

Brookeside Learning Center
Policy and Parent Handbook

Mission Statement

Our promise here at Brookside Learning Center is to provide a safe and supportive learning environment to the teachers, children and the families we serve in our community. Our goal is to provide a stimulating age appropriate learning environment that encourages learning through play with positive parent, peer, and teacher interactions. We believe a child's growth and development in early childhood is the key to a successful contributing adult.

Philosophy

Brookside Learning Center is a family owned preschool serving ages 6 weeks to 5 years. We are a small "home away from home" preschool with experienced staff and education in early childhood development. We maintain low student: teacher classroom ratios to ensure that all children receive the nurturing individual attention they each deserve. We rely on positive parent-teacher relationships and open communication to foster a collaborative approach for each child's developing years with us. Our center offers safe and secure classrooms that are age appropriate learning environments to encourage creativity and exploration. Our classroom environment stimulates all children through the positive daily learning experiences. We are here to ensure each child develops a love for learning.

The curriculum focuses on social and emotional development, gross motor skills, language and literacy development, cognitive skills, and health of each child. Our daily schedules and routines create structure, security and confidence in the students. The responsive care giving approach and active participation in large groups, small groups, and individual play helps each child use their creative imaginations and build self-confidence for a successful future.

Together We Learn, Play, and Grow!

Brookeside Learning Center
Owner/ Director: Brooke A. Barnard
100 Hy Road
Buda, Texas, 78610
512-295-0566

I. GENERAL INFORMATION: Policy Effective Date: First day of enrollment

Brookeside Learning Center is licensed by the State of Texas, Department of Family and Protective Services (www.dfps.state.tx.us). We are licensed to care for children 6 weeks to 5 years of age. I am inspected regularly to ensure that I meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Brookeside Learning Center will provide care for children ages 6 weeks through 5 years.

Child care services will be provided between the hours of 6:30 A.M. and 6 P.M., Monday through Friday. No service will be provided on

New Year's Day (Student/Staff Holiday),

Martin Luther King Day (Staff Development/ Student Holiday),

Good Friday (Student/Staff Holiday),

Memorial Day (Student/ Staff Holiday),

July 4th (Student/ Staff Holiday),

Labor Day (Student/Staff Holiday),

Thanksgiving day and the proceeding Friday

The week between Christmas and New Years Day (Staff development/Prep 2 days and Student Holiday all week) .

All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Noncompliance Statement and Correction Plan or Compliance Statement).
- Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Gang Free Zone Sign
- Reminders of upcoming Closures
- Newsletters
- Menu
- Community Events
- List Current Staff

Parents are welcome to visit the preschool program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that **I cannot** legally limit access to a parent if there is not a copy of a court order on file at the center. All parents have the legal right to remove their child from the premises under any circumstance besides those that of court order.

Brookeside Learning Center is required to maintain a current, accurate written record of daily attendance for all of the children. Please assist us in maintaining these records by checking your child in and out with their teacher. **YOU ARE REQUIRED TO DO THIS** verbally check them in and out each day.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a telephone

call in advance. The person picking up the child may need to show a driver's license or other picture ID for us to copy and keep on file.

I will not walk children who attend school at Carpenter Hill Elementary School, to and from the center in the morning and after school. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. Parents may use the form "Alternate Arrival / Release Agreement – Child Care Centers" to provide this information to the center.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While **I cannot** legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that teachers and parents communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with the director or your child's teacher to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, on a regular basis Brookside Learning Center provides scheduled conferences, daily/ weekly sheets, parent bulletin board, and monthly newsletters. Media updates, emails, texts.

To protect each family's confidentiality, Brookside will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Brookside Learning Center is covered by liability insurance for the premises and business operations.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to Texas Department of Family and Protective Services 1-888-252-5400. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by Brookside Learning Center and those that shall be provided by the parent.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN: Policy Effective Date: First Day of Enrollment

All children will be enrolled for a trial period of 2 weeks. During the trial period either Brookside Learning Center may terminate services without advance notice. All FEES Are NON REFUNDABLE. IF BLC terminates care or parents.

Parents must meet with the center director prior to first day to discuss their child's specific needs, allergies, and our expectations and to review program policies. BLC will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

- *Child Care Physician health statement (Signed by Physician)*
- *Updated Immunization Record*
- *Health History and Emergency Care Plan, including Allergy Care plan Signed by Physician*
- *Discipline and Guidance Policy*
- *Admission Information*
- *Child Assessment*
- First week's regular fee / registration fee \$100 per child, \$150 per family
- Parent / Preschool agreement
- Payment Agreement/ Plan

BLC will inform you of any updates that are needed and give you 1 week to submit the updated forms.

Children may be enrolled on a full-time basis (32 hours per week or more), or a part-time basis (less than 32 hours per week). No child may be regularly enrolled for less than 15 hours per week (school Age children only.)

Drop-in Care: BLC accepts children for drop-in care if prior enrollment arrangements have been made and space is available.

.A child may be discharged from the center for reasons such as, **but not limited to:**

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. Brookside Learning Center will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time. (Circumstantial report to abuse/neglect)
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care contract.
- Failure to provide your child with age appropriate wellness checks and immunizations required by the state of Texas and local health departments (Circumstantial reporting to abuse/ neglect hotline)

BLC will give a 2 week written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed which will be paid in full along with the two weeks thereafter the termination of preschool contract. If fail to pay the required fee court assistance will be utilized. Should the parent remove the child during the notice period I initiate, fees will be charged for the remaining unused days.

Parents must give a 2 week written notice of their intent to withdraw the child(ren) and a written notice, and will be required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid or

III. PAYMENTS AND REFUNDS: Policy Effective Date: First Day of Enrollment

Fees are to be paid in advance on Child's late enrolled Day each week for the following week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Third Party payments must be initiated and forms completed by the parents. Our center will not contact the third party. If this is required there will be administration fee of \$25 per application plus \$5 per correspondence required through email, telephone, or fax. We do not mail out forms and are not responsible for next day completions of forms and applications. We require at least a 3 day notice to complete forms. Parents will be responsible for any specified co-payments or unpaid amounts.

Any copayments for child's tuition here at preschool is responsibility of the payees only. We are not responsible for collecting funds from different parties (example split families). All payments received will be filed under your child's name and will not note the co payees. Tax forms will not note who the payee was. We will not spilt payment for co payees.

Brookside Learning Center will establish a regular rate based on your child's hours of enrollment.

A full-time rate is offered for children who will be in care for 32 hours or more, 4 days per week.

There will be an extra fee assessed for late payment or late pick up of a child. MUST be paid in full with cash or check to the closing teacher. You will complete the late form and this will be filed for the preschools use of repetitive late pick up.

There will be no reductions for additional children from one family. Administration and Supply fees will be discounted for families with more than 1 child.

No refunds will be given for days when children do not attend due to illness, closures due to holidays or inclement weather or other reasons.

See the attached RATE SHEET for current fees.BLC has the right to changes tuition and will give at least a 1 month notice.

IV. CHILD Absence AND Preschool Closure: Policy Effective Date: First day of Enrollment

a. Child Absence

If your child will not attend on a regularly scheduled day please let director know 2 days (vacation)/ as soon as possible (sick) before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 60 minutes after the specified time on the written agreement signed by the parent, and director or teacher have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, director will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

b. Staff Absence

Staff absence will not affect centers hours and days operation per year.

Illness: In the event that all staff become ill and there is an outbreak we will close the center and handle as directed by the local health department., The director will notify the parents of all regularly scheduled children as soon as possible that the center will be closed. Regular fees will not be charged if closed am closed because of a center outbreak, the building is considered unsafe to occupy due to fire, weather, or other environmental events.

Director Planned and Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call a substitute. If my emergency back-up person is available they have been trained in Shaken Baby Syndrome prevention, and will come to the center to stay during my absence. Parents will not be called to pick up their children but called to be notified of my absence. Each time an emergency situation occurs, I will provide my emergency back-up person that meets our licensing standards requirements as a substitute director. The orientation will include but not limited to all of the following:

- The names and ages of children enrolled at BLC.
- Arrival and departure of staff and roles in center
- The location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs.
- The procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.
- Current arrival and departure information for each child including the names of people authorized to pick up the child.
- Review of children's and teacher records including emergency contact information.
- Specific information relating to child's special health care needs including medications, disabilities or special health conditions.
- Procedures to reduce the risk of sudden infant death syndrome.
- Overview of the daily schedule including meals, snacks, nap and any information related to eating and sleep schedules of infants and toddlers.
- Review of center's procedures for dealing with emergencies.
- Procedure for reporting suspected abuse and neglect of a child.
- Plan for evacuating sleeping children if night care is provided.
- Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
- Review of center policies required.
- Review of minimum standards Child Care Centers.
- Review of minimum standards regarding caregiver reporting requirements.

V. HEALTH:

a. Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 100.4 degrees F. or higher without medication (cannot return for 24 hours without doctor note)
- Vomiting or diarrhea has occurred more than Twice in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within the teacher or preschool director's sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free and fever free for 24 hours, have been appropriately treated or have been given medical approval to return to the preschool. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

Our preschool will report all communicable diseases, when required, to the licensing office, Texas Department of Family and Protective Services and local health department, and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease through posting in our preschool, email, text, and verbal communication.

All preschool staff and Preschool Directors have received training in first aid. We will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. We have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED). Please refer to Brookside Learning Center Emergency Preparedness for further information.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person. They will have an incident report that all parents are required to review and sign you will be provided a copy attached to your child's daily/ weekly sheet.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Seton - Hays. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All situations will be assessed and treated with the preservation, quality and care to each child and preschool staff life. Please review emergency preparedness plan for more detail.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into their class medical logbook. As licensed child care providers, we are required to and will report suspected child abuse or neglect to the local authorities.

We have not been authorized by the licensing agency to provide care for mildly ill children and will not do so. This is to protect the health and safe of all children and preschool staff. Parents are responsible for making attendance to our program based on logic, commonsense, wellbeing, and the welfare of all children and preschool staff. If you believe your child may exude behaviors or illness or show physical signs of illness please keep them home and have them evaluated by a physician.

b. Medications

We will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions and expiration date. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. We will administer antihistamine with parent verbal consent and sign statement from physician if under 2 years of age in immediate response to a known allergic reaction (FARE Plan) or undiagnosed. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed. For teething or fever reduction unless otherwise documented by a physician and authorized.

Prior to applying sunscreen or insect repellent to a child, teachers will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength and expiration date. We will not apply these without consent.

c. Smoking

Smoking is not permitted on the premises of the center during licensed child care hours.

d. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS BLC will do the following:

- **Children under 12 months of age:**
 - Child will be placed to sleep on his or her back in a crib unless walking the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
 - Must have a zipped sleep sack provided by parents. We will not swaddle, prop, restrain, cover and infant during or after nap times.
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

VI. NUTRITION: Policy Effective Date: First day of enrollment

Brookeside Learning Center will follow USDA guidelines when planning our menus and outlined in our minimum standards. Parents may provide their child's meals due to physician recommendations or religious reasons and record must be maintained in the child's file.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

- Lunch
- A.M. snack

- P.M. snack (2:30 PM and 5 PM)

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing and have physician complete FARE form. These are required posting in the classroom your child will be in each day.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physician and upon the written request of the parent.

Monthly records of meals and snacks are available for your review on our parent bulletin board. We will provide a & week menu.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will not provide formula. All bottles and commercial baby food must be labeled with your child's name and will be sent home daily. We are not responsible for sanitized used supplies. We will rinse only. All new food and bottles (unused) provided can be stored in their class and will be returned when expired.

VII. DAILY ACTIVITIES: Policy Effective Date: First day of Enrollment

We do include religious instruction or practices in our daily activities.

We celebrate the following occasions: Valentine's Day, Easter, Halloween, Thanksgiving, Christmas, spring break, summer break. Please inform your child's teacher if you do not wish for them to participate in any of these holiday/celebrations and we will offer other activities. Please share your values and traditions with us so we can incorporate it into our program curriculum.

Brookeside Learning Center curriculum is created in according to the age and developmental level of each child in care, and provide children with a variety of positive experiences. Our daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play

and social emotional development. We also assist and encourage self-help skills that are age appropriate a few including potty training, healthy habits, good hygiene, and good manners. We follow a daily schedule that promotes security in your child's day that help with classroom management, daily flow, and understanding of their classroom expectations. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child has positive self-esteem, trust, stability, growth, and a love for learning. Some of the activities examples include:

- Language development: Books, music, story time, finger play, felt stories, puppet shows
- Large muscle skills: Outdoor play, balls jumps ropes, hula hoops, tricycles, large group games
- Small muscle skills: Arts/ Crafts, stringing beads, blocks, tweezers pick up play
- Creative expression: Dramatic play, dress up, puppet shows, dancing with scarves
- Self-help skills: clean up after playing with toys, dress up in weather wear, family style meals
- Literacy skills: books, alphabet games, ABC writing practice, writing boards, letter and number matching
- Math Skills: sorting, matching, numbers, counting, measuring
- Science and Discovery: Discussing and interacting with the world outside that pertains to science, reading about, building, sensory play
- Social Emotional Development: Positive guided interactive play with peers and teachers, sharing, helping others

Learning through play is the major component of our curriculum based program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of materials both familiar in their daily life and also introductions to unfamiliar or cultural different materials and tools. All interactions here at Brookeside Learning Center are both positive and meaningful.

Please review our learning programs that focus on appropriate learning domains that structures the focus of your child's age based curriculum.

We are required to allow outdoor experiences twice a day by the states minimum standards (toddlers to School age), Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. If they cannot go outside due to illness they should not be attending school. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 98 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

The center will not use wading pools for the children. We will provide sprinkler play during the summer program.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than three consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. We will help awake children find appropriate quiet activities.

Children under one year of age and not walking will sleep in a crib or playpen with school provided sheet. Children over the age of one year will sleep on a center provided mat. The parents will launder the bedding / sleeping bag after every week or sooner if necessary.

We will allow children to watch one G-rated movie occasionally on Friday afternoon (for Prek only). Children may bring G rated DVDs from home for movie Friday. I will ask the previous Friday for a movie volunteer for the following Friday. Each child will get a chance to provide a movie for our weekly Friday afternoon movie. This is not our regular screen time/ computer time each child gets during the day that includes but not limited to curriculum based learning program (ex: ABC mouse), digital book or videos on the current theme of the week.

Weekly themed Lesson Plans and the Daily Schedule is created by your child's Lead Teacher as well as the Daily Schedule. Please refer to their parent board located inside your child's classroom. This is a brief overview of Brookeside Learning Centers Curriculum.

VIII. CHILD GUIDANCE: Policy Effective Date: First day of enrollment

Children's behavior will be guided by setting clear limits or rules for children that are age appropriate. We will talk with children about expected behaviors and model those behaviors consistently for them through positive guidance. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others in the world around them.

We understand that there will be times when a child will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention, lack of sleep or illness. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, our teachers are well trained and will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

We use "breaks" to deal with unacceptable behavior (2 years and older; time based on age; 1 minute per year). A "break" may be used when other techniques of redirection and verbal warning have not been successful. A break will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Breaks will never exceed five minutes and will not be used with children under two years of age. When used, the break will immediately follow the behavior. We will stay with the child and talk about what behavior was unacceptable when they are calm, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, we will have the child "take a break" in a quiet center so the emphasis is on relax / cool down rather than isolation and punishment. The child will be allowed to resume positive play after completing the break and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior and language that we feel we cannot control as a teacher and director we hold the right to dismiss the child or remove from the classroom and discuss with the parent at pick up. We will always first request a conference with parents to consider how to deal with the behavior, set goals. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care. We will require continual support from parents, cooperation, positive attitudes towards all staff members at Brookside Learning Center.

In accordance Licensing Rules for DFPS, actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request. Guidance Policy attached will be signed and dated for child's records.

Safety both inside and outside of our classrooms is a top priority.

All adults entering and exiting the building are required to code in and lock the door behind them. All indoor classroom will be locked and a friendly knock will get you inside. Please do not give code to others they are welcome to ring the door bell and we will assist them.

All furnishings and toys are age appropriate and we do not allow outside toys brought into the school; they can cause disputes and be harmful to other children. If you would like to donate items please speak with teachers or directors prior to donation.

Pest Control is maintained through professional treatments. If there are visible issues with in the treatment schedules they are handled to ensure safety and wellness of the children. We address the issues immediately and to our best ability and a professional is contacted for an appointment based assistance.

Children disagreements. Please be aware that in the early years of childhood children are not equip to handle all disagreements appropriately, share, vocalize, or have physical self control. All children react to social disagreements in different manners and are provided with daily tools and lesson to show and teach appropriate reactions. We are early childhood educators for a reason. We are trained to handle, understand, control, and stop negative behaviors with a calm and positive manner. Every experience is a time for learning. Children in all classrooms are at different developmental stages, come from different family value and morals, and are all here to learn how to develop positive social skills and present those with each interaction. Do not take it upon yourself to address another child or yours in

a negative manner. Please make a quick conference call to speak with the teacher or director to address issues or concerns.

IX. TRANSPORTATION: Policy Effective Date: Enrollment day

I do not provide transportation. Public transportation is not used for field trips.

X. PETS:

Brookeside 4 goats on the premises. **Pets will not** be allowed in areas accessible to children during the hours of operation. Children will not have access to any pets during or after operation hours. After hours of operation parents are not allowed to open access to animal pens. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, I will notify parents in writing.

XI. EMERGENCY PROCEDURES

All closures are in coherence with HAYS CISD CLOSURES. Please refer to local radio stations and media updates. We will close if HAYS CISD is CLOSED. Tuition will be received for these days.

Please refer to Emergency / Evacuation Handbook that is provided through email with this policy handbook and found on our website: brookesidekids.com