Welcome to Pecan Ridge School



2022 - 2023



We look forward to growing together!

Welcome!

Welcome to Pecan Ridge School. We hope your whole family will enjoy the school and the friends you will make here. This handbook has been written to describe our program, goals, policies, and the myriad of practical details that go into making each school day as happy and as successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

Parents are encouraged to visit the center with their children prior to the first day of child care. This gives the staff and child an opportunity to meet and get to know one another. It makes separating on the child’s first day a little easier for both parent and child. Please feel free to talk to your child’s teacher\* or the director at any time. We are committed to working closely with parents toward the welfare of the whole family.

Our Program

1. The children are introduced to a balanced program of interaction with friends in both teacher-directed and child-directed experiences. The daily schedule includes free choice of time spent in learning centers, group times for creative movement, art activities, music, storytelling, and dramatization.
2. Our professional staff encourages exploration and growth in a well-planned and equipped environment that is stimulating, safe, consistent, and nurturing. The program we pursue is geared toward helping children develop habits of observation, questioning, and listening. It gives each child an awareness of one’s own feelings, sometimes channeling them into more appropriate means of expression. The children learn that they are free to make choices as long as they stay within the limits of consideration for other people and things. Children are treasured for their uniqueness and individuality and are encouraged in self-expression. Such an open-minded program prepares children to utilize their intellectual and creative abilities for future learning tasks.
3. Our curriculum program is bias-free, child-centered, developmentally appropriate, and based upon the belief that play is the best way for children to learn. Our approach is individualized to meet each child’s needs and interests, focusing on the individual child’s social, emotional, and intellectual needs.
4. Each classroom is organized with centers for creative art, literature, science, pre-math, dramatic play, block play, tactile experiences, and music. These centers encourage re-enactment of life’s roles. The environment is planned to stimulate imagination and creativity, socialization, and exploration and discovery, while challenging the use of muscles important to developing bodies. Opportunities are provided for each child to master tasks that are appropriate to his or her individual level of development.
5. We are a Texas Rising Star provider. Texas Rising Star is a voluntary, quality based childcare rating system of providers working to improve the quality of Texas Workforce Commission’s subsidized childcare program. As a participating provider we work toward meeting program criteria that exceeds minimum standards for childcare licensing.

**Registration and Tuition**

* An enrollment form must be filled out and registration fee paid before your child is officially enrolled.
* The registration fee is NON-REFUNDABLE
* There is a monthly supply fee that is charged on the first week of each month and may be added to your tuition payment.
* A child’s enrollment form, physician statement, immunization records, Texas Department of Human Services information, parent agreement, and food program information must be returned to the school before the child attends.

*Any change or addition to the enrollment information or shot record must be given to the office immediately.*

## **Tuition Programs and Policies**

* Weekly fees are due Monday for the week in advance and are late on Tuesday at 10am.
* If you need to set up a different payment schedule, please see the director.
* If your child is absent tuition is still due for that week.
* If your tuition becomes more than two weeks past due, you should disenroll your child.

(Two Weeks No Pay No Stay)

* Late payment charges: A late fee is assessed each Tuesday at 10am if there is any outstanding balance on your account.
* NSF Charge: There will be a charge on all returned checks. If we receive 2 or more returned checks on your account, you will be required to pay in cash.
* There is no discount when the school is closed for holidays or bad weather days. When the school is closed for holidays or bad weather days, all children pay full tuition for that week. This is necessary because our staff, teachers, and bills must still be paid.
* Late Pick-Up Charge: We close at 6:00p.m. If you are late picking up your child, you must pay a late fee of $1.00per minute that you are late per child. *THIS IS DUE AND PAYABLE TO THE PERSON ON DUTY.* We do not pay salaries after 6:00p.m. If you are late, you pay the person that is staying late with your child.

### **Holiday Policy**

When Pecan Ridge School is closed for holidays, all children pay full tuition for the week. There is NO DISCOUNT in your tuition price when the school is closed for holidays.

New Year’s Day, MLK day, Good Friday, Memorial Day, Fourth of July, Labor Day,

Thanksgiving Day and the day after, Christmas Eve, Christmas Day



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### **Inclement Weather Policy**

When the school closes due to inclement weather, there is no discount in your tuition.

As a rule, if the Canton ISD is closed, we will close. You may call us to verify closure

### **Vacation/Illness Policy**

After your child has been enrolled for twelve consecutive months, you may receive two weeks of vacation at half price, per year, provided you intend to continue enrollment.

* If your child has been enrolled for less than one year or less than twelve consecutive months, you do not receive any discount for vacation.
* Vacation time must be taken by the week.
* Your child must be gone for five consecutive days to receive vacation credit**.** It may NOT be taken by the day.
* Vacation credit must be taken within the year; it does not roll-over to the next year.
* There is no illness credit.

### **Public School Children**

*If your child is enrolled in before and/or after school care, special policies apply to you.*

* Before and/or after school children are financially responsible for all days enrolled.
* If your child is absent on any of these days, you are still responsible for tuition.
* If one of these days falls on a holiday, you are still responsible for tuition.
* If a public-school child is absent Monday through Friday (1 entire week), you pay half price.
* When your child attends Pecan Ridge School for a full day because of a public-school holiday, there is an extra charge to cover the full day’s care. This will include breakfast,, lunch and a snack. (Check price list for extra fee amount.)
* If your child attends Pecan Ridge School during a public-school holiday week, your tuition for the week will be at a higher full-time rate. This will include breakfast, lunch and a snack.

### **Public School Delivery and Pick-Up**

* Your children will be delivered and picked up from school in the school vehicle by qualified drivers.
* Proper bus behavior is a must. Parents will be notified of improper bus behavior.
* If your child is not to be picked up on a particular day, you must call the office by 1:30pm. This is a MUST! If we do not know this, the bus driver, with a bus load of children, will sit and wait for your child. You MUST let the office know if your child will not be picked up from school

### **Arrival and Departure Procedures**

* When you arrive at school, please park in the designated spaces.
  + First lane five-minute parking PM only
  + (Excluding Bus times, No PARKING 7:15 am -8:00 am and 2:30 PM -3:30 PM)
  + Second lane five-minute parking in AM and PM
  + Parking spaces prolonged visitation

* There is no DROP OFF after 9am, Unless with director pre-approval and a doctor’s note.
* Please sign your child in and out each day. On the sign in / sign out clipboard, find your child’s classroom number tab and sign your initials and time in the appropriate square.
* On the front counter you will find injury reports, receipts, and other information will be posted here. Please check the board on a daily basis.
* If your child is to be picked up by anyone other than a parent, he/she must come in and show I.D. Your child will not be released to anyone except those listed on your enrollment form.
* If you need someone, whose name is not listed, to pick up your child, you must write down on our child comment form the alternative pick up for the day, fax permission (903) 567-7415, or call the office and let us know. (If you call to authorize an alternative pick up we will call back to verify though your contact information on your enrollment from)
* No Drop off during naptime 12:30 - 2:30.

### **Meals and Snacks**

* Meals are well-balanced to meet the nutritional requirements of young children.
* Menus are posted in the office and a weekly menu is available for you to take home.
* No Outside food permitted (except for Party days and Birthday’s with pre-approval)
* Arrangements may be made with the office to provide a special snack for birthdays.

**Breakfast**

Breakfast is given to all children between 7:00 a.m. and 8:00 a.m.

Breakfast is over at 8:00 am

**Lunch**

Lunch is served at varying times depending on the age group. We start serving our youngest at 11:00 a.m. and finish serving by 12:30 p.m.

**Snacks**

A snack is given to all children in the afternoon between 2:30 and 3:30pm.

### **Health**

You are the best judge of your child’s health, and we trust you will not bring a sick child to the center. However, if in the opinion of the administrative staff, your child is sick, we will call you to come and pick up your child. The following criteria will be considered in determining if your child must go home:



* fever of 100.4 degrees or more
* inflammation of the eyes
* vomiting
* more than two incidences of diarrhea
* communicable disease
* unknown rash
* frequent coughing
* excessive nasal discharge
* open sores that bleed or weep

If your child is sent home due to illness, he/she cannot return to childcare until he/she has been free of symptoms for 24 hours without the aid of fever-reducing medications. This is to allow your child ample time to recover and to stop the spread of illness to the other children.

Remember, you would not like other parents to bring children to school if they have an illness that could infect your child. We know that jobs are important, but there are times when a child is too sick to stay at school and to protect the other children, the child must be picked up.

**Nutrition/Health Policy**

Parents, your child’s education is not the only important factor to us at Pecan Ridge School. We take great pride in making sure that you and your child have education on oral health, screen time usage, best health practices, menu planning and farm-to-table education. Throughout the year you and your child will be given activities and local resources to help guide you through building your knowledge in the above topics. Resources such as information for obtaining medical, dental, vision and life benefits, nutritional menus, and oral health are just a few of resources that are available for you to acquire in the administration office/parent resource center.

For more information on a specific topic please notify your child’s teacher or one of the office staff.

**State Minimum Standards**

You must not admit an ill child for care if one or more of the following exists:

1. They cannot participate comfortably
2. They need one on one attention, pulling attention away from other children
3. They exhibit the following symptoms (unless a note from the doctor clears attendance)
   1. Armpit temperature of 99.4 degrees or greater, accompanies by behavior changes or other signs or symptoms of illness
   2. Signs of major illness,
      1. Lethargy
      2. Abnormal breathing
      3. Three or more diarrhea episodes in a 24-hour period
      4. Two or more vomiting episodes in a 24-hour period
      5. Rash with fever
      6. Mouth sores with drooling
      7. Behavior Changes

Since your child’s space is reserved, there is no discount in tuition if a child is absent due to illness.

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### **Illness / Medication Policies**

*Please read this section very carefully. All laws are set forth by the Texas Department of Human Services.*

*Illness Policies*

* When your child is ill or absent for any reason, please call the office and notify us of the illness or reason for the absence. This courtesy keeps us informed of anything contagious to which our children might be exposed.
* If your child becomes ill at school, we isolate your child and call you immediately. Arrangements must be made to pick up your child as soon as possible.
* If public school has sent a child home, we cannot keep the child until he/she is able to return to public school.
* If your child is out because of a contagious illness, please be sure the child is no longer contagious before returning to school.
* If you are going to be out of reach for the day, for any part of the day, you must give us a phone number where you can be reached, or give us alternate emergency contacts.
* If your child develops a temperature of or more, or has two or more episodes of uncontrollable diarrhea or vomiting, you will be called to pick him or her up from school. You should plan to pick your child up immediately. After an illness, a child must be free of fever, diarrhea or vomiting for 24 hours with no assistance from fever-reducing, diarrhea-controlling medications (Tylenol, Kaopectate, and the like), before returning to Pecan Ridge School. If you feel that your child is not contagious yet still has a fever or loose stool, your child may return to school only with a doctor’s note of release that states the non-contagious cause of the symptom.
* If your child wakes in the morning with a temperature, and you give the child medication to bring the fever down, YOUR CHILD IS STILL CONSIDERED TO HAVE A TEMPERATURE and might still infect other children in the center. We cannot keep a child in this situation. If you have any doubts, please call before bringing your child to school.

**Outdoor Play**

Daily outdoor activity is very important for young children, is required by licensing regulations, and is planned whenever possible. Outdoor play will depend upon the temperature and weather. Variances to this policy are at the discretion of the director.

It is our policy that children who are well enough to come to school are well enough to go outdoors. If children are dressed properly, weather conditions should not pose any health risk. Children will not be excused from this portion of the program without a doctor’s written statement. Please supply appropriate clothing for the weather extremes. In winter, children should have coats, hats, and gloves. In summer they should have cool tops, shorts, and closed toe shoes.

### **Nap Time**

Nap time is after lunch, children Pre-K and younger, for no longer than three hours. Children are awakened at 2:30pm. The school provides a cot for your child to sleep, your child uses the same cot and it is sanitized daily. Please bring a blanket. Please make sure it is small, as our cubbies are about 10"x12".

### **Toys / Items Brought from Home**

Children are discouraged from bringing toys and other items to school. These items from home cause problems in the classroom. Children fight, argue, and exhibit jealousy when another child brings a toy from home. The toy may get lost or broken, which can be devastating to the child. Also make sure that your child is not bringing items in their backpack that can be dangerous or harmful to others. Example: Hand sanitizer, loose change, balloons, hard candy, jewelry, lotions, perfume, food, or snacks. Not all children can be exposed to certain items so please make sure your child does not bring any of these items.

We cannot emphasize enough the importance of labeling your child’s items. Shoes, socks, underwear, pants, shirts, hats, jackets, sweaters, blankets, toddler cups, diapers, wipes, ointment, etc. should all come to school labeled with your child’s name. We are structured, but with over 100 children in a school, items can get mixed up and duplicate items are common. If an item ever gets misplaced, we can find it easier if it is labeled with your child’s name. It may even be returned to you before you noticed it was missing. When you notify us of a misplaced item, our first question to you will be“Does it have your child’s name on it?” Please be able to always answer “Yes!”

### **What to Wear to School**

Our children learn though hands on activities and they *will get messy*. Paint, markers, crayons, shaving cream, playdough, and much more will come home on your child’s clothes at one time or another. We want children to be most concerned with the process of their work, not with “keeping clean.” Therefore, children should wear comfortable play clothes that can get dirty. We use paint smocks, but that is no guarantee that paint will not get on clothes. We also mix paint with soap for ease in laundering. If paint gets on clothes, we recommend using a stain remover such as Spray & Wash or Shout. Please remember that early childhood is all about exploring our world. We plan many exciting, stimulating, educational, messy activities. Please do not send your child in a valued outfit. T-shirts, shorts, sweatpants, sweatshirts, etc. are appropriate.

* Pecan Ridge School will NOT replace any damaged, stained, or soiled clothing. Please keep this in mind when planning what your child will wear to school.
* Please send clothes that are easy to get in and out of to encourage independence in dressing: elastic waists instead of buttons, pants and tops instead of rompers.
* If you send your daughter in a dress, please have her wear shorts underneath for modesty during active play.
* Footwear is very important. Children should always wear sneakers. ALL BOOTS are NOT allowed, Open-Toe Sandals, Flip Flops and Jellies expose little toes to stubbing and getting stepped upon.

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### **Extra Clothing**

An extra set of clothing (well-labeled) including underwear, socks, pants, and shirt must be left at school permanently in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably.

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### **Children with Special Needs**

Our center will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential to providing quality care. Pecan Ridge School will not discriminate against children with special needs. We will admit any child with special needs on a trial basis of one to two weeks, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child’s needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

**Screen time policy:**

Because we care about the health and wellbeing of the children in our care, we follow the American Academy of Pediatrics’ Recommendations on Screen Time:

• Children under 2 should have no screen time

• Children 2 and over should watch less than 30 minutes per week at childcare, and less than 2 hours per day total.

• The only screentime available is during the first and last hour of the day, for 2 and over.

**Pecan Ridge School** understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development.

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Therefore, we will restrict screen time by:

 Allowing a maximum of 30 minutes total per week of educational and age-appropriate screen time (television, video, and DVD).

 Allowing no more than 15 minutes of educational computer time per day.

 Not allowing any screen time during meals and snacks.

 Having zero screen time (TV, video, and computer) for children under the age of two.

### **Conferences**

Conferences are scheduled twice a year in April and October. Dates, ties, and sign-up sheets will be located in the parent resource center area. Conferences are also available throughout the year on request. Feel free to call and discuss ANY question that might arise. Please call immediately, not weeks later.

We do child developmental screenings on each child using Developmental Checklist for infant and toddlers’ program. Information from screenings is used to guide their instructional planning for children in their care.

Continuous observations/assessments increase the teacher’s knowledge of the children’s strengths and abilities. Data/information from assessments are used to guide instructional planning for children in their care.

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please do not spend more than a moment speaking with your child’s teacher in the classroom. Little children have “big ears,” and discussions of the child should be held in the office, not in front of the child. You may have a conference with your child’s teacher at any time. Please ask the office.

Please direct all notes of concern to the director, not the teacher. That way, the director will be aware of those requests or concerns and will be able to make sure they are handled properly.

Parent visits during the school hours are welcomed and encouraged. There are many opportunities during the year for parent help in projects and field trips. Sometimes it can be very helpful to plan your classroom visit with the teachers, but of course you are welcome to visit any time you wish.

**Discipline Policy**

At Pecan Ridge School, we view discipline *not* as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where limits are set, how to maintain control over their bodies, and how-to problem solve in the event of conflict.

Discipline is most effective when it follows logical consequences. The consequences for behavior must make sense to the child. If a child is throwing sand outdoors, it is logical to tell the child that the sand stays in the sandbox and that if it gets thrown again the child will have to find somewhere else to play. But we won’t leave it at that. We will get the child involved in a discussion about what would happen if all the sand were thrown out of the box. If the child were simply told to leave the sandbox, s/he would not have learned much about the experience.

We work with the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Since the purpose of discipline is to teach, more verbal children will be encouraged to talk to their peers when a conflict arises (i.e. a child who was struck by a peer should be encouraged to tell the peer that s/he does not like to be hit and that it hurts). We will encourage the child to “Use your words.” to get these feelings across. This helps children develop empathy for one another’s feelings and really see the results of their actions. We do not ask a child to apologize for his/her actions. Generally, they are not sorry for what they did. If they are truly sorry, they will apologize on their own.

The use of time-out shall be limited. A time-out is an opportunity for a child who is out of control and at risk of hurting him/herself or others, to calm down and gain control once again. A time-out shall never be demeaning (forcing a child to sit in a corner and put his head down). Again, it is an opportunity to gain control over oneself, so that the child can discuss the situation and a more appropriate action may be taken.

Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

No corporal punishment will be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed, such as humiliation, ridicule, or threat.

Inappropriate behavior shall be viewed as exactly that. Children shall NEVER be referred to as naughty or bad. We always address the behavior as the problem, not the child. A teacher is expected to give unconditional acceptance of the child as a good person trying their best to learn about life.

**Chronic Disruptive Behavior**

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all our children. However, children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional wellbeing of another child, may require the following actions:

***Initial Conference***

The director may require the parent(s) of any child who attends Pecan Ridge School to meet for a conference. The problem will be defined on paper. Goals will be established, and the parent will be involved in creating approaches towards solving the problem.

***Second Conference***

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

***Suspension***

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from child care indefinitely. The director may immediately suspend a child any time the child exhibits behavior which is harmful to him/herself or others. A parent may be called from work any time the child exhibits uncontrollable behavior that cannot be modified by the child care staff. That parent may be asked to take the child home immediately. Suspension from the child care program may vary from a few hours to an indefinite period.

### **Discharge Policy**

Pecan Ridge School reserves the right to cancel the enrollment of a child for the following reasons:

* Non-payment or excessive late payments of tuition and supply fees.
* Not observing the rules of the center as outlined in the parent handbook.
* Child has special needs, which we cannot adequately meet with our current staffing patterns.
* Physical and/or verbal abuse of staff or children by a parent or child.
* Chronic disruptive behavior by the child.

### **Withdrawal from School**

A two-week advance notice in writing is required if it is necessary to withdraw your child. You will be held responsible for weekly tuition up to the written expiration date.

### A Bit on Biting

Biting is such a universal behavior among children that it is receiving its own section in our parent handbook. Biting is a behavior that is very disturbing to all concerned. It frightens the child who is bitten, and alarms his/her parents. It also worries the parents of the child who bites and often scares the biter as well.

Although most children do not bite, especially after age three, biting is by no means rare in groups of children. It typically happens when children begin to teethe as older infants. It will also happen with young toddlers who are not yet verbal. Since they cannot yet tell another child something, they will bite. Once a child has been bitten, he or she may begin to bite. Biting is a difficult behavior to extinguish, and we work very hard to stop the biting.

Children bite for different reasons. Sometimes they feel frustrated or threatened; in other cases, they get a sense of power over others. We try to help children recognize their feelings and learn words to express them.

We must clearly label biting as unacceptable and explain the reason in words that the child can understand. After first comforting and caring for the child who was bitten, we say something like this to the biter: “Biting hurts. I do not allow other people to hurt you, and I will not allow you to hurt other people by biting them. You may not bite anyone.”

If biting happens again, we may remove the child from the other children. We will explain that he/she can play with the others only if he/she does not bite.

To nip biting in the bud, we assign an adult to stick close to the child who has bitten, ready to jump in and prevent a bite. Of course, we also talk with the child’s parents to ensure that we’re all responding consistently at home and at school. In addition, we want to see what parents notice about the biting, such as cues that the child is about to bite or observations about situations in which biting seems to happen. Rest assured, if a child is biting, we are working our hardest to solve the problem. Unfortunately, it does happen, and we must all work closely together to help the biter as well as the child who has been bitten.

If we find that despite our efforts, we can not stop a biting situation, it sometimes becomes necessary for a parent to disenroll a child for a period of time until the biting ceases. What constitutes continual or chronic biting is up to the discretion of the director and will be handled on a case by case basis. Age, severity of bites, temperament, cooperation of parents, and teacher opinion will all figure into the final decision. Generally, if a child bites for more than four weeks, or if the child bites more than once a day for one week, the child will be disenrolled.

**When a child bites, he or she will be sent home for the day if:**

* The bite breaks the skin.
* The child bites in the face
* The child bites twice or more, unprovoked. ◊
* The child bites three times or more, provoked. ◊
* The bite is severe enough to create an immediate, discolored bruise.



**Pecan Ridge School**

Basic Operational Policies Established 7/1/2017

PECAN RIDGE SCHOOL:

Is licensed by the Department of Family and Protective Services and abides by the Minimum standards for Child Care Centers and outlined by the Department.

1.) PRS is open from 6:30 am to 6:00 pm Monday-Friday, January – December except certain holidays as published each year.

2.) PRS release children only to those persons designated on the AUTHORIZED PICKUP section of the enrollment paperwork. ID will be verified at the time of pick up, and parents should call in advance if someone other than the normal person will be picking up.

3.) PRS children showing signs of communicable illness must be excluded from care (100.4\*, vomiting, diarrhea, or other symptoms as outlined by the Texas Department of Health).

4.) PRS DOES NOT dispense MEDICATIONS.

5.) PRS in case of medical emergency, the parent will be notified. If no parent is available, the center will proceed to the physician or hospital listed on the enrollment paperwork.

6.) PRS parental notifications are made by paper, distributed by the office, posted on the front door, Verbally, and sent out with Remind 101 app.

7.) PRS discipline and guidance shall be positive in nature and follow the detailed discipline and guidance policy set forth by the DFPS. A copy of the detailed policy is in the parent hand policy book

8.) Suspension & Expulsion PRS strives to provide the best care possible for your child. In the event a child’s negative behavior cannot be changed through positive interactions, we will follow the below steps: 1.) Parent notification of negative behavior by the child’s teacher. 2.) Parent / Director conference will be scheduled if the behavior persists. 3.) Suspension for 2 days if the behavior doesn’t change after the Parent / Director conference. 4.) Expulsion could occur if the behavior continues. (Diagnosed behavior concerns will be treated on a case by case basis. If we are not able to provide adequate and safe care for your child, we will notify you and ask that you make the appropriate arrangements.

9.) Safe sleep information for any crib, bassinet or play yard, follow a few simple rules to keep babies sleeping safely. [Bare is Best!](https://www.cpsc.gov/safety-education/safety-guides/kids-and-babies-cribs/safe-sleepbare-best) ,  To prevent suffocation, never place pillows or thick quilts in a baby's sleep environment, make sure there are no gaps larger than two fingers between the sides of the crib and the mattress, Proper assembly of cribs is paramount - Follow the instructions provided and make sure that every part is installed correctly. If you are not sure, call the manufacturer for assistance, do not use cribs older than 10 years or broken or modified cribs. Infants can strangle to death if their bodies pass through gaps between loose components or broken slats while their heads remain entrapped, Set up play yards properly according to manufacturers' directions. Only use the mattress pad provided with the play yard; do not add extra padding, and never place a crib near a window with blind, curtain cords or baby monitor

cords; babies can strangle on cords. For more information, please visit the **Safe to Sleep®** public education campaign

**Pecan Ridge School Page 2**

Basic Operational Policies Established 7/1/2017

PECAN RIDGE SCHOOL:

10.) PRS provides meals and snacks, per the menu posted in the office. Meals and snacks are served in our cafeteria, prepared by the kitchen. Please notify all allergies to office and all staff. No OUTSIDE food permitted except on party days and children’s birthdays

11.) scheduled immunizations must be complete and on file in the office.

12.) hearing and vision screening is conducted each spring and results must remain in each child’s file.

13.) parents must fill out an enrollment packet and will be notified personally by the office in the event of change of policy.

14 -16) permission for transportation, water activities, and field trips must be on file before any child is transported to and from school or field trips.

17.) No animals are on the premises. Should animals be present, parents will be notified in advance.

18.) Pecan Ridge School and Education strongly believes and supports the need for physical activity each day.

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

**Toddler**: age children will participate a minimum of 60 minutes of moderate to vigorous active play each day **Pre-Kindergarten:** children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

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

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

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

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

* **Pecan Ridge School Page 3**
* Basic Operational Policies Established 7/1/2017
* PECAN RIDGE SCHOOL:

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

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

1. Examples of appropriate clothing/footwear include:

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

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

19.) Insect Repellant During times of high insect activity, PRS staff may apply insect repellent to my child. It is the responsibility of the parent to supply the center with the insect repellant that you would like for us to apply. Repellant must be dropped off and verified in the Director’s office prior to going into the classroom

20) parents may request a conference with the director in the event of questions or concerns regarding the policies or procedures of the school.

21.) parents may visit the school at any time during operating hours without prior approval (open-door policy), and parents are welcome to participate in the program and activities.

22.) parents may review the Minimum Standards book or most recent licensing inspections by request to the office (director). In addition, parents can find it online by going to: http://www.dfps.state.tx.us/documents/Child\_Care/Child\_Care\_Standards\_and\_Regulations/746 \_Centers.pdf

23.) parents may contact the licensing office at (903) 533-4162, child abuse hotline at (800) 252-5400, and the DPS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

24.) Emergency preparedness plan in the event of an emergency, we will follow the procedures referenced here in this Operational Policy and in the employee handbooks. Each classroom has a copy of emergency numbers and an evacuation plan posted on the parent board. We will utilize those numbers as quickly as possible and before any evacuations.

\*Under the Texas Penal code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

\*In case of evacuation, children will re-locate to 105 Lakewood Trail, Canton, TX. (Relocation map is located on the back of your copy to keep.)

\* Has a lock down procedure in place, our teachers are trained and prepared of our lock down procedure.

25.) PRS will provide a comfortable, private place for mothers to breastfeed. Mothers have a

**Pecan Ridge School Page 4**

Basic Operational Policies Established 7/1/2017

PECAN RIDGE SCHOOL:

right to breastfeed or provide breast milk to babies in care at Pecan Ridge School.

26.) preventing and responding to abuse and neglect of children, including: 25(a) required

annual training for employees; 25(b) methods for increasing employee and parent awareness of issues regarding child abuse and neglect, warning signs that a child may be a victim of abuse or neglect; 25(c) methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect; 25(d) strategies for coordination between the center and appropriate community organizations; and 25(e) actions the parents of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

27.) PRS teachers will a health check of every child upon daily arrival.

28.) PRS staff are NOT required to obtain vaccines for preventable diseases, however our teachers have received pertussis vaccine.

Thank you for sharing your children with us!

***HELPFUL NUMBER’S***

*DFPS Child Abuse Hotline (800) 252-5400*

*Parent’s Anonymous (903) 597-1831*

*Texas Council on Family Violence (800) 525-1978*

*Parent Services Center, Inc. (903) 595-2235*

*National Center for Missing and Exploited Children (800) 843-5678*