



Our Loving Village

506 East McHarg Street
Stamford, Texas 79553

Office: (325)-261-0106

Cell: (817)-204-8635

www.ourlovingvillage.org

<https://www.facebook.com/ourlovingvillage>

Operational Policies & Procedures Handbook

All information herein is current as of February 14, 2022. Policies and procedures are subject to change at the discretion of *Our Loving Village*. Proper notice of these changes will be provided in a timely manner in written and/or electronic form. This handbook will be updated at a minimum of once a year or as needed and a written copy will be available for review at all times on the *Village* bulletin board, located at the entrance of the center.

Non-Discrimination Policy

Our Loving Village is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88352), the Age Discrimination Act of 1975 (Public Law 94-135) and the Rehabilitation Act of 1973 (Public Law 93-112). We are an equal opportunity program and do **NOT** deny benefits to or exclude any individuals from participation on the grounds of race, color, national origin, age, sex, gender or sexual orientation, disability, political or religious beliefs. If you believe you have been discriminated against because of any of the reasons listed above, you may file a complaint against *Our Loving Village* by immediately writing and/or calling:

Civil Rights Office Health & Human Services Commission

HHSCivilRightsOffice@hhsc.state.tx.us

701 W. 51st Street, MC W206
Austin, Texas 78751

Phone: 1-888-388-6332 or 512-438-4313

Fax: 512-438-5885

Chain of Concern

If parents have questions or concerns about our program, we encourage you to have open communication and welcome you to schedule a meeting with Mrs. BB or Mr. Bays to discuss them. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education and development. From time to time, the center director may request input via [Parent Feedback Form](#). Office hours are Monday - Friday during 11:00 am - 2:00 pm, unless otherwise noted.

Non-Hiring Of Center Staff Policy

In order to maintain confidentiality and professionalism, persons employed as staff at or by the center are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the center. We plan to soon offer childcare to-go to meet this need in our community.

Care Regulations Notice

Our Loving Village is a licensed home child care home regulated by the state of Texas. At this time, we operate within the capacity for up to 12 children to one caregiver at a time. We are also educationally exempt and offer additional cooperative preschool and homeschool services that are registered with Texas Education Agency (TEA) but not regulated by child care licensing. You are entitled to see the following information. We do not currently carry liability insurance. You may ask the primary caregiver, visit www.dfps.state.tx.us or your local Licensing Office for the most recent copy of:

- Minimum Standards for Registered Home DayCare
- Health Department Reports
- DFPS Inspection/Investigation Report
- Liability Insurance (if applicable)
- *Our Loving Village's* Handbook

Children Health & Welfare Notice

Reporting Abuse or Neglect: Texas Law requires caregivers and citizens to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports.

Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at (325)-795-5750.

The primary caregiver will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (section §34.07) states, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense under this section is a "Class B" misdemeanor.

Gang-Free & Predator-Free Zone Notice

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

We work hard to ensure that our childcare program is not in the local vicinity of any known sexual predators or offenders. We cooperate with law enforcement and exercise every extent under the law to maintain healthy and safe community interactions. We are aware and vigilant of any suspicious activity within our community and work with you to get them resolved. We check in on this often but if you are interested in the most recent report, please visit, <https://publicsite.dps.texas.gov/SexOffenderRegistry>

Custody Situations

Our Loving Village prefers NOT to get involved with custody disputes and will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy.

NOTICE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.

With that being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, *Our Loving Village* has the right to terminate care.

Enrollment & Orientation

Parents are responsible for gathering and completing all enrollment forms prior to care. Enrollment forms include:

- Operational Policies & Procedures Handbook
 - Non-Discrimination Policy
 - Non-Hiring of Staff Policy
 - Public Notices
 - Emergency Preparedness & Floor Plan
 - Safe Sleep Policy (Form 2550)
 - Parent Resources
 - Social Media & Surveillance Consent
 - Discipline & Guidance Policy (Form 1099)
 - Suspension & Expulsion Policy
 - Parent Conference Policy
 - Parental Participation & Procedures
 - Withdrawal Policies
- Enrollment Packet
 - Admission Information (Form 2935)
 - Health Statement from your child's doctor
 - Immunizations Record & HIPAA Consent (ImmTrac2 Immunization Registry)
 - Health Records Exemption (if applicable)
 - Food Allergy & Emergency Care Plan (if applicable)
 - Medication Authorization Form (if applicable)
 - CACFP Food Program Enrollment Form and/or Infant Feeding Schedule
 - Child Release Form
- “*My Village*” Profile Sheet (online)
 - About Me
 - My Classroom
 - McGruff ID Kit (optional)

The Admission Information form contains all the general information needed to enroll your child for care services. Most of the information is required by the Texas Department of Health and Human Services, which regulates our in-home daycare. All the information is essential to the well-being and safety of your child while they are in our care. Please fill out the entire document and bring any supporting documents to the office to be copied upon enrollment.



At *Our Loving Village* we truly believe in the ancient African proverb that says:

“It takes a village to raise a child”

We interpret that phrase, in all its positivity, to mean that having a diverse community of well-trusted people interacting with children is a beneficial way for a child to experience the world and grow in a safe environment. As new parents, my husband, Lonnie, and I (BriTanya/Mrs. BB) are opening up our pet-friendly home as a daycare center and homeschooling cooperative to Stamford, Texas and surrounding areas to build a network of meaningful relationships and offer wholesome and enriched early education to other like-minded families.

We believe early childhood care and education should be filled with child-centered play and adult-guided teaching. Using evidence-based techniques such as Conscious Discipline and Montessori and Waldorf- inspired methods, our curriculum allows children to safely explore their environment while developing social, emotional, physical and intellectual growth. Children of *Our Loving Village* will experience developmentally appropriate and educational activities that promote character building, positive adult-child and peer interactions and healthy nutritional habits.

Hours of Operation

Open Monday - Friday,
Weekends, optional add-on

Service Hours: 6 am - 6 am

Office Hours: 11 am - 2 p

2022 - 2023 Calendar

Due to the unpredictable nature of the global health and economic pandemic, all events and breaks are **tentative** until further notice. Please plan to make other care arrangements for the following events:.

Village Memorial

March 8, 2022

Bays Family Vacation

April 25 - 29, 2022

Bays Family Gathering

November 19 -26, 2022

New Year's Eve/Day

December 31 - January 1

Holidays that occur on a Saturday or Sunday may be observed on an alternate day or days during the week before or after the holiday. Closings will be at our discretion. Proper notice of any unscheduled closings will be given in written and/or verbal form to all families and a reminder will be posted on the website, voicemail and center door at least 24 hours for next day closing and at least 2 weeks in advance for extended day.

Daily Schedule of Events

Child Care Services

AM Snack : 5:00 am - 6:00 am

Breakfast: 7:00 am - 8:15 am

Lunch: 10:00 am /11:00 am

Recess: 11:30 am - 12:00 pm

Nap/Quiet-time: 12:00 - 2:30 pm

PMSnack: 2:00 pm - 3:00 pm

Dinner: 4:00 pm/5:30

Evening Snack: 7:30 pm/8:30 pm

***Daytime Pick-up: 3:00 pm**

***Nighttime Pick-up: 10:00 pm**

***Overnight Pick-up: 5:30 am**

All drop-off/pick-up times are mandatory, unless otherwise arranged

Education Services

Preschool CO-OP: 9:00 am - 12:00 pm

School-age CO-OP: 3:00 pm - 6:00 pm

Seedlings (0-17 months)

Leafings (18 months - 24 month)

Pre-Social/School CO-OP Class Schedule

Class	Ages	Days	Hours	Size
 Toadstools	2 – 2½	Tues, Thurs	9 am – 12 pm	Up to 4 children
 Tadpoles	2½ – 3	Tues, Thurs	9 am – 12 pm	Up to 4 children
 Frogllets	3 – 3½	Mon, Wed, Fri	9 am – 12 pm	Up to 4 children
 Froggies	3½ – 4	Mon, Wed, Fri	9 am – 12 pm	Up to 4 children

School Age CO-OP Schedule

Class	Ages	Days	Hours	Size
 Foxes	4 - 5	Mon, Wed, Fri	3:00 pm – 6:00pm	Up to 6 children
 Deers	6 - 8	Mon, Wed, Fri	3:00 pm – 6:00pm	Up to 6 children
 Bears	9 - 11	Tues/Thurs	3:00 pm – 6:00pm	Up to 6 children
 Owls	12 - 14	Tues/Thurs	3:00 pm – 6:00pm	Up to 6 children

Tuition & Fees

We make every effort to keep tuition and fees affordable. However, as our costs rise, we are sometimes forced to share that financial burden with our families. When tuition increases, we will provide timely notice and a grace period for all families to adjust.

Tuition is based on maintaining proper center and staffing requirements in order to care for your child(ren). Therefore, if your child does not attend for any reason, tuition will **NOT** be reduced or refunded. No fee reductions will be made for absences, vacations, holidays, domestic problems or unexpected closings such as provider/'s family illness, severe weather or other natural disasters.

All tuition is payable in advance in either monthly, weekly or bi-weekly increments. Payment plans and options will be agreed upon at the time of enrollment. If at any time changes to the agreed upon payment plan are required, Parents/Guardians will need to have a formal face-to-face meeting before payment is accepted outside of the payment period. Failure to do so may result in loss and/or suspension of child care services.

Parents/Guardians may pay for the entire month (monthly) or at least ½ of the month (bi-weekly) by the 1st of each month. For bi-weekly payments, the 2nd half of the monthly payment is due no later than the 15th of the month. All weekly payments are due on Monday. A late fee of \$5.00 will be assessed for each day payment is not received. Loss and/or suspension of care may be applied after 3 days of non-payment. We accept cash, credit/debit and money orders. Money orders and online payments are preferred for accurate record keeping.

Regardless of attendance, all tuition rates are fixed and due on-time according to your payment plan. We do not prorate for partial day closings. Please be reminded that payment will hold your child's spot for active enrollment for the current week at *Our Loving Village*.

Additional Fees

In addition to tuition, *Our Loving Village* has the following required fees:

\$25.00 Returned payment fee; charged per every check or electronic withdrawal returned/declined by your bank

\$25.00 Parent's Night Out; charged per child

\$20.00 Non-refundable registration fee; per child, due at the time of enrollment

\$10.00 Formula fee; charged per child, if not supplied

\$10.00 Quarterly material fee; charged per child in **August, November, February and May**

\$5.00 Clothing use fee; charged per child, if not supplied

\$5.00 Late payment fee; charged every day (up to 3 days) payment is not receive

\$1.00 Late pick-up fee; charged per child, per every minute after agreed upon pick up time.

NOTE: Additional fees will be notified the day they are accrued but charged on the following payment cycle.

Child Care Services

Full-time care is available in three separate program settings for children birth - 14 years old with up to 12 children at one time per caregiver in each program.

The **true cost of care is \$200 (plus tax) weekly** regardless of which program you are enrolled in. Dual enrollment fees will apply if a child will need care in more than one program. Tuition will be due prior to your child(ren) first day of care.

Daytime: 7:00 am - 3:00 pm Nighttime: 3:00 pm - 11:00 pm Overnight 10:00 pm - 6 :00 am

Education Cooperative Services

Part-time education services are available weekly in a two or three day regime. These part-time programs are parent cooperative and require periodic involvement.

Preschool Co-Op Classes

Monday-Wednesday-Friday	3 - 4 year olds	9:00 am - 12:00 pm	(\$30/week)
-------------------------	-----------------	--------------------	-------------

Tuesday-Thursday	2 - 3 year olds	9:00 am - 12:00 pm	(\$20/week)
------------------	-----------------	--------------------	-------------

Homeschool Co-Op Classes

Monday-Wednesday-Friday	4 - 8 year olds	3:00 pm - 6:00 pm	(\$30/week)
-------------------------	-----------------	-------------------	-------------

Tuesday-Thursday	9 - 14 year olds	3:00 pm - 6:00 pm	(\$20/week)
------------------	------------------	-------------------	-------------

Discounts

Discounted tuition is calculated and rounded up to the nearest 5 dollars. Monthly tuition uses a discounted weekly rate of \$175 x 4.33 (the average number of weeks in a month per fiscal year).

Bi-weekly tuition uses a discounted rate of \$185 x 4.20 weeks.

Multi-child discounts primarily depend upon your payment plan. For the subsequent child(ren), the discount rate will be applied in \$5 increments/per additional child (i.e \$195/week for 2nd child, \$150/week for 5th child). Teachers Discount of \$125/week applies to Day Program **only**.

A \$20.00 registration fee will be due per child (multi-child discounts available) at the time of enrollment. Part of that fee will be used to conduct a mandatory DFPS background check for parent assistance and support for field trips. The results of this background check will be kept confidential and will not be used to discriminate against any persons.

We understand that supporting the true cost of care is challenging, especially in these hard times. We strive to advocate with you to make sure we all do our part to create a better childcare system. We currently offer reduced private pay rates for families who actively participate in state, local and national childcare/family-centered advocacy events 3 times per month. This includes attending virtual and in-person meetings, making phone calls, writing emails & letters, submitting surveys, making short videos to send to elected officials and policymakers to influence positive change that supports our family and community values. **Advocate Discount of \$125/week applies to ANY program.**

Parent training and family exercises will be offered periodically to better collaborate parent/caregiver communication and child-rearing efforts. Discounts will be provisioned on a one-time basis and are continuously compoundable.

We greatly appreciate your business and anticipate your participation in our Parent Referral program! If a new client mentions you by name referral **and** enrolls their child(ren), you will receive a \$10 credit to your rate for each child . Our greatest advertising asset is you!!

End of Year Closeout & Tax Statement

A [Child Care Verification Letter](#), [Account Statement](#) and [Form W-10](#) will be provided before January 31st of each year for those who plan to claim child care expenses when filing taxes with the IRS. Preferably, these documents will be password-protected and emailed to you along with instructions for electronic signature and consent. If a hard copy is needed, please make arrangements to pick up these forms; they will not be mailed.

Child Care Assistance Programs

Sign the agreement below if you are enrolled in a child care assistance program (for example CCS,CCPO, etc). See attachments in the child's folder for appropriate forms with specific details about the financial assistance agreement.

I, _____, understand that I am responsible for compliance with the child care assistance program and any additional payment of services due to *Our Loving Village* must be paid in a timely manner. Failure to do so will result in loss of care and debt collection from a third party.

Sign & Date _____

HiMama, Teaching Strategies & FINSYNC Online Accounts

You will be able to review photos and videos of your child(ren) daily through the HiMama website and app. Upon enrollment, I will email you a link to register for your account.

For educational and developmental reports, you will be sent a link to Teaching Strategies monthly and quarterly to monitor your child's process while in our program.

Invoices for tuition and other expenses will be sent to your email on the Saturday prior to care through FINSYNC website and will require you to login to your customer profile through the "Mobile Payments" portal . A printed copy can be provided upon request. ***Processing fees will apply at your expense.***

Preferred email address: _____

Our Programs

Educational Curriculum

Our program incorporates the following standardized and non-standardized early childhood curriculums:

- ★ *Teaching Strategies: Creative Curriculum*
- ★ *Frog Street Pre-K Curriculum*
- ★ *Saxon Early Learning: I Wonder/Discover/Explore*
- ★ *Big Life Podcast & Journals (Kids & Teens)*
- ★ *Conscious Discipline*
- ★ *Waldorf & Montessori-inspired/Teacher-created curriculum*

[7 principles of Waldorf education philosophy](#) which are Image of the Human Being, Phases of Child Development, Developmental Curriculum, Freedom in Teaching, Methodology of Teaching, Relationships, Spiritual Orientation.

5 areas of the Montessori teaching method, which are practical life skills, sensorial activities, mathematics, language and cultural studies.

Our child guidance methods incorporate the 7 Skills of Conscious Discipline, which are Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences. We also aim to foster a sense of community through our School Family.

Emergency preparedness and social emotional learning skills are taught in all of our educational programs which will better equip your child(ren) to navigate and operate emergent and traumatic situations.

We pride ourselves in using evidence-based and enriching curriculums that will teach your child what they need to know and encourage them to learn new things. We offer various language vocabulary lessons in English, American Sign Language, Spanish, French and Japanese! There is limited digital time in our program but we do encourage parents to engage their child(ren) at home using the online curriculum portal from PBS Learning Media and Google Classroom. Please register your child(ren) and yourself in the appropriate class to keep up to date with what we are learning at *Our Loving Village*.

Parents & Caregivers

<https://www.pbslearningmedia.org/student/rostercode/7579bee/>

Infants (0 - 17 months)

<https://www.pbslearningmedia.org/student/rostercode/2318banana/>

Toddler (18 - 35 months)

<https://www.pbslearningmedia.org/student/rostercode/2318cooking/>

Preschool (3 - 5 years)

<https://www.pbslearningmedia.org/student/rostercode/2543dancing/>

School Age (5 -12 years)

<https://www.pbslearningmedia.org/student/rostercode/4345cat/>

Rest Period

Supervised rest periods are provided for all children who remain at the center for six or more hours a day, and for all other children who show a need for rest time. Older children and those not able to rest will have the option of quiet activities. We ask that you bring soothing nap materials for your child(ren) during the first 2 transitional weeks. All nap materials will stay at the center and we will wash them every Friday.

NOTICE: Please refrain from interrupting nap/quiet time unless you give proper notice via phone, text or email. This is an essential time for caregivers to practice self-care so they can be their best self for your child!

Meals

Our Loving Village participates in the *Child and Adult Food Program* that requires nutritional meals be served according to the USDA My Plate standards. We offer morning snacks, breakfast, lunch, afternoon snacks and supper to all children who are in attendance at the time of service. Meals are served at no extra charge. To participate, you MUST sign the *CACFP Food Program Enrollment Form* and return promptly.

We currently participate in the COVID non-congregate meal program that allows us to serve bulk meal ingredients/fully prepped meals through grab-n-go and home delivery. To sign up, please fill out this forms → <https://forms.gle/c9YYCJDYViGHXstW6>

All meals strive to meet the Department of Human Services guidelines for nutritious, appropriate foods for young children. Our menus, kitchen facilities, and cooking procedures also follow their guidelines. Our kitchen is inspected regularly by the Jones County Health Department.

We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions.

A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the primary caregiver upon enrollment if this applies to your child. Children with known food allergies will not be allowed to attend until the *Food Allergy & Emergency Care Plan* is completed and on file.

Per The Texas Department of Family and Protective Services, the Food Allergy Emergency Plan must be posted where food is served and prepared. The *Food Allergy & Emergency Plan* must include:

- The child's name & recent photo
- What food the child is allergic to
- Sign of allergic reaction if given the food
- How to treat this reaction and who to contact
- Alternative food to be given when substituting
- Epinephrine pen prescription in personal travel bag (if applicable)
- Signature from the parent/guardian & child's health care professional

If your child will not be eating the center's food, you may provide a meal from home. Please ensure that the meal from home is also wholesome and nutritious. Please refrain from including foods that are

less fulfilling and will cause disruptive behavioral problems in the classroom, such as candy, chips, or soda.

Infants are served whenever they are hungry and in accordance with their personal *Infant Feeding Schedule*. Parents have the right to breastfeed or provide breast milk for their child while in care at the center. Comfortable seating is available in Classroom #1 or the Nap Room for privacy and a stress free environment. Refreshments and parent education resources will be provided upon entry. Please fill out the *Infant Feeding Schedule* and notify the primary caregiver accordingly to better accommodate your efforts in such visits.

All other children eat their meals together with their classmates at the following times:

Meals

Breakfast: 7:00 am - 8:15 am

Lunch: 10:00 am/11:00 am

Dinner: 4:00 pm/5:30 pm

Snacks

5:00 am - 6:00 am (AM)

2:00 pm - 3:00 pm (PM)

7:30 pm/ 8:30 pm (Evening)

We will not “hold” meals for your child. If your child is not at the center when a meal is served, he/she will not receive that meal. Please make arrangements for your child to be fed prior to arrival if it is after meal service time. All menu changes will be posted on the “*Village*” board.

Arrival and Departure Requirements

Per Texas state laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 9:00 am each day so that the child can take part in our full educational program.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Parents are required to sign the daily attendance sheet upon arrival and departure.

Every child must be signed in and out **daily**. When dropping off your child, establishing an upbeat departure routine will make the transition into our care more comfortable. Training resources will be available for techniques we use to further help you and your child transition smoothly.

Our responsibility begins when you place your child(ren) in the care of a staff member and ends when you take your child(ren) from the care of a staff member. Upon arrival staff will do a visual check of each child upon arrival. If a staff member notices anything unusual they are required to notify the parent at that time. If your child has an accident overnight, please notify the primary caregiver upon arrival so that the injury can be properly monitored.

Please do not allow your child(ren) to wander off unattended or leave the building ahead of you. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. For safety reasons, children will not be released from the playground area unattended. Children will not be released to a minor under the age of 18 years old nor will they be released to anyone other than those listed on the *Child Release* form. If a circumstance should arise in which an unauthorized individual must pick up your child(ren), 3 steps must be followed:

1. An authorized individual must promptly contact us via phone, email or text stating the circumstance and the name of the unauthorized individual who will be arriving to pick the child up.
2. The unauthorized individual must produce a valid photo ID and the “*Village Keyword*” upon arrival, before the child(ren) will be released to them.
3. The unauthorized individual will be given **one-time access** for pick up and will need to properly sign the child in or out before departure. If this person will be picking up the child(ren) regularly, the *Child Release* form must be updated.

Please inform those you have designated to pick up your child of our *Child Release* policy.

Parents enrolled in a child care assistance program will need to arrive early enough to use Mrs. BB’s cell phone **at the time of drop off** to check their child in for the day. Failure to do so may result in loss of care or services.

For co-op classes, notification of attendance is due by 5 pm the Sunday prior to the planned week of attendance. Arrival & departure procedure listed above must be followed.

Transportation

Transportation will be provided for all children in care for field trips and for those attending the following schools:

Oliver Elementary Stamford Middle School Stamford High School

Each child will need to have their own child car seat at the center to be transported safely. We advise that you leave the child seat daily because all children will be transported for school pick ups.

Special Activities

Parents will be notified 24 hours in advance of any special activities . Permission slips may be required for some activities, especially those involving vehicle transportation for out of town events. Each activity will be advertised in the classroom, on the *Village* board and on the entrance doors.

Sprinkler play, wading pools and water tables will be used periodically when the weather permits. Extra clothing and conditional items may be required. At this time, *Our Loving Village* will not be offering swimming pool activities.

Our Loving Village will be providing field trips locally and out of town periodically and may have additional fees. Each trip will be advertised in the classroom, on the *Village* board and on the entrance doors.

We will be taking neighborhood walks to Stamford Carnegie Library (Wednesdays), Harmon Park (Fridays) weekly before lunch (weather permitting) around 10:00 am - 11:00 am. Please be sure that your child arrives in time to join us. Off site drop off will be available via Google Location sharing.

From time to time, may have classroom pets and bigger animals may be presented and maintained for class projects that meet the requirements by Texas Child Care Licensing. Parents will be notified in advance when a pet is present.

Our Loving Village may provide Show and Tell opportunities from time to time.

Parent's Night Out will be offered on the 1st & 3rd Saturday of each month for additional fees.

Birthdays and other special occasions (i.e. *Farewells, New Life, Graduations, etc*) will be community events at the center.

Most children enjoy celebrating special events with their preschool friends. If you would like to send an invite or healthy treats for the class, please speak with Mrs. BB to make arrangements several days in advance and to be sure there are no food allergies in your child's classroom. Any treats must be store bought with a label showing the ingredients so we can ensure there are no ingredients children may be allergic to. Parent Appreciation Potlucks will be held periodically.

Parent Participation & Procedures

Per Texas state laws, **parents have a right to access their child at any time.** Parents are welcome to visit the center any time during the center's hours of operation to observe their child, the center's operation and program activities, without having to secure prior approval. Parents may also participate in the center's operation and activities pending approval from DFPS Background Checks. If you plan to visit or participate, please understand that this may cause confusion and disruption to the daily routines. As a courtesy, we suggest having a discussion with your child so that they know to expect you and letting the primary caregiver know, so that s/he may prepare the other children for your presence.

Open communication with parents is very important to children's success. *Our Loving Village* has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that *Our Loving Village* may communicate with parents and/or guardians:

- Through email and text message notifications
- Written memos placed in your child's weekly folders or bag
- Verbal communication with the child's teachers and director
- Social media sites such as Facebook, PBS, Google Classroom, Scholastic, etc

Parent/Teacher conferences are held twice a year in the Fall and Spring.

Parents are encouraged to attend and are given the opportunity to advocate for any needs or improvements needed. Your partnership and understanding of our curriculum and expectations is imperative for the success of your child(ren).

Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. *Our Loving Village* prohibits swearing cursing on our property and will ask to de-escalate any situations promptly..

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. *Our Loving Village* has the right to terminate care in the event of disruptive behavior from a parent or guardian. *Our Loving Village* must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Failure to follow discipline and guidance rules will lead to immediate termination of care.

NOTICE: Please be respectful of each child and family in the center. We encourage building positive relationships, however, we ask that non-family members not engage in inappropriate behaviors such as touching, kissing, hugging or other displays of affections with any child that is not their own.

Discipline and Guidance Policy

At *Our Loving Village*, your child(ren) will develop age-appropriate self-discipline & constructive self-management skills. All staff will redirect conflict through positive guidance & understanding that every action has a logical and natural reason and consequence. As adults, we also hold the responsibility to understand that a child's misbehavior is not a reflection of their worthiness to be loved or guided. Staff members are trained to use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Just a few examples used are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. *Our Loving Village* will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance will teach children skills that help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency in child rearing and guidance efforts is the best way to handle these issues.

We do not use terms such as “*Little Johnny was **bad** today*” especially, not in front of the child(ren). Instead we focus on describing the specific action and consequence that occurred and suggesting a self-reflection point to change that behavior. Behavior modifications begin with the caregiver and child engaging in Conscious Discipline strategies such as *Be a S.T.A.R.*, *Draining* and *Ballooning*.

We understand that every child is developing at a different pace socially and emotionally. Therefore, we aim to partner with parents/guardians in helping develop skills that will allow him/her to reach their greatest potential. Periodically, we will send home “*Village Work*”, a set of positive peer interaction rituals, daily routine visuals and caregiver-parent feedback forms to foster a better connection among our families. Our greatest hope is to be a network of support for children and families.

In other efforts of redirection, staff will give the child warnings about their behavior, “if-then” statements, and time away from the group or activity in **The Safe Place**. After the child is calm and ready to engage, a discussion of his/her inappropriate action or behavior and a period of reflection will occur to help the child understand what is and is not appropriate.

You will receive 2 copies of the discipline and guidance policy form; one for you to keep and one for you to sign and return to us.

Suspension & Expulsion Policy

While our goal is to teach children self-discipline skills, the reality of severe behaviors has led to this clause of suspension and expulsion. In the event the child's actions cause harm to other children, or disrupt the class activities often, we will first work with the child on self-reflection measures using a *Behavior Log & Plan*. This tool will be helpful in documenting efforts taken to avoid loss of services. The child, parent/guardian as well as the teacher will review and sign the log and plan as needed. A blank *Behavior Log & Plan* is at the end of this package for your support and convenience. Written notice of suspension or expulsion will be given for mild (2 weeks prior) to moderate (1 week prior) cases.

For children who display self-injurious or otherwise dangerous behavior that exceeds the patience and community safety practice of the center, parents/guardians will be notified immediately and will need to remove the child from care until a meeting can be arranged to discuss a behavior plan. In extremely emergent situations, where a child exhibits unexpected violence and erratic behaviors, emergency services will be called immediately and physical restraint will be used, only if unavoidably necessary. All proceedings will be logged in an *Incident/Illness Report* that **MUST** be reviewed and signed by all witnesses available. Verbal and/or written notice of suspension or expulsion will be given **IMMEDIATELY**.

We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or the children in care. No reduction or refund of tuition fees will be given in these situations.

Withdrawal Procedures

Written notice must be given 2 weeks before withdrawing a child from care and education services. Failure to provide 2 weeks written notice gives *Our Loving Village* the right to charge for the remaining weeks or send notice to third party collection agencies.

Social Media & Surveillance Consent

I, _____, the parent and/or legal guardian of
Child(ren)'s Name(s):

GRANT or **DENY** *Our Loving Village* my permission to create and use photographs and videos relative to the center's activities and curriculum of the above child(ren) for any legal use, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content compliant to the *Children's Online Privacy Protection Act*.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's Signature: _____ Date _____

Parent/Guardian's Name: _____

HIPAA Consent

The [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#), Public Law 104-191 Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

HIPAA Consent to request Immunization Records: _____

Immunizations

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to loss of care services. Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical or conscious reason not to give an immunization on the scheduled time. However, unless we have a written notice signed by your child's physician, we are not allowed to make any exceptions.

IMPORTANT: You must show proof of the appropriate immunizations **BEFORE** your child can receive care services. A blank record is available on pages 3 -5 of the [Admission Information](#) (Form 2935) or you can have your physician's office print one for you. Your physician **MUST** sign the [Immunization Record](#) Form you turn in.

Although not required, it is best practice for children to be up to date on health checks such as vision and hearing screening. We prefer every child to have a vision and hearing screening yearly. However, only children who are 4-years old are required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36 to obtain these screenings. This may be offered periodically in community services or by your child's physician. To better care for your child, we appreciate having their most current health records. TB testing is not required by the county for children to receive care.

EXCEPTION: *Our Loving Village* may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children. Per federal law, child care programs are prohibited from discriminating against families personal beliefs, including immunizations. We are not allowed to disclose any personal information in accordance with HIPAA laws and out of respect for our families. Please talk to Mrs. BB if you have any concerns.

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

*These records **MUST** stay on file at the center and be updated semi-annually.*

Illness

We make every effort to maintain the cleanliness of the center to prevent the spread of disease. Even with adhering to universal health precautions, children entering care in any daycare setting may experience an increase in mild illnesses. The frequency and severity of these illnesses will vary from child to child. However, children under the age of 5 usually experience 6 to 12 mild illnesses a year.

If your child is so ill that they need special care, and they are not able to participate normally in daily activities, they should remain at home. When a child is ill, they will need a special level of care and attention that we are not able to provide, due to the other children in our care. Therefore, if your child is showing signs of illness, please refrain from bringing them to the center. This will reduce the inconvenience of potentially spreading germs to others. In the event of any illness onset at the center, parents/guardians will be required to remove the child from care as soon as possible. Please be advised that in the event that your child(ren) becomes ill and we cannot locate a parent/guardian,, we will contact the person(s) you designated on your emergency care form, and ask them to pick up your child. The center's staff is the final judge of the severity of illness.

The following conditions are causes for exclusion from the center :

Fever over 100 degrees. *Children should stay at home for at least 24 hours after a normal temperature is achieved **WITHOUT** the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.*

Fever over 99 degrees with a stiff neck or back. *Children may return only with a doctor's written permission.*

Diarrhea (watery, foul-smelling stools more than once in succession). *Children may return when normal function returns.*

Vomiting (two or more episodes in the last 24 hours). *Children may return when they can retain a light meal.*

Persistent hacking or congested cough with sore throat (very red or blistered throat). *Children may return with doctor's written permission.*

Green nasal discharge (indicated a respiratory infection which requires treatment). *Children may return with doctor's written permission.*

Difficulty in breathing to the point where the child is very uncomfortable or unable to sleep normally.

Convulsions.

Persistent pain in abdomen.

Swelling, redness, or throbbing in an injured part of the body.

Undiagnosed profuse rash or blisters on parts of the body.

Unexpected profuse sweating.

Head lice. *Children may return after treatment and removal of all nits.*

Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). *Children may return 24 hours after treatment with an antibiotic is begun.*

Please remember, *Our Loving Village* is designed for well children. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, and statement of general health, and a current immunization record. These must be updated and signed semi-annually.

COVID-19 Procedures

Our Loving Village will follow the most recent recommended guidelines for COVID-19 and any other related viruses. You can view the recommendations *Village Bulletin* or copy/paste the following link <https://www.hhs.texas.gov/news/2021/09/updated-covid-19-health-recommendations-child-care-sept-2021>.

If a person suspects they have been exposed or actively have symptoms, we reserve the right to exclude them from care. If a person tests positive, we will cooperate with the local health authorities for proper contact tracing and COVID data collection.

We will send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19: -

Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit - Known close contact with a person who is lab-confirmed to have COVID-19, especially household members who are COVID-19 positive

The length of time the child should stay out of child care depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 can be around others after 10 days since symptoms first appeared and 24 hours with no fever without the use of fever reducing medications and Other symptoms of COVID-19 are improving

Medications

Please inform your physician that your child is in childcare and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors.

We do allow medications to be administered by the primary caregiver **only**. Special training will be given to one other staff member in the event that the primary caregiver is not available. Before medications can be received, the following steps must be followed:

- First, alert the primary caregiver that medications are entering the center . Please **DO NOT** leave any medications or potentially hazardous substances in your child's belongings or possession.
- All medications must be in their original packaging. Prescription medications must have dates, dosage and route of administration, clearly labeled. We prefer you leave all prescription medications at the center if your child will need it regularly. If you choose to take the medications home, a new form **MUST** be filled out the next time you bring them.
- Parents/guardians **MUST** completely fill out the *Medication Authorization Form* using neat, legible handwriting and give it and the medication to the primary caregiver.

Expired or unidentifiable medications will not be given. Please refrain from bringing sippy cups with medications in them. This is potentially dangerous for other children in our care and could lead to injury or death. Also, it is not safe for us to assume that the substance in the beverage is the right dose. Overdosing is a serious event. Medications previously mixed in beverages will not be given to a child under any circumstances. For safety purposes, all food and beverage items will be inspected and need to be unopened upon arrival or will be promptly discarded by the primary caregiver.

If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent and health care provider must sign a *Medication Authorization Form* allowing staff at *Our Loving Village* to administer the medication when symptoms occur for up to a six month period. The authorization must include information on symptoms to watch for. For allergic reactions, an *Emergency Care Plan* must be signed by a health care professional and submitted prior to your child's first day of care. Prescribed Epi-pens must be unused, enclosed in a travel bag and labeled accordingly for that child and kept at the center until the child is withdrawn from care.

Community Use Products

The parent must provide conditional items such as diaper ointment, sunscreen, and insect repellent labeled with the child's name, date received at the center, as well as a parent's signature on the container in order for staff to administer the product.

Please be mindful of your responsibility to respond to notices sent out for your child(ren)'s supply needs. *Our Loving Village* will have generic and name brand items for community use in the event the child does not have any such items are unavailable. A *Conditional Items Consent Form* will be filed for each child or family.

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys, makeup, and electronic devices from home. The center is not and will not be responsible for any items brought from home, including jewelry. Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty.

Outdoor play is a regular part of the daily routine and all children will go outside for a minimum of 30 minutes per day, weather permitting. Per the Texas Department of Family and Protective Services, children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school. Children may not wear flip flops or open toed shoes due to the danger these shoes may cause on the playground. Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc. We will not replace lost articles.

Conditional Items Consent Form

I, _____ give *Our Loving Village* personnel permission to apply the following personally supplied or community use products:

(Name of sunscreen/insect repellent) to

(Name of child)

From: ____/____/____ To: ____/____/____ (not to exceed one year)

All sunscreen and insect repellent will be provided by the parent/guardian unless otherwise noted, in the original container, with a valid expiration date, where applicable, labeled clearly with the child’s name, and given directly to the child’s teacher. Insect repellent or combination repellent and sunscreen will be applied one time per day in the morning based on guidelines from the American Academy of Pediatrics. Sunscreen without insect repellent will be applied before going outside in both the morning and afternoon.

Our Loving Village offers the following Community Use Products:

Check which, if any, of the offered products are permitted to be used if own are not provided

Sunscreens

Insect Repellent

Aveeno Baby Continuous Protection Sensitive Skin SPF 50

OFF! Family Care Clean Feel

Equate SPF 50

Cutter Skinsations Aloe & Vitamin E

Cutter Dry Unscented Insect Repellent

Special Instructions:

Parent/Guardian Signature: _____

Date: _____

Emergency Preparedness

Below is the Emergency Preparedness Plan designed for [Our Loving Village](#). Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency and will need to participate accordingly.

In the event of an emergency, operating procedures are in place to ensure the safety of children

- Evacuation Plan:

During any emergency the best course of action is to BREATHE AND STAY CALM!

All employees are responsible for guiding children to the designated safe area

Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities. In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities may be called to aid in the transportation of the children to an alternate shelter away from the center .

Alternate shelter:

Stamford Carnegie Library

Phone: 325-773-2532

600 E. McHarg Street Stamford, TX 79553

Open Monday – Friday 12:30 pm – 6:00 p.m.

Upon departure and arrival, the primary caregiver or alternate assistant will have a list of all children that **MUST** be accounted for. Together, the primary caregiver or alternate assistant and the caregivers will verify that all children are present.

The primary caregiver or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing. The primary caregiver or alternate assistant is responsible for securing portable hardcopies of each child's emergency numbers, attendance sheets, emergency and medical authorizations prior to and during an emergency situation. .

Emergency preparedness is taught as a core subject in all of our educational programs which will better equip your child(ren) to navigate and operate emergent situations. Enrolling in our FEMA STEP program for family emergency preparedness will help [Our Loving Village](#) and Yours!

We will provide emergency preparedness resources and family emergency kit activities for you to complete within your family unit.

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

The center will close for emergency weather conditions based on what Stamford ISD does. If Stamford ISD opens at 10:00am, we will open at 10:00am. Check local TV and radio stations as well as the Stamford ISD website for updates.

By signing below, you agree to the terms outlined for *Our Loving Village* Child Care & Education Services.

Printed Name

Signature

Date

Printed Name

Signature

Date

Supplies Needed

Infants

- Change of clothes
- Diapers
- Wipes (In plastic box container the first time, refills thereafter)
- Diaper ointment
- Pacifier
- Formula
- Bottles (Bottles are sent home daily, Please bring one (1) more bottle than your child would usually use)
- Jar baby food

Toddlers

- Change of Clothes
- Diapers (if cloth diapering, bring wetbag, inserts, etc)
- Wipes (In plastic box container the first time, refills thereafter)
- Diaper ointment
- Small blanket for naptime

School-Age

- Change of clothes
- Small blanket for naptime (if the child will be in care at that time)

*Change of clothes is a must-have for all children. When we send clothes home, please replace them the following day. If clothes are not supplied and your child needs changing, a \$5.00 fee will be charged. Your child will be dressed in clothing items belonging to *Our Loving Village*. These clothing items will need to be washed and returned the next day.

*Bottles will be cleaned on a normal dishwasher cycle, as a courtesy, while the child is in care. Please send washed and sanitized bottles every day.

