunity to share information with us. We strongly urge you to use any or all of these methods: informal chats with staff, conferences, phone calls, and parent meetings.

Assessments

As mentioned above, child assessments are conducted twice a year and shared with parents during conferences.

TRANSPORTATION

The center provides assistance for day care children in the morning and afternoon for parents without transportation. We also offer transportation for afterschoolers from public schools and Head Start campuses to the center. Pick-up locations are determined each year and are based

on enrollment. We take precautions when loading and unloading at all times. The children do not cross any streets to load or unload. Seat belts and car seats are used any time a child is being transported. A transportation log is used when loading and unloading. No child is ever left alone or unattended.

There will be no changes to transportation after 2:00 pm every day. Parents must contact the center before 2:00 pm should there be any changes to drop-off locations. Parents that utilize afternoon transportation services should be in place at 4:00 pm each day. The driver will not wait over 5 minutes for parents to bring children to the bus. Parents who delay the bus route more than 7 mins will receive a violation of policy. This includes sending children out one by one or just simply not being ready to load upon the driver's arrival. Violations of this policy will be documented and could lead to suspension of transportation services up to termination. We try to be consistent with arrival times however in childcare, no day is the same.

It is the parents responsibility to contact the center if your child is going to be absent from public school. If your child is going to be absent from child care and we transport them to and from the center, you must contact the Director. If parents fail to communicate this information to the center's Director each occurrence will be documented.

1st occurrence- Warning

2nd occurrence- 1 day transportation suspension

3rd occurrence- 3 day transportation suspension

4th occurrence- 1 week transportation suspension

5th occurrence- Transportation services will be terminated

**This policy will be strictly enforced. Occurrences are not on a rolling slate and will be tallied during the duration of enrollment. Changes can be made at the Director's discretion only.*

ARRIVAL AND DEPARTURE

Your child is going to miss you; this is a very normal reaction. All children respond differently. It is normal for your child to cry on arrival for the first few weeks. Try not to get upset over their crying; it usually stops within a few minutes after you leave. If your child does a significant amount of crying at drop-off time, please make your stay brief. You may call the center at any time to check on your child.

We want you to be happy and we want your child to be happy. Persistent hollering can be disturbing to the environment of the center. Unless it can be controlled, removal of the child

from the group might occur. Parents will be notified if this happens along with a follow-up conference.

All parents are required to sign children IN and OUT daily on the Brightwheel App.

We do not allow the child to leave with anyone other than the persons listed on your child's pickup authorization form. Prior notification is needed to inform us that someone else is picking up your child. We require a picture ID of any one picking up a child that is not on the authorization list and sometimes a written statement signed by you. Your child must know the person who is taking them from the center.

A consistent arrival time is vital for structuring your child's daily routine. Please be sure that they arrive before learning time each day to prepare them for participation and smooth transitions.

LIMITED CELL PHONE USE INSIDE OF CENTER

Parents are allowed to use their electronic devices for check-IN and OUT only at arrival and departure times. Should parents need to enter the operation for any other reason, please refrain from cell phone use in order to facilitate better communication between the parents and the teacher and the parents and the child. It is best if parents are not distracted by use of electronic devices while at the center.

CUSTODY

Unless you provide the center with court documents stating that you have been granted temporary or permanent custody, we have no legal authority to tell a parent that he/she cannot pick up their child.

DRESS CODE

Clothing should be comfortable for outdoor play. Children should wear closed toe shoes to climb and run with the other children. Make sure to include hats, mittens, boots and coats for cold weather. Each child must have a change of clothing in case of an accident. These clothes should be labeled with your child's name.

For safety reasons, we ask that children do not wear hair beads while at the center. Hair beads can easily become a choking hazard if they fall off or are pulled out during play. We strive to maintain a safe environment for all children, and appreciate your understanding and cooperation in adhering to this policy.

SUPPLIES

Infants and Toddlers: Diapers, wipes, bottles, formula, baby food (until child eats table food), bibs, and a complete change of clothes (as they get soiled). Soiled clothes will usually be in a plastic bag in your child's cubby to be taken home and cleaned. Please write your child's name on all belongings.

Listed below are the supply list for all children enrolled full-time during Fall and Spring months:

Supplies Due on August 15th and Jan 15th of each year

- 2 cans of Lysol
- 4 boxes of Kleenex
- 8 packages of baby wipes (fragrance-free wipes only)
- 2 clorox wipe containers (80 count)
- 2 boxes of crayons (24 count)
- 2 packs of glue sticks (4 count)
- 1 package of construction paper

DAILY SCHEDULE

Young Expression utilizes a daily schedule that we try our best to closely follow. It allows the children to know what to expect day to day. Each classroom has their own schedule that's specific to their age group. A copy of your child's classroom schedule will be provided to you during enrollment. Below is an example schedule for preschool aged children.

Sample Schedule:

Daily Schedule

6:00 - 7:30	Arrival/ Free Play/ Table Toys
7:30 - 8:30	Breakfast
8:30 - 9:00	Meet and Greet
9:00 - 9:15	Circle Time
9:15 - 9:45	Art
9:45 - 10:00	Learning Games
10:00 - 11:00	Outside Play
11:00 - 11:30	Lunch
11:30 - 11:45	Finger Plays/ Puzzles
11:45 - 12:00	Story Time/ Clean Up Time
12:00 - 2:00	Nap Time
2:00 - 2:30	Restroom and Water
2:30 - 3:00	Snack Time
3:00 - 4:00	Afternoon Play/ Centers
4:00 - 5:30	Music Fun/ Clean up
5:30 - 6:00	Preparations For Home

TOYS FROM HOME

We prefer that children do not bring toys from home as this usually causes confusion. Unless it is something that can be shared with the entire group (i.e. books, videos, etc.) we would prefer that they are not brought to the center. Toy weapons (guns, knives, swords, squirt guns, etc.) are not permitted and will be turned away at the door.

No cellphones are allowed for children at any time while at the center. Feel free to call the center in the case of an emergency.

POTTY TRAINING

Let us know when you begin potty training your child. After they have been training at home for about a week we can begin training at the center. We will only potty train your child when you are following through with potty training at home as well. We can only use pull-ups supplied by you and we are patient and loving in our approach. Please keep in mind, the activity level here can distract your child which means that they will sometimes forget to use the potty. At your home the level of distraction is down and they will do a much better job. It can take quite a while for a child to get potty trained in daycare. Send your child **only** in easy to remove clothing. During potty training time please keep us supplied with at least 3 sets of clothing. Wet and soiled clothes will be placed into a plastic bag and sent home at the end of the day to pick up a child.

FAMILY PARTICIPATION

Families may participate in any activities that we may have planned for the center. This includes field trips, birthday parties, or any other activities. We encourage you to join in with your child/children's day! For holidays, we encourage parent-led holiday celebrations.

Families play a vital role in children's development and classroom involvement. Please feel free to provide suggestions and ask questions about your child's progress at our center.

HEALTH CHECKS

Daily health checks are conducted to identify potential concerns about a child's health. Caregivers are trained to look for breathing difficulties, severe coughing, discharge from the nose or eyes, changes in the skin color, bruises or swelling, cuts, sores and rashes.

NUTRITIONAL EDUCATION AND PROCEDURES

We provide healthy options and ensure safe meal practices including but not limited to, liquids and food hotter than 110 degrees F are kept out of the reach of children. Staff are educated on food allergies and precautions. Food brought into the program is commercially prepared or prepared in a kitchen that is inspected by local health officials.

We participate in the USDA Child Food Program. At the time of admission you are asked to complete a food service form. They reimburse us monthly towards some of the food that we

serve children. Meals consist of breakfast, lunch and afternoon snacks. Children who arrive after meal times should be fed before they arrive. Menus will be posted outside of the kitchen.

Parents of infants will need to supply all formula and baby food. Mothers have the right to breastfeed infants in a comfortable area in the center as well as provide the center with breast milk while the child is in our care. We also provide breastfeeding resources. It is our belief that infants should be fed on demand. If parents prefer a specific feeding schedule they must present it to the center in writing so that we may follow their directions.

If your child has allergies and requires a special diet, you will need to inform us and provide the special food for your child. If your child has food allergies, we require signed documents from their doctor. If your child has food or milk intolerances, we'd also need specific information in writing. Remember, if there are life threatening allergies, we need that information in writing as well. We encourage children to eat most of their food but will not force any child to eat. We will inform you if your child is not eating at meal times.

ORAL HEALTH POLICY

Young Expression Daycare promotes oral health by modeling teeth brushing and flossing, inviting dental offices to present demonstrations and provide dental health resources annually.

MEAL TIMES

Breakfast	7:30 A.M. - 8:30 A.M.
Lunch	11:00 A.M. - 12:00 P.M.
Snack	2:30 P.M. - 3:30 P.M.

CLEANLINESS/ HYGIENE

All children and staff wash their hands throughout the day, before meals and snacks, after toileting or diaper changing, and after outdoor activities (including infants). In addition, employees must wash their hands after arriving at the center, handling bodily fluids or raw food and after using cleaners or toxic chemicals. We use hand soap and paper towels in our

restrooms and other hand washing areas. Children and staff wash hands to fight the spread of germs.

Infants and toddlers sleep in separate cribs and mats. Each mat is sanitized daily and covered with the child's blanket or crib sheet. We use a disinfecting solution approved by the Texas Department of Family and Protective Services. Blankets and sheets that remain at the center are washed weekly. You may carry your child's covering home on Fridays and return it on Monday if you prefer.

QUIET/ NAP TIME

All children will have a rest period from 12:00 p.m. – 2:00 p.m. everyday. No child is forced to sleep; however, they are encouraged to remain quiet. The infants and toddlers are placed away from the older children. All children are strictly supervised during nap times. Children can look at books, do small puzzles, or play with quiet toys at their mats. Quiet time is successful when sleeping children are not disturbed. Children are encouraged to remain on their cots during quiet time. Those who wake early will participate in a quiet activity until Quiet Time is over. Please try not to schedule pick-ups or visits during this time. We realize that all babies do not nap at the same time. Often the only sounds in the center during nap times are from the nursery and perhaps the office telephones. Nap mats are to be provided by parents at enrollment. We realize that all babies do not nap at the same time. Often the only sounds in the center during nap times are from the nursery and perhaps the office telephones.

PROCEDURE FOR PARENTS TO UPDATE CONTACT INFORMATION

Parents can update their contact information at any time on the Brightwheel App.

SCREEN TIME

Screen Time is activities during which a child views media content on a cell or mobile phone, tablet, computer, television, video, film, or DVD.) We do not use a screen time activity for a child under the age of two years. We may use a screen time activity to supplement, but not to replace, an activity for a child who is two years old or older and the screen time does not exceed one hour per day. It is not used during mealtime, snack times, nap times, or rest times and does not include advertising or violence. It is turned off when not in use and a school-age child may use screen time without restriction for homework.

OUTDOOR PLAY/ PHYSICAL ACTIVITY

Our program includes daily activities and the approximate times they will occur in each classroom daily schedule. A minimum of two daily opportunities are given for outdoor play, weather permitting, in which a child makes use of both small and large muscles. An infant birth through 12 months of age engages in outdoor play for an amount of time as tolerated by the infant.. A minimum 60 minutes of moderate to vigorous active play for toddlers and a minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten age children. This will include a balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors.

FIELD TRIPS

Field trips are taken a few times throughout the year for preschool aged children that attend the center all day and in the Summer for school-age children. A signed permission form from each parent will be required, including permission to transport the child. Caregivers present will be required to have on hand emergency medical consent forms for each child, a written list with all children present that must be checked frequently, a complete first-aid kit, and a communication device. Each child will wear a nametag or bright colored t-shirts for identification.

IMMUNIZATIONS

Each child enrolled or admitted to the child care center full-time must meet applicable immunization requirements specified by Texas Department of Health Services. Immunization records are requested during enrollment and must be submitted before the child starts daycare. Immunization records are not needed for enrollment of school-aged children who are already enrolled in school.

Child care center employees have an opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Young Expressions Child Care Center employees that are in direct contact with children are encouraged to receive vaccines for vaccine preventable diseases listed by the Center for Disease Control and Prevention.

ILLNESS

If your child becomes ill while at the daycare or camp, we will contact you immediately. That is why your telephone numbers must always be current. Sometimes you may be asked to come for your child or to give us advice as to how to give care until you arrive. Our center is not licensed to provide get-well care. We can not admit an ill child in the center to protect the health of other children.

The following illness policies will be strictly enforced for the health and well being of all concerned.

Examples of associated symptoms include, but are not limited to:

1. Fever (100 F. higher)-Child needs to be fever free for 24 hours without a fever reducer (Tylenol, Motrin.. etc.)
2. Nausea or vomiting
3. Diarrhea: runny or watery stools, or 2 or looser stools within 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with colored discharge
5. Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are
6. Unexplained Rash
7. Excessive Crankiness: Child is irritable, excessive whining or crying, wants constantly held, or requires more attention than we can provide.
8. Lice (may not return child to care until no nits are spotted)
9. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza,etc.)

These policies benefit your child as well as the other children. Your help with keeping your sick child home is appreciated.

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify us as soon as possible so we may alert parents to watch for symptoms in their children.

Please note: This illness policy also applies to our staff. If we contact any of the symptoms listed above we will not be able to be present at the daycare until symptoms are gone.

Hearing/ Vision Screening

The special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. We schedule these screenings annually through the Department of State Health Services.

Accommodations

Our program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and cultural backgrounds. This will include but not limited:

1. Providing literature and resource in Spanish when available
2. Providing a designated space for intervention sessions or therapists when needed. Please keep us up if a therapist is scheduled to come to our program.
3. Being WheelChair accessible

MEDICATION

If your child is on medication and it needs to be taken while he/she is at daycare, the medicine must be in the original container . It must be labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. If medication is to be taken only twice a day, i.e. (morning & night) then we suggest that it be done at home. A medication authorization form will need to be completed before any medication can be administered. One person in the center will be responsible for administering medication. We will not force any child to take medication. A parent will need to come to the center to give medication to any child who refuses to take it from staff. *We strongly prefer not to administer non-prescription medicine at the center, as this can normally be done from home.* **Do not** leave medicine in

cubbies or diaper bags. Please make sure all medicine is handed to an adult for safe storage. Thank you.

INJURIES/ MEDICAL EMERGENCIES

No matter how much we watch and how careful we are, accidents are going to happen occasionally. Minor cuts, bruises and scratches suffered while at daycare will receive proper care -- they will be washed with soap and warm water and properly bandaged. Parents are notified by phone and when picking up children.

We make every effort to notify the parent immediately. If a serious accident should occur you would be contacted for instructions, unless doing so would endanger your child's life. In that case we will take necessary steps and call the hospital, doctor, etc. All injuries are documented.; parents are asked to sign an injury report and are given a copy. If for some reason there is an outbreak of an illness, all parents will be notified immediately and in writing within 48 hours of our awareness of the disease.

FIRE/ EMERGENCY PREPAREDNESS

The Director will assign a staff member/Safety Coordinator to inspect the Center each morning to ensure the following:

- All exit doors are unlocked and accessible
- All exit lights are working properly
- All corridors and doors leading to exits are clear
- There are no items hanging from fire alarm devices
- Fire alarm devices, extinguishers and sprinkler heads are not obstructed
- All evacuation maps are in place

All staff members will be trained on fire protection and evacuation practices.

1. Fire drills will be conducted monthly. A record will be kept of all drills.
2. In case of emergency or drill, all will leave the building in an orderly manner.

Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated. Caregivers will be aware of strangers trying to assist with children, not including emergency personnel.

3. Physically challenged children will be aided in exiting the building. Infants will be evacuated in designated evacuation cribs.
4. At the **meeting area**, caregivers will immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Support personnel shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to emergency personnel.
5. Once all children are accounted for, parents may be allowed to sign their children out.

TERMINATION OF SERVICES

Termination of childcare service may occur if the terms of the daycare are not kept. You are encouraged to ask for a copy of our daycare policies for your use. The policies are strictly enforced and your cooperation is expected.

Some reasons for termination of service:

Unpaid fees

Incomplete forms

Constant late payments

Child not adjusting to daycare (excessive crying, biting, hitting)

Parental disruptive behavior and language on the premise of the center

WITHDRAWAL

If for some reason you decide to stop bringing your child to our center, a two-week written notice is required. This will allow us time to advertise the child care space availability. Payment is due during the two-week notice period whether or not the child is brought to child care.

DISCIPLINE & GUIDANCE

The following rules are to be followed by everyone at the daycare:

- Helping Hands
- Listening Ears

- Respectful Words
- Looking Eyes
- Walking Feet

There are three principles that the daycare rules are based on:

- You may not hurt yourself
- You may not hurt others
- You may not hurt things

Our staff will teach all children to use hands constructively to help each other and to use gentle touches. We listen to each other and respect personal space. We speak respectfully to one another and ask politely for things. We pay attention to our surroundings and to the childcare provider. And finally, our feet are used for walking indoors.

We believe in positive guidance related to acceptable standards of behavior and courtesy.

We will serve as positive role models and offer acceptable alternatives for resolving conflicts.

Please keep in mind that there will be disagreements between children. Young children who are not adept at communication have a hard time expressing their feelings.

Sometimes they hit, pinch, bite or throw toys etc. This is normal behavior in most cases; however, this is still unacceptable behavior in group care.

Guidance (Discipline) Plan

To guide a child, we will implement developmentally appropriate practices such as:

- Positive reinforcement
- Active listening
- Redirection
- Reflection

Children will be encouraged to use their words and express their feelings rather than use physical contact

Discipline will be:

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

Young Expression Daycare and all staff members will use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirection of negative behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development

There will be NO harsh, cruel, or unusual treatment of any child.

The following types of discipline are prohibited:

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

REPEATED CHALLENGING BEHAVIOR

If a child's behavior becomes unsafe and uncontrollable such as constantly hitting friends and staff, throwing objects, running out of the classroom, constant use of profanity or inappropriate words, or constant classroom disruption, the parent may be called to remove the child for the remainder of the day or for multiple days depending on the severity and consistency of the situation. The determination is always at the director's discretion.

If challenging behavior becomes a consistent problem, the parent will be notified of the situation and a written plan of action will be created. This plan of action will initiate a 14-day contingency plan to minimize or resolve the behaviors.

If the child remains unruly during the time of the contingency plan, the parent may be called to remove the child for the remainder of the day or for multiple days.

Please understand that the provider is responsible for the safety and well-being of ALL children present and at no time will one child's behavior be allowed to be a risk to others.

If the problem continues without any improvement or cannot be resolved within a reasonable amount of time, then arrangements may need to be made for the child to receive care elsewhere.

Step 1. Parent conference to discuss behavior

Step 2. Intervention: Parent conference to discuss and begin 14-day contingency plan

Step 3. Termination of services due to behavior

Note: After 3 suspensions services can be terminated at the Director's discretion. This can be at any point during or after the contingency plan.

WITHDRAWAL DUE TO CHALLENGING BEHAVIOR

After all proper steps have been taken, if the behavior continues, the Director has the right to terminate child care services. A 1-week written notice will be given to allow parents the opportunity to seek alternate care options. If the child exhibits unsafe behaviors at any time during this 1-week period, the parent will be contacted and asked to remove the child from care for the remainder of the day or multiple days, depending on the severity.

Verbal Altercations

If a child is involved in a verbal altercation with another child, both children will be encouraged to use their words and express their feelings and frustrations until a mutual resolution is reached. If necessary, both children will be redirected.

Physical Altercations

When a child physically hurts another person, it is upsetting to all involved including the other children and the provider. Children who are aggressive are more likely to be rejected as playmates and will often continue to have problems getting along as they get older. Therefore, it is important to work with the child and to teach acceptable behavior as early as possible.

It is not unusual for young children to push, hit or grab to get attention. They have not yet developed the skills to make their needs known. Children with limited motor control, verbal and social skills are more likely to experience frustration and may resort to physical means. Other reasons that may contribute to a child acting out may include boredom, over stimulation, tiredness, illness, hunger, transitions and major changes in the child's life that may cause stress (new sibling, new home, parent separation etc.). With consistent messages from adults at home and at daycare, young children will learn the skills they need to solve problems without hurting others.

If a child is involved in a physical altercation an opportunity for the children to verbally express themselves will be made and they will be asked to reach a consensus.

Clear limits will be set and the offending child will be told, "you are not allowed to hurt another child here, this is a safe place and I can't let you hurt others". A younger child with limited language skills will be told "no hit" or "no hurt".

The childcare provider will try to help the child understand how the hurt child feels by discussing empathy. Both children will then be redirected to different activities.

Biting

Biting causes more upset feelings than any other behavior in childcare programs. It is important for the childcare provider and parents to address this behavior when it occurs.

Children may bite for many reasons therefore a child that has shown the desire to bite will be watched carefully to try and determine any “triggers”.

When a child bites (or intends to bite) another child the childcare provider will quickly but calmly intervene. The childcare provider will briefly talk to the offending child about how biting is not acceptable.

If the skin is broken, the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied to prevent swelling. The parents of both children will be notified of the events.

A plan of action will be created with the parents of the child that bit on how to prevent and handle future biting. If biting continues, a meeting with the parents of the aggressor will be held to plan a more concentrated plan of action with a deadline. The child who bit will be closely “shadowed”.

When the child bites, the child will be removed from the area or activity where the bite took place and the child will be redirected to another activity.

If a child continues to bite or does not seem affected by the consequences, the child may need more one-on-one adult attention and may need to change childcare. A biting log will be kept.

1 biting incident- redirection of the child and parent notification

3 biting incidents- parent conference held to develop a 3 -week contingency plan

If the child bites after the 3-week contingency plan, child care will be terminated and the parent will be given 10 days to find other child care arrangements.

Damages

Please respect the Director of Young Expression Daycare, our property, and all staff. A certain amount of normal wear and tear is expected where children are concerned however certain situations do not fall into that category.

Intentional Damages/ Theft

If a child (over 5 years old) intentionally damages the building, toys, furnishings, equipment, or other property, the parent will be responsible for paying for and replacing the damaged/ stolen item(s).

GANG-FREE ZONE

Under 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 penalties.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

The State of Texas requires that all members of a daycare be on the lookout for, and report to the State, any and all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

Employees are required to obtain a minimum of 24 hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

Young Expression will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect

Important telephone contact information:

You may contact the local licensing office by calling 254-756-5402

You may contact child abuse hotline at 1-800-252-5400

You may contact Protective Regulatory Services website www.dfps.state.tx.us

Important Reminders

The latest time of arrival for child care is 9:30 A.M. (without prior notice by 9:00 am)

Be sure to sign your children in and out daily on Brightwheel

Morning instruction and camp activities begin at 9:00 A.M.

Student and staff count is documented daily

Please be sure to keep your parent fees current

Report any change in address or telephone number promptly

Ensure emergency contact telephone numbers are always accurate

Communication with us is welcomed. We have an open door policy!

There are \$25.00 late fees assessed when paying late or picking up/ dropping off a child late

All fees (weekly, bi-weekly, and monthly) are to be paid in advance of services

A change of clothes is needed for all children labeled with their names

After 3 behavior suspensions your child may be terminated

**All policies are subject to change at the Director's discretion*



NOTES

HANDBOOK COMPLETION

I have read and understood the terms and conditions of the Parent Handbook for Young Expression Day Care LLC. I understand what is expected of me as a parent and commit to doing all things discussed within this handbook to keep the center in compliance.

Print Name

_____ Signature

_____ Date

_____ Director

_____ Director
Signature

Date

