

# Learning Tree Educational Center

118 Glendale Ave  
Henderson TX 75654  
903-657-2041

Owned and operated by Caprice Boren, 903-392-1735

Updated August 2020

**Weekly Tuition**

**Infant's**

Birth to 18 Months

\$130.00 weekly

Drop in Rate

\$30.00 if opening is available (call ahead for availability)

**Toddler Class**

18 months to 24 months

\$120.00 weekly

Drop in Rate

\$30.00 per day if opening is available (call ahead for availability)

**Two year old class**

2 years to 36 Months

\$120.00 weekly

Drop in Rate

\$30.00 per day if opening is available (call ahead for availability)

**Preschooler's 3's, 4's, and 5's**

\$120.00 weekly

Drop in Rate

\$30.00 per day if opening is available (call ahead for availability)

**After school children**

\$55.00 weekly during school year

*\*additional 10.00 will be for a full day that public school is closed and  
\$5.00 will be added for early dismissal days from public school*

\$120.00 weekly during the summer

Drop in Rate

\$30.00 per day if opening is available (call ahead for availability)

\*For families with multiple children enrolled you will get a \$10.00 discount.

*Henderson's Learning Tree Educational Center's goal is to be Henderson's leading preschool program. Our program gives children ages 6-weeks through 12-years enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with caregivers who are dedicated to enriching children's lives.*

#### **LEARNING TREE EDUCATIONAL CENTER MISSION STATEMENT**

**Learning Tree Educational Center** staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

**Learning Tree Educational Center** provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

- **We** foster innovation.
- **We** embrace team work.
- **We** strive for excellence.
- **We** respect and support families.
- **We** commit to service at all levels.
- **We** respect and appreciate diversity.
- **We** actively listen and seek to understand.
- **We** communicate openly and productively.
- **We** use resources creatively and responsibly.

#### **Open Door Policy**

The Center has an Open Door policy on parent's visits. We recognize and support parent's desire to see and spend time with their children whenever they can.

#### **Non-Discrimination**

Learning Tree Educational Center does not discriminate. Children and staff of all races, nationalities, and religions are welcome. The Center respects cultural diversity and incorporates it into the daily curriculum.

We are an Equal Opportunity Employer.

#### **Enrollment / Required Forms**

Children may be enrolled for existing openings by completing all enrollment forms listed below:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Physician's Statement
- Current Shot Record
- Tuition Agreement
- Infant Feeding Schedule for any and all infants not yet eating table food
- Discipline and Guidance Policy
- Safe Sleep Policy

Parents may make changes to any of the enrollment forms at any time if your personal information changes, such as address, phone numbers, place of work, emergency contact, authorized pick up list, etc., please stop by the office and / or email us the changes. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment. From time to time Learning Tree Educational Center may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

#### **Curriculum**

Learning Tree Educational Center will use a state and nationally approved curriculum on a daily basis; which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children.

### **Registration / Supply Fee**

There is a \$50.00 non-refundable enrollment / registration fee required in order to hold a spot in a classroom. A \$50.00 supply fee will be billed each August and February. A pro-rated Supply Fee is due if registration occurs after September.

### **Hours of Operation**

Learning Tree Educational Center's is open from 6:30 am-5:30pm, Monday-Friday, year round. Each classroom has a daily schedule posted inside the door that reflects a daily schedule for that class. Please be aware that our infant room closes at 5:30 each day.

### **Holidays & Closings**

**We close to observe the following holidays:**

MLK Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day after

Christmas Eve and Christmas Day

New Year's Day

**\*\* In addition to the holidays listed above, we will close the 1<sup>st</sup> Friday each November in order for our teachers to attend required training in Longview.**

Full tuition is due for holiday weeks.

**NOTE:** In some cases, if the holiday falls on a Saturday or Sunday, Learning Tree Educational Center's will close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January.

### **Returned Check Policy**

A \$35.00 processing fee will be charged for any returned checks. After this we will ask that you pay with cash or money order. Failure to reconcile returned items will result in the check(s) being turned over to the District Attorney's Office for prosecution.

**There are no refunds or credits for any reason under any circumstances.**

### **Late Pick-Up Charge**

If a child is not picked up at the center before closing time for any reason, a late pick-up fee of \$5.00 per minute will be due and payable at the time you arrive to pick up your child(ren)..

### **Safety and Security**

Your child's safety is a top priority at Learning Tree Educational Center. The doors to our facility remain locked throughout the day. Children may not enter or leave the Center unless accompanied by an adult (an individual at least 18 years of age-per TDHS). Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID. Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving.

The Center is required to maintain daily attendance records. These "**Sign-In & Sign-Out Attendance Sheets**" are extremely important to ensure that all children are present and safe throughout the day and during evacuation drills as well.

We ask that if you have more than one child in the center that you pick-up the youngest first or drop off the youngest last.

**This is a big concern in the infant room due to the "NO SHOES" rule that we try to enforce.**

For the convenience of our parents, the Center opens daily at 6:30 am. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times.

We ask parents to bring children to the Center no later than 9:00 am each day they attend. When children arrive late it is a disruption for the other kids that are focused on a project or in the middle of circle time. These morning hours usually include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline.

When using the covered drop off / pick up lane(s), **do not block both lanes.** Our covered area is designed for 2 vehicles to

pull in and park side-by-side. Do not pull in and park in the middle blocking the drive.

Video surveillance cameras are located throughout the Facility in order to increase the safety and security of all children.

At no time do we allow you to leave any child(ren) alone in the car, even if it is running, in order to drop off or pick up other children.

### **Waitlist Policies**

- ❖ The Center reserves the right to enroll children from the waitlist on the basis of different priorities/ things considered can include the date applications are received, the availability of age-related openings, and siblings of current families.
- ❖ Waitlist applications must be submitted with a \$50.00 non-refundable payment.
- ❖ When an opening becomes available, a family is notified via email and given 3 business days to respond. If an enrollment offer is declined, the child's name is moved to the bottom of the waitlist. If a family fails to respond to our emails and / or phone calls, their name is removed from the waitlist and the waitlist fee forfeited; the parent must reapply and pay the fee again before their child can be considered for enrollment.
- ❖ Any time that an offer for enrollment is declined, the parent must give a new date for seeking enrollment. We will not contact any family for enrollment until we receive notification of a new enrollment date.
- ❖ After a family has declined an offer for enrollment 3 different times, the child's name will be removed from the waitlist and the waitlist fee forfeited. A parent must reapply and pay the fee again before their child can be considered for enrollment.
- ❖ If an enrollment offer is accepted, the family has one week to complete a contract and pay all applicable fees.
- ❖ Family on the waitlist may be requested via e-mail to indicate if they want to remain on the waitlist and if so, to update their contract information. Families must respond by the requested due date or they will be removed from the waitlist and the waitlist fee forfeited.

A waitlist application and paid fee does not guarantee an enrollment opening for requested date.

### **Discipline & Guidance Methods**

Learning Tree Educational Center's staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: 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 and redirecting behaviors. The purpose of discipline is to help children develop self-control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. We ask the child to think about the problematic behavior and to find ways to remedy the situation. Children have to be taught expectations for their behavior if they are to develop internal control of their actions. The goal is to help children learn to control their own behavior. Teachers like to work closely with parents to understand each child and to determine which methods work best for that child, thus, teamwork with the parents is very important.

Challenging behavior is addressed first through teacher observations. It is important to identify events, activities, interactions, and other contextual factors that predict and may contribute to the child's use of challenging behavior. After the function of the child's behavior is assessed, positive and supportive strategies are then put into effect. If a child exhibits continually challenging, disruptive and / or unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor, parent, and /or other professionals to develop an individualized action plan that supports the child's inclusion and success. All reasonable attempts will be made to work with the child and the family to resolve the behavior problem. Staff will keep parents informed of the progress made. **If a parent refuses to work with the staff in resolving the problem and / or the behavior problem persists. Learning Tree Educational Center reserves the right to terminate care for the child for discipline problems at any time**

### **Discipline & Guidance Policy**

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

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

### **Parent Code of Conduct**

Parents and teachers will, at all times, follow all the rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

PARENTS MUST:

- Be responsible and in control of their behavior at ALL times
- Set a good example by their own speech and behavior
- Show respect for the teacher and any other adult in authority in front of all children at all times
- Do not participate in rumors. Go through the proper channels to resolve the problem
- Speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any type of disagreement
- Follow the school's rules, calendars, and deadlines even when you may disagree
- Supervise your child at drop off and pick up times
- Be considerate and watchful of all parents and children at drop off and pick up times

### **Naptime**

To avoid disrupting the class, please refrain from bringing your child into the Center during naptime.

We must provide a supervised sleep or rest period after lunch for children 18 months or older

([www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)). Children under the age of 18 months most often sleep according to their individual schedules. For our Toddlers through Preschool ages, you must provide a washable mat to rest on for naptime. You are welcome to provide a clean small blanket and small pillow for naptime and take them home Fridays for washing. All items must be labeled with your child's name in a permanent marker.

Infants are not allowed to have blankets in their beds at any time. This is a State requirement.

### **Operational Policy on Infant Safe Sleep**

All staff, substitute staff, and volunteers at Learning Tree Educational Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads,

faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Insure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)]. ☐ If an infant needs extra warmth, use sleep clothing -sleep sacks as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

### **Classroom Assignments**

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. We will typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs

### **Meals & Snacks**

Infants' parents supply formula and all baby foods.

**\*All bottles need to be brought fully made. You can have extra formula left in the cubby just in case they need extra, but we will no longer be preparing bottles for the day. Please make sure you bring enough made bottles to last the entire day.**

**\*Please make sure you bring your baby in with a full tummy. Feed them BEFORE you drop them off. If they are hungry, allow yourself time to sit down and feed them before you leave them (after putting your booties on of course). It is not fair to the babies or the teachers to have hungry babies crying waiting to be fed 1<sup>st</sup> thing in the morning. If you bring them in full, we can all start the day on a more pleasant note.**

All containers and lids must be labeled with the child's name.

Ages 1 and above will need to bring a nutritious "sack lunch" and drink. The lunch should include a bread / grain, fruit, vegetable and protein / meat product. Lunches can not be heated up or kept in a refrigerator. Please ensure there is an ice pack for refrigerated foods or the use of a thermos to help maintain the safe food temperatures.

**Learning Tree Educational Center is not responsible for the nutritional value as parents are required to bring the children's lunch.** Foods that present a choking hazard are not allowed in lunches. Examples of foods that present a risk of choking include hot dogs (please slice length wise if you choose to bring a hot dog), whole grapes, hard candy, nuts, seeds, raw peas, peanuts, popcorn, and hard chips. If any of these are sent in lunches, they will not be served.

Nursing mothers may nurse at the center and / or provide breast milk for their child while they are in care at the

center. If you are nursing and prefer a private area to nurse, one will be made available to you.

Breakfast will not be provided; therefore please ensure your child is fed prior to coming to the Center. Food and drinks are not allowed on the playgrounds.

Nutritious morning and afternoon snacks, milk, juice and water are provided by the Center. Posted weekly, snack menus are varied, with fresh fruits and vegetables included whenever possible.

Notify the Director of any special dietary restrictions. The Center must receive the written statement of a physician or a licensed dietician for special therapeutic diets.

Staff will never use food to reward or punish children.

### **Food Allergies**

If your child has a history of any food allergies, we must be notified upon enrollment. A Food Allergy & Anaphylaxis Emergency Care Plan (available in the office) must be filled out in detail for each known allergy and signed by a physician.

### **Birthday Observations**

Birthdays are special to children! We will make your child's birthday or special day by providing a birthday crown and singing "Happy Birthday." If you would like, you may send a store-bought treat for your child's birthday, although it is not expected. No Balloons allowed at any time. Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays, At Learning Tree Educational Center we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.

### **Outdoor Play**

With outdoor play being a regular part of the daily routine, two large areas are part of Learning Tree Educational Center's outdoor playgrounds. The two play areas are divided by fencing which allows the children to be separated by age and size.

Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops (that do not have a back strap) due to the danger these may cause while on the playground.

### **Absences**

There is no reduction in tuition for absences. If your child will be absent from school, we ask that you notify the front office by 8:30am each day.

### **Clothing and Personal Belongings**

Preschool children must have a water cup with them daily with their 1<sup>st</sup> name and last initial, a complete change of clothing, **clearly marked with the child's name**, left in your child's cubby. All children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, when they wait too long before going to the bathroom, or if they get wet on the playground. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance. Children must wear shoes which are practical as well as comfortable. Flip-flops with no back strap are prohibited. Except for special items needed to smooth the transition from home, toys and personal belongings should remain at home.

**Candy, gum, and money should never be brought.**

Everything that your child brings or wears to school should be permanently labeled.

### **Potty Training**

Our approach towards potty training is one of positive reinforcement and encouragement. Potty training is a learning experience just like learning to ride a bike. Children are not punished or shamed into using the toilet. By age three, most children no longer require diapers and use the toilet regularly. **Therefore, it is our policy at Learning Tree Educational Center for all children to be potty trained by the age of three years old.** Cooperation



between parents and teachers is essential for potty training to be a successful, positive learning experience for the child. Please realize that it is **not** the responsibility of Learning Tree to potty train your child. We will make every possible attempt to support the potty training process but it is our belief that an “accident” is something that happens occasionally. If a child requires a change of clothes multiple times in one day, he or she is not ready to be wearing underwear on a regular basis.

### **School Closing / Bad Weather**

Learning Tree Educational Center will open most days during inclement weather. Please check local TV stations and web sites for announcement of closing. Full tuition is due during inclement weather times. If HISD is closed or has early dismissal due to inclement weather the preschool will also close.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

### **Child Release Authorization List**

Learning Tree **cannot release** any child to an unauthorized person; children are released **only**:

- To an authorized parent / guardian
- To a person authorized by written permission from the parents.
  - ❖ The authorized person must present a picture I.D. and / or other identification
  - ❖ The authorized person must be 18 years of age or older.

The safety and well-being of the children in our care is of primary importance. If any child care staff believes that an adult who is picking up a child is impaired and / or not in a condition to drive or adequately care for the child’s safety, the staff will not release the child to an adult until the child’s safety is assured. Staff will call another authorized adult to assist in picking up the child. Determining whether or not to release a child in this situation is difficult for the adult, the child, and the staff member. Our primary obligation, however, is to protect the safety and well-being of the child.

*Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without parent’s permission.*

### **Child Custody Issues**

It is the Center’s intent to meet the needs of children especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. However, the Center cannot legally restrict a parent from visiting the child, reviewing the child’s records or picking the child up unless the Center has been furnished with **current legal documents**. Copies of these court documents must be kept in the child’s file.

### **Child Abuse Reporting Law Requirements**

***Child abuse and neglect are against the law in Texas, and so is failure to report it.***

**CHILD ABUSE HOTLINE 1-800-252-5400**

**[http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)**

Learning Tree Educational Center staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Learning Tree Educational Center has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Learning Tree Educational Center will also coordinate with community organizations on strategies to prevent abuse and neglect.

- The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.
- Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a

child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

- If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the **National Parent Hotline at 1-855-427-2736** or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

### **Communication & Parent Conferences**

Open Communication with parents is very important to children's success. Learning Tree Educational Center has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Learning Tree Educational Center communicate with parents:

- Through email notifications (LearningTreeEdCtr@gmail.com)
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Verbal communication with the child's teachers and director

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

### **Well Checks**

Learning Tree Educational Center staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

### **Health & Medical Policies**

We are required to have on file a physician's report verifying overall good health and required immunizations. This is required yearly. Current information on immunizations status must be maintained while the child is enrolled. Employees of Learning Tree Educational Center are not required to have the preventable diseases immunizations.

### **Tuberculin Testing Requirements**

Based on local health department guidelines, proof of **TB** testing is not required in order to be enrolled in our program.

### **Hearing and Vision Screening**

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Learning Tree Educational Center will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

### **Illness & Exclusion Policy**

The Center's policy requires that a child be free of symptoms of illness; fever, diarrhea or vomiting for at least 24 hours before returning to the Center

#### **Fever-free means without medication for fever reduction**

Children who are ill should not attend preschool. Learning Tree Educational Center observes the standards set by the Texas Department of Family and Protective Services for ill children.

### Reason this policy is important:

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion and those that do not.

### Temporary Exclusion is recommended when:

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is. If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment. If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE. If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Thick White, Green or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

### Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time Learning Tree Educational Center may call for an ambulance at the parent's expense

### **Medication**

Parents are required to administer their own children's medication. Typically prescription medications can be timed to be given at home. **WE WILL ADMINISTER MEDICATIONS SUCH AS EMERGENCY INHALERS, EPI PENS, BREATHING TREATMENTS and MEDICATIONS IN CASE OF ALLERGIC REACTIONS.**

If parents bring prescription medication for emergency purposes, for Learning Tree to administer, all medication need to be checked in at the front desk; please do not keep any medications in diaper bags, lunch bags, or cubbies Medication administered at the Center must meet the following guidelines:

- ❖ All prescribed medication must include written permission from the parent / legal guardian AND instructions from a licensed health provider for the prescription medications.
- ❖ The container must be labeled with the child's first and last name.
- ❖ The medicine can only be administered to the child for whom it was intended.
- ❖ All medicine must be in the original container with the manufacturer's instructions or the original prescription label that details the name and strength of the medication.
- ❖ All medicine must include instructions from the licensed health provider who has prescribed or recommended medication for that child.
- ❖ All prescriptions must have the name of the physician prescribing on the medication container.
- ❖ All medicine must be labeled with the date prescribed and the authorization page must have the date medication is brought to the center.
- ❖ All medications must have an expiration date and we can not / will not, administer medication after the expiration date.
- ❖ The parent has to sign an authorization form and include the dates and times for the Center to administer the medication and these directions must follow the licensed health provider's directions. These forms are available at the front desk.

### **Procedures for Handling Emergencies**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

### **Outside Employment**

Employees are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

### **Transportation**

Learning Tree Educational Center does not transport children except in emergency situations.

### **School Pictures / Snapshots**

Learning Tree Educational Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events. You will receive a form to fill out at enrollment regarding the photo policy.

### **Biting / Aggressive Behavior**

All children need to be able to participate in planned activities and be able to follow simple directions. As with all aggressive behaviors parents are notified with each incident. Aggressive and hurtful behavior includes, but is not limited to biting, hitting, kicking, pushing, and pinching. Such behavior is not appropriate. We will use every appropriate method to help children control their behavior.

- Step 1: Teacher / Director Coaching the child and contact with the parent
- Step 2: Director, Teacher, Parent Conference make suggestions.
- Step 3: Second Conference at which time the parent may be asked to find alternate childcare.

Any or all of these steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances.

*Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. We will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.*

**If a parent refuses to work with the staff in resolving the problem and / or the behavior problem persists.**

**Learning Tree Educational Center reserves the right to terminate care for the child for discipline problems at any time.**

### **Prayer / Pledge of Allegiance**

Learning Tree Educational Center students say a prayer before meals and snacks and recite the Pledge of Allegiance. If parents prefer for their child not to participate in prayer and/or the Pledge of Allegiance please notify the administration and we will gladly accommodate. Learning Tree Educational Center is not affiliated with any one religion and encourages the study and respect of all beliefs. An example of one of our typical prayer's recited in the classroom is as follows: "God is great, God is good, Let us thank Him for our food. Heal the sick and make them well, help us be good boys and girls, mind our parents and our teachers, Jesus name, Amen." Some younger classes "sing" a prayer song, but at the same time, if a child has a specific prayer they would like say, we will allow that as well.

### **Water Play**

During the summer, we will participate in Water Play. Our water play days will consist of sprinkler play, squirt toys and teacher directed games using the sprinklers. On these selected days, *which parents will be notified ahead of time*, it is the parents responsibility (water play will be an early morning activity) to have their children dressed in their swimsuit with swim shoes and to have already applied their sunscreen before bringing their child to school. Extra clothes and shoes are required in order to change after our water play.

### **Animals**

No animals are allowed at any time in the classrooms or on the playground. Not even for show and tell.

### **Questions or Concerns**

If parents have questions or concerns about our program or this handbook, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

### **Parent Participation**

We encourage parent involvement with any and all of our activities. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director of the facility.

### **Confidentiality**

While your child is enrolled in our program, Learning Tree maintains confidentiality and respects the family's right to privacy, refraining from disclosure of confidential information (without parental written consent) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

When staff discusses behavior incidents with families they are to use discretion regarding the identity of the aggressor. The teacher's responsibility is to focus any discussion with parents on their child only to avoid violating confidentiality.

### **Minimum Standards for Child Care Centers**

Learning Tree Educational Center is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at [www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

### **Compliance History**

Learning Tree Educational Center encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at [\(903\) 757-0588](tel:9037570588)

### **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 a harsher penalty. Learning Tree Educational Center is a GANG-FREE ZONE.

### **Emergency Preparedness Plan**

Learning Tree Educational Center has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The types of emergencies at LTEC prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family / community concerns and / or violence. LTEC will notify parents of any changes to the emergency plan by sending information home and through email.

#### Distribution of Emergency Plan

- ❖ Each staff member will receive a hard copy of the emergency plan.
- ❖ A copy of the emergency plan will be in each "Ready To Go Kit" for each class.
- ❖ There will be a copy of the plan in the kitchen near the front door as well as by the back door.
- ❖ There will be an office copy of the plan on the shelf beside the monitor as well.

Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Learning Tree Educational Center will ask parents to participate accordingly. During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and -out log in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

*In all situations in this Emergency Preparedness Plan, "Director" refers to Caprice Boren. In the Director's absence, the Assistant Director on duty (Hillary Faulkner) assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.*

#### **FIRE**

- Stay calm. Watch the kids, not the situation.
  - Get your sign-in/out sheet and your emergency binder.
    - ( Place babies in 2 beds and push the beds outdoors while following the designated route. )
  - Grab your flashlight.
  - Count your children
  - Take Cell phone
  - Line up in front of the outside door. Do not stop to take coats.
  - Count your children again
  - If all students are present, continue leading students through parking lot into grassy area near the fence.
  - Hold up your classroom emergency binder for the Director / Asst. Director to see that you are evacuated with your students.
- Wait for the "all clear signal" and return to the building.
- It can be helpful to quietly sing songs with the children to help them keep calm.

#### **TORNADO / BAD WEATHER**

- Stay calm. Watch the kids, not the situation.
  - Get your attendance sheet and your emergency binder.
- Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since we practice this each time we have a severe weather drill.
- Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

#### **COMMUNICABLE DISEASE OUTBREAK**

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation, handling, storage and disposal of Hazardous Material and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.



### LOCK DOWN

#### (INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)

- The Director, or person in charge, will announce over bull horn, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.
- Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
  - Get your attendance sheet and your emergency binder.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the bullhorn to calmly announce the secret code for "Lock Down".
- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

### ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Director, or person in charge, before you leave on the same day.
- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

### ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode.



## EXPLOSION, CHEMICAL SPILL OR GAS LEAK

### *That occurs INSIDE the facility*

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

### *That occurs OUTSIDE the facility*

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

## BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too.
- Notify Director, or person in charge, to call 911 immediately.

## OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
  - Get your attendance sheet and your emergency binder.
- If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in employee vehicles from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles.
- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building and will grab the sign in / out sheet at this time.
- The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.
  - Evacuation and relocation site for Learning Tree Educational Center is 1<sup>st</sup> United Pentecostal Church 1800 Jacksonville Drive, Henderson TX 75654
- If we are forced to evacuate the area completely, we will relocate to 1301 Loan Star Street, (Movie Theatre,) Henderson TX 75654

## Dismissal and Emergency Pick-Up Process

In the case of an emergency, the authorized pick-up guidelines outlined in the LTEC Parent Handbook still apply. LTEC staff will notify guardians (via the communication lines outlined above) when it is appropriate for dismissal and the Emergency Pick-Up Process to begin. If the school has evacuated, the school will communicate to parents where to pick-up their child. The safety of children enrolled at LTEC is our primary concern. A LTEC staff member will remain with your child until an authorized person is able to pick the child up from the school or the emergency location.