

Fred Moore

DAY NURSERY SCHOOL

Est. 1952- Partnered with Denton ISD since 2021
Licensed Child Care Provider, Ages 6 weeks - 3 years



FAMILY HANDBOOK

1212 Long Road
Denton, TX 76207

Phone: 940-369-2345

Welcome to Fred Moore Day Nursery School!

We are so excited you have chosen us to be part of your child's learning and growing journey. The contents of this handbook are meant to serve as a guide to our policies and procedures.

If at any time you have questions or concerns, please do not hesitate to reach out to us!



Chanel Knott, Coordinator & Licensed Administrator

Phone: 940-369-2336

Email: cknott@dentonisd.org



Jordan Curry, Assistant Coordinator

Phone: 940-369-2337

Email: jcurry2@dentonisd.org



Cecilia Bocanegra, Assistant

Coordinator Phone: 940-369-2335

Email: cbocanegra2dentonisd.org

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Fred Moore Day Nursery School Parent Handbook

About This Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

Who We Are

Fred Moore Day Nursery (hereinafter “FMDNS”) is a non-profit childcare center serving the community of Denton County by offering tuition on a sliding scale based on household size and income. Lower- and middle-income families are provided with an opportunity for quality full-time childcare at discounted rates. Parents/guardians must be working at least 25 hours a week and/or be enrolled in school or a work training program to enroll their child.

FMDNS is funded by the United Way of Denton County, The City of Denton, Texas Department of Agriculture Food Program, CCS (Child Care Services), private and corporate gifts, fundraising activities and sliding scale fees from parents.

Children 6 weeks to 3 years of age are eligible to attend FMDNS.

Mission and Values

The mission of Fred Moore Day Nursery School (FMDNS) is to provide low-income families in our community with comprehensive, affordable, and well-balanced care for children 6 weeks to 3 years old, year-round. FMDNS is dedicated to helping each child develop the skills necessary for school readiness. This mission is carried out daily by highly trained staff, low teacher/child ratios, specialized curriculum, and contracted therapy services. At FMDNS we value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences. We strive to:

1. Provide a warm, nurturing environment that encourages the development of the whole child (social, emotional, physical, and cognitive).
2. Provide an environment that encourages parents/guardians and teachers to work together as partners.
3. Encourage independence through decision-making and understanding.
4. Teach self-respect as well as respect for others.

Philosophy

FMDNS's philosophy is based on a belief that children of all abilities benefit from an inclusive environment, emphasizing acceptance of individual differences and ability levels. We encourage positive self-esteem, communication skills, health and safety habits, independence, and acceptance of diversity. We provide time for creative expression, fine and gross motor practice, and an array of planned activities to augment every aspect of their development. Inclusion allows all children to relate and interact with peers in play and daily routines, engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives than themselves.

Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination.

Accommodations

At FMDNS, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Program Oversight

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. FMDNS is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. Summaries of evaluations are presented to our Board of Directors to enable them to monitor the quality of our services.

The center's most recent licensing inspection is posted in the front lobby for parent review.

Families may also access the child care regulation minimum standards by visiting <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>

Chapter 42 of the Texas Human Resources Code requires the Health and Human Services Commission (HHSC) to regulate child care in Texas. To learn more visit <https://www.hhs.texas.gov/>

You may contact the local Child Care Regulation Office at:
535 S Loop 288
Suite 2001
Denton, TX 76205
940-381-3400

Texas Rising Star Certification

FMDNS is currently in the process of becoming a certified Texas Rising Star program. The Texas Rising Star (TRS) program offers three levels of quality certification (Two-Star, Three-Star, and Four-Star) to encourage childcare and early learning programs to attain progressively higher levels of quality. For more information you may visit <https://texasrisingstar.org>

Mandated Reporting Requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Texas State law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. All staff members are required to report any suspected cases of abuse, whether it is suspected at or away from FMDNS. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

Should a staff member have reason to suspect abuse:

- They will contact FMDNS administration and follow up with an immediate phone call to the Texas Abuse Hotline. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- The staff is not required to notify parents when the police or CPS is called about possible abuse and neglect or exploitation except on the recommendation of CPS or the police.
- CPS Investigators are permitted to remove children from our facility without parental permission or notification, per state law.

All staff members are responsible for protecting all children from abuse from any child or staff member. All FMDNS staff receive annual training in recognizing and responding to child maltreatment, including abuse and neglect.

FMDNS will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins. FMDNS strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately suspended throughout the investigation. If the charges are not upheld, the FMDNS Administrative team will determine eligibility for reinstatement.

To report suspected child abuse or neglect contact 800-252-5400. Parents may review the "Keeping Children Safe" poster posted in the front lobby for additional tips and information on recognizing and reporting suspected neglect or abuse of children.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Texas Health & Human Services, protective services, or other government agencies will not have access to your child's records without your written authorization or court order.

As a parent or guardian, you can request access to your child's records; to do so, please email the Center Coordinator. If you withdraw your child from the center, we will maintain your child's records for at least 3 months per State regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

The Staff

The quality of the program is due to the quality of the staff. Each classroom is assigned 2 full-time teachers and 1 part-time aide. Additional part-time staff float between rooms to offer additional support or coverage where needed.

FMDNS strives to hire educators with the following qualifications:

- Lead/Assistant Teachers – Must have at least 2 years' experience in a licensed early childhood center
- Aides – Must have at least 1 years' experience in a licensed early childhood center
- All staff who do not already have a relative degree are required to work towards acquiring a Child Development Associate certification to help us maintain our Texas Rising Star standards.
- All teachers must have some level of experience with young children and demonstrate a genuine interest in children.
- All staff members must complete a criminal records check and a reference inquiry before employment begins.
- All staff are certified in Pediatric CPR/1st Aid within the first 90 days of employment.

Each staff person receives 30 hours of continuing education in child development and various state-mandated relevant topics each year. This requirement is over and above what state licensing regulations require and is crucial in maintaining qualified teachers for the ongoing success of the FMDNS program.

Hours of Operation

FMDNS is open from 6:30am to 6pm, Monday – Friday.

School Calendar

You will be provided with a calendar upon enrollment. FMDNS will be closed most federal holidays and some Denton ISD holidays. We also dedicate time each year to professional development. FMDNS maintains the right to change the calendar at any time.

FMDNS is closed for one week during the Christmas holidays and for Denton ISD's scheduled Spring Break. Tuition is waived for both weeks.

FMDNS is closed for one week in August for Teacher In-Service to allow our staff to obtain their yearly training requirements and prepare for the new academic year. Tuition is also waived for this week.

Tuition is not prorated for other holiday and in-service day closures.

Inclement Weather Days

In case of inclement weather, FMDNS will close as follows:

- If Denton ISD is CLOSED, FMDNS WILL BE CLOSED.
- If Denton ISD is opening on a 2-hour delay, FMDNS WILL OPEN AT 8:30am.
- If Denton ISD is opening on a 3-hour delay, FMDNS WILL OPEN AT 9:30am.

Tuition will not be pro-rated for inclement weather days unless otherwise determined by the Administration.

Enrollment & Withdrawing

Admissions Process

Children are eligible for admission at the age of 6 weeks to 3 years old. The admission process begins with the completion of the enrollment form online. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. Children are placed on a wait list if there is no availability in the most appropriate class.

Spaces are filled from the interest list according to the following priority system:

- FMDNS staff children
- Siblings of currently enrolled children
- Previous FMDNS families
- General Public

FMDNS gives priority to those persons deemed homeless: CPS removal/placement, shelter, non- permanent/temporary housing, etc. as well as those seeking refuge for abusive situations. Caregivers have 5 business days after initial enrollment to provide FMDNS a current shot record and health statement. Registration fees will be waived.

Children must be able to benefit from participation in an inclusive group setting. If, after a discussion of the child's needs, it is determined that FMDNS is not a good fit for the child, FMDNS will attempt to give resources and information about other programs that may benefit the child and family.

Registration & Requirements for Enrollment

You must complete the FMDNS Enrollment Application (found on our website). Once the forms have been completed and submitted, FMDNS will contact the parent to schedule a tour of the facility. Tours must occur within 2 business days of initial contact with FMDNS. Following the tour, parents will complete the Parent Orientation and Family Handbook Acknowledgement forms.

After attending the tour, parents are required to pay the non-refundable Enrollment fee of \$30 for the first child and \$20 for each additional child (max \$50 per family) to secure their child's placement.

Additionally, the following must be provided prior to the child's first day of school **and within 3 business days of the parent tour being completed:**

1. Proof of current vaccinations
2. Student's Health Statement, signed by a physician
3. At least 4 pay stubs reflecting all family household members income for CACFP. The current year's tax return may be used as well.
4. Photo IDs of Emergency Contacts
5. The first week of tuition, paid in full
6. Allergy Plan signed by a physician, if applicable

PLEASE NOTE: We are required to have each of these forms in our files to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation. Our participation in federal and state programs also requires that all parents complete updated Enrollment Forms every year.

Medical Report & Immunization Record Requirement

A record of immunizations and a children's medical report must be completed and on file prior to the child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the Denton County Health Department. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

Withdrawing

If you need to withdraw your child from FMDNS, you must give at least two weeks' advance notice in writing. You will be charged tuition during this two-week notice period, whether your child is in attendance or not.

Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another.

Curriculum

At FMDNS, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'children learn through play.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. We use adaptive curriculum processes to include special needs, planning for diversity and learning differences. Our teachers observe and evaluate children based on developmentally appropriate milestones.

Our lesson plans are based on objectives for development and learning that focus on all the most critical areas for success. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long. Learning objectives have been created using Teaching Strategies and Children's Learning Institute Engage checklists and milestones.

Assessment

Child assessment is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children's development. Teachers use the information gathered during the assessment process to:

- Identify children's interests and needs
- Be intentional in their teaching
- Develop goals for each child and plan for individual student needs
- Guide instructional/environmental planning that best meets the needs of all children
- Share progress with families by pinpointing where children are along a continuum of development and education.

Assessments include informal written observations, work samples, and developmental checklists completed by the teachers every 9 weeks. Assessment results and developmental progress is shared with parents at their parent-teacher conferences. Should assessments indicate a need for further evaluation, teachers will discuss the results with the family and use

the information gathered for referral to an outside agency for additional diagnostic screenings and assessments.

Behavior Guideline Philosophy

Our foundational goal at FMDNS is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group.

Socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our Teachers:** We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success. **In compliance with Texas State Minimum Standards, all parents will be required to sign the Operational Discipline and Guidance Policy form provided by Texas Health and Human Services that is attached to this handbook.**

Guidance Procedures

Children are guided to treat each other and adults with self-control and kindness.

Each student at FMDNS has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is

clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Center Coordinator.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, FMDNS may recommend and/or require alternative placement or discuss a temporary suspension of services.
- In the case of a child who has an Individualized Education Plan (IEP), special consideration will be enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. FMDNS will follow all state special education rules and regulations governing suspension/expulsion.

Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common.

For repeated biting instances we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

The School Day

Arrival

Children may not be dropped off prior to our 6:30am start time. Please have your children arrive no later than 9am. One of the most important aspects of school is that it is scheduled,

predictable and organized. Students depend on the structure of the day to feel secure. They know where they must be and when their routines are in place precisely to help them focus on that learning. When students are repeatedly tardy, these routines are disrupted. Children who are often late have trouble settling in and mastering routines. Tardiness can throw off their whole morning or even their day, especially if the late commute to school was stressful. Consistent routines help children prepare for the transition to kindergarten.

Children will not be admitted after 9:00 a.m. except in extenuating circumstances. Please contact FMDNS if your child will arrive late due to a doctor's appointment or emergency. A doctor's note or excuse must be turned in to the office before dropping your child off. The state **requires** all children to be escorted by their parents to their classrooms or where a caregiver is present. We require all parents/guardians to sign children in and out from the program using the ProCare app.

Mornings can be busy times, and they often set the tone for our day. Please help your child have a successful start to their day by connecting with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.

Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Departure

It is important to sign your child in and out each day. You can sign your child out via the ProCare app using the QR code posted outside of your child's classroom or on your smartphone. It's also critical that you check in with your child's teachers before leaving.

School closes at 6pm sharp. A late pick-up fee of \$1/per minute will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service. If you believe you will arrive after 6pm, please contact FMDNS as soon as possible. Failure to pick up your child or contact FMDNS, and if you or another authorized emergency contact cannot be reached within 15 minutes after closing time, FMDNS staff will contact the local authorities.

Continually arriving late to pick up your children may result in suspension of child care services. All late pickup fees must be paid prior to drop off the following day.

Designation of Persons Authorized to Pickup

The safety of our students is our top priority. Please notify your child's teacher if someone other than you is picking up your child. FMDNS staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the ProCare App. If you need to authorize a new pickup person, please send the request in writing either through the ProCare app or via email to the Center Coordinator. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID. **Minor siblings may not drop off or pick up children without a parent/guardian present.**

Please let us know if there are any updates to your phone number, email address, or mailing address. You can call or email us the information as soon as it changes.

Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to FMDNS for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Center Coordinator when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For children enrolled in the foster care system, FMDNS will need to receive a copy of the foster care paperwork. FMDNS will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

Absences, Sick Days & Vacations

For children to learn from our program, they need to be here on a regular basis. As participants in CCS and CACFP, we must record attendance.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the ProCare app.
- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.
- Tuition and fees are not prorated for absences due to child illness or family emergencies such as a death in the family or family vacations, etc.

CCS participants must adhere to CCS attendance requirements. FMDNS is required to report 5 or more consecutive absences when a parent has not communicated the reasons for the absences.

Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or communicate with the staff using the ProCare app throughout the day.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name.

- Please provide two complete sets of extra clothes, including socks, for your child (**If your child is potty training, you should keep at least four pairs of clothes at school.**) It's always a good idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season. All clothing and personal items should be marked with your child's name.
- Diapers and wipes (if applicable). These items will stay at school.
- A small blanket for a nap, a small pillow, or a comfort item is optional. We'll keep these items in your child's cubby and ask that you take them home weekly to wash them.
- A child-sized tote or bookbag to send soiled clothes and art projects home in.

Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students. **The primary school day is from 9am to 4pm, with a rest time from 11:45am and 2pm.**

Staff are sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Classroom Activities

Teachers plan to regularly rotate classroom materials to generate ongoing interest and connection to the current lesson plans. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include but are not limited to manipulatives, gross motor and fine motor play, dramatic play, reading/language activities and math or science. Music and art are also included in lesson plans regularly.

Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations.

Indoor and Outdoor Play

We play outside every day that weather permits. Children will use the playground at least twice daily for 30 minutes at a time in most situations. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Outdoor activities will give children the opportunity to engage multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

When the weather keeps us inside, we find safe and fun ways to get active indoors by participating in gross motor play in the gym.

Clothing & Shoes for Play

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play.

Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

Please clothe your children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing).

Sunscreen & Insect Repellent

FMDNS requires parents to supply a sunscreen for each child of their family that is developed specifically for their age, has at least an SPF of 15 or higher, and is preferably in a spray bottle for easy application. FMDNS staff will apply sunscreen prior to outside time and again, as needed. All parents must complete a Skin Health Form.

Air Quality

FMDNS staff monitor the conditions and make decisions using the National Weather Service Alert System & Texas Commission on Environmental Quality Air Quality Report. On days that are labeled code orange (poor), outdoor time will be reduced. Children will not go outside on days labeled code red (unhealthy), magenta (very unhealthy) or purple (dangerous) and gross motor activities will occur indoors. In exceptional cases such as a child with asthma or an extreme allergy condition, a doctor's note is required outlining proper care for the child.

Extreme Weather

FMDNS utilizes the following Child Care Weather Watch chart attached to this handbook to determine safe temperatures for outdoor play. In instances of extreme weather, gross motor activities will occur indoors.

Rest Time

All children will participate in a quiet rest time as required by minimum standards. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room.

All nap cots are provided by FMDNS and are disinfected each day. Each child will be assigned a cot to use that will be labeled with their name.

There will always be at least one teacher within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Infant Safe Sleep

Texas State Child Care Regulations require that all parents be made aware of the Infant Safe Sleeping requirements and restrictions. All parents of infants will be provided and asked to sign

the Operational Policy on Infant Safe Sleep Form which outlines these regulations and is attached to this handbook.

Screen Time

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than one hour per day, per child.

Texas State rules prohibit any screen time for children under two. This includes TV, videos and computers.

Mealtimes

Healthy, balanced meals are just what growing bodies need! FMDNS participates in the Child and Adult Food Care Program which provides breakfast, lunch, and afternoon snacks to all students daily. The weekly menu is posted on the Parent Info Board and can be provided to parents upon request.

Breakfast is served at 8:30am. Children must be physically present at the center no later than 8:45am to receive breakfast.

Lunch is served at 11am and afternoon snack is served at 2:30pm. These mealtimes may vary slightly in each classroom.

Additionally, all meals are served and prepared following the Child and Adult Care Food Program/USDA requirements for children ages 6 weeks to four years.

It has been the experience at FMDNS that children will eventually try foods at school that they may not consume at home simply because the other children are eating them. During mealtimes, students and staff sit together and engage in conversations. Staff use positive reinforcement to encourage children to try new foods.

Classroom Snacks

An afternoon snack is served through the CACFP food program to every child. However, some of our children remain in care until close to dinner time and need a little extra snack to get them through the day. Parents can help each classroom out by supplying snacks to be shared in the late afternoon. All items must be nut-free (including peanuts, tree nuts, peanut butter) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students such as popcorn or whole grapes. Healthy snack options such

as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice.

Special Dietary Needs

We encourage all students to eat the meals provided at school; however, we understand that may not be the best option for all students. We can provide allergy-friendly alternatives with documentation from a doctor for students with food allergies or intolerances. ***We are not able to make changes to the menu for your child without a doctor's note.***

If you would like to provide your child meals from home, please reach out to the Center Coordinator to discuss licensing requirements for meeting your child's nutritional needs. We ask that you not send fast food, sugary snack foods, soda, candy, gum or foods that may present a choking hazard.

For children with disabilities who have special feeding needs, program staff will keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.

Food Allergies

If your child has a known food allergy you must turn in a Food Allergy Emergency Plan before your child is enrolled. A Food Allergy Emergency Plan is an individualized plan prepared by the child's health care professional that includes:

- 1) a list of each food the child is allergic to;
- 2) possible symptoms if exposed to a food on the list; and
- 3) the steps to take if the child has an allergic reaction

If an EpiPen or inhaler is part of the emergency plan, parents must provide one to be stored at FMDNS.

The allergy must be documented by a healthcare professional. The child's health care professional and parent must sign and date the plan. A copy of the plan must always be in the child's file at school.

Infant Feeding Preference Form

Per CACFP and Child Care Regulations requirements, any child under the age of 12 months or who is not developmentally ready for table good, must have written feeding instructions that are signed and dated by the child's parent or health-care professional. These instructions must be reviewed and updated by the parent every 30 days until they reach 12 months or are able to eat table food.

FMDNS will provide an Infant Feeding Preference Form to parents at the beginning of each month to be signed and dated and stored in the classroom and the child's file. If a parent wishes to make a change prior to the 30-day requirement, a new form can be provided through Admin.

Formula/Bottles/Sippy Cups

Families may choose to allow FMDNS to supply their infant with formula that is available through our food program. It is a minimum standard requirement that if families choose to provide their own formula, there must be enough to meet feeding requirements for the number of hours a child is in our care. Formula brought from home must be dated and labeled with the child's name and must not be expired.

If a child is drinking formula, bottles may come to school premixed and labeled with the child's name and date or, families can send bottles pre-filled with water and supply a container of formula to be kept on-site. Please do not leave bottles at the center overnight; their contents will be discarded. Staff cannot add cereal to bottles.

Due to the potential risk, children will not be laid down to rest with a bottle/sippy cup, nor will the bottle/sippy cup be propped (unless there is a documented medical reason to do so).

Sippy cups will be provided by FMDNS to each child who is developmentally able to use one. The cups will be labeled with their names, stored at school, and sanitized each day. The cups will only be used for water.

Breastfeeding Policy

Parents have the right to breastfeed or provide breastmilk for their children while in our care.

Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Mothers will be provided an adult-sized chair and private space when breastfeeding. Expressed breast milk may be brought from home if frozen or kept cold during transit. All thawed breast milk shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.

Breast milk brought from home must be dated and labeled with the child's name.

USDA

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or

contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- 1) Mail:
U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights,
1400 Independence Avenue, SW,
Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

- Please provide two complete sets of extra clothes (**4 if your child is potty training**), including socks and an extra pair of shoes for your child. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, beanies, hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Sometimes learning and fun can get messy! FMDNS isn't responsible for lost, stained, soiled, or torn clothing.

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine.

Both the diaper and the outer shell must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Teachers will notify parents when supplies are low by informing them in person and/or communicating in ProCare. At FMDNS, we understand shortages happen, and we will happily provide extra diapers for your child when the occasional mishap occurs. FMDNS can provide diapers at a cost of \$1.00 per diaper used in the instance cannot bring extra diapers right away. The diaper fees are due at pick up the same day.

Personal Items from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at FMDNS. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

Potty Training

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Please refer to the Potty-Training Policy attached to this handbook for more information.

Communication

FMDNS believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include phone calls, notes, email, or in person.

Information is shared with families regularly through verbal conversations, the ProCare app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail.

All FMDNS employees are expected to treat all children and families with respect and dignity. In return, we expect the same from our families. If difficulties arise, we encourage families to share their concerns with the Center Coordinator verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to refer to the Grievance Procedure shared in this handbook.

Please do not confront children or other parents in our program. When any member of the FMDNS community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, FMDNS reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment.

Home Language

It is important to FMDNS that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. FMDNS will work with the family to provide information in the language they are most comfortable with for any family that makes a request.

ProCare App

Upon enrollment, you will receive an invitation via email or text to set up your ProCare account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

Conferences

FMDNS uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule 2 formal conference weeks each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a chance to discuss your child's strengths and areas for growth.

Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

Family Support

While FMDNS specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside early education. We have a variety of ways that we can support our families. These include:

- Assist families with locating community resources
- Help families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling and domestic violence assistance
- Assist families with a successful transition to school

Please reach out to the Center Coordinator if you need support.

Family Involvement

Participation

FMDNS offers many opportunities to be part of your child's early learning experience and connect with other families.

Opportunities include:

- Volunteering to share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.
- Attending class parties
- FMDNS campus-wide events

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a

great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Tuition & Fees

Tuition

Tuition is sliding scale based on household income and number of family members in the household. The total income of each family will be reviewed annually to determine tuition fee.

It is the responsibility of each parent/guardian to pay their child's tuition. If there is an unforeseen situation which will prevent the parent/guardian from being able to pay tuition, payment arrangements must be made with the Center Coordinator prior to missing a payment.

Due to program and staff-to child ratio licensing requirements, fees are due regardless of illness-related or otherwise personal absences, emergency closings due to weather-related events or vacations taken by the parents/ guardians.

CCS Participants

All CCS fees are due no later than the 1st of each month and any late payments must be reported to the appropriate CCS caseworker.

CCS does not allow FMDNS to offer any additional discounts to parents receiving the child care subsidy.

Discounts

- Families will receive a 5% discount for any payment of 4 or more weeks.
- In the case of multiple child families, a 5% discount is applied to the youngest additional sibling enrolled.
- Families may elect one week out of the year to be eligible for tuition to be charged at 50% of their regular rate. Attendance, or lack thereof, is not a determinate in the use of one 50% tuition week.
- Staff of FMDNS receive a 50% discount on their children's tuition.
- Multiple discounts may not be applied at one time (ie. Staff may not utilize the monthly discount in addition to their employee discounts)

Late Payment Fees

Fees are due weekly and are to be paid Monday of the week tuition is processed. If tuition is not paid by Noon on Monday, a \$15 late fee will be charged. If tuition has not been paid by Tuesday morning, the parent/guardian will be given notice their children may not return to school until all fees have been paid.

Returned Checks

There will be a \$15 service charge for any returned checks. In the event of a returned check, a money order will be due immediately and immediate termination of services may apply. After two instances of returned checks, all payments must be, from there on out, in the form of a money order or cashier's check.

Payment Arrangements

On a case-by-case basis, FMDNS may be able to work with families who need to be placed on a payment plan. If this is the case, you must send the request in writing to the Center Coordinator prior to your payment due date. A Payment Plan Agreement Form must be signed and adhered to by the parent. If tuition fees are not paid according to the terms of the plan, the child's space will not be held, and re-registration will be required upon return.

Annual Fees

The annual supply fee of \$25 per child is due in September. All supply fees are nonrefundable.

Health & Safety

We all know that safety comes first! At FMDNS our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

Daily Health Checks

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. FMDNS will adhere to the following Texas State Minimum Standards:

Division 3, Illness and Injury

§746.3601. What types of illness would prohibit a child from attending the child-care center?

Subchapter R, Health Practices

Division 3, Illness and Injury

March 2023

Unless you are licensed to provide get-well care, you must not allow an ill child to attend your child-care center if one or more of the following exists:

1.) The illness prevents the child from participating comfortably in child-care center 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 a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):

- **An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness**
- **Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea*, two or more vomiting episodes [while in the care of FMDNS staff], rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or**
- **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.**

(*After 2 episodes of diarrhea, a parent will be contacted to pick their child up.)

Any child exhibiting the above symptoms may not return to care until they have been symptom-free for 24 hours without the use of medication or has been cleared to return by a physician and a note is provided.

See exclusion criteria on the following pages for more specifics.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children. A parent will immediately be called to come and pick them up. FMDNS is not able to provide arrangements to care for sick children. *Parents are required to respond as soon as possible concerning the sick child when contacted by staff.* If we cannot reach the parent within thirty minutes (or immediately in emergencies), we will reach out to the family's emergency contacts as stated on enrollment/annual forms.

Illness Exclusion Criteria

Disease/Condition:	If your child has been diagnosed with this disease, our program will:	When to allow your child to return:
Chickenpox (or rash suggestive of chickenpox)	<ul style="list-style-type: none"> ● Temporarily exclude the sick child from childcare ● Notify all parents regarding possible exposure and include a warning about aspirin use. ● Contact the Denton County Health Department if needed to find out other preventative measures to take ● Unimmunized children must be excluded until they are permitted to return by their health care provider ● Carefully follow handwashing and cleaning procedures 	Approximately 5-7 days after the rash begins or when ALL blisters have scabbed over
COVID-19 or symptoms of COVID-19	<ul style="list-style-type: none"> ● Temporarily exclude the sick child from childcare ● Contact the Denton County Health Department if needed to find out other preventative measures to take ● Carefully follow handwashing and cleaning procedures 	Guidance from the state is updated frequently. Please see [appropriate center contact] for more info.
Diarrheal illness	<ul style="list-style-type: none"> ● Temporarily exclude a child that has had 2 or more diarrhea episodes in one day. ● Carefully follow handwashing and 	When the child is diarrhea-free for at least 24 hours without the aid of medication.

	cleaning procedures	
Fifth Disease	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Fever	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if the child has a fever of 100 or greater. 	When the child is fever-free for at least 24 hours without the aid of medication.
Hand Foot and Mouth Disease	<ul style="list-style-type: none"> Exclude if the child has an open, draining lesion on hand or has lesions in the mouth and is drooling. Carefully follow handwashing and cleaning procedures. 	When lesions heal and/or drooling ceases, and the child can participate in center activities (including meals)
Hepatitis A	<ul style="list-style-type: none"> Temporarily exclude the sick child from childcare Contact the Communicable Disease Section of DHHS Contact the Denton County Health Department if needed to find out other preventative measures to take Carefully follow handwashing and cleaning procedures 	At least one week after onset of illness or jaundice. Permission to return should be sought from the local health authorities first.
Impetigo	<ul style="list-style-type: none"> Temporarily exclude the child from childcare Carefully follow 	After treatment has been started

	handwashing and cleaning procedures.	
Influenza	<ul style="list-style-type: none"> Temporarily exclude the child from childcare The program will notify all parents Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Lice	<ul style="list-style-type: none"> Temporarily exclude the child from childcare 	24 hours after treatment and no signs of nits or lice
Pink Eye	<ul style="list-style-type: none"> Temporarily exclude the child with yellow eye drainage and itching Carefully follow handwashing and cleaning procedures. 	24 hours after the first dose of medication and symptoms are mild
Pneumonia	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Ringworm	<ul style="list-style-type: none"> Temporarily exclude the child if lesions cannot be covered Carefully follow handwashing and cleaning procedures. 	If unable to cover the lesion(s), after treatment begins and the lesion starts to shrink.
RSV (Respiratory Syncytial Virus)	<ul style="list-style-type: none"> Temporarily exclude the child from childcare if they present with fever or difficulty breathing. Carefully follow handwashing and cleaning procedures. 	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.

Scabies	<ul style="list-style-type: none"> ● Temporarily exclude the child until treatment is complete. ● Carefully follow handwashing and cleaning procedures. ● The program will notify all parents ● All clothing and blankets will be sent home to be laundered in hot water and dried in a hot dryer. 	Until treatment is completed.
Strep Throat/Scarlet Fever	<ul style="list-style-type: none"> ● Temporarily exclude the child from childcare ● Carefully follow handwashing and cleaning procedures. 	24 hours after antibiotics are started when the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
Tuberculosis	<ul style="list-style-type: none"> ● Temporarily exclude the child from childcare ● Contact local health department and Childcare Health Consultant ● Carefully follow handwashing and cleaning procedures. 	Exclude until a health care professional provides a written statement that the child is not infectious.
Vomiting	<ul style="list-style-type: none"> ● Temporarily exclude the child from childcare ● Carefully follow handwashing and cleaning procedures. 	When the child is vomit-free for at least 24 hours without the aid of medication.
Whooping Cough/Pertussis	<ul style="list-style-type: none"> ● Temporarily exclude the child from childcare ● Contact local health department and Childcare Health Consultant ● Unimmunized children 	<p>Exclude until five days after treatment has started.</p> <p>Exclude untreated cases for 21 days from the date cough began.</p>

	<p>must be excluded until they are permitted to return by their health care provider.</p> <ul style="list-style-type: none"> • Carefully follow handwashing and cleaning procedures. 	
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* This chart is not an exhaustive list of communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the FMDNS Administration team.

Lice

If we find head lice in your child’s hair, we will ask that you pick them up as soon as you can. Parents must follow the treatment guidelines of the Texas Department of State Health Services provided to them by FMDNS.

It is important to continue checking your family member’s heads every day until there are no head lice found for 10 consecutive days. It is important to also treat your home, according to the guidelines.

For your child to return to school, they must be free of any lice and live nits. Live nits are defined as lice eggs that are attached to strands of hair ¼ inch or less from the scalp.

FMDNS will:

- Immediately check all children of the exposed classroom and notify parents if their child has lice.
- Provide all families with Texas Department of State Health Services Lice fact sheets.
- Continue checking the hair of any exposed students/staff for 10 consecutive days to prevent spreading.
- Immediately wash and sanitize all soft toys and blankets in the classroom.
- Treat all exposed area of play and classrooms with FDA-approved Lice Spray at the end of the day.
- Teachers will discourage students from activities which may involve head-to-head contact.

Communicable Diseases

When FMDNS is notified that a child enrolled in our center or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the Denton ISD Health Services, Texas Child Care Licensing, and Denton County Department of Public Health. Authorities may require further information, testing, or preventive measures. FMDNS will follow all recommendations made by these entities to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. **The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional.** The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms and instructions

Medications

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with Texas State child care regulations and the policies described below.

Authorization

Authorization to administer medication to a child in your care must be obtained from the child's parent:

- (1) In writing, signed and dated;
- (2) In an electronic format that is capable of being viewed and saved; or
- (3) By telephone to administer a single dose of a medication.

Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

If the medication is prescribed by a doctor for long-term use, like an inhaler, a signed statement from the parent along with the authorization form for long term use must be completed. EpiPen's and rescue inhalers are an exception- an allergy emergency plan written by a health professional is required to be included in the child's file and classroom.

The child's parent may not authorize FMDNS to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.

Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, if it is administered as prescribed, directed, or intended.

Administration

Medication must be given:

1. At home by the parent for the first dose in case of an allergic reaction
2. As stated on the label directions; or
3. As amended in writing by the child's health-care professional.

Medication must:

1. Be in the original container labeled with the child's full name and the date brought to the operation
2. Be administered only to the child for whom it is intended and
3. Not be administered after its expiration date.

Types of Medication

- 1) Prescription medication; with doctor authorized prescription
- 2) Non-prescription; not including topical ointments, insect repellents and sunscreen

General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
 - a) without written authorization from the child's parent
 - b) without written instructions from the child's parent, physician, or another health professional
 - c) in any manner not authorized by the child's parent, physician, or another health professional
 - d) after its expiration date
 - e) or non-medical reasons, such as to induce sleep
 - f) with a known allergy to the medication.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.

- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by Admin staff who have been trained in medication administration. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- FMNDS reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

Specialized Medical Assistance

Specialized medical assistance is any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, protective helmet or leg brace. **In all cases, a written statement with instructions from a health professional on how to assist the child is required.**

Medical Emergencies

In the event of a medical emergency or accident, FMDNS will contact the child's parent/guardian. Should emergency treatment be needed, FMDNS will call 911 and then the guardian. Parents/guardians are responsible for ensuring FMDNS has up-to-date information and appropriate emergency contacts.

Further FMDNS Inc. is not assuming liability for any fees or charges that result from such action, including emergency transportation, emergency room bills, hospital bills or doctors' fees. All such fees shall continue to be the responsibility of the parent/guardian.

Topical Creams, Sunscreen & Insect Repellent

Parents and guardians may give a FMNDS standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen, insect repellent, diapering creams, baby lotion, and baby powder, to their child, when needed. The over-the-counter topical medications form must be completed before we can administer these medications.

Sunscreen & insect repellent will be applied, as needed, and prior to prolonged periods outside. Sunscreen should be at least SPF 15 and preferably waterproof or sweatproof.

In accordance with best practice recommendations by The American Academy of Pediatrics and the American Cancer Society, sunscreen and bug repellent will not be applied to children under the age of 6 months.

Health & Safety Practices

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at FMDNS Each classroom has a "yucky bucket" for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure.

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before eating or handling food or medication
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Universal Precautions

FMDNS follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. FMDNS staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.

3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

TB Testing

The County of Denton does not require that children or staff be tested for tuberculosis prior to enrollment in the center.

Employee Vaccines

FMNDS does not currently have a policy regarding requirements for employee vaccines.

Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

School Policies

Smoke-Free and Weapon-Free Environment

FMDNS and both playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including FMNDS unless carried by a law enforcement officer.

Gang Free Zone

Under the Texas Penal code any area within 1000 feet of a child-care center is considered a gang-free zone. Please inform the administration if you know of gang related activity near our center

Hearing and Vision

The Special Senses and Communication Disorders Act requires a screening or professional exam for possible vision and hearing problems. This screening must be conducted by a licensed or certified screener or health-care professional. All children who are four years old by September 1 of each year must be screened within 120 calendar days.

Transportation

FMDNS does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children. Employees are strictly prohibited from transporting a student in his/her personal vehicle for any reason.

Babysitting

FMDNS strongly discourages families from entering employment arrangements with staff. However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a FMNDS employee for employment or services outside the program and services of FMNDS is an individual endeavor and private matter, not connected or sanctioned by FMNDS.

All Doors Locked Policy

To ensure our children's safety doors must not be propped open and left unattended. If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent.

Grievance Procedure

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. Adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and a member of the administration. At that time, a course of action can be determined.

If you are unsatisfied with the resolution presented by the Center Coordinator, please visit dentonisd.org for more information on the Denton ISD grievance procedures.

Legal Information

Nondiscrimination

FMNDS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. FMNDS is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

Policy Changes

The center handbook is reviewed annually; however, the center reserves the right to edit the parent handbook as changes occur. Changes to policies and/or procedures affecting the Center will be communicated to parents through email and the Parent Handbook will be updated and made available on the Gallian Center website.



PARENT HANDBOOK ACKNOWLEDGMENT

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Front Office.

We, the parent(s)/guardians of _____ have read and understand the contents of the FMDNS Parent Handbook.

We agree to follow and the policies outlined in the FMDNS Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School.

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Please Note: It is required that both/all parents sign this form.

Fred Moore Day Nursery School Potty Training Policies

FIRST...Let's define a *fully potty-trained* child:

A *fully potty-trained child* is a child who can do all of the following:

- 1) Be able to tell an adult they have to go potty before they have to go. They must be able to say the words "I have to go potty" or an understandable verbal form of this statement, before they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to an activity without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom, or if we are outside and away from a potty.

"You want them to be able to handle practically every aspect by themselves," says Jane Morton, MD, professor of pediatrics for Lucile Packard Children's Hospital Stanford. "Parents need to start when it's going to be an easy process, not a confusing or traumatic one."

The first rule to successful training is starting with children that have the ability to perceive events that are going to happen before they happen.

Also, they must be able to tell us they need to go so that we can accompany them into the restroom to supervise and assist them as needed. *As their speech skills develop, they will get better at communicating their needs. Dr. Heather Wittenberg, contributor to PARENTS magazine.*

At home you can allow them unfettered access to the bathroom if you choose. Here we must supervise potty training children when they are using the restroom, ready to lend assistance if needed.

Because of this, they need to learn that they must tell the adult they have to go before they have to go. We do not always see the "signs" that the child has to go, or pickup on their nonverbal behavior. The child must be able to say the words "I have to go potty", or an understandable verbal form of this statement.

Some things we do to get children *ready to train*:

- 1) We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
- 2) We have them practice sitting on the potty.
- 3) We practice with them getting their pants up and down on their own and hand washing.
- 4) We will supervise them and watch for signs that they have to go, or are going.
- 5) We communicate with the parents about any indicators suggesting the child is ready.

"Initiating toilet training before the child is developmentally ready can create stress and anxiety for the child and the family and increase the length of time it takes to train the child". The American Academy of Pediatrics

Some things we are prevented from doing or will no longer do:

1) We do not put kids on a potty schedule such as every half hour or hour. It's very time consuming with little to no benefit. From experience we have seen this can cause many problems with children not being able to hold much urine and having to constantly go to the potty as they get older. For example, they are unable to settle down at nap because once they relax but have a little bit of urine, they have to get up and go. The day pretty much centers around the potty, which just isn't realistic in this setting.

"Children who developed larger bladder capacity at an earlier age tended to achieve daytime dryness sooner".

Dr. Barton Schmidt, Contemporary Pediatrics

2) Based on childcare licensing rules, we cannot withhold or limit food or drinks to only be given at certain times. We maintain the same food and snack schedule during training.

3) Per licensing regulations, we are unable to clean soiled underwear or clothing. We will bag the soiled items and return them to the parent at the end of the day.

**In an effort to maintain the most hygienic environment possible
children will be allowed to wear regular underwear alone when they have been
COMPLETELY ACCIDENT FREE
at the center for two full weeks.**

Experience has shown that once a child is successful for two full weeks here, they will have very few accidents thereafter.

The reason for this policy is because we are working with many children. We must implement policies that maintain safe, hygienic and infection control standards for the classroom, the children and the staff.

Once an accident occurs and is discovered, we must sanitize the entire area including, when appropriate, having the classroom rugs professionally cleaned.

Naptime training:

Sometimes kids nap train right away after they are awake time trained. Most children are not able to do this, and it is many months before they are nap trained. We require nap diapers or pullups until the child has slept through nap for one full month without an accident.

What to wear during training:

**We require thick training underwear covered by rubber pants,
or a pullup over regular or training underwear
as a hygienic step towards regular underwear alone.**

Please support your child's success by sending them in easy on and off pants or shorts, dresses or skirts during training. We prefer elastic waist pant bottoms until they are physically capable of doing snaps and buttons. During potty training we can't allow overalls, one-piece jammies, shirts with snaps at the crotch or any items of clothing that would inhibit the child from being able to quickly undress themselves. If your child runs out of clean training pants or underwear for the day, we will put them in a diaper or a pullup.

Once the child has been accident free for 2 weeks, we will allow the child to begin wearing regular underwear alone, with the exception of naptime. We will use a diaper or pullup during naptime until the child has been accident free upon waking for one full month.

"If your toddler is old enough to be able to tell you when they need to go (or go on their own) and doesn't need constant reminding, they're ready for underwear". Kiddoo DA. Toilet training children: When to start and how to train

Some helpful hints for at home:

There are some easy daily things you can do at home that will really help your child's progression. Some of these may sound silly but trust us... they REALLY work.

- 1) A happy, positive experience each time they are on the potty will translate into quick training at home.
- 2) If there are two adults in the house have each adult "ask" the other adult if he/she can go to the potty at least four or five times a day. Your child seeing and hearing you "ask" if you can go will get the idea in their head that they need to do that too.
- 3) Praise the child on success every step of the process but don't overdo it. You don't want them trying to do the potty thing fifty times a day to get your attention or get rewarded. A "way to go" or a "thumbs up" with a smile will let them know you are proud. Do look for other opportunities to praise your child!
- 4) If you choose a reward system, use stickers or small treats (like gummies, jellybeans, teddy grahams) ONLY after potty success. Have the child give the same treat to everyone in the house that can have the treat. Passing a treat for his success will make the child happier than getting the treat himself. Every person receiving the prize has positive accolades for the child.
- 5) Let the child in the bathroom with you when you are going potty. This is really important for the same sex parent. Let them see how it works and you washing up afterwards.
- 6) Don't let them play in the toilet or with toilet paper. If they are infatuated with toilet paper give them a couple of generic cheapo rolls to play around with in the house to get it out of their system.
- 7) No punishment or consternation for accidents! Just talk to them about asking to go to the potty next time. You could say, "Aw shucks, I bet you can make it next time, what do you think?"

8) Give your child three or four minutes to get the job done. It shouldn't take more than a few minutes. Don't let it turn into attention seeking time where the child gets you one-on-one with them. Make sure that you are providing other opportunities for one-on-one time so they don't feel the need to use the potty time. If they don't go in a reasonable time tell them it's time to get off and we will try again later.

9) Don't allow potty time to be a stall tactic to avoid doing something the child doesn't want to do. Some children will claim they have to go potty to avoid having to go to bed. Have your child go potty a few minutes before you make the bedtime, or other, request. Setting up a consistent bedtime routine will also be helpful. *The American Academy of Pediatrics "recommends that children ages 1-2 years get 11-14 hours of sleep in each 24 hour period".*

Please don't expect the same performance at the center as at home:

We've seen both ends of the spectrum with children's ability to be "trained" here and not at home, and vice versa in some children who have been successful at home but are unsuccessful here at the center. Some reasons for this:

- 1) Children are not trained at home to tell the parents they have to go before they have to go, but rather are allowed free access to the bathroom in their home. Again, here they must tell us before.
- 2) There are many more distractions here with a larger group of children, toys, and bustling activities.
- 3) Parents are able to put the child on the potty often, in small measured time increments.

If this is being practiced at home, the child will have many accidents throughout the day here at the center since we need to rely on the child telling us when he/she needs to go potty.

Finally, we have found that some children are easily potty trained during long vacations and holiday breaks. The parents have the time to do the intense work and one-on-one supervision. Parents also have the ability to allow the child to be in only underwear, if they choose, for many consecutive days.

If they are successful at home they still must remain in thick training underwear with rubber pants, or a pullup covering underwear and be accident free for two weeks here before being allowed to be in underwear alone.

Thank you, and please let us know if you have any questions or want to discuss this further.

If it's done at a time when the child is truly ready, potty training can go very easily and quickly!

Review of Potty Training Policy, what this means for my child:

The first rule to successful training is starting with children that have the ability to perceive events that are going to happen before they happen.

To begin potty training, your child must be able to verbally tell us they need to go so that we can accompany them into the restroom to supervise and offer assistance as needed.

- During potty training we require thick training underwear with rubber pants, or a pull-up over regular or training underwear. This is to ensure a safe, sanitary, hygienic classroom for the children and staff. (rubber pants and thick training underwear can be found on Amazon).
- Per licensing, all soiled items will be returned to you in a plastic bag.
- Help your child be successful by putting them in easy on/off clothing with elastic waist bands.
- If your child runs out of clean training pants or underwear for the day, we will put them in a diaper or a pullup.

Once your child has been accident free for 2 weeks, we will allow them to begin wearing regular underwear alone, with the exception of naptime. We will use a diaper or pullup during naptime until your child has been accident free upon waking for one full month.



Operational Policy on Infant Safe Sleep

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

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

Safe Sleep Policy

All staff, substitute staff, and volunteers at Fred Moore Day Nursery School will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/ animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing footed pajamas (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

Privacy Statement

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

Signatures

This policy is effective on: _____ Child's name: _____

Signature — Director/Owner

Date Signed

Signature — Staff member

Date Signed

Signature — Parent

Date Signed



SUNSCREEN / BUG SPRAY POLICY

CHILDS FULL NAME: _____

Fred Moore Day Nursery School (FMDNS) follows the recommendations put out by the State of Texas, the American Academy of Pediatrics and the American Cancer Society. Sunscreen and bug spray are considered to be over-the-counter topical medications and may not be safe for every child. In recognizing this, FMDNS has instituted the following policies:

- Parents must give written permission for sunscreen &/or bug spray to be applied to exposed areas of the skin on their child. Sunscreen/bug spray will not be applied to children who do not have written permission on file.
- Sunscreen/bug sprays will be applied by FMDNS staff and before going outdoors but must be supplied by the parents (spray preferred due to sanitary reasons).
- Containers must be placed in a zip lock bag with your child’s name on both the container and the zip lock bag.
- All sunscreen/ bug sprays will be applied to exposed areas of the skin as needed for each individual child. Children may not share these items with one another.
- Sunscreen of at least SPF 15 or higher (PABA free) is recommended.
- Sunscreen or Bugs Spray **WILL NOT** be applied to children under 6 months of age.
Note: All children enrolled at FMNDS will have outside time every day, weather permitting.

_____ I give my permission for FMNDS Staff to apply sunscreen (initial) _____ and bug spray (initial) _____ to my child.

_____ Please do not apply sunscreen to my child. As the parent/guardian, I recognize that sunburns pose a risk of skin damage and skin cancer. I understand that my child will be taken outside on a daily basis (weather permitting).

_____ Please do not apply bug spray to my child. As the parent/guardian, I recognize that there are potential illnesses that can arise out of bug bites. I understand that my child will be outside on a regular/daily basis and may be exposed to outside insects.

Parent/Guardian’s name (please print): _____

Parent/Guardian’s signature: _____ Date: _____

Understand the Weather



Wind-Chill

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

Heat Index



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

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

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



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													

Child Care Weather Watch

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

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

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

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

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

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

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

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

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

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

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

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

Understand the Weather

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

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

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

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

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

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

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

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

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

Provider's Guide to Parent's Rights

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

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

Required Notifications

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

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

