

Leakey ISD Little Eagles Daycare Center

"Soaring to Success"



Family Handbook of Policies and Procedures 2024-2025

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Texas License No. 1728356

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WELCOME

We are pleased that you have enrolled your child in our program. We want you to be a part of our center and your child's education. We ask that you look over this family handbook and then keep it at home for future reference.

Little Eagles has established several policies concerning program and classroom practices. These guidelines have been developed to comply with state childcare licensing and for the safety and well-being of your child. The policies and procedures described in this booklet are written to provide a clear description of what Little Eagles expects of parents/guardians.

Our goal is to provide exemplary childcare services to your child. We are a State Licensed Childcare Center in the State of Texas. We hope that your experience at Little Eagles is a good one and that you are secure in the fact that your child is well cared for. Please communicate with us regarding any questions or concerns.

Respectfully,

Jessica Haecker
Center Director

PHILOSOPHY & MISSION

Little Eagles provides a loving, secure, nurturing, and premier educational environment for infants and children through exploration of learning; a place for confident children to grow into responsible, considerate, and contributing members of society.

- We believe that children learn by doing and that play is their work.
- We believe that children need to have many experiences each day and that these experiences need to be planned around the themes for each month.
- We use well-planned learning centers and hands-on activities to stimulate learning and to foster physical, cognitive, and social-emotional growth and development by incorporating the family and community as an integral learning component.
- It is our priority to offer your child multiple teaching approaches which provide a developmentally appropriate learning environment while challenging him/her academically. We want to EXCEED your expectations.
- We feel that social competencies prime the brain for academic success.
- Every activity in the classroom should have a purpose, should be interesting, and should be inviting to the children.

We recognize that the first five (5) years are the critical formative years, and our efforts will focus on helping your child develop the life skills necessary to be successful. Our activities are carefully planned to encourage social interaction, fine and gross motor development, STEAM (Science, Tech, Engineer, Art, & Math), proper use of the English language, and other readiness skills. Children are never forced to participate in activities but are encouraged to try many new things. We strive to nurture them through a variety of appealing experiences that allow them to make choices and to develop at their own rate. It is our desire that every child who graduates from our program will be equipped with the skills needed for success both academically and socially.

GOALS

ACADEMIC

- To think independently
- To broaden their range of interests
- To develop the use of the English language
- To recognize simple relations and basic mathematical concepts
- To develop a love of learning at a young age

PHYSICAL

- To establish desirable health, hygiene, and nutritional habits
- To develop gross and fine motor skills
- To know and follow simple rules of safety

SOCIAL

- To grow in the ability to work and play with others
- To develop social competencies
- To develop an attitude of kindness and cooperation toward others
- To accept responsibility for one's actions

EMOTIONAL

- To build positive self-worth
- To recognize desirable and undesirable emotional reactions
- To learn self-regulation as it relates to emotionally challenging behavior

HOURS OF OPERATION

Daycare hours are regulated by the state; Little Eagles Daycare center is open 7:00 a.m. to 5:30 p.m., Monday through Friday. Late penalties are as follows:

- 1st Occurrence - Warning & handout of late pick-up with fee schedule
- 2nd Occurrence - \$1 per minute (added to next week's bill)
- 3rd Occurrence - \$30 penalty and warning of withdrawal (Red Card)
- 4th Occurrence - Withdrawal

Children are not admitted after 9:00 a.m. unless a doctor's note is provided. If your child is going to be absent for any part of the day, please let us know.

COMMUNICATION

You are more than welcome to talk to the Director or schedule a time to talk to her/teacher about any concerns that you may have at any time. You may email the director at jhaecker@leakeyisd.net or call 830-232-5595 to set up an appointment to address your concerns if the matter can wait. If the matter is urgent, please don't hesitate to reach out immediately. Each child is important, and we strive to ensure their needs are met. Please remember we are required to follow all rules and regulations of the State of Texas Department of Family and Protective Services. You can always request to look up the TDFPS Minimum Standard Handbook or visit www.dfps.state.tx.us for any licensing issues. It is imperative that there is a similar childcare philosophy we both agree on. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private and outside of regular childcare hours either by telephone or conference. Teacher-Parent conferences will be scheduled twice a year to share your child's progress. These Teacher-Parent conferences can be held in person or by phone. There will be a signup sheet with the director to schedule your Teacher-Parent conference. A parent newsletter, Kangarootime, or Facebook will post or share some of the activities we are doing, our current curriculum themes, events that will be happening during that month, and any other

pertinent/fun information that may be of interest to you. If you need to update your personal information, please submit your change by email. There is a suggestion box and index cards in each classroom.

If you need additional support or accommodations because of a differing ability, cultural practice, or home language support, please notify us so that we can develop a plan to partner with you for support.

Contact us via:

- jhaecker@leakeyisd.net
- (830) 232- 5595 ext. 5556

Parents of infants will receive a daily note. This daily log will include feeding schedules, diaper changes, temperament or behavior of the child, and any other important things to share with the parent. Parents of toddlers will also receive verbal feedback from classroom teachers.

ENROLLMENT POLICY

We accept children from:

- Infants (12 weeks- 17 months)
- Toddlers (18 months- 36 months)

All forms must be completed and turned into "Little Eagles" before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from us. The forms required are the following:

- Admission Form Signed
- Tuition Rate Form
- Immunization Record
- Health Statement Form
- Media Policy
- Discipline & Guidance Form

- Parent Handbook
- Parent Orientation
- Allergy Form
- Infant Feeding Instructions

You are required to keep us informed of any changes of address, telephone numbers, and other pertinent information listed on any of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Please note that a Change of Information form is available through the Director.

DROP OFF AND PICK UP

The State requires that parents/guardians sign their children in and out during morning drop off and afternoon pick up each day. You will be using the Kangarootime app or your child's folder. This helps us to keep a record of your child's attendance, hours, and the person who brought/picked up the child each day.

Signing your child in and out is mandatory. This enables us to maintain records of all children present, and in the event of a fire or emergency, this document will be provided to the fire or police department. Please ensure to do this to help us keep your child safe and accounted for during operational hours.

Students are required to be dropped off by 9:00 a.m. If late, they will not be able to attend class for that day. To accept a late child, a doctor's note must be presented at time of drop off so that the child will be admitted into class.

If you will have someone else pick up your child and that person is not on your admission form for pick up, please call providing the name of the individual. Please note that we need a state authorized identification to verify the person before we allow a child to leave the center.

SEPRATION POLICY

After checking-in your children each morning, bring them to their individual classroom. Sometimes it is difficult for children to separate from their parents. Please try not to stay too long, otherwise it becomes a bit difficult for the children as well. Our qualified staff will comfort and take care of the children. You can call us later to find out about your child's day.

It is your responsibility to have your child picked up on time. Closing time is 5:30 p.m. Please allow ample time to get here to pick up your child on time. A late fee of \$1.00 per minute/child will be charged after the second offense.

If you know you will have an unavoidable delay, arrange to have an authorized/alternate person pick up your child. We understand that bad traffic or weather may cause this from time to time. Please give us a courtesy call if you are going to be late due to these situations and we will waive the late fee. It will not be allowed frequently.

CLOTHING GUIDELINES

Please provide two sets of extra clothing for your child. Label (First name and last initial) all personal items to prevent loss. Each child, once mobile, should wear shoes every day. The best shoes are sneakers or tennis shoes. Sandals, flip-flops, and "crocs" are not allowed at the center for safety purposes. They pose a serious slipping/sliding risk on our sidewalks and play equipment. Additionally, sandals, flip-flops, and "crocs" do not provide children with the leverage and support needed to run and jump during active play. Boots also hurt when they land on little fingers.

Play clothes must be worn so that your child may participate in all planned activities. A part of each day is spent outside. You will need to dress your child in seasonally appropriate clothing, including coats, hats, and proper shoes.

In the interest of safety, please leave all jewelry at home. Necklaces, bracelets, and rings all pose a choking hazard. Lost or broken "treasures" can lead to unhappy tears and the center is not responsible for lost/missing items.

ACTIVITIES & CURRICULUM

To meet the developmental needs of children, we follow a daily schedule. Children need structure and routines that will help them grow physically, socially-emotionally, cognitively, and intellectually. The early years are the most important years of your child's life.

Our program offers a developmental and age-appropriate curriculum to meet the individual needs of each child. Our new school year is from August through July. This program is designed to inspire the joy of learning to the children through their natural curiosity of sight, sound, touch, and smell with hands-on learning experiences. The curriculum is aligned with the learning standards of the TEA (Texas Education Agency) framework guidelines that meet national standards. This curriculum will build skills in Literacy, Math, Music, Art, Science, And Social Skills and Technology. This will provide opportunities for your child to adapt to diverse learning styles at his/her individual level. The results will be a meaningful learning experience where your child will build a foundation of lifelong learning skills. Please remember that all children are unique and learn differently, have patience and work with your child and you will see the results of your child's intellectual growth take off! It is an awesome feeling!

We believe that children gain a sense of security from knowledge. That there are consistent, responsible limits and that these limits are designed to nurture and protect them. We recognize that each child is an individual. We provide an environment that promotes the complete development of children by preparing them to be "School Ready".

INCLEMENT WEATHER POLICY

If inclement or severe weather occurs prior to the opening of the Centre, Leakey ISD will make a collective decision based on the specific criteria outlined below. Once a decision has been made to close the Centre, staff will proceed to follow the parents of the closure. Management will also update the parent Facebook group and Kangarootime app. The responsibility lies with parents to check the website or app.

If the Centre is open and weather conditions quickly deteriorate, the staff and management will ask parents to wait at the Centre until we can ensure that proper ratios are in effect prior to the parents leaving. Management will continue to monitor and assess the conditions and consider the safety of staff and families on returning home. If Management determines that the Centre must close during normal hours of operation, parents will be called and required to pick up their children as soon as possible.

Please be aware that if the Centre is closed or should close prior to regular closing hours, there will be no reimbursement or credit for childcare fees.

WEATHER- OUTSIDE PLAY

We are required by the Health and Human Services to have two outdoor play times - morning and afternoon. The exceptions to this are for infants and severe weather events. The infants are outside at least once a day and possibly a second depending on their schedules. If a child is not able to participate in outside play due to illness, he/she should not attend childcare.

Winter-

We do not go outside when it is below 35 degrees.

Summer-

We only go outside for short periods of time. We take multiple water and shade breaks. When there is a heat advisory, we do indoor recess in your child's classroom.

The use of sunscreen is encouraged throughout the year as the weather dictates. Parents are asked to apply sunscreen to their child in the morning and the teachers will reapply it in the afternoon (if the parent has signed a permission form in the classroom). A bottle of sunscreen can be labeled and kept at the Centre. Please check the expiry dates on the sunscreen.

PLAN OF CARE FOR SPECIAL NEEDS

Little Eagles will accept and provide reasonable accommodation for students with a variety of special needs. It is important that parents inform the director of any special needs their child may have. By doing so, the appropriate school team can work with the family to develop a Plan of Care that will assist all parties in making the best choices for the child.

If reasonable accommodations cannot be made within the Little Eagles program, it may be necessary for Little Eagles to terminate the enrollment of the child. This will be at the discretion of the Director. If reasonable accommodation cannot be made, Little Eagles may help families find outside resources to assist them whenever possible.

ADDRESSING CHALLENGING BEHAVIOR & DISMISSAL

Using my professional decision, if a child is consistently causing harm to others in the form of biting, fighting, insubordination, or causes harm to their self, parents will be notified, a daily behavior log will be implemented, and the child will be provided positive redirection to make better choices. If the challenging behavior continues, a notification will be given to the parent and parent will be requested to sign the daily behavior log, be also made aware that unacceptable behavior of this nature may result in dismissal from the program. A parent conference will be required to discuss a plan to address the behavior. Parents will be kept informed of the child's progress of their behavior. The child will be given two warnings and on the third time, the child will be dismissed from our program. If the situation is severe, your child will be dismissed immediately, with no warnings given. We must ensure the safety and well-being of all the children under our care.

If we feel at any time that a child is not benefiting from our program, we will address those concerns with the parent. Children develop at different levels; some children need different types of assistance than what our program can provide.

PAYMENT PROCEDURES

Your specific tuition rate will be outlined in your contract and rate agreement.

The center is open Monday through Friday, 7am -5:30pm. For purposes of attendance and tuition, a day is defined as a division of time consisting of between 6 to 10.5 hours in a 24 hour period, beginning at 7am daily. Children are expected to attend full-time (6 hours or more per day/30 hours or more per week), year-round in this program to maintain a spot.

Tuition is charged in full day increments only. Tuition is based on a weekly schedule unless otherwise discussed and put into writing. Payments are due the Friday before the week of care. Acceptable forms of payment include cash (always get a receipt!), check (payable to Leakey ISD), or credit/debit card via the Kangarootime app. No refunds shall be given.

TUITION FEES

12 weeks- 17 months = \$30.00/day

18 months- 35 months = \$28.00/day

Parents may apply through Texas Workforce Commission to check their eligibility for a reduced tuition cost.

LATE PAYMENT FEES

Each week's tuition is due in advance, no later than the Friday before. If tuition is paid on Monday for the week of childcare, there will be a \$10 late fee. The fee increases to \$25 per day thereafter. Tuition that is left unpaid for two weeks or more will result in withdrawal from the program.

WITHDRAW FROM OUR PROGRAM

Two-week notice is required in advance if your child will no longer come to our program. During the two weeks' notice if you decide not to bring your child, your tuition fees are still mandated.

VACATION

Please notify staff at least two (2) weeks prior to a scheduled vacation to avoid tuition charges. Families will receive five consecutive days (1 week) vacation credits annually.

TAXES

Did you know that childcare can be used as a deduction on your tax return? You will be provided with a form for your tax return for the total cost of your yearly childcare tuition, no later than January 31st of the following year.

OPEN DOOR POLICY

We maintain an open-door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular childcare hours. For safety purposes, doors are kept locked during all hours.

We believe that it is extremely important to keep the doors locked for the safety of the children and staff. We do not want unwanted or unexpected visitors to enter without permission. **YOUR CHILD'S SAFETY IS OUR PRIORITY.**

HOLIDAYS & VACATIONS

The daycare operates 12 months a year and will be closed the following days:

- New Year's Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day (One Week)
- Labor Day
- Thanksgiving Week
- Christmas - Two Weeks.

MEALS AND SNACKS

Tuition does not cover meals or snacks. All meals and snacks must be provided by parents. Parents are to provide breakfast, lunch, and one snack. Breakfast will be served from 7:00am-8:00am. If you drop your child off after 8:00am, please ensure they have already had breakfast. Lunch is served from 10:30am-11am. Snack time is 2:30pm. Parents of infants must provide formula or breast milk, and appropriate baby food until the child is able to eat "table food." Little Eagles is not responsible for the nutritional value of food served, or for meeting your child's daily nutritional requirements.

- We are NOT a peanut-free zone. Please notify us of any food allergies for your child.
- On occasion, class parties may be held where special items may be served (for example birthday cake). It is important that you notify us if your child has special dietary restrictions that may prevent them from partaking.
- Food items should be stored in a labeled container that will keep the food fresh and safe from breakage or spillage. Each lunch kit will be stored in the refrigerator.
- Staff are trained in food allergies and do take precautions to ensure that children are protected.
- Please provide your child with a cup that has a spill-proof lid that is labeled or identifiable.
- Carbonated beverages, chips, chocolate, and candy are NOT allowed.

It is stated in the Minimum Standards of Childcare, section 746.3317, that children under age 4 should not be served the following foods that present a risk of choking: hard candy, marshmallows, pretzels, whole grapes, nuts, seeds, popcorn, hotdogs, and chips. The school is not responsible for the nutritional value of the meals/snacks each child brings to school.

PHYSICAL ACTIVITY

Our program provides a curriculum that offers an opportunity for children to practice and develop gross and fine motor skills. Children participate in a variety of activities each day that help them develop physically.

POSITIVE GUIDANCE

Preschoolers are learning to be part of a social group. Juggling his or her own needs with those of the group is sometimes difficult for the young child. For this reason, preschool teachers employ guidance to help children learn new social skills. The techniques teachers will use include redirection, time out, and modeling words and actions to use in solving problems and a chance to try again, as well as modifying the environment or routine to better meet the child's needs. Only after the teacher has tried other techniques will a child be removed from the group and placed in another area of the room or with an administrator until he or she is ready to return to the activity. At no time will physical punishment or demeaning or embarrassing tactics be used to correct children or modify their behaviors. If behavior is out of control and not corrected in a reasonable amount of time, parents will be called, and the child may be removed from care for the day.

DISCIPLINE

Any child whose behavior is considered inappropriate at the daycare will have that behavior pointed out to him/her, and the reason why this behavior is inappropriate will be explained. After one warning, discipline will follow. Time out is the preferred form of childcare discipline at our preschool facility. Time out will consist of the child being placed in an area isolated from the other children, yet still in the same preschool classroom.

According to Texas Administrative Code 746-747, Subchapter L, Discipline and Guidance, discipline must 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.

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:

- using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- 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:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

TERMINATION POLICY

Families may be asked to withdraw from the program for the following reasons:

- Delinquent tuition
- unable or unwilling to follow center policies and rules
- Failure to provide required documentation as required by the Texas Department of Family and Protective Service
- Consistently late in picking up their child (ren)
- Aggressive or inappropriate behavior by a parent or child
- Biting, Spitting, Bullying, Physical or Verbal Abuse of other Children or Staff

CLEANLINESS & HYGIENE

We strive to do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands so that children do not have to use the same towel. We wash our hands frequently and use antibacterial soap. Infants sleep in separate cribs, with clean sheets used only by themselves. Beginning at about age 12-18 months, we use mats to nap. Each child needs to bring THEIR OWN MATS, with blankets that are washed weekly and will remain at the center and sent home on Friday for wash and RETURNED on MONDAY unless soiled before Friday. They will then be sent home. Children use separate cups, plates, bowls, and eating utensils. Highchair trays and tables are disinfected with a bleach water solution after each use. Toys are cleaned and disinfected daily.

Please send your child to daycare clean and dressed each day. If we must address a parent about your child's hygiene more than twice (including bathing and clean clothes) and it is an ongoing problem, we will be forced to call Child Protective Services for neglect. I am here for the well-being of the child.

LICE

We are committed to our children's health and well-being at Little Eagles. The staff does routine checks and if your child has lice/eggs, a staff member will call the parents. It is the parents' choice as to whether they would like to pick up their child.

TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. Potty training begins when your child is ready, the task is quick and easy ONLY if the PARENT reinforces it at home. To determine if the child is ready to start potty training, we will look at age and the developmental milestones. Please let us know when your decision is made to start potty training. In addition, your child must have a complete change of clothes (don't forget socks). The best items are shorts and pants with elastic waists or dresses. Try to avoid tight fitted clothing, pants with snaps, zippers and belts, overalls, and onesies. These are difficult for children to remove in a hurry. Please note, DAYCARE IS NOT RESPONSIBLE FOR POTTY TRAINING. We assist YOU (as the parent/caregiver).

NAPTIME AND QUIET TIME

Children aged 18 months and older are required to take a supervised sleep or rest period after lunch each day. Naptime is 12:00 to 2:30 each day. We will provide a clean and sanitized mat for each child. Quiet activities will be offered in place of sleeping, as needed.

PARENTAL INVOLVEMENT- PARENT ORIENTATION

You can get involved in your child's learning experience. You are welcomed and encouraged to participate in any or all of the following activities during the school year:

- Lending objects for units of study
- Coming and talking about your job
- Helping your child at home with the concepts we are studying
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for parties
- Donation of toys, old computers, puzzles, etc.
- Participating in any event or special occasions
- Parents are provided with additional community resources upon request

WHAT TO BRING

Parents are responsible for diapers, wipes, a full change of clothes (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers and wipes to be stored. You will be notified when supplies are running low, but also take responsibility to check up on your child's supplies. You are required to bring a blanket and a mat for your child to keep in their room. All blankets will be sent home to be washed every Friday and must be returned on Monday for continued use. All items need to be labeled with your child's first name and last initial. You must also provide your child's meals. Please note that *Little Eagles* is not responsible for your child's nutritional value.

EXTRA CLOTHES

Children need to come to school properly and comfortably dressed; tennis shoes for outside play. Please send two outfits of clothing for your child. They might need an extra change due to accidents. Please provide your child with a complete change of clothes labeled in a storage bag and it will be kept in your child's cubby. If your child uses any of the additional clothes, we will put the dirty clothes in a bag and your soiled clothes will be sent home. Please replace the clothes by the next day. Even if your child is potty trained, accidents happen. Please remember to send wipes from time to time.

SECURITY MEASURES TO PROTECT YOUR CHILD

The safety of your child is our number one priority. All entry doors will always remain locked. Our Center is monitored via audio and video surveillance cameras in the classrooms, on the playground, and at the entrance to the center. Additionally, background checks and fingerprinting is conducted on every staff member and volunteer who may have contact with your child. Please note, video and audio recordings are only available to campus administrators, the board of trustees, and local law enforcement agencies.

ILLNESS

IT IS IMPORTANT TO KEEP A SAFE AND HEALTHY CENTER AT ALL TIMES. Please keep sick children at home (Example: Fever, Vomiting, or Diarrhea). If a child becomes ill, you will need to pick up your child promptly. This is urgent as we do not want other children to become sick. We reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end or with written authorization from your doctor stating when the child may return to group care. Please notify the center as soon as possible when your child becomes ill so that we may notify the other parents if needed. Please notify us if your child will be absent.

PUBLIC HEALTH REPORTING

Some communicable diseases must be reported to public health authorities so that control measures can be used. The list of these diseases can be found on the communicable disease chart in the Minimum Standard Rules for Licensed Childcare Centers. A complete copy of the Minimum Standard Rules is available for review online at www.dfps.state.tx.us.

Notify the center director if your child's physician determines your child has a reportable disease. When contagious illnesses, such as flu, chicken pox, etc., appear in a class, notices will be posted on the bulletin board and a note will be sent to all parents. A sick child's identity will remain confidential.

MEDICATIONS

We will NOT administer medication (including over the counter/OTC medications) to your child without written instructions. A Medication Form is available and must be completed and signed if you wish for the center to administer any kind of medication to your child. If your child requires medication twice daily, parents are responsible for administering the medication at home (morning and evening). All medications should accompany a doctor's note, be in the original container, clearly state the name of the child and the dosages should be clearly marked.

IMMUNIZATIONS

Immunization records are required for enrollment in our program and must be kept on file. All immunization records require a healthcare provider's original signature, or signature stamp, to validate authenticity. Our Center is required to abide by the immunization guidelines set forth by Texas Health and Human Services. The guidelines are as follows:

- Each child enrolled or admitted to childcare centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth to 17 years of age.
- Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.
- A child may be enrolled provisionally for up to 30 days if the parent can provide written documentation from a health care professional that the child has received at least one immunization in each series required for that age child, and a statement of when the remaining immunizations will be completed.
- Documents acceptable for immunization records must have been validated by a physician or other health care professional with a signature or rubber stamp and include the child's name and birth date; number of doses and vaccine type; and the month, day,

and year the child received each vaccination. Types of acceptable documentation include an original record, photocopy, or handwritten copy that the Director or school nurse has verified.

IMMUNIZATION EXCLUSIONS

Exclusions from compliance are allowed on an individual basis for the following reasons: medical contraindications, religious conflicts, and active duty in the armed forces. Children and students in these categories must submit evidence for exclusion from compliance as specified in Texas Education Code, Chapter 38 and the Human Resources Code, Chapter 42.

Exemptions do not apply in times of emergency or outbreak declared by the commissioner of health or the local health authority. Additional information can be found at the Texas Department of Health website: www.tdh.state.tx.us/immunize.

MEDICAL EMERGENCIES

We will contact parents and the doctor of a child in case of an emergency. In the event parents cannot be reached, we will refer to the child information card as to other emergency contacts. If any emergency contacts are not available and emergency treatment is needed, the child will be taken to the nearest hospital. The medical section of the information card is critical in making these decisions. If we must make the decision to call the ambulance, it is the parents' responsibility to pay all medical expenses. Parents have the primary responsibility in transporting their children for medical services. A written incident/accident report will be filled out in case of an emergency with a copy given to the parent. All teachers at our program are fully trained in CPR and First Aid.

PLEASE KEEP CONTACT INFORMATION CURRENT THROUGHOUT THE YEAR!

EMERGENCY PREPAREDNESS

Little Eagles conducts monthly fire and emergency evacuation drills. No advance notice will be given of these drills, days, or times. If you happen to be in the building during a fire or emergency drill, we ask that you please follow instructions provided by staff. In the event of an actual fire, and/or emergency, the Director will inform parents as soon as possible through the Kangarootime application, by text, or email. An Emergency Evacuation Plan diagram is in each classroom near the entry door.

INTRUDERS and LOCKDOWN PROCEDURES

In the event of a lockdown or potential threat in the school, the Director or Designee will inform all classrooms to implement lockdown procedures and parents/guardians will be notified via the Kangarootime Application, Text, or Email with full instructions. During a lockdown, please do NOT rush to the center and demand your child. For the safety of our staff and children, doors will remain locked until the lockdown has been lifted.

INTERVIEWING CHILDREN AND INSPECTION OF RECORDS

Child Protective services and Local Law Enforcement Agencies have the right to interview children and staff, review records for children and staff, observe children in the classroom, and/or request that a child be examined by a licensed physician of any child where abuse or neglect is suspected.

SMOKE FREE ENVIRONMENT

The Leakey ISD Campus, including Little Eagles Center, is a smoke-free environment - in compliance with local, state, and federal laws. No smoking is allowed anywhere on the campus.

HIRING of DAYCARE STAFF

If you enter into an agreement with any Leakey ISD staff member to babysit for your family outside of the center, please note that Leakey ISD & Little Eagles is in no way liable for any behavior, situation, action, or event that may occur outside of our employ.

PHOTOGRAPHY

Parents must acknowledge that Little Eagles Childcare Center is an extension of the Leakey ISD campus and is a public school. As such, it is possible that children enrolled in the program may be photographed while in attendance at the center. These photographs will only be used for non-commercial purposes such as in a school newsletter, yearbook, or social media post. If you have objections to your child being photographed under these circumstances, you must notify the center in writing.

BREASTFEEDING

While her child is in our care, a mother has the right to breastfeed or provide breast milk for her child. A comfortable, quiet place with an adult-size chair will be provided in our center for breastfeeding. Please check with staff regarding available accommodations. Upon request, parents can receive breastfeeding education and support resources in the community.

GANG-FREE ZONE

Under Texas Penal Code 71.028 & 71.029, any area within 1000 Feet of the Little Eagles Center is designated as a Gang-Free Zone where criminal activities and offenses related to organized crime (gangs) are subject to a harsher penalty.

CONSUMER PRODUCT SAFETY

Any product that has been recalled by the Consumer Product Safety Commission (CPSC) is considered unsafe and will not be used in the center. To view a list of current recalls and notices visit the CPSC website at www.cpsc.gov.

POLICY UPDATES & COMPLIANCE

As a condition of enrollment, you agree to comply with the policies and procedures outlined in this handbook. Little Eagles reserves the right to modify or change this handbook at any time. In the event of any policy changes, parents will be notified, and a written acknowledgement

form will be provided that must be signed. Questions or concerns about policies or procedures should be directed to the Center Director. An electronic copy of this handbook is available online at www.leakeyisd.net. Parents may request a printed copy of the handbook at any time.