**Brookeside Learning Center**

## Policy and Parent Handbook

Revised: January1, 2021

Mission Statement

Our promise here at Brookeside Early Learning Center is to provide a positive, safe, and supportive learning environment to the teachers, children and the families we serve in our community.

## Philosophy

Brookeside Learning Center believes that children thrive in a positive- interactive environment which values their own uniqueness, while providing support and opportunities to grow emotionally, socially and creatively. By building on each child’s strengths, interests and curiosities, we guide each child to explore the world around them as well as develop new abilities and form close relationships

 All young children who go to Brookeside Early Learning Center get the tools and support they need for their healthy development. All activities are carefully designed to adequately nurture the emotional, intellectual and physical growth of our children. Through stimulating situations and hands-on learning opportunities, children are free to develop into bright young minds.

**Brookeside Learning Center**

**100 Hy Road**

**Buda, Texas 78610**

**CCL# 1651193**

**EIN: 82-1738703**

**Owner/ Director: Brooke A. Barnard**

**512-295-0566**

**brookesidelc@gmail.com**

**Assistant Director: Chelsea Eastridge**

**512-295-0566**

**brookesidelc.office@gmail.com**

**I. GENERAL INFORMATION:** Policy Effective Date: First day of enrollment

Brookeside Learning Center licensing:

State of Texas Department of Health and Human Services

Child care LIcensing:

1901 Dutton Drive

San Marcos, TX 78666

512-753-2259

https://hhs.texas.gov/services/safety/child-care/contact-child-care-licensing

We are licensed to care for children 6weeks to 6 years of age.

Max: 48 children

License # 1651193

We have yearly inspections conducted by Texas health and Human Services Childcare licensing division. to ensure that BLC meets licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry. We do reserve the right to decide families that we enroll.

All policies/ procedures are updated annually and shared with families requiring a signature on our annual fee schedule form; acknowledging the new policies, tuition increase, and changes that will occur with our program. These documents will be completed annually in August.

Brookside Learning Center will provide care for children ages 6 weeks through 11 years.

1. **Holiday and Closures:**

Child care services will be provided between the hours of 6:30 A.M. and 6 P.M., Monday through Friday. No service will be provided on:

* **Christmas Eve Day Through New Years Day ( Student/ Staff Winter Break)**
* **Martin Luther King Day (Staff Development/ Student Holiday),**
* **Presidents Day ( Student/ Staff Holiday)**
* **Spring Day Break ( Student/ Staff Holiday)**
* **Good Friday ( Student/Staff Holiday),**
* **Memorial Day (Student/ Staff Holiday),**
* **July 4th ( Student/ Staff Holiday)**
* **August Begin of School Year Prep Day ( Staff Development/ Student Holiday)**
* **Labor Day (Student/Staff Holiday)**
* **Columbus Day ( Student/ Staff Holiday)**
* **Thanksgiving day and the proceeding Friday**

**All regular fees will be charged for these holidays**. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

**Postings and Resources: ( Added 4/13/2021)**

BLC will post the following items for your review:

* License certificate.
* Any stipulation, condition, exemption or exception that affects the license.
* Results of the latest monitoring visit (Noncompliance Statement and Correction Plan or Compliance Statement).
* Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
* Gang Free Zone Sign
* Reminders of upcoming Closures
* Center Newsletter: Recap of the previous Month, New Happenings in our center, Include Ways you can help out, Birthdays, Celebrations, Upcoming Center and Community Events
* Monthly Menu ( 4 Weeks of Food Available posted on the parent information board)
* Sample menu please use link to view<https://docs.google.com/document/d/1kw5IajM2ItEoc0wQm7jPWEI3uVvM1qE5pYIZ6XwefEk/edit?usp=sharing>( TRS 8/10/2021)
* Product Recalls
* List of Current Staff
* Family Information and Community Resources;
1. **Procedures for Release of Children/ Visitation to Center:**

Parents are welcome to visit the preschool program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. All parents are welcome to participate through volunteering for parties, holiday events, celebrations, daily classroom story time. Please see your child's lead teacher to discuss further how you can participate in our center. Volunteering will require a background check and FBI Fingerprint screening through Texas Health and Human Services Childcare licensing. Access to our center is currently limited and requires a screening which includes a temperature check, health statement signature, and a mask for all adults entering the building that are not fully vaccinated. ( Added August 11, 2021)

Please understand that **I cannot** legally limit access to a parent if there is not a copy of a court order on file at the center. All parents have the legal right to remove their child from the premises under any circumstance besides those of court order.

During a Pandemic or Globally Declared disaster all visitor regulations and procedures

will be altered based on the HHS child care licensing rules and addendums. All orders will be followed that are put in place by local, and federal rules and regulations. All changes will be shared with each family and required signature that it was received and understood in order for your child to continue attending BLC.

Brookeside Learning Center is required to maintain a current, accurate written record of daily attendance for all of the children. Please assist us in maintaining these records by checking your child in and out with their teacher both verbally and visually . YOU ARE REQUIRED TO DO THIS..

Children will only be released to persons listed on the enrollment form 2935, . If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, BLC administration must be notified 4 hours prior to pick change and must be notified in writing or by a telephone call in advance. The person picking up the child will need to show a driver's license or other picture ID for us to copy and keep on file.

BLC will not provide any daily transportation by any staff members of BLC.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While **BLC cannot** legally withhold a child from the legal guardian, BLC will not hesitate to call the local authorities if we feel the child is in danger. We will then proceed to contact CPS to file a report.

**Communication/ Conferences: ( Added 4/13/2021)**

It is important that teachers and parents communicate daily concerning the needs and interests of your child.

To foster daily communication, on a regular basis Brookeside Learning Center provides scheduled conferences, daily/ weekly sheets, parent bulletin board, and monthly newsletters. Daily/ weekly updates through the app **classdojo**; emails, text, and phone calls as necessary. All parents may use classdojo to update contact information, personal information without assistance of staff.

Parent teacher conferences are held twice per year; Fall and early summer. During this time we evaluate and assess each child to see where they are and to set goals for each one. We use this time to address and discuss any concerns or questions you might have regarding your child's, routine/ schedule, developmental checklist, assessments for children 3 and older, and set goals with you. We are in this together and you are the primary caretaker for your child so communication with us is key to making their future successful.

If there are issues or concerns that need to be discussed at anytime, please follow these procedures to address a issue or concern:

1. Contact your child’s teacher to arrange a convenient time to talk on the phone at naptime or in the evening so they can give the issue the attention it deserves. Once you communicate the issue or concern to your child’s teacher please allow them up to 2 days to follow up with you to see if the decided action to resolve the issue or concerned worked.
2. If the issue continues to persist please contact the director or assistant director by telephone or email to schedule a phone conference to communicate the issue. Please allow for 48 hours for the issue to be addressed and a conference with the director and the teacher to be scheduled to help resolve the issue.
3. If there is no resolution on either BLC side or Parents side BLC a written notice will provide a statement of intent to provide immediate termination of care at BLC.

To protect each family's confidentiality, Brookeside will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information. Confidentiality will be our top priority.

**Liability Insurance:**

Brookeside Learning Center is covered by liability insurance for the premises and business operations.

Required training/ reporting Child Abuse:

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the Texas Department of Family and Protective Services 1-888-252-5400. Each child care provider and substitute will receive training every year in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. CPR/ First Aid will be received every 2 years when expired. FBI Fingerprinting and Background Checks every 5 years and upon first hire at our center. All Caregiver ( BLC Teacher required to maintain 25 hours of annual training) All Directors ( required to maintain 35 hours of annual training).

 Local CCL offices:

DFPS Abuse and Neglect Contact information:

Call **1-800-252-5400** or website [**www.txabusehotline.org**](http://www.txabusehotline.org)

Nearest Childcare Licensing office information:

 1340 Airport Commerce, Building 5

 Austin, TX 78741

 Phone: 512-438-4800

 Website: hhsc.state.tx.us

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by Brookeside Learning Center and those that shall be provided by the parent.

**II.** **ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:** Policy Effective Date: First Day of Enrollment

All children will be enrolled for a trial period of 2 weeks. During the trial period either Brookeside Learning Center may terminate services without advance notice. **All FEES Are NON REFUNDABLE; IF BLC terminates care or parents. All fees ( enrollment and tuition) are collected in full 2 weeks prior to service.**

**If fees are not paid a third party will be legally involved in all monies owed to BLC.**

Parents must meet with the center director/ lead teacher prior to the first day to discuss their child's specific needs, allergies, and our expectations and to review program policies. BLC will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

* *Child Care Physician health statement (Signed by Physician) Only Hard Copy Accepted*
* *Updated Immunization Record ( Only Hard Copy Accepted)*
* *Heath History and Emergency Care Plan, including Allergy Care plan Signed by Physician ( only for children with a medically diagnosed allergy or disability) Only Hard Copy Accepted*
* *Discipline and Guidance Policy (1099) Only Hard Copy Accepted*
* *Admission Information ( 2935) Only Hard Copy Accepted*
* *Child Assessment (7293) Only Hard Copy Accepted*
* First **2 week's tuition** plus registration fee $100 per child, $150 per family
* Payment Agreement/ Plan )nly Hard Copy Accepted

BLC will inform you of any updates that are needed and give you 1 week to submit the updated forms. prior enrollment and thereafter.

Children may be enrolled on a full-time basis (32 hours per week or more; review enrollment agreement for full time fee. Part-time ( Only MWF; T TH Available; flat fee of MWF $195/wk/child; T TH $160/wk./child. Drop in fee is $80 per day.

 Drop-in Care: BLC accepts children for drop-in care if prior enrollment arrangements have been made and space is available.

**Suspension/ Expulsion:**

.A child may be discharged from the center for reasons such as, **but not limited to:**

* Failure to pay fees on time (grounds for immediate termination, without advance notice; fees are due at time of pick up in full).
* Lack of parental cooperation, after teacher director meeting.
* Inability of child care program to meet the needs of the child. Brookeside Learning Center will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
* Repeated failure to pick up the child at the scheduled time. ( Circumstantial report to abuse/neglect)
* Failure to complete and return required forms.
* Failure to comply with the terms of the child care contract.
* Failure to provide your child with age appropriate wellness checks and immunizations required by the state of Texas and local health departments (Circumstantial reporting to abuse/ neglect hotline)
* Negative, aggressive, physical, verbal assault of teacher, families, or children.
* Not providing child with necessary supplies needed each day.

BLC is not required to give a written notice of my intent to discharge a child but try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed which will be paid in full along with the two weeks thereafter the termination of preschool contract. If they fail to pay the required fee court assistance will be utilized. All court fees will be sole responsibility of the parents. Should the parent remove the child during the notice period BLC initiate, fees will be charged for the remaining unused days and required to pay in full on the day of two week notice is given.

Parents must give a 2 week written notice of their intent to withdraw the child(ren) and a written notice, and will be required to pay for those 2 weeks on the day notice is given; whether or not children continues to attend. All outstanding fees must be paid on day 2 week notice is received.

**III. PAYMENTS AND REFUNDS:** Policy Effective Date: First Day of Enrollment

All first time Fees and first two week Tuition must be paid by check, money order, or cash.

* Fees are to be paid 2 weeks in advance of Child’s start date. (first two weeks admission and enrollment fee) ALL Payments are non refundable; tuition fees will be refunded if BLC is unable to allow the child to start within 2 weeks of the original contracted start date.
* If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Third Party payments must be initiated and forms completed by the parents. Our center will not contact the third party. If this is required there will be an administration fee of $25 per application plus $5 per correspondence required through email, telephone, or fax. We do not mail out forms and are not responsible for next day completions of forms and applications. We require at least a 3 day notice to complete forms. Parents will be responsible for any specified co-payments or unpaid amounts.
* Any copayments for child’s tuition here at preschool is responsibility of the payees ( childs Guardians or parents list on admission forms). We are not responsible for collecting funds from different parties (example split families). All payments received will be filed under your child’s name and will not note the co payees. Tax forms will not note who the payee was. We will not spilt payment for co payees.

Brookeside Learning Center will establish a regular rate based on your child's hours of enrollment.

A full-time rate is offered for children who will be in care for 32 hours or more, 4 days per week.

There will be an extra fee assessed for late payment $15 3 days late plus $5 per for each day after.

Late pick up of a child. MUST be paid in full with cash or check to the closing teacher. You will complete the late form and this will be filed for the preschool's use of repetitive late pick up.

Fees are $15 for the first 15 minutes( 6 pm to 6:15 pm) or any infraction within plus $1 per minute after 6:15 pm. This is not negotiable.

There will be no tuition reductions for additional children from one family.

Only Administration and Supply fees will be discounted for families with more than 1 child.

***No refunds*** will be given for days when children do not attend due to illness, vacation, closures due to holidays or inclement weather or other reasons ( BLC follows Hays CISD Weather Delays/ Closures). We will follow state and local guidelines for closures during pandemics or declarations of disaster.

See the attached RATE SHEET for current fees,BLC has the right to changes tuition and will give at least a 1 month notice.

**IV. CHILD Absence AND Preschool Closure:** Policy Effective Date: First day of Enrollment, January of each year. We reserve the right to amend our yearly BLC closures up 30 days prior to closure.

**a. Child Absence**

If your child will not attend on a regularly scheduled day please let director know 2 days (vacation)/ as soon as possible ( sick) before your child’s scheduled arrival time. All absence due to illness must be reported to your child’s teacher and assistant director, through classdojo or by phone 512-295-0566.

If a child who is scheduled to arrive at the center does not arrive within 60 minutes after the specified time on the written agreement signed by the parent, and the director or teacher have not been notified in advance of the child’s absence, we will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, whether successful or unsuccessful, will be documented. Further communication will be taken to the authorities if there is a concern for the child’s whereabouts. Local Police department, Child Protective Services.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, the director will immediately attempt to contact that facility, and the parent if necessary, to determine the child’s whereabouts.

**b. Staff Absence**

**Staff absence will not affect centers hours and days of operation per year.**

Illness:In the event that all staff become ill and there is an outbreak we will close the center and handle as directed by the local health department and CDC guidelines. The director will notify the parents of all regularly scheduled children as soon as possible that the center will be closed temporarily. Regular fees will not be charged if closed because of a center outbreak, or if the building is considered unsafe to occupy due to fire, weather, or other environmental events.

Director Planned and Unplanned absence: In case of an emergency situation that requires my immediate attention, I will have the assistant director take my place. iN the event that the assistant director is unavailable, I guarantee that the center's emergency back up person has been trained in Shaken Baby Syndrome prevention, and will come to the center to stay during my absence. Parents will not be called to pick up their children but will be notified if both the director an assistant director are out and the emergency back up person will be left in charge. . Each time an emergency situation occurs, I will provide an emergency back-up person that meets our licensing standards requirements as a substitute director. The orientation will include but not limited to all of the following:

* The names and ages of children enrolled at BLC.
* Arrival and departure of staff and roles in center
* The location of the children’s files including emergency contact information, consent for emergency medical treatment and any special health care needs.
* The procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.
* Current arrival and departure information for each child including the names of people authorized to pick up the child.
* Review of children’s and teacher records including emergency contact information.
* Specific information relating to child’s special health care needs including medications, disabilities or special health conditions.
* Procedures to reduce the risk of sudden infant death syndrome.
* Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers.
* Review of center’s procedures for dealing with emergencies.
* Procedure for reporting suspected abuse and neglect of a child.
* Plan for evacuating sleeping children if night care is provided.
* Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
* Review of center policies required.
* Review of minimum standards Child Care Centers.
* Review of minimum standards regarding caregiver reporting requirements.

**V. HEALTH:**

**Daily Health Checks:**

Every day a child arrives we are required to do a health check. Upon Arrival the teacher will take your child’s temperature, talk with children who can communicate and ask about their evening and morning. If they notice a superficial wound, injury, or are told about an event at home that harmed the child or could have harmed the child the teacher will document on their name to face log and daily health check sheet. . They will also document on the daily/ weekly parent communication sheet. Health checks will be completed on children in diapers during the first diaper change and all findings will be documented on the monthly health check sheet and daily parent communication sheet. We will also contact the parent through classdojo to make you aware of the findings. Parents are welcome to view documents.

1. **Child Illness / Injuries/ Exclusion:**

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

* A temperature of 100.4 degrees F. or higher ( cannot return without a doctor note)
* Vomiting or diarrhea ( Cannot be contained in diaper) has occurred more than Twice in the past 24 hours
* A contagious disease such as chicken pox, strep throat or pink eye
* Possible exposure to another person or family member in the household or outside of the household that is ill, awaiting COVID testing, flu testing, or showing signs of any illness
* An unidentified rash; hives, unidentified bumps on any part of the body
* Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
* Has a constant, thick, colored nasal discharge, eye redness and discharge
* lethargic, difficulty breathing, wheezing, coughing
* unable to participate in daily routines and activities provided by BLC each day

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within the teacher or preschool director’s sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free and fever free for 24 hours ( without medication) and with a doctors note, have been appropriately treated or have been given medical approval to return to the preschool. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health and CDC/ local health department guidelines.

Our preschool will report all communicable diseases, when required, to the licensing office, Texas Department of Family and Protective Services and local health department, and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease through posting in our preschool, email, text, and verbal communication.

All preschool staff and Preschool Directors have received training in first aid. We will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. We have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED). Please refer to Brookeside Learning Center, Emergency Preparedness for further information. All serious injuries will result in first contacting emergency services and then the parents/ guardians.

All allergic reactions not noted and documented in the admission forms will require immediate contact with the parents. If the director, assistant director, supervising teacher see it fit to administer benadryl or use a topical medication to soothe or halt reaction symptoms we will do it at our own discretion. This will be communicated with you as soon as verbal contact is made.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person. They will have a ouchie report that all parents are required to review and sign. You will be provided a copy of the report within 48 hours of the superficial injury, it will be attached to your child’s daily/ weekly sheet.

If there is a need for emergency medical treatment, 911 will be called first and the child will be taken to Seton -Hays ( nearest hospital). Should an ambulance be needed, parents will be responsible for any costs related to medical treatment. Parents will be contacted as soon as possible after contacting 911. All situations will be assessed and treated with the preservation, quality and care to each child and preschool staff life. Please review the emergency preparedness plan for more detail.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into their class’s daily health check sheet.. As licensed child care providers, we are required to and will report suspected child abuse or neglect to the local authorities.

 **We have not been authorized by the licensing agency to provide care for mildly ill children and will not do so.** This is to protect the health and safety of all children and preschool staff. Parents are responsible for making attendance to our program based on logic, commonsense, wellbeing, and the welfare of all children and preschool staff. If you believe your child may exude behaviors or illness or show physical signs of illness please keep them home and have them evaluated by a physician.

1. **Procedures for Administering Medications**

We will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the medical authorization form (7255) provided by the director or assistant director.. All medicine must be in its original container bearing the label with the child's name, dosage and administration directions and expiration date. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. We will administer antihistamine with parental verbal consent and sign a statement from the physician if under 2 years of age in immediate response to a known allergic reaction (FARE Plan) or undiagnosed allergic reaction. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed; For teething or fever reduction unless otherwise documented by a physician and authorized.

Prior to applying sunscreen or insect repellant to a child, teachers will obtain a written authorization from the child’s parent. The authorization shall include the brand and the ingredient strength and expiration date. We will not apply these without consent.

1. **Smoking**

Smoking is not permitted on the premises of the center during licensed child care hours.

1. **Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS BLC will do the following:

* **Children under 12 months of age:**
	+ Child will be placed to sleep on his or her back in a crib unless the child’s physician authorizes another position in writing.
	+ Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
	+ Must have a zippered sleep sack provided by parents. We will not swaddle, prop, restrain, cover and infant during or after nap times.
	+ Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
	+ Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child’s mouth and nose.
	+ If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

**VI. Meals and food service practices ( 8/10/2021 TRS) :** Policy Effective Date: First day of enrollment

Scan for daily guidelines for child nutrition

Brookeside Learning Center will follow USDA guidelines when planning our menus and outlined in our minimum standards. Parents may provide their child’s meals due to physician recommendations or religious reasons and records must be maintained in the child’s file.

**Nutrition Education and Procedures( 8/10/2021 TRS):**

* + a) liquids and food hotter than 110 degrees F are kept out of reach.
	+ b) All staff are educated on food allergies and they take precautions to ensure children are protected. Please Complete FARE Allergy Action Plan with Your child’s teacher prior to the first day.
	+ c) 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.
	+ d) that healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.USDA CACFP Child Meal Pattern handout will be shared along with enrollment forms upon initial inquiry
	+ Must serve the required components and serving sizes
	+ Breakfast
	+
	+ e) on days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.
	+ f) Include in written policies/procedures to ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures.
	+ g) Programs have policies in place outlining strategies to educate children and their parents on nutrition. Opportunities for nutrition and health education are posted on our communication board and shared through our communication app Classdojo
	+ h) Programs provide parents with information about foods that may cause allergic reactions.
	+ i) Providers provide sample menus of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value. Feel free to contact us for a copy of our monthly menu so you can see samples of health/ kids safe options. (Added April 13,2021)

No child will go without nourishment for longer than 3 hours after a meal and 2 hours after snacks. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast Provided by parents; offered at arrival until 8 am.

☐ AM Snack 9:30

☐ Lunch 11:30

☐ P.M. snack (2:00 PM and 4:30 PM)

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing and have a physician complete FARE form. These are required posting in the classroom your child will be in each day.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child’s physician and upon the written request of the parent.

Monthly records of meals and snacks are available for your review on our parent bulletin board. We will post a monthly menu.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will not provide infant formula. All bottles and commercial baby food must be labeled with your child's name and will be sent home daily. We are not responsible for sanitized used supplies. We will rinse only. All new food and bottles (unused) provided can be stored in their class and will be returned when expired.

**Breastfeeding Policies and Resources** (8/10/2021 TRS)

BLC allows for breastfeeding to occur in the classrooms and/or facility at any time during hours your child is incare. We do ask that you contact your child's teachers prior to arrival. Additionally, all BLC families are provided with resources upon request that include a list of benefits of breastfeeding and contact information for local agencies that can support a breastfeeding parent.

**VII. DAILY ACTIVITIES:** Policy Effective Date: First day of Enrollment

 We do include religious instruction or practices in our daily activities.

We celebrate the following occasions: Valentine’s Day, Easter, Halloween, Thanksgiving, Christmas.. Please inform your child’s teacher if you do not wish for them to participate in any of these holidays/celebrations and we will offer other activities. Please share your values and traditions with us so we can incorporate it into our program curriculum.

Brookeside Learning Center curriculum is created according to the age and developmental level of each child in care, and provides children with a variety of positive experiences. Our daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play and social emotional development. We also assist and encourage self-help skills that are age appropriate ; including potty training, healthy habits, good hygiene, and good manners, self regulation, social emotional support, farming duties, animal caretaking. We follow a daily schedule that promotes security in your child’s day that helps with classroom management, daily flow, and understanding of their classroom expectations. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child has positive self-esteem, trust, stability, growth, and a love for learning. Some of the activities examples include:

* Language development: Books, music, story time, finger play, felt stories, puppet shows
* Large muscle skills: Outdoor play, balls jumps ropes, hula hoops, tricycles, large group games
* Small muscle skills: Arts/ Crafts, stringing beads, blocks, tweezer pick up play
* Creative expression: Dramatic play, dress up, puppet shows, dancing with scarves
* Self-help skills: clean up after playing with toys, dress up in weather wear, family style meals
* Literacy skills: books, alphabet games, ABC writing practice, writing boards, letter and number matching
* Math Skills: sorting, matching, numbers, counting, measuring
* Science and Discovery: Discussing and interacting with the world outside that pertains to science, reading about, building, sensory play
* Social Emotional Development: Positive guided interactive play with peers and teachers, sharing, helping others
* Life Skills: Agriculture, Animal Care, Home Keeping, Self-Care, Healthy Habits, Recycle and Reuse, A love for nature

Learning through play is the major component of our curriculum based program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of materials both familiar in their daily life and also introductions to unfamiliar or culturally different materials and tools. All interactions here at Brookside Learning Center are both positive and meaningful play.

Please review our learning programs that focus on appropriate learning domains that structures the focus of your child’s age based curriculum.

We are required to allow outdoor experiences twice a day by the states minimum standards (toddlers to School age),

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. If they cannot go outside due to illness they should not be attending school. The children may be kept indoors during inclement weather such as any of the following:

* Heavy rain
* Temperatures above 100 degrees F.
* Wind chills of 0 degrees F. or below for children age 2 and above
* Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

The center will not use wading pools for the children. We will provide sprinkler play during the summer program.

**Rest or naptime** will be provided for all children younger than five years of age who are in care for more than three consecutive hours. Children who do not sleep may get up after 30 minutes of quiet time, and children who awaken early will be allowed to get up when they awake. We will help awake children find appropriate quiet activities.

* Children under one year of age and not walking will sleep in a crib or playpen with a school provided sheet.
* Children over the age of one year will sleep on a parent provided vinyl mat. The parents will launder the bedding / sleeping bag after every week or sooner if necessary.

**Screen time ( 8/10/2021 TRS):** We will allow children to watch one G-rated movie occasionally on Friday afternoon (for only 3 years and older for only 30 minutes). This is not our regular screen time/ computer time each child gets during the day that includes but is not limited to curriculum based learning program ex: ABC mouse), digital books or videos on the current theme of the week. All screen time must be written on lesson plan, only 30 minutes per day for all children 2 years and older. No child will be required to participate in screen time. They will be offered alternate activities.

Weekly themed Lesson Plans and the Daily Schedule is created by your child’s Lead Teacher as well as the Daily Schedule, activities, assessment, developmental checklist, observations, . Please refer to their parent board located inside your child’s classroom to review these documents. This is a brief overview of Brookeside Learning Centers Curriculum.

**VIII. Discipline and CHILD GUIDANCE:** Policy Effective Date: First day of enrollment

Children's behavior will be guided by setting clear limits or rules for children that are age appropriate. We will talk with children about expected behaviors and model those behaviors consistently for them through positive guidance. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others in the world around them.

We understand that there will be times when a child will become distraught, fussy or won’t quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention, lack of sleep or illness. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, our teachers are well trained and will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won’t hesitate to call you if we feel that it is necessary.

We use “breaks” to deal with unacceptable behavior (2 years and older; time based on age; 1 minute per year). A "break" may be used when other techniques of redirection and verbal warning have not been successful. A break will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Breaks will never exceed five minutes and will not be used with children under two years of age. When used, the break will immediately follow the behavior. We will stay with the child and talk about what behavior was unacceptable when they are calm, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, we will have the child "take a break" in a quiet center so the emphasis is on relax / cool down rather than isolation and punishment. The child will be allowed to resume positive play after completing the break and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior and language that we feel we cannot control as a teacher and director we hold the right to dismiss the child or remove from the classroom and discuss with the parent at pick up. We will always first request a conference with parents to consider how to deal with the behavior, set goals. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care. We will require continual support from parents, cooperation, positive attitudes towards all staff members at Brookeside Learning Center.

In accordance with Licensing Rules for DFPS, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request. Guidance Policy attached will be signed and dated for child’s records (1099)

**Safety** both inside and outside of our classrooms is a top priority.

All adults entering and exiting the building are required to code in and shut the door behind them. All indoor classroom doors will be locked and a friendly knock will get you inside when the teacher can break away safely from the activity. Please do not give code to others. They are welcome to ring the doorbell and we will assist them.

All furnishings and toys are age appropriate and we do not allow outside toys brought into the school; they can cause disputes and be harmful to other children. If you would like to donate items please speak with teachers or directors prior to donation.

Pest Control is maintained through professional treatments. If there are visible issues within the treatment schedules they are handled to ensure safety and wellness of the children. We address the issues immediately and to our best ability and a professional is contacted for an appointment based assistance needed and the urgency of situations.

Clothing Policies: All children must be wearing weather appropriate clothing. They must have closed toed shoes. All children must have 2 full sets or spare clothes ( bottoms tops, undies, socks).

Children disagreements:

Please be aware that in the early years of childhood children are not equipped to handle all disagreements appropriately. They are Learning to share, vocalize, or have physical self-control during these early years. All children react to social disagreements in different manners and are provided with daily tools and lessons to show and teach appropriate reactions. We are early childhood educators for a reason. We are trained to handle, understand, control, and stop negative behaviors in a calm and positive manner. Every experience is a time for learning. Children in all classrooms are at different developmental stages, come from different family values and morals, and are all here to learn how to develop positive social skills. In every disagreement they have the opportunity to present the skills that they are learning and many times do not need interference from an adult to properly execute self control and kindness. Do not take it upon yourself to address another child or yours in a negative manner while at BLC. Do not show or speak negatively about another family, child, or a staff member in front of another individual; child or adult. Instead please use your self regulation tools and make a quick call to speak with the teacher, director, or assistant director to address issues or concerns. A great rule of thumb is to allow yourself 48 hours before confronting another on an issue. Our children learn from example so please keep this in mind!

**IX. TRANSPORTATION:** Policy Effective Date: Enrollment day

I do not provide transportation. Public transportation is not used for field trips.

**X. PETS:**

Brookeside 4 goats on the premises. **Pets will not** be allowed in areas accessible to children during the hours of operation. Children will not have access to any pets during or after operation hours. After hours of operation parents are not allowed to open access to animal pens. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, I will notify parents in writing.

**XI. EMERGENCY PROCEDURES**

**All closures are in coherence with HAYS CISD CLOSURES. Please refer to local radio stations and media updates. We will close if HAYS CISD is CLOSED. Tuition will be received for these days.**

**Please refer to Emergency / Evacuation Handbook that is provided through email with this policy handbook and found on our website: brookesidekids.com**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parents/ guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

have read and understand the policies in effect at Brookeside Learning Center.

Signatures:

Parent/ Guardian 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/ Assistant Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[1]](#footnote-0)

1. Please sign and return [↑](#footnote-ref-0)