

Welcome to



**Kyle's Bright
Beginnings
Learning Center**

Parent Policy Handbook

Effective October 2023

Welcome to



Dear Parent / Sponsor,

Thank you for choosing Kyle's Bright Beginnings to care for your child. We take our responsibilities very seriously and want to ensure that you understand our operational policies and practices to make your child's experience as easy as possible -- and your peace of mind. By placing a checkmark beside each of the policies below, I acknowledge that I have read and understand each of the policies presented to me in this Parent Policy Handbook. This signed acknowledgment will reside in my child's file. The Policies are reviewed and updated annually -- or any time when there is a change made to KBB policies.

<input type="checkbox"/> Behavior Guidance Policy	<input type="checkbox"/> Safe Sleep Operational Policy	<input type="checkbox"/> Illness Release & Exclusion Criteria
<input type="checkbox"/> Arrival Cut-off Time	<input type="checkbox"/> Parent / Teacher Communication & Conferences	<input type="checkbox"/> Dispensing Medication Policy
<input type="checkbox"/> Emergency Plans: Fire, Inclement weather, Evacuation	<input type="checkbox"/> Family Participation	<input type="checkbox"/> Allergy Emergency Plan
<input type="checkbox"/> Health Check Policy	<input type="checkbox"/> Child Pick-up/ Release Policy	<input type="checkbox"/> Nutrition & Food Service Practices (No Outside Food Policy)
<input type="checkbox"/> Child Drop-Off Procedure <input type="checkbox"/> Guide to Parent's Rights	<input type="checkbox"/> Abuse or Neglect Policy (Child Care Licensing, Child Abuse Hotline and DFPS websites)	<input type="checkbox"/> Texas Health and Human Services Child Care Regulation Department: Minimum Standards for Child-Care Centers, March 2023 Edition
<input type="checkbox"/> Vacation Discount Policy	<input type="checkbox"/> Withdrawal from Care Policy	<input type="checkbox"/> Biting Policy
<input type="checkbox"/> Pictures / Video	<input type="checkbox"/> Animals	<input type="checkbox"/> Dismissal Policy
<input type="checkbox"/> Curriculum & Activities	<input type="checkbox"/> Child Dress Code	<input type="checkbox"/> Birthdays
<input type="checkbox"/> Breastfeeding Mothers	<input type="checkbox"/> Personal Belongings	<input type="checkbox"/> Water Activities
<input type="checkbox"/> Field Trips	<input type="checkbox"/> Complaint/Dispute Resolution	<input type="checkbox"/> Safety
<input type="checkbox"/> Vision & Hearing	<input type="checkbox"/> Tuition Policy & Returned Payments Fees	<input type="checkbox"/> Facility Closure Calendar
<input type="checkbox"/> Records Policy for Pre-enrollment / Annual Re-enrollment Updates	<input type="checkbox"/> Before & After School Care Policy	<input type="checkbox"/> Technology & Screen Time Policy

Child/ren Names: _____

Parent/ Guardian Signature: _____ Date: _____

If you have any questions regarding any of the KBB policies, contact Stacey Dees, Director at 512-312-4341.

Acknowledgement of KBB Family Orientation at Enrollment

Please sign and date this page along with the child's enrollment packet to the KBB office. A signed and dated copy of this checklist will be kept in your child's file.

Orientation Checklist:

- Tour the facility
- Introduction to the Office staff
- Parent introduction with the classroom teacher via Zoom or in person
- Overview of the parent handbook
- Policy for arrival and late arrival
- Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable
- Explanation of Texas Rising Star Quality Certification was provided.
- Encouraging parents to inform the center of any elements related to their CCAA enrollment that the provider may be of assistance.
- Overview of family support resources and activities in the community
- Child development and developmental milestones provided.
- Parents are informed of the significance of consistent arrival time. Children should arrive before the educational portion of the program begins to limit disruption. Consistent routines prepare children for the transition to kindergarten.
- Statement was shared with parents regarding limiting technology use while on-site (i.e., refrain from cell phone use). In order to facilitate better communication between parents and caregiver and the parents and the child, it is best if parent is not distracted by use of electronic devices while at the center.
- Statement was shared with parents reflecting the role and influence of families.

Child/ren's Names: _____

Parent/ Guardian Signature: _____ Date: _____

If you have any questions regarding any of the KBB policies described in this handbook, feel free to contact Stacey Dees, Director at 512-312-4341.



Our Story

Kyle's Bright Beginnings Learning Center is licensed by the State of Texas and receives periodic reviews by the Texas Department of Family and Protective Services. Our most current inspection is always posted in the facility or you can view more inspections at: http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp

Kyle's Bright Beginnings was purchased by **E&A Partners, LLC** in April of 2019 by **Ed and Alice Bradley**. The Bradleys are passionate about the daily management and supervision of the center, children, staff, and parent interaction. Their bios and professional profiles can be found on our website: www.kylesbrightbeginnings.com. They are usually on hand to answer any questions that you may have about the care of your children.

After purchasing KBB as a 2-star Texas Rising Star program, the Bradleys and their KBB team worked to earn their 3rd then 4th star of quality accreditation by Texas Rising Star Program in May, 2022. This year will be our 4th anniversary and we work daily to maintain our 4th star of accreditation (the highest TRS rating)! In 2020 and again in 2022, we were voted Best Childcare and Best Learning Center in North Hays County.

Our Mission and Values

We strive every day to improve our children's lives through a nurturing environment and staff that is passionate about the well-being and growth of our students.

Our Values keep us focused on our mission for every child every day:

1. We are committed to implementing 'Best Practices' per the Federal, State and Community agencies that govern our business operations.
2. We promote "whole child" development through our curriculum which concentrates on the physical, emotional, and cognitive growth of our children.
3. By practicing proven brain-based behavioral practices, we are better able to engage with children and help them to self-regulate in an age-appropriate learning environment.
4. We take pride in building our 'KBB Family' culture by hiring and training responsible professionals who are also passionate about pursuing a career in child development. Thus, we encourage college students to work with us in an effort to further the field of Early Childhood Education for generations to come.

Our Program

Kyle's Bright Beginnings Learning Center (KBB) enrolls children without regard to race, color, nationality, ethnic origin, sex, disability, religion, or economic status. Kyle's Bright Beginnings is open year-round (January to December) from 6:30am-6:30pm, Monday through Friday. We offer all-day childcare for children ages 6 weeks through 5 years of age. After School care is available for children from 5-12 years of age with full-time care available during school breaks and holidays.

Kyle's Bright Beginnings provides full-time and limited part-time programs: **Full-time Program** is a 12-month program Monday-Friday from 6:30am and 6:30pm. Places will not be held in classes for children who withdraw for the summer months, unless an exception is approved by the Director.

Part-time Program is a program that allows for the choice of days per week (three or four) and is limited to a specific number of spots per classroom. Part-time days must be consistent throughout the year and requests for changes in part-time programs will be handled on a first-come, first-served basis. NOTE: The Part-time program is not offered in the Infant classrooms.

After School Care Program:

KBB provides after school care to those students enrolled in our KBB School-aged Care Program during the school academic year. Transportation is provided from the elementary schools to KBB where they will stay until 6:30pm. Please inquire at our office if we pick up at your child's school. ** It is very important to notify KBB office BEFORE school dismissal time any time your child will not be present for pick-up. NOTE: Failure to notify KBB Admin office will result in a \$10.00 fine.

Records Policy for Pre-enrollment / Annual Re-enrollment Updates

****Before your child can attend KBB, all sections of the pre-enrollment packet must be complete and accurate.**

This includes all updated shot records, health statement from physician citing any allergies/special conditions that describe the course of action to be taken by KBB in the event of a medical emergency.

Re-enrollment Packets must be updated annually for currently enrolled students: Kyle's Bright Beginnings is required to complete updated enrollment forms annually in August/September to make sure that all information is current. However, it is important that you notify KBB immediately in writing whenever you want to make a change to your child's record. You can also notify us via *brightwheel* or send us an email to kylesbrightbeginnings@gmail.com to alert us of any changes.

Tuition, Fees, Discounts & Returned Payments

Enrollment Fees and Deposits per Rate Sheet are to be paid via Check or Money Order. (See Rate Sheet for current amounts) All payments after that will be made through the brightwheel app.

Non-refundable Registration Fee – Due at time of application.

Annual Supply Fee – Due prior to the child's first day of attendance, thereafter, assessed every January for each child.

Last Week's Tuition – This deposit is equal to one week's tuition at the time of enrollment. It can be paid in a lump sum or spread out over the first four tuition payments. This deposit will be credited to the child's final week of tuition at time of dis-enrollment.

Tuition Discounts: We offer a special type of tuition discount called the Hero Discount:

Children of active Military Service members and First Responders (Police Officer, Firefighter, and Paramedic) receive a 10% tuition discount for one child during that child's first year of enrollment at KBB.

The pre-enrollment fees must be paid via check or money order payable to **Kyle's Bright Beginnings** prior to establishing your *brightwheel*® account. Make these payments directly with our KBB office staff member to ensure you receive a paper receipt. Once your on-going tuition account is established, parents will be invoiced via: Credit Card, Debit Card, or Bank Autopay via *brightwheel*® app.

TUITION POLICY AGREEMENT

I understand that tuition is due on Friday prior to the week of service, or period of service. I understand that any appropriate tuition and/or fees will be invoiced to my brightwheel account and automatically paid through the Auto-pay function in brightwheel, which is required. I will link either a Credit Card, Debit Card, or Bank Account to my brightwheel account and make sure that there are adequate funds available to pay the tuition/fees when due. If any payments are returned I will have until the next business day to make necessary adjustments to have the tuition/fees amount ready for Auto-pay withdrawal. If not corrected, I understand that a \$35.00 Return Payment fee will be added to my brightwheel account. If not corrected within 3 business days, my child will not be allowed to attend until tuition is paid. After five days of delinquency, my child will be withdrawn from KBB.

If there is a valid reason AutoPay cannot be used for tuition payment, an alternative payment method can be arranged with prior mutual agreement between me and KBB management. I understand that any amount owed to KBB will be subject to legal collection proceedings through civil or criminal court as appropriate and I will be responsible for any collection costs incurred.

Child Care Services (CCS) guidelines: If you receive childcare subsidy via CCS, Texas state regulations require your Parent Fee to be paid on the 1st business day of the month prior to receiving care. Your payment is deemed LATE on the 4th business day of the month. Our contract with CCS requires us to report any late Parent Fees to CCS.

Returned Payments: A **\$35.00** processing fee will be charged for **each** returned transaction.

Refunds for illness, temporary absence, or a non-scheduled school closure due to weather, or any other unexpected circumstances, will not be given.

Vacation Discount: Vacation discounts are allowed twice per year. The vacation discount applies for an entire week (Monday-Friday) whereby you will be charged \$100.00 per child per week. To reserve your vacation week(s), you must send an email to kylesbrightbeginnings@gmail.com, via *brightwheel* message and it must be paid when normal tuition is due.

Late Pick-up Fee: You will be assessed **\$15.00** for pick-up anytime between 6:30pm and 6:35pm; **PLUS \$1.00** for every minute thereafter per child. Fees will be collected at time of pick-up or charged to your KBB financial account.

Morning Arrival Cut-Off Time

It is important that children establish patterns to enable them to participate in all learning and developmental activities during their school day. It is disruptive to other children when a child arrives at odd times during the day.

Accordingly, KBB enforces a cut-off time. Because the morning breakfast is over at 9:00am, our learning programs begin immediately afterward in the Pre-K classrooms.

Please ensure that your child arrives in time to eat breakfast with the class or has eaten prior to coming to school. No one will be admitted after 9:00 am -- unless you have a letter from a doctor indicating that your child had an appointment that day.

Child Pick-up & Release Procedure

Kyle's Bright Beginnings will not release your child to anyone other than yourself or the persons authorized in your *brightwheel*® account. Make sure this pick-up list is current and that your child's teacher and the Director are aware of any time that a different person may pick up your child. Other persons will be required to show a valid photo I.D., such as a driver's license before the child is released to them. Our office staff will make a photocopy of their I.D. and keep it on file. ****Children will not be released to a sibling/family member under the age of 18. Please notify us immediately of any changes made to your pick-up Authorization List.**

Facility Closure Calendar 2023 is posted in the lobby for quick access

- Martin Luther King Jr. Birthday, January 16th
- Presidents' Day, February 20th
- Good Friday, April 7th
- Memorial Day, May 29th
- Independence Day, July 4th
- Teacher Workday, August 18th
- Labor Day, September 4th
- Columbus Day/ Indigenous Peoples' Day, October 9th
- Thanksgiving, November 23-24th
- Christmas, December 25th
- New Year's Day, January 1, 2024

Child Dress Code

Dress your child for fun!!! Since we paint, play outside, and participate in many activities, casual clothing that allows free movement is encouraged. All clothing should be comfortable and easy to manage (buttons in front, elastic waistband) as we want your child to feel a sense of pride in managing his or her own clothing. As noted in the Packing List, we ask that you furnish the school with at least two changes of labeled clothing, including underwear, pants, shoes and socks in case of accidents. Tennis shoes or other comfortable sneakers suitable for climbing and running are best for sturdy footing. Shoes must have secure closures as the child is expected to wear their shoes at all time – even during naps. **NOTE:** sandals, cowboy or rain boots, and flip flops are neither appropriate, nor safe for active play on the playground. Children will play outside all year round except in extreme weather. Please dress children appropriately for the temperature and weather of the day.

Personal Belongings

Your child should never bring food, candy, toys, or money from home. Backpacks are not allowed for children 1-5 years of age. If these items are brought, they will be stored in the office until the child is picked up and will be returned to the parent. The following items should be brought in daily or refreshed weekly. All items must be clearly labeled with your child's name and provided in a zip lock bag. Their teacher will transfer the clothing to their designated plastic container. - **Infants:** Bottles (bottles and bottle caps must be labeled), diapers and diaper rash cream.

- **Ones, 2's, 3's and 4's:** Nap items include: one king-sized pillowcase to cover a new nap mat provided by KBB.

NOTE: If the new nap mat is damaged by the child, replacement costs will be assessed.

Also bring a small blanket that is labeled with child's first and last name. Blankets and pillow cases will be sent home on Friday for laundering and must be returned on Monday; thus, protecting children from any detergent allergies and avoid germ spread..

- **Potty trainers:** At least two changes of clothing including shoes.

- Any personal items that are not labeled with the child's name are subject to being misplaced. If you are missing an item of clothing, the teacher will try to locate it. We also have a central Lost and Found box that will be donated each Monday of unclaimed belongings.

Safety

We regularly inspect the children's play areas for unsafe conditions. Occasionally, accidents do occur as children are playing, and our teachers are trained to be alert to such situations. Minor bumps and bruises will be cared for by teachers and will be recorded on an **Accident Report Form** and/or a *brightwheel* message. For more serious injuries, such as head bumps, we will inform you via *brightwheel* and/or by phone within fifteen minutes for your ease of mind. Although, we will call you directly to pick up your child if we feel your child's injury requires medical attention.

Inclement Weather: In case of inclement weather, Kyle's Bright Beginnings will follow Hays CISD special weather or emergency announcements on the News Stations and via the HCISD website. Should Hays CISD be closed due to an un-scheduled break, the owners of Kyle's Bright Beginnings will monitor weather conditions and decide if there will be a closure or delay. In case of closure or delay, all sponsors and staff will be notified via the *brightwheel*® communication app.

Outdoor Playground Conditions are determined by the approved *Child Care Weather Watch* chart below.

Please dress your child accordingly for the day's weather (even if they go outside for a short period of time as dictated by evolving weather conditions.)

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Wind Speed in mph										
Air Temperature	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	-1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57	
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)													
Relative Humidity (Percent)													
Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	106	109	113	117	122	127	132
94	97	100	102	106	110	114	119	124	129	135			
100	109	114	118	124	129	136							
104	119	124	131	137									
110	136												

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. **OLDER CHILDREN** need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime.

Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Emergency Preparedness Plan: In case of an emergency that requires evacuation, Kyle's Bright Beginnings will notify all sponsors of children via *brightwheel* per the emergency plan prompted by our fire, law enforcement, EMS, TXDFPS. Children will be relocated by means of transportation by employees and KBB center vehicles. If you are notified to pick up your child ASAP, please make sure to have identification with you.

Fire Drills: Kyle's Bright Beginnings conducts fire drills monthly. Each classroom has two different evacuation routes and our staff practice alternating them monthly. Evacuation plans are posted in each classroom. All routes lead to the parking lot or playground. In the case of a real emergency, the children would then be transported to the offsite location.

Lockdown Drills: Kyle's Bright Beginnings conducts Intruder Lockdown Drills quarterly and are announced prior to the drill. Each classroom is equipped for closing and locking all access doors and teachers practice with the children to quickly follow the procedure. The teachers are trained and monitored via video to ensure that the children are kept safe should an actual situation arise. Like the fire drills, evacuations will be conducted as deemed necessary.

Bad Weather Drill: Kyle's Bright Beginnings practices shelter-in-place for bad weather. There are designated locations within KBB's facility for each class in case of tornados or other major weather event.

**Texas Health and Human Services Child Care Regulation Department:
Minimum Standards for Child-Care Centers, December 2023 Edition**

KBB is regulated by the Texas Health and Human Services Commission and the latest edition can be viewed by visiting <http://www.dfps.state.tx.us/Child Care/Child Care Standards and Regulations/default.asp>. Our center follows chapter 746. If at any time, you need to contact Licensing to report suspected abuse or neglect you may contact them at 1-800-252-5400.

PROVIDER'S GUIDE to PARENT'S RIGHTS

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

- ✓ Enter and examine the childcare facility during its hours of operation and without advance notice;
- ✓ File a complaint against the childcare facility;
- ✓ Review the childcare's publicly accessible records;
- ✓ Review the childcare facility's written records concerning the parent's or guardian's child;
- ✓ Receive inspection reports and information about how to access the childcare facility's online compliance history;
- ✓ Have the facility comply with a court order that events another parent or guardian from visiting or removing the child;
- ✓ Be given the contact information for the childcare facility's local Childcare Regulation office;
- ✓ Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- ✓ Obtain a copy of the facility's policies and procedures handbook;
- ✓ Review the facility's staff training records and any in-house training curriculum; and
- ✓ Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- ✓ The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- ✓ The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Parent/Teacher Communication

Good communication is a vital element in a successful school experience. Sharing information can help teachers relate to your child appropriately. We will use a variety of methods to keep you informed about your child and the events at Kyle's Bright Beginnings. Notices of upcoming events and activities are posted in the lobby, on *brightwheel*, sent home in monthly newsletters, and KBB Facebook page. Feel free to inquire if you don't receive a particular communication or notice. If your child is going to be absent for any reason, please send a *brightwheel* message to your child's teacher.

Parent/Teacher Conferences via Zoom or In Person

Upon your child's initial arrival to a teacher's classroom, we schedule a Parent / Teacher introductory meeting via Zoom. This serves as a good partnering method to discuss any special needs, likes and dislikes of your child's experience. *Brightwheel* is our main method for sharing informal information on an ongoing basis, but it doesn't replace the important conversations that a personal Zoom meeting can provide. Thus, a scheduled conference is offered to parents to exchange information at least twice a year – or can be initiated whenever it deems necessary.

Community Resources

Your family is important to us here at KBB, and we make every effort to support your family's culture, home language, and unique abilities. For resources and more information about how we can support your family, please see the Family Board in the lobby. KBB offers many resources for parents who are seeking assistance and support available to your family. We have a myriad of booklets and other literature so feel free to inquire about this literature.

Special Needs

In general, an accommodation is any change in the preschool environment or in the way things are customarily done that enables a child with a unique need to enjoy equal access to the preschool environment. KBB teachers are well-trained, and minor accommodations are implemented throughout the school day to meet the developmental needs of all preschool students.

A few examples of children who need classroom accommodation are those who cry excessively, have food allergies, have a special educational need, or experience a physical disability.

There are two categories of accommodations:

1. Accommodations to the preschool class environment or to the manner/circumstances in which students perform the essential functions within the school routine.
2. Accommodations to the class curriculum and activities that enable a preschool student with a special need to enjoy equal benefits as enjoyed by the children without a special need.

The limitation on the KBB's obligation to provide accommodation is that no such change is implemented if it would cause undue hardship to the preschool. *Undue hardship* refers to financial difficulty, as well as to changes that would fundamentally alter the philosophy or operation of the preschool. The leadership of KBB assesses on a case-by-case basis whether a particular accommodation would cause undue hardship.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents and, as needed, the child's medical advisor, the staff who will be involved, and any other appropriate individuals. Additionally, an assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

We pride ourselves on serving a diverse group of children with differing abilities within our program, creating a rich learning environment. We will look at the individual situation of every child with special needs, whose family might desire our services. We will consult with appropriate resource personnel (e.g., from Child and Family Connections) to determine our ability to provide the services required for each child.

The resource team may consist of the center Executive director, Master Teacher, Child Development Supervisors, and registered, licensed, and/or certified resource personnel such as physicians, psychologists, social workers, speech therapists, physical and occupational therapists, educators and other technical and professional personnel, as indicated by the child's special needs. Collaboration among specialists and the CDFC teaching staff is necessary to maximize children's progress.

Teaching staff will make every attempt to attend IFSP/IEP meetings so strategies among service providers can be shared and discussed. We expect the parents and guardians of a child with special needs to provide our staff with appropriate information to assist us in providing the best possible care for their child (i.e. copy of IEP/IFSP). Familial consent must be completed prior to reports on a child's development being shared between agencies.

Diversity and Inclusion Policy

Kyle's Bright Beginnings does not discriminate against individuals because of race, religion, or national origin. Children will be admitted to the Center without discrimination and in compliance with the Americans with Disabilities Act.

Supporting Family Needs

Families and culture are celebrated in the Kyle's Bright Beginnings program; thus, the roles of parents/guardians are vital. Family involvement and connectedness is an integral piece of what makes our program strong. Families are frequently visible in and around the center, sharing life and what they love with the children. Their role in informing and working together with their child's teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and information families wish to share about their socio-economic, linguistic, racial, religious, and cultural backgrounds. Our KBB staff will actively use information about families to adapt the environment, curriculum, and teaching methods to the families we serve.

Behavior Guidance Policy

Since preschoolers are learning to be part of a social group, juggling his or her own needs with that of the group's is sometimes difficult for the young child when inappropriate behavior is observed. The techniques teachers will use include redirecting the child, offering them words to use to solve problems, a chance to try again, as well as offering choices to the child. Only after using other techniques will the child be removed from the group and placed in another area of the room where he or she can be supervised until he or she is ready to return peacefully to the activity. At no time, will physical punishment be used to correct the child.

Discipline and guidance will be consistent and will be directed toward teaching the child an acceptable expression of his or her feelings. The best learners are likely to be active children who gained control of their impulses. For this reason, self-control is encouraged. KBB teachers shall provide each child with positive guidance that encourages self-discipline and maintains a positive self-image. The staff will use the following techniques to accomplish the above goal:

- 1. Positive Guidance and Problem Solving:** Classroom environments are structured in such a way to avoid conflict whenever possible. When inappropriate behavior occurs the teacher's goal is to redirect the child to a more acceptable activity. We help develop the child's intellectual and moral reasoning by using natural and logical consequences. Teachers help identify their needs, feelings, causes, alternatives and choices.
- 2. Limit Setting:** Limits are clear and simple. They are consistent from day-to-day, teacher-to-teacher and class-to-class. Limit setting is done in a positive tone and the reasons for rules are explained and discussed.
- 3. Managing Behavior:** When challenging behaviors arise, the teacher responds to the situation immediately and actively. First, the behavior is stopped. Secondly, the teacher may need to provide comfort or reassurance for other children. Thirdly, the child who is upset or angry may need some time alone before being able to discuss the situation. Kyle's Bright Beginnings does not use "time out" for children, but may provide a place for calming down and privacy. Finally, we provide a time to talk over what has happened, why, and begin the process of problem solving as age appropriate.
- 4. Challenging Behaviors / Discharge Policy:** Occasionally there are child behaviors that cause more serious concerns such as risking the safety of other children. Kyle's Bright Beginnings believes that parents and teachers must work together to eliminate these behaviors and unusual aggression to self, others and teachers.

When disruptive behaviors are continually observed, a meeting will be scheduled with the teacher, parents and the Director to establish a written plan and develop the next steps that may include: seeking outside resources, training and consultation, suggestions for modifications to the environment, and adaptation of curriculum and materials. Every effort will be made to work with families; however, there may be situations when a child will be asked to withdraw from the program. These might include: the child being unable to adjust to the program, accommodations and modifications require an unreasonable amount of staff time, and/or parents do not seek or follow through with supports and services suggested for their child.

How KBB Approaches Biting in Toddlers

Biting is never the right thing to do; although, understanding the reasons why toddlers bite may provide a different perspective to adults. Below are a few reasons/situations that may trigger biting in toddlers:

1. **Teething pain/discomfort:** Younger toddlers are often teething, and they gnaw on things for relief.
2. **Oral-motor development:** Toddlers are exploring and experimenting with movement involving their mouths as they learn to talk, chew, and swallow. They often seek oral stimulation.
3. **Experimenting with cause and effect:** Toddlers are learning about the results of their actions, such as, "what happens when . . .?"
4. **Imitation:** Toddlers use imitation as a way to learn. They may imitate adults who "play bite" them.
5. **Spatial awareness:** Toddlers are working on understanding how space works, and they do this by using their bodies.
6. **Emerging autonomy:** Toddlers are experimenting with asserting themselves as independent beings that have some power and can control things and people.
7. **Expressive language development:** Toddlers are working on developing verbal language, but they often are not able to express themselves with words.
8. **Need for attention:** Toddlers seek interactions with adults for comfort and learning. If they do not get it, they may bite to get attention.
9. **Frustration and anger:** Toddlers are struggling with a world that just doesn't always work the way they want it to. When they can't get what they want, they may lose control and lash out physically.
10. **Anxiety:** Toddlers may feel insecure, scared, or confused and be unable to express or regulate those feelings. They may seek an oral solution.
11. **Excitement:** Toddlers are often not able to regulate their emotions and can easily become overexcited.
12. **Self-protection:** Toddlers who are experiencing abuse or other trauma may be in an "alert to hurt" state.
13. **Stimulation:** An environment that is too stimulating or not stimulating enough.
14. **Inappropriate expectations** for their developmental stage.

Even though we know biting is not entirely unexpected when toddlers are together in groups, we don't want any of your children to be bitten; as well we want any child who bites to learn more appropriate behavior. We are always implementing ways to provide an environment conducive to learning social and developmental skills, such as:

- ✓ Putting children's safety first and provide appropriate first aid as well as comfort, support, and advice to any child who is bitten.
- ✓ Providing adequate schedules and activities to keep toddlers engaged and happy.
- ✓ Providing teachers with adequate knowledge and training to deal appropriately and effectively with biting.
- ✓ Informing you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- ✓ Responding to your questions, concerns and suggestions.
- ✓ Keeping your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that could slow the process of learning not to bite.



July 2019-E

Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and 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 or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Additional Discipline and Guidance Measures (Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or Proficiency:

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) What behaviors would warrant the use of these measures; and
 - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date.....

Signed by:

Role:

- Parent
- Caregiver/Employee
- Household Member (CH. 747 only)

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

Complaint/Dispute Resolution

At any time if a parent has a concern or complaint, he/she should discuss it with the teacher of the child's class. If the situation cannot be resolved together, and to the satisfaction of both, the matter should be brought to the attention of the Director. A conference will be arranged including all involved parties.

After a review of the facts / perspectives, the Director will decide regarding resolution options. If you have an issue you prefer not to discuss with your child's teacher, you can reach the Director via phone at 512-312-4341 and via email at kylesbrightbeginnings@gmail.com.

Withdrawal Policy

If a parent/sponsor wishes to remove their child from childcare, a 2-week written notice is required. Tuition is still due during the two-week period even if the parent/sponsor decides to remove the child immediately.

Dismissal Policy

A family may be dis-enrolled if they show repeated disregard for KBB policies such as:

1. Repeated failure to pay tuition when due.
2. Consistent disregard for cut-off times/hours of operation.
3. Failure to treat KBB Staff and families with respect.
4. Any other violation at the discretion of the Director.

Family Participation: KBB greatly encourages family participation, and we encourage families to provide any input that may influence or help our program. Please watch our communication channels to stay updated on opportunities.

Extracurricular Activities: Kyle's Bright Beginnings will have parties to celebrate Halloween, Thanksgiving, Christmas, etc. Teachers will post sign-up sheet asking for various food items, drinks, etc., from parents.

Birthdays: Simple recognition is given to each child on his or her birthday. If you wish to bring a special birthday snack, please communicate with your child's teacher and ensure that the snacks do not contain peanuts. No gifts are to be exchanged at the facility.** Any drinks brought should be 100% fruit juice. All items brought in must be commercially prepared or prepared in a kitchen that is inspected by local health officials. **

Field Trips: KBB looks for activities and entertainment that can be brought to our school; however, the school age children do go on field trips. Anytime KBB plans a field trip parents will be notified, and a permission slip must be signed. NO EXCEPTIONS!

Transportation: KBB transports school age children from school and to and from field trips. The driver of each vehicle used has a valid driver's license, has taken training, and carries proper insurance. The vehicles used are always maintained and kept in safe operating condition.

Medication

When you bring medication to KBB for your child you must complete the **Permission to Administer Medicine Form**. Childcare licensing requires that medications must be in their original containers, have current expiration dates, and, in the case of a prescription, have been prescribed for the child receiving the medication, not a sibling. The label on the prescription must include the child's name, date, specific instruction on dosage, times to be given, and the physician's name. Sample prescription medication cannot be administered unless it is accompanied by a signed and dated note from the prescribing physician stating the name, type of the medication, dosage, and frequency. All non-prescription medications must be labeled with the child's name and the date the medication was brought to Kyle's Bright Beginnings. Non• prescription medication must be in the original container.

We will administer it per the label directions if it is labeled for the child's age/weight. We will require written instructions from child's pediatrician if there is no appropriate dosage on the container for your child (for example: Under 2 yrs. consult physician).

Medications will be stored in an appropriate place, in the front office and refrigerated if necessary. It is not safe to keep medications in a child's cubby or diaper bag. Children are not allowed to be dropped off with any kind of vitamins or medications added to their bottle/cup. **NOTE:** The only type of medication that is allowed in a classroom is an Epipen (for allergic reactions) and it must be stored high enough to be out of reach of children.

Abuse or Neglect

If you feel that you have any reason and or suspect any type of physical, emotional, sexual, or mental abuse it is your responsibility to notify your local DFPS office. Their number is 1-800-252-5400 and website is:

<https://www.txabusehotline.org/Login/Default.aspx>

Law mandates KBB Administration and staff to report suspected cases of child abuse or neglect. We will, as an organization, adhere to this law. We will report all cases of physical, emotional, sexual, or mental abuse or neglect to the proper authorities. Our staff takes annual training in preventing abuse and neglect. We also have information on warning signs and ways to prevent in our resource area in the lobby. We can also help connect anyone who needs help to the appropriate organization to help them.

Nutrition

KBB provides a healthy breakfast, lunch, and afternoon snack. KBB is participating in and in good standing with the national **Child and Adult Care Food Program (CACFP)**. In accordance with the Texas Health and Human Services Commission, all parents are required to fill out the Federal Food Program Form and to update the form each year.

At KBB, we rotate the breakfast, lunch, and snack menus on a five-week schedule to encourage diverse meal planning. To see sample of four weeks of menus, visit these website links:

<https://www.healthychildren.org/English/ages-stages/preschool/nutrition-fitness/Pages/Sample-One-Day-Menu-for-a-Preschooler.aspx>; and, www.nutrition.gov/topics/nutrition-age/toddlers.

The Texas Health and Human Services Commission supplies KBB with forms that list the Required Food Components for every meal. If you wish to see these forms, they are located in the kitchen or feel free to ask the Director for a copy of the guidelines used in planning and preparation of the meals.

At KBB, all meals are served in the classrooms. To keep the children safe, all liquids and foods hotter than 110° F are kept out of reach of the children. Healthy snacks (as listed by the Texas Department of Agriculture) are available for all school-aged children as they arrive.

All KBB staff are educated on food allergies, and they always take precautions to ensure children are protected; thus, KBB does not allow food from home except as a component replacement as allowed by CACFP. If your child has an allergy, and requires a special food or beverage, an updated allergy form completed by your child's doctor must be always on file in order to ensure meal accommodations are made. We are committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they learn the principles of good nutrition as well.

We ask for your cooperation by not bringing your children to school with any outside food. Candy (except for Halloween and other holidays), gum, Kool-Aid, and soft drinks will not be permitted at the Center. **NOTE:** KBB is a Peanut-Free facility; so please be mindful about bringing any special occasion treats. Teachers are expected to enforce this policy.

Breastfeeding Mothers

We welcome all mothers who choose to breastfeed their children. Please feel free to come in at any time and breastfeed your child. There is a rocking chair and a portable camp chair located in the infant rooms for breastfeeding mothers to use. If breast milk is brought from home, please indicate details necessary for feeding. We often refer our clients to the following resources: La Leche League of Texas (www.texaslll.org); Breast Milk Counts (www.breastmilkcounts.com) and the Office on Women's Health (www.womenshealth.gov/breastfeeding).

Curriculum

Kyle's Bright Beginnings implements the *Frog Street*® curriculum. *Frog Street*® is endorsed by the State of Texas Rising Star program. It is an innovative curriculum aimed at developing the 'whole child' (from infancy through Pre-Kindergarten) physically, emotionally and cognitively. The cornerstones of *Frog Street*® curriculum include:

- ✓ Integrated lessons with a defined scope and sequence of instruction;
- ✓ Social-emotional development using Conscious Discipline® strategies;
- ✓ Differentiated instruction to meet the needs of all learners including English Language Learners and children with special needs; and,
- ✓ It includes a focus on literacy, math and science, social and emotional development, and Spanish.
- ✓ These are supplemented with centers designed for STEAM concepts through play.

- Physical Activity

All classes go outside to get physical activity everyday (weather permitting). Each class has an hour of outside time in the morning and at least an hour in the afternoon. When weather prevents us from going outside the teachers will do indoor games to get the children up and moving.

- Technology and Screen Time Policy

Kyle's Bright Beginnings curriculum focuses on creating opportunities for children to develop learning and social skills through personal interactions with their teachers and other students. Accordingly, we do not allow students to bring technology devices such as cell phones or tablets with them to school to use during school hours. While at school we will focus our students on activities involving interpersonal skill development; thus, allowing movies and 'screen time' on Fridays – showing only age appropriate content. We also rely on parents to manage the amount of 'screen time' students experience in their home environment.

At KBB, we provide families with resources specific to screen time usage and young children that may include age-appropriate apps and information on concerns about screen time usage, setting limits and restrictions, and how to monitor their child's usage. Some of those resources include: www.zerotothree.org; and, <https://healthykidshealthyfuture.org>.

- Manipulative Centers

Children learn to: Work cooperatively in small groups; develop self-control; demonstrate perseverance and self-discipline; experience pride in accomplishment; sort and match objects by attributes such as color, size, texture, and shape; understand number concept related to sequencing, serialization and classification; develop emergent reading skills such as directionality and matching like objects; develop fine motor control; develop eye-hand coordination; develop visual discrimination skills; refine sense of touch.

- Block Centers

Children learn to: Work independently and in a group; express needs, concerns and fears in socially acceptable ways; share and cooperate with others; demonstrate pride in accomplishment; develop an understanding of the concepts of length, height, weight and area; classify and sort objects by size, shape, and function; make use of physical principles; predict cause and effect relationships; solve problems related to construction; organize in sequence; use addition, subtraction and fractions; use large muscle skills, develop eye-hand coordination; control the placement of objects.

- Science and Discovery Centers

Children learn to: Appreciate nature; care for living things; explore the environment; increase vocabulary; develop an understanding of basic math concepts; refine eye-hand coordination; develop visual skills; solve problems; predict events.

- Sensory Centers

Children learn to: Play cooperatively with others; explore social roles; develop pride; see a task through to completion; observe materials to see how they compare and contrast; understand cause and effect relationships; observe conservation of volume; develop problem-solving skills; develop creativity; strengthen fine motor control; develop eye-hand coordination; improve coordination skills.

- Art Centers

Children learn to: Express feeling; channel frustrations and anger in a socially acceptable way; assert individuality; experience pride; share and cooperate with others; enhance creativity; develop an understanding of cause and effect; label shapes and objects; solve problems; develop planning skills; develop small muscle skills; refine eye-hand coordination.

- Dramatic Play Centers (aka Home Center)

Children learn to: Interact with others; express individuality and creativity; play cooperatively with others; understand the social expectations and attitudes of other; anticipate how to act in new situations, address fears and worries; demonstrate empathy for others; identify and plan play episodes with others; draw on past information and experience to solve problems; identify solutions to problems that arise during play; classify props according to common characteristics; arrange objects according to size; persevere at a task; improve small muscle control; use eye-hand coordination; use visual discrimination skills.

- Music and Movement

Children learn to: Participate in a group; develop social skills by playing cooperative musical games; express anger, fear, joy, and other emotions through music and movement; recognize that music and dance express moods and feelings; enhance self-concept by sharing the music and dance of each child's culture; refine listening skills by noticing change in tempo or pitch; increase awareness of different movements or body positions; develop creativity and imagination; understand new words and concepts; explore cause and effect; explore the many ways the body can move; develop large motor skills, improve balance, coordination and rhythm; improve small motor skills.

- Reading Centers

Children learn to: Develop concern for others; try out different roles; share time and materials with others; enhance self-esteem; develop an understanding of symbols; increase vocabulary; predict events; recognize objects, colors, and shapes; understand sequence; apply knowledge to new situations; develop storytelling abilities; strengthen eye muscles; coordinate eye and hand movements, refine visual discrimination skills.

Pictures on *brightwheel*®

Throughout your child's day at KBB, our teachers and administrators are encouraged to snap photos in the different classrooms and of different children for your enjoyment. We often post these photos on *brightwheel* or on KBB Facebook Page. If you have any objections to your child's photo being taken please indicate this on your child's KBB enrollment application form.

Water Activities

When permitted by CDC guidelines, we participate in splash days and our school age children go on field trips to a swimming pool. For splash days, we need permission from the parent for the child to participate and then they must provide the appropriate attire, swimsuit, towel, water shoes, and swim diaper if needed. We use wading pools during our splash days. On trips to the pool with school age children again we require permission from the parent and then follow the entire minimum standard for field trips and swimming pool play.

Animals

If animals are brought into or kept in any of our classrooms, we keep health statements and relevant vaccination records as required. Reptiles are not allowed to be handled by the children due to Salmonella potential.

KBB Health Policies

This health policy has been developed to meet the standards for child care centers set by the State Department of Family and Protective Services. The purpose is to provide the parent with information on the procedures and guidelines used by KBB to implement its health policy. For further information please contact the KBB office. A current record of medical physical is required for all children registered at the Center. Vaccination records must be kept up-to-date and documented in the KBB office.

Daily Health Check

Children will receive a health inspection upon arrival at the Center. The health check will be performed by one of the Center's teachers. The purpose of the health check is to determine whether a child is healthy enough to stay at the Center as well as to call attention to any anomalies that should be noted. Any additional information about the child's health that the parents could share with the teacher at this time would be greatly appreciated. It is our policy to do a health check on each child upon arrival. We will also document any visual bumps, scratches, cuts, bruises, sores, etc., upon arrival on our incident forms and via *brightwheel*.

Health Policy Guidelines must be followed.

The Texas Department of Health and Human Services establishes guidelines as to when a child be sent home for illness. Children sent home because of illness may return 24 hours after all symptoms have disappeared. Parents will be asked to sign an ***Illness Release Form*** stating when the child is picked up and the date the child can be returned to KBB.

** If your child becomes ill at school, he or she will be given a rest mat and placed in the office until you can come to take them home within 90 minutes. It is important for you to have alternate arrangements made for the care of your child during illness.

Allergy Emergency Plan (refer to Records update policy)

While we do our best to keep children away from the items that they are allergic to accidents may occur. If your child has a documented allergy we will need an Allergy Emergency Plan in case they become exposed to their allergen. This plan should include what medication (EpiPen, Benadryl, etc.) they need if exposed and who should be called, parent or 911. This written plan must come from the child's doctor and kept in the child's file as well as posted in the child's classroom.

Illnesses and Contagious Diseases

It is vital that the school be notified when your child has developed a contagious illness so that we can notify other parents and watch the rest of the children for symptoms. If your child is ill during hours not in attendance, please let us know so we can be aware of the types of illness that we may help watch for symptoms.

Notices of confirmed contagious illnesses such as flu, chicken pox, etc., will be posted via *brightwheel* to alert parents to take the necessary precautions to minimize risk of spreading the illness. If a child has any of the following symptoms, the parent will be asked to take the child home and abide by the guidelines before returning their child to the Center.

Illness Criteria for Release & Return Procedures [See table on following page]

Illnesses/ Symptoms to Send Child Home	Guidelines for Returning Child to Center
Fever – A tympanic (ear) temperature above 100° F that is accompanied by other symptoms of illness.	Fever – May return 24 hours after temperature has returned to normal without Tylenol or other fever suppressant.
Chicken Pox - Watery blisters appearing on scalp, face, or body.	Chicken Pox - Sores are dried up or crusted and no new blisters are appearing (approximately 6-7 days).
Diarrhea - One loose watery bowel movement with one or more additional symptoms (fever of 100°F or higher, abdominal pains, lethargy, vomiting, unable to console), or three loose watery bowel movements during the day.	Diarrhea - Symptoms are gone for 24 hours and child has a normal bowel movement without medication
Guardia - Intermittent soft, unformed bowel movements during at least a two-week period. Usually have abdominal cramps, unusual odor, & color. If there are several cases in one classroom, all children may be asked to be tested.	Guardia - Stool analyses must be done to identify Guardia and a copy of the negative result must be filed in the office. If test is positive, the child may return after 24 hours of medical treatment, but must finish the course of the medication. Please watch for Guardia symptoms in all family members if one member has a confirmed case and report it to KBB office.
Eye Infection - Red eyes, discharge from tear ducts, swollen eyelids and/or bumps on eyelids, crusted or matted eyes.	Eye Infections - When parents see the first symptoms of discharge, they are advised to keep the tear ducts clean and open, warm compresses often work. With an eye infection, the child may return to school after 24 hours on medication, discharge has cleared up, and redness is gone. If the eye is red and swollen with no discharge and the cause is allergy, a written diagnosis from the pediatrician should be given to the office.
Streptococcal infections - Fever and sore throat.	Streptococcal Infections- 24 hours after antibiotic has begun and the child is free of fever and is able to participate fully in activities.
Rashes - Unexplained rash on all or part of the body.	Rashes- The child is free of symptoms or there is a written statement from the doctor that the child is not contagious.
Ringworm - Itchy, scaly patches on scalp or body. Usually ring-shaped and margins may be red and slightly raised.	Ringworm - After medication is administered and sores are covered.
Pin Worm - Itchy rectum, child appears uncomfortable and has difficulty sleeping.	Pin Worm - May return the day after treatment begins. Fingernails must be cut.
Impetigo - Any infected wound or small blisters that become crusted or contain pus.	Impetigo - After treatment begins and sores are covered unless they are dry.
Ear infection - Pain in ear, fever of at least 100 degrees, fussiness, pulling on ear.	Ear Infection - After fever is gone and the child is on medication and comfortable.
Nasal Discharge - Any nasal discharge that is not clear. Fever 100, irritable or lethargic, not able to participate in daily activities.	Nasal Discharge - Mucus is clear.
Head Lice - Itching or scratching of scalp, white pin point eggs (nits) that will not flick off.	Head Lice - After treatment and nits are removed.
Viral Hepatitis (Type A) - Gradual onset of slight fever, tired feeling, stomachache, nausea, or vomiting followed by jaundice. Because of the seriousness of this disease, if any member of the child's family contracts this illness, the school needs to be notified immediately so that appropriate precautions can be taken. We will ask that the child who has been exposed receive a gamma globulin injection.	Viral Hepatitis (Type A) - With doctor's written approval.
Vomiting - One vomiting episode with one or more additional symptoms (fever of 100 or higher, abdominal pain, lethargy, unable to console). Two vomiting episodes within 1 hour, or uncontrollable vomiting.	Vomiting - 24 hours after last vomiting episode and no other symptoms exist.

NOTE: A KBB teacher can send a child home if his/her behavior indicates that he/she is too ill to participate in the day's activities.

Surgery

Children may not be in care on the same day that they have surgery. Young children recover quickly, but there is always a risk of reactions to anesthetics. KBB is not equipped to handle such situations. Please keep your child at home until doctor has a written release to participate fully in child care activities.

Emergencies at the Center

In case of critical illness or injury during school hours, parents will be contacted immediately. If the parent or the child's physician deems it to be necessary, the child will be transported by ambulance service to the nearest emergency room.

Vision and Hearing

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child-care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. (4 years* through 12th grade) must be screened within 120 days of admission.

The requirements apply each year for children enrolled in any licensed child-care center and licensed child-care home or school program at the age or grades listed below:

- 4-years-old by September 1st
- Kindergarteners
- Any other first-time entrants

*For those four and five-year old children who are registered at the center, we will need a copy of their vision and hearing test.

Health Benefit Resources

Families can inquire with these agencies for obtaining medical, dental, vision, and life insurance benefits.

- CHIP (Children's Health Insurance Program) <https://agriflifeextension.tau.edu>
- 10 Best Children's Life Insurance Companies <https://choicemutual.com/life-insurance-children/>
- Texas Children's Health Plan www.texaschildrenshealthplan.org

Infant Safe Sleep Operational Policy [See Policy on following page]



Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at Kyle's Bright Beginnings Learning Center and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at Kyle's Bright Beginnings 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].
- Ensure 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 no sleeve sleep sacks or sleeper (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) 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].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.