



Parent Handbook

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Welcome to Busy B's Child Care!

Our Mission is to provide high quality education and childcare in a safe, compassionate, respectful and inclusive environment that builds a foundation for life-long learning. We will provide a loving, safe, happy, interesting and healthy environment for all ages during the time their parents have entrusted them to be in our care.

HOURS OF OPERATION

Busy B's Child Care is open Monday – Friday from 7:00 a.m. – 6:00 p.m.

Our recommended drop off time is by 10:00 AM daily, unless prior arrangements were made, a doctor's note can be provided for medical reasons. In cases of emergency or extenuating circumstances that would result in a later drop-off time please make all attempts to communicate this to the office.

PROCEDURES FOR RELEASE OF CHILDREN

Busy B's Child Care uses the Brightwheel App to log students in and out. Anyone who picks up a child must be on the enrollment form as an authorized person unless we receive verbal or written authorization from the parent. Only people listed on the enrollment application will be allowed to pick up your child, identification must be shown for Busy B's Child Care staff to release the child. In case of a divorce or separation, we cannot withhold a child from a parent who is listed on the application until we receive a court order giving us authority to do so.

To release a child to a person not listed on the enrollment application the guardian must:

- 1.) Send a note and follow up with a call to the center to give authorization, including identifying information about the change in pick-up.
- 2.) You can also call and give authorization over the phone in cases of an emergency, however, you must be able to verify your ID details on file.

ILLNESS AND EXCLUSION CRITERIA

For the protection of all students and staff, we require that ill students remain at home for the following reasons:

- The illness prevents the child from participating comfortably in activities, including outdoor play.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care.
- The child presents with any of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the school setting:

- A. Oral temperature of above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- B. Tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- C. Axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
- D. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- E. Runny nose/coughing accompanied by temperature above 100 degrees
- F. New rashes or lesions on the skin, unless a medical practitioner issues a note that the condition is not communicable.
- G. Appearance of bloodshot/pink eyes.
 - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

COMMUNICABLE DISEASES AND COVID-19 PRECAUTIONS

Parents are required to Pick-Up an ill child within one (1) hour of notification by phone. If a parent is reached, but cannot pick their child up within one hour, it becomes the parent's responsibility to arrange for an alternate Pick-Up with someone listed on the student's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form until arrangements can be made for the student to be picked up.

Children will be excluded from participation at Busy B's Child Care if they exhibit symptoms of any communicable disease. They will not be permitted to return until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Busy B's Child Care reserves the right to refuse to allow a student to return if the Director or staff believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we kindly request that you notify the facility. This enables our staff to keep track of any illnesses, which may occur at our facility. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center so that the parents in the child care may be notified that a communicable disease is present. Only the communicable disease information will be shared. Busy B's Child Care will take all measures necessary to protect your child's confidentiality.

Please continue to follow the guidelines of the school for safe social distancing practices.

You are not required to disclose this information by law, and your continued enrollment will not be based on your decision to share (or not) the reason for your child's absence from school. Please keep your child home until he/she has gone 24 hours without a fever, vomiting, or diarrhea without

medications.

When diagnosed with a communicable disease, the student may return to care when medical evaluation and doctor's note determines that the child is no longer contagious and is able to participate in child care activities.

PROCEDURES FOR DISPENSING AND HANDLING MEDICATION/UNASSIGNED EPI PENS

Busy B's Child Care will not administer non-emergency medication to any of our children.

PARENTAL NOTIFICATION

Busy B's Child Care may choose to update the Operational Policies and Procedures periodically. The most recent version will be available in the director's office for distribution upon request. All parents will be notified via the Brightwheel messenger, email or phone if the update is pertaining to the child or family.

DISCIPLINE AND GUIDANCE

Busy B's Child Care's philosophy is positive reinforcement with respect to discipline and guidance.

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control and self-regulation.

Our caregivers only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least the following:

Using praise and encouragement of desired behavior instead of focusing on unacceptable behavior;

Reminding a child of behavior expectations daily by using clear, positive statements;

Redirecting behavior using positive statements;

Using brief supervised separation from the group, when appropriate for the child's age and development, and does not exceed that child's age, per minute.

SUSPENSION AND **EXPULSION OF CHILDREN**

A discipline report may be filed in circumstances in which the student is causing physical harm (biting, kicking, hitting) to another student or provider, or if the child uses inappropriate language. Our students will be guided appropriately and be given opportunities to reform their behavior. Parents may be called to a conference with the Director. Children may be required to leave for the remainder of the day or longer after parent consultation. Children may be involuntarily withdrawn from Busy B's Child Care for harmful or unacceptable student behavior and for repeated or serious violations of center rules or if they are not a good fit for our program after parent consultation.

SAFE SLEEP PRACTICES FOR INFANTS

Busy B's Child Care infant rooms. Infants, less than one (1) year of age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, **the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements.**

Caregivers will put the infant to sleep as specified in the written instructions.

2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep.
3. Sleeping infants will always have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and will remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.
4. Equipment such as a sound machine, that may interfere with the caregiver's ability to see or hear a child who may be distressed, is prohibited.
5. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.
6. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing.
7. All caregivers will receive in-person or online training on infant safe sleep based on Safe sleep recommendations. This training must be completed within 1 day of employment and before an infant teacher may be counted in the child-caregiver ratio.
8. Busy B's Child Care maintains a low caregiver to infant ratio, resulting in increased supervision and monitoring of our infants at all times.

SAFE SLEEP ENVIRONMENT

1. Infants' heads and faces will not be covered during sleep.
2. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. We may use sleep clothing (i.e. sleep sacks, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation, or strangulation will be used in cribs, playpens, or other sleeping equipment.

4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the Infant and Toddler Feeding and Care Plan or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
5. Only an individually assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
6. Only one infant may occupy a crib or playpen at one time.
7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.
8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.
9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

MEALS AND FOOD SERVICE PRACTICES

Busy B's Child Care will prepare breakfast, lunch, and snacks according to CACFP meal requirements. Snacks are scheduled to be serviced three times a day and will be included in the price of service. We will offer food in the following food groups at least one time throughout the day: · Milk · Meat/Meat-Substitute · Vegetables and Fruit · Whole Grains. Parents of children with food allergies are required to provide written documentation of the food allergy. Busy B's Child Care will not provide any nut products and ask parents to also not provide nut products for their children's meals and snacks. Food brought from home must be sealed in its original commercial container with directions for preparation. Parents of students who are on special diets e.g. gluten-free, vegan, etc. will be required to supply all meals and snacks with comprehensive instructions for serving. **All food and drinks served to our students are safe, ethically sourced, and organic and will be stored, prepared, distributed, and served under sanitary and safe conditions.** All food handler and manager's permits are on file in the center kitchen.

Breakfast- 8:30 a.m.

Lunch 11:30 a.m.

Snack 2:30 p.m.

IMMUNIZATION REQUIREMENTS

Students enrolled at Busy B's Child Care must meet the following immunization requirements:

1. Each child enrolled or admitted to childcare centers must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

This requirement applies to all children in care from birth through 14 years of age.

2. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

Further information, including requirements for exemption, may be found at www.tdh.state.tx.us/immunize.

TB TESTING

Requirements for tuberculosis screening and testing vary across the state. The regional Texas Department of Health (TDH) in our area recommends, but does not require, tuberculosis testing for children in our care. If you, or your child, have been exposed to TB, it is recommended that you contact your physician or the Texas Department of Health for information about testing. Further information can be found at <http://tdh.texas.gov>.

VISION, HEARING, AND SPINAL SCREENINGS

Busy B's Child Care conducts and maintains records in accordance with the Special Senses and Communication Disorders Act, Texas Health and Safety Code for vision and hearing screenings (Chapter 36) and spinal screenings (Chapter 37).

For more information on these requirements, please visit <http://www.dshs.texas.gov/vhs/default.shtm> for vision and hearing screenings and <https://www.dshs.texas.gov/spinal/default.shtm> for spinal screening.

ENROLLMENT PROCEDURES

ENROLLMENT REQUIREMENTS

Each student is required to complete an enrollment packet of information, which will be provided after your intention to enroll is communicated and all registration fees are paid. This packet must be returned to the office prior to the student's first day of attendance. All students are required by the Texas Department of Public Health to have a complete, up-to-date immunization record on file. Exemptions from immunization requirements are determined by Texas law. More information on immunization requirements and exemptions can be found at:

<https://www.dshs.texas.gov/immunize/school/laws.aspx>. All students are required to have the physical examination completed by a licensed medical professional to attend Busy B's Child Care. This section can be found on your enrollment form and must be completed prior to start date. Medical professionals are aware of this form and many of them will pull your child's record and place the date of your child's last visit. Please be sure everything is signed by a medical professional.

COMMUNICATION

Effective communication between parents, teachers, and administrators is very important to us and helps us to serve your family in a more efficient manner. Effective communication is a shared responsibility. The following details describe appropriate channels of communication:

- Parent & Teacher: Parents are encouraged to address concerns regarding the student or classroom issues with the teacher first. If further discussion is necessary, please schedule an appointment with the Director in the main office.
- Parents & Busy B's Child Care Management: Parents may communicate with the management of the school via email at: busybeeshempstead@gmail.com or over the phone. **Our owner/manager always provides her direct telephone number to all parents who have children in care. This is the preferable route of expressing any concerns.**
- Parent & Director: The Director may receive concerns about administrative procedures or policies and program concerns. Please schedule appointments through the main office or over the phone.
- Online Newsletters: Please read the online newsletters. These contain a variety of information about important school events and items of interest.
- Notices: Notices will be sent home with your child via email and Brightwheel parent app communication—which would include field trip information, class programs, meeting announcements, and other information. Please check these communications daily.
- Correspondence: This will include updates on policies and procedures and important information from the Director and Management.

TUITION POLICY

Payments and Late fees

We may accept cash from parents who have expressed the need to do so. Please ensure you receive a physical receipt bearing Busy B's Child Care LLC stamp upon payment. Cash payments must be prearranged with the school's management via email at busybeeshempstead@gmail.com. The school's manager/owner is the only person authorized to receive cash at this time.

The preferred method of payment at Busy B's Child Care is via autopay on the Brightwheel App. **Payment is due on Monday of each week.** If tuition is not paid by Monday at closing time (6:00 PM), you will have until that upcoming Tuesday at 8:00 AM to pay tuition in full. At 8:01 AM a \$20 per day late fee will be imposed. If tuition is not paid by the designated time, your child(ren) will not be able to return into care.

You can alternatively have a monthly or bi-weekly tuition rate which will be billed in the same manner, i.e. tuition must be paid one month or two weeks in advance.

If your enrollment is forfeited for late/non-payment you will be required to renew registration for your child(ren) which will include all outstanding tuition and late fees due and a \$100 registration fee per child.

Absent Rates

The full weekly/bi-weekly/monthly tuition will be charged for any child scheduled to attend on a full-time basis. Holidays are counted present. We do not offer half-day rates or discounts for children picked up early. **Please note, you are not paying for days attended, you are paying for your child's spot in the program.**

A late charge of \$20 per child for the first fifteen (15) minutes or part thereof, will be charged to all parents who do not have their children picked up by closing time. The \$20 late charge will be imposed for all children remaining in the care of Busy B's Child Care at 6:01 PM and \$ 1.00 every minute after 6:15 pm. All late fees must be paid prior to the child's return. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

Busy B's Child Care commits to school year expenses based on enrollment. All custodial parents and/ or legal guardians are required to sign an enrollment agreement prior to the admission of their child to the school. Please refer to the Enrollment Agreement for additional details on the Tuition Policy:

- Busy B's Child Care will turn over unpaid accounts to a collection agency.
- If fees become delinquent, the student may not return to school unless other arrangements are made.
- No allowances will be made for illness, vacations, or withdrawals, except as stated in the Enrollment Contract. Similarly, school closure due to inclement weather does not constitute a reduction in tuition.

Vacation & Holiday Closings

We are closed for the following holidays: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Years Eve & New Years Day.

If we close for any reason, you will be given a prior notice. Our goal is to provide consistent, reliable, and quality care to all of our families with limited closures.

TRANSPORTATION

Busy B's Child Care takes children's safety very seriously and it is our highest priority. Transportation will be provided for field trips, before school, and after school care. We will adhere to the transportation standards (Subchapter X, Transportation at all times). We will ensure the following:

We refer to the Texas Department of Motor Vehicles and federal motor vehicle safety standards regulating transportation to and from school and our operation.

We will load and unload children at the curbside of the vehicle or in a protected parking area or driveway. We will not allow a child to cross the street unless the child is accompanied by an adult at any time before entering or after leaving a vehicle.

We will account for all children exiting the vehicle before leaving the vehicle unattended. We will never leave a child unattended in a vehicle.

All children will use a child passenger safety seat system to restrain the child when transporting, which meets the federal standards for crash-tested systems as set by the National Highway Traffic Safety Administration.

All infants will be safely secured in an infant-only rear-facing child safety seat.

All drivers and caregivers will wear safety belts at all times.

All drivers will receive required pre-service training. All transportation training will be quarterly for all transportation drivers. Staff will also have roll-call sheets, emergency medical transport and treatment authorization forms for each child being transported, parent's names and emergency telephone numbers for each child being transported, a fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to adult occupants, a first-aid kit, and a list of the children being transported.

The vehicle will be kept in good operating condition. A communication device will always be available while transporting children. We will know the arrival and departure times of the vehicle. No children will be left unattended at any time. In the event of a breakdown, staff will secure children in a safe place and notify the center. The transportation emergency plan will be followed.

First Aid-kits and fire extinguishers will be on the vehicle at all times as well as an electronic child safety alarm.

WATER ACTIVITIES

Water activities will be provided for preschool through school-age students. All minimum standards, rules and guidelines will be followed. We will offer sprinkler play and/or wading pools. All water activities are rigidly supervised and managed to ensure the safety of all our children.

FIELD TRIPS

School aged children may schedule field trips when they correspond with a particular lesson. Volunteers provide their own transportation to and from the destination. Required procedures for field trips are:

- Permission slips are sent home in advance with your child. Permission slips are also available on the Brightwheel app.
- All children and volunteers must depart from and return to Busy B's Child Care facility. Parents will not be allowed to take his/her child directly to the field trip destination to meet up with the rest of the class.
- Volunteers must complete an on-line training provided by Busy B's Child Care LLC to ensure volunteer status.
- Staff will travel with a first aid kit, each child's emergency contact information, fully charged cell phone and back up cell phone battery.
- Children will wear a blue Busy B's Child Care shirt with our school contact information on the back of the shirt.
- Each child will have a name tag with the person in charge, contact information, and Busy B's Child Care contact information.

ANIMALS

There will be no animals allowed within the center.

PROCEDURES FOR PROVIDING AND APPLYING INSECT REPELLENT

Sunscreen and insect repellent must be:

- 1) Safe for the age of the particular child;
- 2) unscented
- 3) In the original container; and
- 4) Within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited.

Prior to use at a center, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually.

Note: State licensing regulations will take precedence if they conflict with this policy.

Sunscreen

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen must be provided by a parent/guardian (labeled with the child's full name).

School-age children may apply sunscreen to themselves with adult supervision for proper application. Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring. Reflective areas (such as water and sandboxes) for prolonged periods of time will be avoided.

Insect Repellent

Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

The repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the particular child.

Insect repellent should be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

Application Do's and Don'ts

When applying sunscreen or insect repellent do:

- Wash and dry your hands. Hands are washed again as you move to the next child's application and upon completion of application of the last child.
- Staff must wear gloves if either you or the child has broken skin, a sore/rash or other skin condition.

- Gloves must be changed when moving from child to child if a skin condition is involved.
- Put the lotion on your hands, then rub on the child's face and other sensitive areas, using caution near the eyes. Pay special attention to ears, scalp, and neck.

PARENT/DIRECTOR CONFERENCE PROCEDURES

Parents are a fundamental part of the well-being of our school and of a successful educational experience for their child and we maintain an open-door policy with our parents/guardians. As such, we have the expectation that all members of the school community participate and support the school whenever possible. It is the hope and expectation of Busy B's Child Care that parents make every effort to understand and embrace the mission of the school. To that end, we aim to help parents learn more about the school by providing information and opportunities for parent education. Additionally, we expect parents to familiarize themselves with the philosophy, policies, and procedures contained in the Parent Handbook and other school publications, including our regular email communications.

Parents may schedule conferences with the center management during normal business hours, Monday – Friday, 7:00 a.m. – 6:00 p.m. The management may also be e-mailed at busybeeshempstead@gmail.com if alternative dates and times for conferencing is desired. We also offer the convenience of virtual conferences.

PARENT INVOLVEMENT

Parents are expected to:

- Embrace the responsibility for their role in the education and care of their child by:
 - ❖ Ensuring that their child/children arrive and are picked up on time.
 - ❖ Encouraging their child to show respectful attitudes towards other children, parents, and staff members.
 - ❖ Ensuring that when their child/children arrive they are properly prepared for the day with:
 - i. Sufficient rest the night before.
 - ii. Proper attire; and
 - iii. Necessary supplies.
- Always relate to all faculty and staff members with courtesy and respect, including when a conflict or disagreement arises. At Busy B's Child Care, we believe that children are most successful when parents and the school work together in a positive and constructive manner.

CENTER'S MOST RECENT LICENSING REPORT & MINIMUM STANDARDS

In accordance with child care licensing minimum standards, parents may review a copy of the center's most recent licensing inspection report by emailing the director or making a request in person with the management/center director. The most recent copy of the center's licensing report is also posted for viewing and can be accessed on the center's parent notification board in the front lobby. Parents may also access the minimum standards online at:

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

CONTACTING CHILD CARE LICENSING, LOCAL LICENSING OFFICE, AND TEXAS ABUSE AND NEGLECT HOTLINE

Health and Human Services Child Care Licensing:

1330 E. 40th
Houston, TX 77022

<https://hhs.texas.gov/services/safety/child-care>

Texas Child Care Licensing

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

Texas Abuse and Neglect Hotline

To report abuse or neglect, call: Texas Abuse Hotline at **1-800-252-5400**

All Busy B's Child Care staff will be required to complete annual training for "Recognizing and Reporting the Signs of Abuse and Neglect". We are committed to increasing employee and parent awareness of child abuse and neglect and may at times send home materials to help in the prevention of such mistreatment. We will work closely with community organizations such as DFPS to promote awareness. If you suspect any abuse, neglect, or maltreatment of a child, please contact the Texas Abuse and Neglect Hotline at the number listed above.

EMERGENCY PREPAREDNESS PLAN

Busy B's Child Care Emergency Preparedness Plan is located in the classrooms and in the Office. This is a comprehensive document containing plans for numerous emergency actions such as fire, earthquake, tornado, 21 evacuations, etc. The Emergency Preparedness Plan may be reviewed at any time upon request. Busy B's Child Care will use a designated evacuation location, undisclosed to the general public. The designated location will be disclosed to parents/guardians. All students and staff will remain at the location until the emergency situation is over and they clear us to release Busy B's Child Care's students into the care of parents/guardians.

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities

- In some circumstances, parents will be called upon to Pick-Up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.

Evacuation Location- See EMERGENCY EVACUATION PLAN

- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and child care licensing.
- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency

BREASTFEEDING RIGHTS IN-CENTER

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating. There is also a designated area in the center for your comfort and convenience and breastfeeding privacy.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT

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

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Busy B's Child Care LLC will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

VACCINE-PREVENTABLE DISEASES

Immunizations are not just for children. Child Care center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines Busy B's Child Care employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention.

VISITATION

Busy B's Child Care has an open-door policy. Parents/Guardians are always welcome to visit the campus

at any time during the day (7:00 AM - 6:00 PM). These visits are welcome, but of course, care must be taken not to disrupt the learning process.

OBSERVATIONS

1. Schedule classroom observations with your teacher.
2. Proceed to the office upon arrival to sign-in.
3. One observer at a time per classroom.
4. Guidelines for observing will be provided to you when you arrive in the classroom.
5. Observation time should be spent quietly observing your child in his/her environment. Please refrain from interacting with your student.
6. Limit time to one hour or less.
7. Sign-out at the office upon leaving

PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

Promotion of indoor & outdoor play

(Benefits) Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. Indoor and outdoor active play enhances fitness and general health and supports creativity, learning, and development.

(Duration) A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles.

- a. An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant.
- b. An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child must engage in outdoor play for a minimum of 60 total minutes daily.

A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors, and must include.

- a. A minimum of 60 minutes of moderate to vigorous active play for toddlers.
- b. A minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten age children.

(Types of activities) Child-initiated activities where:

- a. The equipment, materials, and supplies are within reach of the child.
- b. The child chooses the activity on the child's own initiative.

(Weather) Activities will be accommodated depending on weather and air quality by adjusting the scheduled outdoor play, the length of time outdoors, and children's clothing.

- o Will shorten or cancel outdoor play to accommodate weather or air quality, you should increase the time of indoor physical activity, so the total amount of physical activity remains the same; and
- o Will incorporate opportunities to actively enjoy physical activity into part-time programs by prorating these requirements accordingly (e.g., 20 minutes of outdoor play for every three hours at the center).

(Recommended Clothing & Footwear)

Clothing should be practical and comfortable. Comfortable clothes that fit properly will ensure that your child isn't distracted by what they are wearing and can focus on playing and learning. Clothes should also be easy to clean and free from hazards such as dangling strings or beads.

- Ensure clothing is easy to get on and off. In daycare, diaper changes and potty breaks are frequent, and sometimes urgent. Make sure that your child's outfit for the day will help avoid frustration for both your child and their caregivers. Please avoid tight fitting clothes or those with cumbersome belts, buckles and other closures.
- Shoes should be safe. Footwear such as flip-flops or backless sandals are generally not appropriate for daycare. When running and playing, these shoes could increase the risk of injury.
- Clothing should be weather-appropriate. Outdoor play area that is used regularly, so ensure that your child goes to daycare with appropriate clothing for the weather.

NB: Jewelry should be kept at home, beading and accessories that present as choking hazards will not be permitted.

INCLUSION OF SPECIAL NEEDS AND DIFFERENTLY ABLED

It is an honor and privilege to offer inclusive care. We welcome all students regardless of their developmental stage. However, we are mindful that students may need extra love and support in some instances which will require a smaller student to teacher ratio. Therefore, it is imperative that parents/guardians have open dialogue with management in this regard so that we can chart the best way forward in the care and development of your child. Our caregivers work with students based on their developmental stage and readiness whilst nurturing and encouraging growth and achievement with achievable outcomes. There is no greater joy than seeing our students achieve and master new skills.

DROP IN VISITS

Unscheduled visits are welcome. We limit observers to one at a time to minimize classroom disruption so parents/guardians may be asked to return at a different time if another observer is already in the classroom. Please ensure to check in at the office before proceeding to your child's classroom.

FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on the property for any reason unless by law enforcement. Violation of this policy will result in immediate removal from Busy B's Child Care.

GANG-FREE ZONE

Busy B's Child Care is a Gang-Free Zone. A Gang-Free Zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. Certain gang-related criminal activity or engaging in organized criminal activity may not occur within 1000 feet. Any activity of this nature is a violation of this law and is subject to increased penalty under state law (This is a state required policy as of 8/31/2009).

FALSE REPORTING

Busy B's Child Care takes the health and safety of children very seriously. Any parents, staff, or other persons knowingly reporting false information to HHS Child Care Licensing or any other governmental agency will be reported and actions may be taken against that/those persons.

Management/Founder Welcome Letter

Dear Parents,

Welcome to Busy B's Child Care family! Congratulations on making the right choice of an early childhood program that will propel your child's development above and beyond their peers in all aspects for sustainable life-long learning. We would like to take a moment to sincerely thank you for entrusting our dedicated team to care and nurture your child/ren.

Our children are so precious, and we know how important your child's education and care is to you. You can rest assured and trust that your child will receive the highest quality of care while under our supervision, this is our promise to you. Our learning center prides itself on being a compassionate, friendly, caring, environment, and we welcome your child and your family as part of our community. Our motto is "love all, serve all", this is a safe and inclusive space where children can be themselves and can grow, learn and flourish with the right stimuli in a

nurturing environment.

Should you ever have any questions or concerns, please do not hesitate to discuss them with us. Our manager is extremely passionate and meticulous about the care given to our students and she and her staff leaves no stone unturned in providing them with the very best in all aspects of their development. Please let us know how we can serve you and your family. Welcome once again, it is our pleasure to serve you.

Please sign below, by doing so you confirm that you have received and read a copy of this parent handbook.

Manager/Director Signature

Date

Parent Signature

Date