

**Parent Handbook & Operational Policies**

**Hours of Operation:** Our registered Davis Second Love Learning Center is open from 6:30a.m. to 6:00pm, Monday-Friday. We serve children ages 4 weeks to 12 years.

**Sign In And Out/Arrival Time**: We require parents to sign their child in & out each day. If your child will be absent or late, please notify us within 1 hour prior to our opening time. All children must be in the learning center at **9:00 am not 9:01 (no exception)**

**Open Door Policy/Parental Visits**: Parents may visit Davis Second Love Learning Center during our hours of operation to observe their child, homes operation and program activities without securing prior approval.

**Health Checks**: We will conduct daily health checks upon arrival daily. The health check shall include some of the following:

* Handwashing and Temperature will be checked upon arrival & after nap.
* Fever
* Coughing
* Behavior changes
* Discoloration of skin (Cuts, sores, rashes, or bruises).
* If a child is in pain or is not feeling well
* Eating and sleeping disorders
* Any type of discharges (nose, eyes, mouth, etc.)

This information will be recorded on the daily health check log. Parents will be informed on any changes and required to pick up your child within one hour of receiving notification that your child is ill. If teacher discovered illness during Health Check with a child during drop-off, the parent will be required to take your child home and communicable diseases will require a physician’s release form before returning.

**Safe Sleep Policy:** All staff will follow the Safe Sleep policy for Infant to 11-month-old. Each enrolling family will complete the safe sleep form which indicate we will put infants to sleep on their backs unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional. Infants will sleep on a firm mattress, with a tight-fitting sheet. They will not have any blankets, pillows or toy items in the sleeping area & unattached pacifiers will be allowed during sleep.

**Infants**: Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and allow developmental floor time to encourage independence.

**Release of Children**: Upon arrival at the learning center, please sign your child out each day. Our Staff will not release a child to anyone who is not an authorized pickup. We must have on file the name and phone number of each adult who has permission to pick up your child from the registered home learning center.

If someone other than you or the authorized person is to pick up the child, we must be notified in advance by writing, or if a situation occurs you can contact us by phone. The pickup contact must provide a state issued id and they must sign your child in or out.

**Immunizations**: Parents must produce a copy of immunization records for the child’s file. If a child immunization is not current, they will not be able to stay in care and tuition fee will still be due in full to protect your child’s space. If you have chosen not to have your child immunized, please ask the director for a Texas immunization waiver form. Immunizations may be waived for certain reasons, please discuss with Mrs. Davis.

**Hearing & Vision Screening**: All children enrolled in a licensed facility who are 4 years old or older must have hearing and vision screenings. If your child is currently 4 years of age, we must have this at the time of admission. When they turn 4, bring a copy of their well child checkup, which include updated immunizations & their hearing & vision results.

**Illness & Exclusion**: Every child will be observed for symptoms of illness. Any child showing symptoms of illness will be separated from other children. Parents will be notified who will ensure that their child will be picked up immediately.

Children cannot come to the learning center if they have one or more of the following:

1. The illness prevents the child from participating comfortably in child-care activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care activities:
4. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
5. Rectal temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms illness.
6. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
7. 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, wheezing, lice, pick eye, discharge from nasal, eyes or ears (colored discharge), consistently sneezing, persistent cough, behavior changes, or other signs that the child may be severely ill; and
8. 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.

**NOTE**: Children who are sent home due to illness must not return until they have been symptom free for at least 24 hours without the use of medication. Children may return sooner if a doctor’s note is provided that indicates they are not contagious.

**Medical Emergencies**: If a child is injured or becomes seriously ill, we will take appropriate steps to meet their immediate needs. Steps include:

1. Contact 911 or other emergency medical services
2. Administered CPR and First Aid
3. Contact the parent
4. Contact the child’s doctor listed on the admission form
5. Contact Child Care Licensing

**Prescriptions and over-the-counter medications:**

1. Parents must give the medication to Mrs. Davis or delegated staff and sign an authorization and include times for caregivers to administer each medication according to label directions.
2. The medication must be in the original container labeled with the child’s full name, and the date brought to your child-care home.
3. We will administer the medication in amounts according to the label directions by a physician.
4. We will administer the medication only to the child for whom it is intended; and
5. We will not administer the medication after its expiration date. All expired or unused medication will be returned to the parent & the parent will sign receipt of medication.

**Recurring Medical Needs:** If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child’s health-care professional may sign a medication authorization allowing you to administer the medication for up to a six-month period. The authorization must include symptoms to watch for and parents will be notified immediately after administering the medication and document this in the child’s record. Medication logs will be maintained for three months.

**Emergency Declaration & Natural Disasters**: In the event of an Emergency Declaration and Natural Disaster we will follow the recommendation and requirements of the Texas Health and Human Services Child Care Licensing, Center of Disease and Control (CDC), The Local Health Department and Our Governor Officials’. Our opening and closing schedules will be at the disclosure of the Director.

**Field trips**: Parent will be notified at any time there is a field trip and a permission form will be provided. We will provide 48-hour notice of all field trips. This notification will include the destination of our field trip, the time we will be on the trip & any additional contact information. Parents will be provided a permission slip to attend & we will adhere to all transportation & field trip guidelines.

**Discipline & Guidance Policy**: Positive discipline methods are the practice at Davis Second Love Learning Center

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.

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 encouragement and praises of good behavior instead of focusing only upon the unacceptable behavior.
* Reminding a child of their behavior expectations daily by using clear and positive statements towards them.
* Redirecting their 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.
* The time out method is only utilized for age three and above.
* There will not be any harsh, cruel, or unusual treatment of any child.

**Challenging Behaviors**: Children are unique and explorative by nature. We promote intellectual and cultural learning as well as acceptance of differences. If your child’s behavior disrupts the routine of the normal day and cannot be controlled, your child may be asked to leave for the day, suspended or even dismissed from the registered day home. We strive to create an environment that is always conducive to learning for all children.

* On a first occurrence, you will receive either a written notice or phone call.
* On a second occurrence, you will be required to have a meeting with the Primary Caregiver Mrs. Davis to resolve the issue(s) and identify any necessary resources if appropriate.
* On a third occurrence where no action has been taken, you will be asked to withdraw from Davis Second Love Learning Center on the date of the occurrence.

Davis Second Love Learning Center has a no bullying policy. The acts of encouragement and kindness are expected. If your child is identified as a bully, then you will be required to meet with the Mrs. Davis to establish plans to correct problematic behavior. Should bullying behavior continue behalf of your child, then further measures will be taken including, but not limited to, removal from the program.

**Nutrition**: Our childcare is a participant in the Child & Adult Food Care Program. Children enrolled will receive two nutritious meals and a snack or one meal and two snacks.

During Lunch time, we will eat together and teach the children family style dinner manners; this will allow communication between the caregivers and children as well as encouraging proper table manners depending on the age. Our menus are planned carefully to provide children with foods they will enjoy while providing the necessary nutrients for a balanced, healthy diet. The menus are posted weekly for your review.

**Special Diet**: Information on children with special diets needs to be noted on the medical forms and with a physician signature. To help better served your child, please fill out information concerning what a child does not like or what one is allergy to. We will try to encourage a child to eat or try something new; we will never force the child to eat. Children are not allowed to bring outside foods unless medically prescribed by doctor**.**

**Breast Feeding**: Our learning center encourage mothers to nurse their infants. We have a comfortable area in our den area for you and your child to bond.

**Water Activities**:Weoffer sprinkler play as our outdoor water activity. We ask all parents to leave swim wear at the learning center & apply sunscreen prior to arrival or leave sunscreen at the childcare.

**Inclement Weather:** In the event of inclement weather, we will follow the wfaa or NBC weather reports & follow the guidance of Dallas ISD. If they are closed, we are closed, and parents must seek alternate care. If DISD is delayed opening, we are delayed; if they close school early, we will close early & parents are required to pickup within one of hour of closing time.

**Animals**: Davis Second Love has a family pet, a poodle name Pumpkin and Sugar Mama. They are kept in our room during childcare hours and both does not interact with the children. Both dogs are updated on immunization record & veterinarian health statement are on file.

**Emergency Preparedness Plan**: In the event of a site relocation, we will line all the children up, grab our evacuation backpack, take the infants & children with special needs, along with all children and proceed to the SUV. Once we are all in the SUV, we will conduct a name to face attendance & proceed to one of our relocation sites. Upon arrival, we will engage the children in educational activities while contacting the emergency personnel, all parents and childcare licensing. We will follow our same pick up requirements at our offsite location & ensure proper supervision of all children.

**Alternate Shelter- (1st choice)** Fireside Recreation Center, 8601 Fireside Dr., Dallas, Texas 75217

**Alternate Shelter** - (**2nd choice**) Umphress Recreation Center, 7616 Umphress Rd., Dallas, Texas 75217 (214-670-0956)

**Alternate Shelter – (3rd choice)** 1202 Morrell Ave., Dallas, Texas 75203 (mother’s home)

**Fire –** In the midst of a fire, children will be led out of the safest exit depending on where the fire is located. There are two exits and an alternate exit that will be taken. All children will be lineup, all infants & children with special needs will be in our arms & we will take attendance once we reach our location spot out front. When it is safe or the drill is over, we will return to the classroom.

**Severe Weather –** In the event of a severe weather drill or actual weather advisory, we will seek shelter in the middle bathroom and hallway of the home which is surrounded by other rooms. Children will be directed to the shelter area designated for each room. Students should remain silent in the halls. Upon reaching the designated area, children will kneel, place head on knees with hands on head until it is all clear.

We will keep children calm during the drill or severe weather, as much as possible. We will keep all infants & children with special needs near us as we assist them in their duck and cover positions.

**Lock-Down-** If we are notified of a situation occurring in our area, we will proceed to the emergency location, lock all doors, close all curtains, keep children entertained with quiet activities until we are able to return to the classroom. We will keep all infants & children with special needs near us.

**Communicable disease –** If there is a communicable disease or outbreak, the parent must pick the child up immediately. We will notify the parents/guardian immediately, childcare licensing and the Health Department, if required.No children/staff will be allowed to return until cleared by physician and our preschool will be sanitized & disinfected immediately.

**Texas Health & Human Services**: Our Childcare is regulated by THHS-Childcare Licensing, Dallas Office: 8700 North Stemmons Freeway, Suite 104, Dallas TX. Phone: 214-951-7902. Child abuse complaints may be registered at that same number at: 1-800-252-5400 or on their website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). You can also access 747 Minimum Standards and Search Texas Childcare to see our inspection reports, we also have copies of our minimum standards in the childcare & our recent inspection report posted on our licensing board.

PARENT ACKNOWLEGEMENT OF RECEIPT

PARENT EDUCATION

Davis Second Love Learning Center conducts an orientation to the family at enrollment. A signed and dated copy of the content of the orientation is kept in the child’s file. The orientation includes:

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

I/We have read and understand all the statements above regarding tuition at Davis Second Love Learning Center. I/We understand if I/We do not abide by these statements, it may result in dismissal of my child(ren) from Davis Second Love Learning Center. I/We have received a copy of the following documents where applicable:

* Parent Handbook

Parent(s) Name: Date

Child’s Name:

Comments

Parent Signature:  Date

Parent Signature: Date

Caregiver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date