

ALSBURY CHILDREN'S ACADEMY

Parent Handbook

2026-2027

**To Meet Child Care Licensing Requirements
Of the Texas Department of Family and Protective Services**

500 NE Alsbury Boulevard
Burleson, TX 76028

June 2026

**Alsbury Children’s Academy
Parent Handbook**

Handbook Table of Contents

Purpose	3
Admission and Enrollment	3
Hours of Operation	3
Financial Policies	4
Arrival and Dismissal (see also section 5.2 of the attached operational policies)	4
Parent Communication	5
Minimum Standards	5
Special Education & Needs	5
Visitors	6
Illness	6
Medical Emergencies	6
Accidents	7
Emergency Drills & Relocation	7
Holiday/Bad Weather	7
Discipline & Guidance	7
Suspension and Expulsion	8
Lunches	10
Snack	10
Nursing Room	10
Birthdays	10
What to Bring	11
What not to Bring	11
Dress Code for Children	11
Medications	11
Allergy Action Plan	12
Photography	12
School Supplies	12
Important Contact Information	12
Gang-Free Zone	14
Grievances	14
Operational Policies	14
COVID-19 Policy	14
OPERATIONAL POLICIES OVERVIEW	1
Purpose	1
Applicability	1
Facility Information	1
1 Permit Holder Responsibilities:	2
1.1 Responsible Persons	2
1.2 Secondary Responsible Persons	2
1.3 Recordkeeping	2
1.4 Parent/Guardian Communications	3

Alsbury Children’s Academy
Parent Handbook

1.5	Employee File and Background Checks	4
1.6	New Employee Orientation	4
1.7	Caregiver Training	5
2	Operation/Physical Facilities	6
2.1	Facility Layout	6
2.2	Equipment and Materials	6
2.3	Playground Plan for Onsite Outdoor Play Area	6
2.4	Sanitary Facilities and Procedures	7
3	Activities and Child Caregiver Ratio	8
3.1	Disciplinary Guidelines	8
3.2	Activities and General Schedule	8
3.3	Rest Areas and Equipment	9
3.4	Caregiver/Child Ratios	9
4	Activities Away from the Operation	10
4.1	Offsite Trips	10
4.2	Water Activities	10
4.3	Transportation	10
5	Safety, Sanitation and Fire	11
5.1	Safe Operating Guidelines	11
5.2	Procedures for Release of Children/Authorized Pickup	12
5.3	Caregiver Observations	12
5.4	Maintenance of Facilities	12
5.5	Hand Washing Procedures	13
5.6	Diapering Procedure	14
5.7	Emergency Preparedness Plan	14
6	Physical Health and Well-Being	16
6.1	Injury/Illness Procedures	16
6.2	Administration of Medicines	16
6.3	Nutrition	16
6.4	Policies for Safe Sleep for Infants 12 Months and Younger	17
6.5	Vaccine-Preventable Disease Policy	18
6.6	Preventing and Responding to Abuse and Neglect of Children	19
6.7	Immunization Requirements	21
6.8	Tuberculin testing requirements	22
6.9	Hearing and vision screening requirements	22
	Implementation and Support Attachments	1
	Attachment 1 - Compliance Calendar and Training Tracker	2
	Attachment 2 – Enrollment Forms	4
	Attachment 3 – Facility Layout/Floor Plans	11
	Attachment 4 – Equipment and Materials	16
	Attachment 5 – Activities and Schedule	23
	Attachment 6 – Maintenance, Safety Incident Checklists/Forms	24
	Attachment 7 – Sample Weekly Snack Menu	30

Alsbury Children's Academy
Parent Handbook

Alsbury Children's Academy Parent Handbook

This handbook has 2 sections. The basic information and then an attachment with more detailed operational policies and more detailed information.

Purpose

The purpose of Alsbury Children's Academy (ACA) is to provide an environment where each child will grow and develop spiritually, cognitively, physically, emotionally and socially guided by nurturing teachers who are believers in Christ.

Admission and Enrollment

To be enrolled at ACA, parents/guardians must provide the following for each child. Once all information is received and on file then the child will be considered enrolled in the program.

- Completed Admission Form;
- Signed Enrollment Agreement;
- Statement of the child's health from a health-care professional, including professional recommendations or orders for providing specialized medical assistance to the child;
- Immunization records;
- Hearing and vision screening results; and
- Medication administration form, if applicable

Upon admission, each parent/guardian will receive the ACA Parent Handbook and a copy of our Operational Policies. The Director will keep parents informed of the policies of the operation, updates/changes to the operation policies, events that will take place, when their child has been hurt or ill, when there has been an outbreak of a communicable disease, and other issues that occur. Communication regarding illness or injury of a child will be in person or by direct telephone communication. Other communication may be by text message, emails or handouts as appropriate for the content.

Hours of Operation

Our hours are Tuesday, Wednesday, Thursday and Friday (Kindergarten Only) from 9:00 AM to 2:00 PM. Please make sure that your child is picked up by 2:00 PM. **After one reminder, you will be charged a late fee of \$5.00 at 2:05 PM and \$1.00 per minute thereafter.** Payment for late pick-up is due the following school day. We will follow Burleson ISD schedule in regards to holidays and all school closings.

Alsbury Children's Academy Parent Handbook

Financial Policies

Fees: A non-refundable registration fee is due when you register your child. This fee will be used by teachers to buy supplies and to cover the cost of forms and processing admission. There is an additional supply fee for all classes as well as a Pre-K curriculum fee in the fall semester and a graduation fee in the spring. See the 2025-2026 Enrollment Agreement. All fees are non-refundable.

Debit/Credit Cards: There is a fee for each credit/debit card transaction if you choose to pay with credit/debit card. The amount of this fee is determined by Brightwheel.

Cash: ACA no longer accepts cash payments, all fees and payments are through Brightwheel unless otherwise communicated with the Director.

Tuition: See the 2025-2026 Fee Schedule. Tuition is due on the first Tuesday of each month. There is a discount for families that have more than one child attending. The 10% discount applies to the oldest child. **A \$25.00 late fee will be assessed at the end of the school day on the following Tuesday.** All tuition must be paid in full by the 15th to ensure your child's enrollment at ACA.

Arrival and Dismissal (see also section 5.2 of the attached operational policies)

- Children must be escorted into the classroom by an adult.
- **Parents must sign their child in and out every day through Brightwheel.**
- We will make a copy of the driver's license or other valid photo identification of each authorized pickup person on file.
- Teachers begin their day shortly after 9:00 am. It can be disruptive to the classroom for a child to come in late. All doors are locked at 9:15 am. **If you arrive after 9:15 am you must check in through the office before your child can attend class.**
- Please do not drop off your child before **8:55 AM** so that your child's teacher may prepare her classroom for the day.
- Any other person other than parent/guardian that is picking up your child must be authorized in writing and show photo identification before the child can be released. If a person comes to pick up your child without written authorization and photo identification, your child will not be released. Calling the office to authorize a person to pick up your child will not be accepted.
- Do not leave younger children unattended in the car. If you have a younger child that is not enrolled in ACA, we can arrange for a teacher to meet you at your car to drop off or pick up. You may make such arrangements with the Director.

Alsbury Children's Academy

Parent Handbook

- To avoid any anxiety or apprehension when dropping off your child, the parent should exhibit happiness and confidence. Make your good-bye a short and sweet one. Distress at your departure is usually brief and over within a few minutes.
- **Children MUST be picked up by 2:00 PM.** After one reminder, a late fee of \$5.00 will be charged at 2:05 PM and \$1.00 per minute charged thereafter. Families who disregard this policy may be dropped from the program.
- When a child is not picked up at the scheduled time, we will make repeated attempts to contact family members and others listed on the admission form. If you have an emergency, please call the office at (817) 475-8481.

Parent Communication

Please communicate any changes in your child's daily routine that may affect your child's day at school. Calling the office to let us know that your child will not be in school will be appreciated. The director will call if your child is absent for 2 days. Parents are invited to set up a conference with the teacher or director at any time. **Teachers must keep their full attention to their classrooms at all times, and cannot discuss issues with your child during school hours.** Your child's teacher will be happy to give you their full attention at a scheduled conference. If a parent needs more information or needs to have a conference with a teacher then they may arrange a time away from the classroom. If parents have questions or need to discuss the procedures or policies of ACA, they can contact the Director and if necessary, set up a conference. More information is also posted where required in each classroom and on the main ACA bulletin board outside the ACA office.

Minimum Standards

Many of the items mentioned in this handbook and in our operational policies are requirements of the Texas Department of Family and Protective Services Minimum Standards. A copy of the current minimum standards is available in the ACA office and parents are welcome to view its contents as well as our last licensing inspection report. More information is also posted where required in each classroom and on the main ACA bulletin board outside the ACA office.

Early Childhood Special Education & Needs

We are committed to creating a welcoming, inclusive environment where every child can learn, grow, and thrive. Our program embraces children of all abilities, including those with special needs, and we recognize that each child brings unique strengths, challenges, and perspectives.

Alsbury Children's Academy Parent Handbook

We work closely with families to understand each child's individual needs and to provide appropriate support whenever possible. This may include adapting activities, collaborating with specialists, and implementing individualized strategies that promote success and participation. Our goal is to ensure that every child feels safe, valued, and included in all aspects of our program.

Open communication is essential to this partnership. We encourage parents and guardians to share relevant information, goals, and concerns so that we can work together to provide the best possible experience for their child. While we strive to accommodate a wide range of needs, we will also be transparent about our program's capabilities and any limitations.

Together, we can build a supportive community that celebrates diversity and fosters growth for every child.

Visitors

We have an open door policy. Parents are encouraged to visit their child's room. Parents have the opportunity to visit any time during our hours of operation to observe their child, program activities, the building, the grounds, and the equipment without having to secure prior approval. We ask that all visiting parents check in with the office before entering the classroom. Activities should be disrupted as little as possible. Teachers are to continue with their regular classroom responsibilities and focus on the children. If a parent needs to have a conference, arrange a time away from the classroom. The teacher's first obligation is to the class. Do not discuss a child's behavior in the presence of other children or other parents. Parents are to check in at the ACA office when visiting.

Illness

See COVID-19 Policy which is attached to this handbook.

Children who are ill or have taken medication at home for fever in the past 12 hours should not attend school. An ill child will not be admitted if one or more of the following symptoms exist:

- Illness prevents the child from participating in normal activities, including outdoor play.
- The illness results in a greater need for care than teachers can provide without compromising the health, safety and supervision of the other children.
- The child has a temperature of 100.4 degrees or greater.

Alsbury Children's Academy Parent Handbook

- Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- A healthcare professional has diagnosed the child with a communicable disease. Such child must have medical documentation to indicate that he/she is no longer contagious.

If your child becomes ill during the day, we will notify you at once. You must make arrangements to pick up your child as soon as possible. **Your child will not be permitted to return until he/she is fever/symptom free, without the aid of symptom reducing medications, such as Tylenol, for a full 24 hours.**

Medical Emergencies

All staff members are CPR, First Aid, and Ministry Safe certified. Should children become ill or injured during the school day, immediate attempts are made to contact parents and/or all persons listed on the child's admission form kept on file. In case of severe illness or injury, ACA will call 911 for an ambulance and will provide first aid and CPR following the advice which is given when the call is made, until medical personnel arrive. The child will be taken to a hospital which offers emergency treatment if necessary, on behalf of the parents. If critical illness or injury requires immediate attention of a physician, the child's physician will also be contacted. Parents have an obligation to inform ACA in writing when there are changes of address, phone numbers, or emergency contact, so they can easily be reached in case of emergency.

Accidents

In the event that a non-emergency incident occurs while your child is in our care, parents will be notified by phone call, in person, or in writing. A written report of how the incident occurred will be shared with the parent. The parent is required to sign the report indicating they have reviewed the report.

Emergency Drills & Relocation

Tornado and fire drills are practiced on a regular basis. The director will listen to radio reports during inclement weather, to remain aware of changing conditions. Emergency information, including a building diagram and exit routes are posted in each classroom. In advance of severe weather, all classrooms located in portables will be brought inside the main building until weather conditions improve.

Alsbury Children's Academy Parent Handbook

If evacuation and relocation away from the church building becomes necessary for any reason, ACA has designated the fence that borders Taylor Elementary as our meeting spot. If indoor shelter is required, we will enter the Taylor Elementary main entrance.

Holiday/Bad Weather

ACA will follow Burleson ISD in regards to bad weather closings. Please watch local news programs to inform you if Burleson ISD will be closed or not. There will be no tuition deductions due to bad weather closings, holidays and illness.

Discipline & Guidance

ACA's philosophy of discipline and guidance encourages children to make decisions regarding appropriate and inappropriate behaviors. Physical punishment of any kind is never used. Language used with children during any incident of misbehavior may be firm but is always respectful. The most common guidance strategies in use at ACA are:

- redirecting of children's inappropriate behaviors
- an expectation that children will act with kindness toward others
- the setting of firm and fair limits on behaviors
- teaching, encouraging, and supporting actions and behaviors that show respect and fairness to everyone

Three basic rules are taught and modeled:

1. We respect and help care for all other living things (people, pets, plants, etc.)
2. We are careful in our use of all personal, classroom, and outdoor materials, and we don't waste resources (clothing, toys, books, paint, paper, water, etc.).
3. We help maintain a learning environment that allows everyone to do their best (use quiet voices, wait our turn, don't interrupt, listen to others, share, etc.).

If all appropriate steps have been taken to redirect ongoing inappropriate behavior, you will be notified. You may be asked to come pick up your child.

Suspension and Expulsion

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When a Child Is Having a Problem in the Classroom

Alsbury Children's Academy
Parent Handbook

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

Causes for Immediate Expulsion

At the discretion of the Director:

- The child is at risk of causing serious injury to other children or him/herself.
- Parents threaten physical or intimidating actions towards staff members.

Alsbury Children's Academy Parent Handbook

- Parents exhibit verbal abuse to staff in front of enrolled children.
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff.
- Unsuccessful resolution of an issue where more than one child from the family is enrolled in the program and the parent decides to remove one child but leave the others in care...all children from a family must un-enroll at the same time.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parents threaten physical or intimidating actions toward staff members.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three year old program.

A Child Will Not Be Expelled

If child's parents:

- Made a complaint to the Department of Family and Protective Services regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Lunches

We are a Nut Free campus due to several children with allergies, so please do not send any peanuts or peanut products, including peanut butter as part of your child's lunch.

Your child will need to bring a **lunch** to ACA. Good nutrition is an important part of your child's development. Lunches should be sent using either cold packs, or insulated containers as needed, as we do not have equipment to refrigerate them. Please send foods that do not require heating up in a microwave. Teachers cannot leave classrooms to heat up lunches. Also,

Alsbury Children's Academy Parent Handbook

please send a **drink** with your child's lunch. Please do not send sodas or drinks that contain red dye. Grapes, and other food items that pose a choking hazard should be cut in half for children under three years old.

Snack

ACA will provide snacks, unless your child has a certain dietary need then we ask the parents to provide such a snack. Parents must provide a labeled water bottle daily. Please inform your teacher or director if your child has any food allergies or special dietary needs.

Nursing Room

There is a room available for nursing mothers and their babies. Mothers may provide breast milk for their child.

Birthdays

Birthdays are always a special day for your child. If you wish to bring a special treat for the class, please communicate with your child's teacher prior to the event. Birthdays and any items you choose to provide will be done in the afternoon. Children who wish to bring birthday party invitations may do so only if every child in the class is receiving an invitation.

What to Bring

- Change of clothes, including socks
- Lunch and drink
- Jacket (weather appropriate)
- Diapers and wipes for those not potty trained
- Light blanket and pillow for nap time
- Comfortable clothes and shoes to play in.

Please make sure that every item you bring is labeled with your child's name.

What not to Bring

- __ Peanuts
- __ Gum
- __ Candy
- Toys, unless it is show-n-tell day

Alsbury Children's Academy Parent Handbook

- Flip-Flops

Dress Code for Children

Your child will be doing a lot of fun activities during the day at ACA. Please dress your child accordingly. Please do not send your child to school in flip-flops or sandals that do not have a back strap. Also, girls in dresses or skirts need to wear shorts underneath. We will be doing some messy activities, so please dress your child in clothes that you do not mind getting messy or dirty. **Shoes are required!**

Medications

A medical authorization form must be completed and signed for your child to receive medication. Medication must be in the original container, labeled with the child's name and date. Medication must be administered according to the label directions. No prescription medication will be administered that is over 6 months old. Over the counter medication will not be administered if the label does not have directions to administer for your child's age, unless you have a doctor's note. All medications need to be kept with the director and not in the classrooms. Please make sure that medications are removed from diaper bags.

Allergy Action Plan

If your child has a known food allergy that has been diagnosed by a health-care professional, we must have a food allergy emergency plan for that child. This information is obtained during enrollment however if they are diagnosed during the school year please notify the Director. You may also request that the posting be private.

Photography

Alsbury Children's Academy staff may take photographs or videos of students. These photographs or videos may appear in publications, bulletin boards or other Alsbury Children's Academy or Alsbury Baptist Church publicity.

If you do not wish for your child to be photographed, please notify the Director.

Parents and visitors may not take photographs or videos of other children without permission of staff.

School Supplies

ACA will purchase school supplies for the entire year from the required school supply fee. You can find this in our enrollment information.

Alsbury Children's Academy
Parent Handbook

Important Contact Information

Parents can use the following information to contact the local licensing office, abuse/neglect hotline or the Texas Department of Family and Protective Services (TDFPS) website.

Texas Abuse/ Neglect Hotline	1-800-252-5400 or https://www.txabusehotline.org Use this number to report: -Abuse, neglect, or exploitation of children, the elderly, or people with disabilities -Violations of minimum standards in a child care operation.
Local TDFPS Licensing Office	(817) 321-8000 1501 Circle Dr., Ste. 310 Fort Worth, Texas 76119
TDFPS website	www.dfps.state.tx.us

Alsbury Children's Academy Parent Handbook

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated as a gang-free zone. Certain gang-related criminal activity or other organized criminal activity is prohibited and is subject to harsher penalty under Texas law.

Grievances

If you ever have questions or concerns related to classroom activities, please schedule a conference with your child's teacher. If there are ever questions or concerns related to the overall program, our policies or procedures, please set up a conference with the Director and/or Children's Minister.

This handbook has attempted to address the basic policies of our program. Parents may have many other questions relating to their individual child and family. We will be happy to meet with you to answer any questions and to listen to your suggestions at any time.

Operational Policies

We have attached our operational policies to this handbook. The Texas Department of Family and Protective Services (TDFPS) has determined that child care centers licensed by the state will develop Operational Policies to document how the center will maintain compliance with the Minimum Standards for Child Care Centers per Title 40 Part 19, Chapter 746 of the Texas Administrative Code. In accordance with these requirements, ACA, has developed these Operational Policies to provide the safest and best environment possible for the children, teachers and parents of ACA. It defines employee roles and responsibilities and includes a commitment by the facility governing body and ACA management to maintaining an effective program that fully complies with TDFPS requirements. If you have any questions about these policies, please contact the Director.

Welcome to ACA!!!

OPERATIONAL POLICIES OVERVIEW

Purpose

The Texas Department of Family and Protective Services (TDFPS) has determined that child care centers licensed by the state will develop a plan of operation to document how the center will maintain compliance with the Minimum Standards for Child Care Centers per Title 40 Part 19, Chapter 746 of the Texas Administrative Code. In accordance with these requirements, ACA, has developed these Operational Policies to provide the safest and best environment possible for the children, teachers and parents of ACA. It defines employee roles and responsibilities and includes a commitment by the facility governing body and ACA management to maintaining an effective program that fully complies with TDFPS requirements.

Applicability

This Plan of Operation applies only to all classes at ACA.

Facility Information

Information on the facility location and ACA responsible personnel are included on the Facility Management/Certification page at the front of this plan. The facility operates classes from infants through pre-kindergarten providing weekday education. The program is ministry of the preschool and children's division of Alsbury Baptist Church and operates using the facilities and grounds of Alsbury Baptist Church.

1 Permit Holder Responsibilities:

1.1 Responsible Persons

The person(s) responsible for ensuring that the Minimum Standard Rules are in compliance at all times is:

Governing Body Designees: **Brock Dewald, Samantha Posey**

Preschool Director: **Samantha Posey**

Assistant Director: **Amberly Bray**

ACA is committed to maintaining an effective child care operation/preschool at its facility and has clearly defined the roles and responsibilities of employees for implementing it.

Site-specific responsibilities are assigned in this program based on the qualifications of staff positions.

1.2 Secondary Responsible Persons

If the **Director** is not present at the center, the **Assistant Director** will be in charge and is able to perform any duties normally performed by the director.

1.3 Recordkeeping

The records of children, employees, caregivers and household members require constant updating of the information. Our admission and enrollment forms are designed to capture all required child records. These records are maintained confidentially using ProCare Software Secure Data Hosting service. A duplicate set of hard copy records will be maintained in a secure and locked file cabinet in the ACA office as a backup in the event of internet interruption or offsite data loss. The **Assistant Director** will be responsible for input and maintenance of both electronic and hardcopy records.

The **Director or Assistant Director** will provide immediate access to records for teachers/caregivers during hours of operation for use in an emergency as well as parents or Licensing when requested.

Record Updates:

The **Assistant Director** will review all records and request a review by the parent/guardian initially before admission and again in the middle of the school year to ensure that information is current. Parents will review admission and enrollment forms and initial and date each page of the admission and enrollment forms indicating the information is correct or providing changed information on the form.

Record Retention:

The **Assistant Director** will maintain records on the following schedule and will purge and shred records that are no longer required. The records will be retained as follows per TDFPS Minimum Standards:

- (1) Medication administration records are maintained for three months after administering the medication;
- (2) Health-care professional recommendations or orders are maintained for three months after the health-care professional has indicated that the specialized medical assistance is no longer needed; and
- (3) All other records noted in subsection (a) of §746.603 are maintained for three months after the child's last day in care.

1.4 Parent/Guardian Communications

Daily contact with parents is an important link between families and ACA. It is important that communications are sincere, responsive and professional. Employees should be prepared to answer parent's questions or, if appropriate, refer them to the **Director**.

Employees are to be alert to the special needs of our families and are to relay information about illness, hospitalization, death, etc. to the **Director**.

Employees are encouraged to telephone or to write notes frequently to establish good rapport with parents. Teachers must assume responsibility for preventing "hallway conferences" when their full attention is to be given to the class or when a child is listening. A conference may be initiated by either a child's parent or a teacher outside of regular school hours. Teachers must refrain from discussing a child in front of other teachers or other parents.

Teachers are to make provision for ongoing communication with families including but not limited to, posting lesson plans, daily messages posted at the doorway highlighting the events of the day/week, a newsletter attached to the child's papers, bulletin board, text message, emails or handouts.

Teachers of children younger than 3 years old must send home daily reports that includes the following at minimum:

- Times the child slept;
- Times and amount of food consumed;
- Times of diaper changes;
- Child's general mood for the day; and
- A brief summary of the activities in which the child participated.

A copy of notes or letters being sent to the entire class should be given to the **Director** (exception: personal notes, daily notes to one's and two's).

Teachers should be very sensitive about constantly giving negative reports to parents about their child. Anytime there is an on-going problem with a child, the **Director** should be informed and a conference set up with the parents. In this situation, it is important to look for positive behaviors you can report on and encourage.

The **Director** will keep parents informed of the policies of the operation, updates/changes to the operation policies, events that will take place, when their child has been hurt or ill, when there has been an outbreak of a communicable disease, and other issues that occur. Communication regarding

illness or injury of a child will be in person or by direct telephone communication. Other communication may be by text message, emails or handouts as appropriate for the content.

If a parent needs more information or needs to have a conference with a teacher then they may arrange a time away from the classroom. As communicated in the parent handbook, if parents have questions or need to discuss the procedures or policies of ACA or they would like to review the TDFPS Minimum Standards they can contact the **Director** and if necessary, set up a conference.

1.5 Employee File and Background Checks

Each employee is required, as a condition of employment, to cooperate by providing in a timely fashion all records and forms required by any agency, government or by ACA. It is expected that all items are to be placed in the Personnel File of the employee before the end of the first pay period. Failure to provide required records and forms may result in suspension or termination of employment. Personnel files will be kept confidential and secure in a locked file. The **Director** will maintain employee personnel files.

Details of employee files are maintained in the ACA Employee Policies and Procedures Handbook.

1.6 New Employee Orientation

ACA recognizes the importance of new employee orientation as a means of providing a positive environment for care and learning at ACA. New employee orientation will educate new employees about the ACA's policies and procedures, Texas DFPS minimum standards and other critical information to provide a clear understanding of performance expectations, job descriptions, safety requirements etc. The orientation will occur before being assigned where the new employee is alone as a caregiver.

Orientation will be provided by the **Director** in a one on one or classroom setting as appropriate and will include the following topics:

- Review of the individual job-specific duties and responsibilities and job description
- Review of the DFPS Minimum Standards
- Review of ACA Operational Policies
- Review of ACA personnel policies
- Review of the ACA Parent Handbook
- Review of the role of state and local government agencies such as Texas Department of Family and Protective services, their effect on the center, their availability as a resource, and the individual staff responsibilities to representatives of state and local government agencies
- Observation of ACA operations
- Maintaining a safe and healthy environment
- Recognizing symptoms of child abuse and neglect and Reporting of These
- Emergency Preparedness Plan and Fire Extinguisher Operation

Both the **Employee** and **Director** will sign the New Employee Orientation Checklist as documentation of this training. See ACA Employee Policies and Procedures Handbook.

In addition, all new employees are required to serve an initial three-month probationary and orientation period. During the period new employees will be acquainted with their job, and their ability to effectively handle job responsibilities will be evaluated. If the probationary employee fails to perform job tasks satisfactorily, he/she may be terminated without advance notice.

1.7 Caregiver Training

The Texas Department of Family and Protective Services has the responsibility for regulating child care centers in Texas. TDFPS requires that each staff member must participate in a minimum of 24 hours of training per year (excluding CPR & First Aid and transportation training). One-half (12 hours) of the required training hours must be obtained in a classroom setting. The other twelve hours may be obtained through self-study books or on-line courses.

ACA will make three opportunities available for all staff members to obtain the twelve classroom hours: one in the Spring, the six-hour training day in the summer, and the conference offered by the Texas Baptist Weekday Education Association each Fall. Employees missing any of these training hours will be responsible to attend and pay for make-up hours. Employees will also be responsible for the additional 12 hours of on-line or self-study hours.

First Aid/CPR

Employees are required to complete a first aid/cpr training class every two years. ACA will make this training available frequently throughout the year. Employees failing to attend a ACA-sponsored class will be responsible to attend and pay for an alternative class.

Certificates for training hours paid for by ACA may only be released to an employee if the employee reimburses ACA for the cost of the training.

Pre-Service Training - ACA provides a preservice training curriculum for all employees provided by Tym the Trainer (www.tymthetrainer.com). This is curriculum, available for review at our facility.

Training Records

All documentation of training, including on-line or self-study hours, must be provided to the **Director** to be placed in the employee's file and the date of the training added to the ACA Compliance and Training Calendar. All employee training is tracked on the ACA Compliance and Training Calendar which is reviewed monthly by the **Director**. Employees are notified ahead of training due dates so that refresher training can be scheduled.

2 Operation/Physical Facilities

2.1 Facility Layout

ACA provides each child must a minimum of 30 square feet of indoor activity space. The floor plan provided in Attachment 3 indicates the age group and number of children of that age group that will be in each room or area. These maximum numbers of children per area/room will not be exceeded.

2.2 Equipment and Materials

ACA provides a variety of age appropriate equipment and materials. Attachment 4 lists the equipment and materials we have available for each age group. This includes both indoor and outdoor equipment and materials.

2.3 Playground Plan for Onsite Outdoor Play Area

At ACA our outdoor activity space is not directly connected to the building therefore we have implemented the following plan to protect the safety of children while using the onsite playground space.

(1) There is no vehicle traffic in the area between the ACA classrooms and the playground area. All children will travel to and from the outdoor play area via sidewalk and will be accompanied by at least two (2) caregivers. There may rarely be other church staff and visitors along the sidewalk when children are moving to and from the play area and while children are inside the play area. All normal church staff have been background checked and all children are under the direct supervision of their caregivers and will not interact with any other persons in the area.

(2) Ages of children in the groups – Children go to the outdoor play area by ages, for example two year olds will go with other two year olds. Other classes of either older or younger children will not use the play area at the same time so that older children do not present a hazard to younger children.

(3) Availability of appropriate equipment – We have two separate areas with play equipment installed at ACA that is acceptable for children age two and older and for children younger than two. Children younger than two years do not use the larger installed/fixed play equipment but instead have their own fenced area with other outdoor play equipment that is age appropriate.

(4) No other groups or other persons use the playground while ACA is in session therefore there will be no usage of the location by other persons when the children are present.

(5) The playground is located in the center of the Alsbury Baptist Church Property with the main building, gymnasium and a connecting fence between those two buildings separating the playground area from Alsbury Boulevard. Taylor elementary sits to the west of the property but is separated by a fence and by the portable buildings. The playground area is completely fenced to prevent children from leaving the area and to prevent others from entering the area. The hazards and risks are minimal due to the location and separation from the surrounding neighborhood.

(6) The playground area is accessible to both children and caregivers on foot or by push-carts or other means of transporting infants and toddlers if necessary with sidewalks leading from all buildings to the playground area and a ramp is provided to access the fixed play equipment if necessary.

(7) There is reasonable access to restroom facilities in the nearby Alsbury Baptist Gymnasium that is within 50 feet from the playground area.

(8) When children are in the outdoor play area, there are always at least two (2) caregivers such that one could obtain assistance if needed when injury or illness occurs while the children remain in care of the other caregiver(s). Caregivers also have radios to contact directors or other caregivers if injury or illness occurs while in the playground area. First aid kits are located in each of the immediately adjacent buildings. The playground area is accessible to emergency vehicles such as ambulance if needed.

2.4 Sanitary Facilities and Procedures

Toilet Facilities - The facility is provide with a total of twelve (12) toilets available to children. Eight of these toilets are shared with church staff. The ages of the children using the shared church toilets are two and three year olds. ACA staff teachers/caregivers will accompany children to the toilets and other church personnel are prevented by ACA staff from using the toilets at the same time as ACA children.

Sinks – The facility has ten (10) handwashing sinks in order to meet the children’s physical needs in a timely and sanitary manner. There is one (1) sink in each room where diaper changing is conducted and these sinks are placed so that the caregiver using it can maintain supervision of the children in the group. Each of these sinks is equipped with soap, running water, and single-use disposable towels or hot-air hand dryers.

Supervision of Restrooms - Caregivers/teachers provide help and guidance when children are ready to use the toilet correctly and independently. Caregivers/teachers will make sure children correctly wash their hands after every use of the toilet and monitor the bathroom to make sure that the toilet is flushed, the toilet seat and floor are free from stool or urine, and that supplies (toilet paper, soap, and paper towels) are available.

Preschool children are allowed to use toilet facilities without direct visual observation but Caregivers/teachers will remain within hearing range in case children need assistance and to prevent inappropriate behavior. In areas outside of the Preschool classrooms (which do not have restrooms inside the classroom) Caregivers/teachers will accompany children younger than five years of age to and from the toilet area. Younger children who request privacy and have shown capability to use toilet facilities properly may be given permission to use separate and private toilet facilities however the adult will remain within hearing range in case children need assistance. For shared restroom facilities within the Alsbury Baptist main building, caregivers/teachers will confirm before allowing children into the restroom that no other persons are in the restroom and will prevent other persons from entering the restroom until all children have exited the restroom.

3 Activities and Child Caregiver Ratio

3.1 Disciplinary Guidelines

The basic philosophy and policy at ACA is that children need positive guidance rather than punishment. Children are learning to develop their own inner controls, and it is the responsibility of the staff to guide them in this process. Limits (the rules of the classroom) are explained to the children and applied consistently. When children overstep these limits, positive guidance techniques are used. These include redirection to another activity or brief separation from the current activity.

No physical punishment, such as spanking, hitting or shaking is allowed. Children are not to be shamed or made fun of by other children or adults. See the Discipline Guidelines published by the TDFPS provided in the [ACA Employee Policies and Procedures Handbook](#).

Aggressive behavior in children must not be overlooked because it sends a message to children that aggressive behavior is acceptable. A child needs to know that it is never okay to hurt another child or adult. Children need help in making their wants and needs known verbally. Employees should help children to express their feelings and wants with words.

If the caregiver is not able to redirect the child or the inappropriate behavior continues then the child will be taken to the Director or Assistant Director for a conference. If this conference does not resolve the issue then parents may be contacted.

3.2 Activities and General Schedule

Attachment 5 provides a sample schedule for each age group that lists the activities that are provided for the students. A daily activity schedule is developed for each class. This is posted in the classroom and on the ACA board. The schedule provides balance between quiet/active, large muscle/small muscle and child/staff initiated activities.

Curriculum/Lesson Plans

Our goal is for all children to work at their individual developmental level and to enable them to reach their full potential. The center seeks to help each child develop socially, emotionally, physically, cognitively and spiritually. Children learn by actively exploring their environment.

In order to assure continuity of the planned program for each classroom, weekly lesson plans must be turned into the Director to review and for substitutes to use. Resource room request list should be attached to the lesson plan.

Lesson plans are developed using the curriculum for each age level and are turned into the **Director** for review. Interest centers are enhanced weekly and are to correlate with the unit themes or to encourage the development of specific skills.

Transition Times

Transition times can be difficult for both staff and children. Make waiting times as short as possible. During wait times creativity should be used. Finger plays, songs, stories and games are acceptable transition activities. Always give a five minute warning to children before changing activities.

Visitors

We have an open door policy. Parents are encouraged to visit their child's room. Parents have the opportunity to visit any time during our hours of operation to observe their child, program activities, the building, the grounds, and the equipment without having to secure prior approval. We ask that all visiting parents check in with the office before entering the classroom. Activities should be disrupted as little as possible. Teachers are to continue with their regular classroom responsibilities and focus on the children. If a parent needs to have a conference, arrange a time away from the classroom. Do not discuss a child's behavior in the presence of other children or other parents.

On occasion, we have visitors join the classroom for a special event. Staff visitors and parents are to check in at the ACA office. The teacher's first obligation is to the class. If a visitor is in the classroom on a consistent basis then they must be background checked.

3.3 Rest Areas and Equipment

All classes have a regularly scheduled nap or rest time. This rest time occurs in the classrooms. Mats are provided for each child by their family and should be placed so that all children can be viewed by the teacher. There should be enough light in the room to allow the teacher, or anyone entering the room, to watch the children.

Naptime is a pleasant, winding down time. Teachers can help children relax for sleep by planning wind-down activities such as patting or rubbing the children's backs, talking softly and soothingly, playing soft music or reading a book aloud.

Not all children will sleep; however, all must rest. After an appropriate time, children may be given a book or puzzle to work while sitting quietly on their mat.

When naptime is over, teachers need to assist children in waking up, using the toilet, washing hands and preparing for the remainder of the day.

3.4 Caregiver/Child Ratios

ACA provides teachers/caregivers for each child in the ration defined by minimum standards. The floor plan provided in Attachment 3 indicates the number of caregivers required if the rooms were at full capacity. This ratio of children to caregivers will not be exceeded.

4 Activities Away from the Operation

4.1 Offsite Trips

ACA does not provide offsite trips as part of our operation.

4.2 Water Activities

ACA does not provide water activities that involve a swimming or a wading pool or sprinkler equipment.

4.3 Transportation

ACA does not provide transportation as part of our operation.

5 Safety, Sanitation and Fire

5.1 Safe Operating Guidelines

Teachers must foster an atmosphere in which the children feel “at home” yet recognize the need to take care of their room and equipment. Children will feel pride in “ownership” if they learn to use their equipment in the correct way and take care of their surroundings.

In the ongoing use of the classroom:

- Children are taught that every toy and piece of equipment has a designated place. After use, each item is returned to its designated spot.
- Staff should check to make sure all equipment is properly stored. (Puzzle pieces accounted for, blocks stacked, etc.)
- Children are encouraged to care for the equipment: nap mats are to sleep on, not walk on; blocks are used for building, not kicking; chairs are for sitting on, not standing or sitting on tables.
- Children are encouraged to clean up all work/play areas.

CLASSROOM CHECKLIST:

1. All dirty laundry is removed each day for offsite cleaning.
2. Paint supplies (brushes, containers) need to be left clean and put up, not left in the sink.
3. The sink in the classroom needs to be cleaned and the counters wiped every day.
4. Tables and chairs should be wiped off and left clean.
5. Counter tops should be cleaned off and supplies put away.
6. Return unused supplies to the Resource Room on Thursday.
7. All craft projects and weekly work should be sent home by or on Thursdays. Any craft or decorations hanging from the ceiling should be removed on Thursdays unless given permission by the Director.
8. Notes are to be removed from the doors on Thursday afternoon.
9. All personal items should be sent home or put in drawers for the weekend.
10. Cabinets, drawers and coat racks should be left neat, clean and organized.
11. Nap mats should be left stacked and orderly each day.
12. Staples usage is allowed in classrooms with thorough examination and cleaning of any loose staples on floor and walls
13. Any spills on the carpet should be cleaned up as thoroughly as possible, and notify maintenance of the spill before the stain sets.
14. Any hazardous materials are used, stored, and disposed of as recommended by the manufacturer.

Teachers should notify the Director of any cleaning or repair that needs to be done.

5.2 Procedures for Release of Children/Authorized Pickup

Children are not allowed to leave ACA under any circumstances without the proper authorization. Children will only be released to a person that the employee identifies as having authority to assume responsibility for the child.

A list of these persons approved to pick up the child is on the enrollment form and documented in our Procure Software. We also maintain a photo identification (driver's license) for each authorized pickup person. This list is provided to each caregiver along with a photograph of the authorized pickup person. If a person unknown to the caregiver comes to pick up a child, all employees must verify that the person is authorized to pick up the child and must check the person's identity using a driver's license or other valid photo identification.

If the photo identification does not match the person attempting to pick up a child, or if the person does not have valid photo identification, or if the employee does not recognize the adult, or if the adult is not listed as authorized to pick up the child, the child is NOT to be released. The employee is to send the unauthorized adult to the office for further clearance.

When a parent or guardian is unable to pick up the child due to unforeseen circumstances, verbal authorization for release of a child may be taken over the phone only by verifying the parent's identity and that of the individual who will be picking up the child.

5.3 Caregiver Observations

Caregivers maintain constant supervision of children in their care. Windows are provided in the doors of each classroom and Aides, Assistant Director and Director conduct routine checks and visits to each classroom for both child and caregiver observations.

5.4 Maintenance of Facilities

ACA uses the facilities of Alsbury Baptist Church which has routine janitorial service twice weekly. The building and grounds staff at Alsbury Baptist Church maintain the building and grounds of the facility if any problems are identified. **Teachers** will conduct daily classroom inspections to ensure that no hazards are present and document weekly classroom inspections on Tuesdays before classes begin for the week, utilizing the checklist found in Attachment 6. If any hazards are identified they will be immediately brought to the attention of the Director who will ensure that the hazards or defects identified during inspections are removed or repaired promptly or the children are otherwise protected from the hazard.

The **Director** or their designee will conduct inspections of the active play space and equipment daily before children begin play to ensure there are no hazards present. The **Director** will conduct and document a monthly inspection of the active play space and equipment, utilizing the checklist found in Attachment 6. If any hazards are identified they will be immediately brought to the attention of the Director who will ensure that the hazards or defects identified during inspections are removed or repaired promptly. If the deficiencies cannot be promptly corrected to a safe condition then children will be prohibited from use the hazardous equipment until the hazards can be removed or repairs can be made.

The **Director** or their designee will conduct daily inspections of kitchen, bathroom and handwashing sinks to ensure that the areas are clean and sanitary, all supplies such as soap and paper towels are

supplied and that no hazards are present. These inspections will be documented weekly on Tuesdays before classes begin for the week, utilizing the checklist found in Attachment 6. If any problems and hazards are identified they will be immediately brought to the attention of the Director who will ensure that the hazards or defects identified during inspections are removed or repaired promptly or the children are otherwise protected from the hazard.

Recordkeeping

Maintenance and Inspection checklists must be turned into the **Director** who will file the records, maintaining the at least the previous three months records.

5.5 Hand Washing Procedures

Employees must maintain good hygiene standards by washing their hands after assisting a child with toileting, diapering, wiping noses or handling food. Additionally, employees should model good health habits and have children to wash their hands at the following times:

- Before eating;
- Before playing in a water play table;
- After toileting or having a diaper changed;
- After outdoor activities;
- After playing in sand;
- After feeding or touching animals; and
- Any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

All teachers must wear gloves when diapering and assisting with toileting in addition to hand washing or when exposed to any bodily fluids.

ACA follows the Centers for Disease Control (CDC) recommended hand washing steps as follows:

1. Wet your hands with clean running water and apply soap
2. Rub your hands together to make lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails.
3. Continue rubbing your hands for at least 20 seconds (tip: hum the “Happy Birthday” song twice.
4. Rinse your hands well under running water.
5. Dry your hands using a clean towel or air dry.
6. Use a paper towel to turn off the faucet.

NOTE: The use of alcohol-based hand sanitizers does not substitute for hand washing and are not to be used in lieu of handwashing. Alcohol-based hand sanitizers are flammable and toxic if ingested by children.

5.6 Diapering Procedure

Teachers/caregivers are to have a pleasant attitude while changing a child’s diaper as this helps to develop a child’s positive sense of self. The following procedure will be used to ensure proper diapering. Teachers/caregivers are trained in these procedures and a copy of these procedures is posted in each room where diapering takes place.

- Promptly change soiled or wet diapers or clothing;
- Place the child on a clean diaper-changing table or surface that is smooth, non-absorbent, and easy to clean and where children do not come in close contact during play or eating, such as dining tables, sofas, or floor play areas, for diaper changing.
- Use the safety mechanism (such as safety straps or raised sides) at all times when the child is on the surface; or the caregiver’s hand must remain on the child at all times when the child is on the surface.
- Thoroughly cleanse children with individual cloths or disposable towels. You must discard the disposable towels after use and launder any cloths before using them again;
- Ensure that the children are dry before placing a new diaper on the child. If the child must be dried, you must use a clean, individual cloth or disposable towel to dry the child. You must discard the disposable towel after use and launder any cloth before using it again;
- Do not apply powders, creams, ointments, or lotions without the parent’s written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use;
- Label powders, creams, ointments, or lotions with the individual child’s name; and
- Keep all diaper-changing supplies out of children’s reach.
- Place soiled clothing in a sealed plastic bag to be sent home with the child.

5.7 Emergency Preparedness Plan

The emergency preparedness plan is available for parent review in the ACA office and describes the actions ACA will take to ensure the safety of children in case of fire or other emergency. This plan includes role, responsibilities and actions as well as maps of designated re-location areas inside and outside of the facility and off-site if necessary.

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

notification:	<ul style="list-style-type: none"> ● Parents/guardians are provided: <ul style="list-style-type: none"> ○ Contact information for Director, cell phone. ● Parent/guardian contact numbers are: <ul style="list-style-type: none"> ○ Stored in the emergency evacuation binder and available offsite via procare software. ● Director/FEC will contact parents to notify them of the evacuation and specifics on reunification with their children.
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Release:	<ul style="list-style-type: none">• Children will only be release to contacts listed on the child's form with proper identification.
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6 Physical Health and Well-Being

6.1 Injury/Illness Procedures

All injuries will receive prompt attention.

In case of a minor accident, employees should remain calm while working quickly to assess the situation and apply simple first aid. Other employees or adults present should supervise the other children or go for help if necessary.

If a serious injury is suspected, the child should not be moved and medical assistance should be summoned by calling 911 and the child's emergency contact.

If an injury has blood present, latex free gloves should be worn by the employee to treat the injury. The latex gloves are to be discarded after each use.

The illness policy is contained in the ACA Parent Handbook which is distributed to all parents. All dismissals are to be made at the discretion of the administrative personnel and parents will be notified if their child needs to be picked up. An incident/illness form should be filled out the signed by the teacher and parent.

An incident report (See Attachment 6) is to be filled out for the parent, with one copy going home with the child and one copy being sent to the ACA office. Parents should be called promptly if their child receives a significant bruise, bump or scratch.

Accidents involving ACA employees must be reported to the ACA Director/Asst. Director immediately.

6.2 Administration of Medicines

Medication will not be administered without a medical authorization form completed and signed for the child. Medications must be received from the parent in the original container, labeled with the child's name and date. Medication must be administered according to the label directions. Staff administering the medicine should note the date, time and sign the form. No prescription medication will be administered that is over 6 months old. Over the counter medication will not be administered if the label does not have directions to administer for the child's age, unless a doctor's note is provided. All medications will be kept with the **Director** and not in the classrooms.

6.3 Nutrition

ACA is a Nut-Free campus due to several children with allergies, so any tree nuts, peanuts or peanut products, including peanut butter are not allowed as part of children's lunch.

Parents provide their own child's lunch and snack. Good nutrition is an important part of a child's development. Parents are instructed through the ACA Parent handbook to send lunches using either cold packs, or insulated containers as needed and that they send foods that do not require heating up in a microwave. Parents are also, required to send a drink with their child's lunch.

Snack

Parents will provide a snack for the children, and ACA will provide water. Parents note allergies and dietary restrictions on the ACA admission form. A sample weekly snack menu is provided in Attachment 7

6.4 Policies for Safe Sleep for Infants 12 Months and Younger

We are providing the following Safe Sleep Policy to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS). Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

Safe Sleep Practices

1. Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
3. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.
4. Equipment such as a sound machine, that may interfere with the caregiver's ability to see or hear a child who may be distressed, is prohibited.
5. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.

6. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).
7. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years.

Safe Sleep Environment

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
2. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the slides of the crib. We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the Infant and Toddler Feeding and Care Plan or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
5. Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
6. Only one infant may occupy a crib or playpen at one time.
7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.
8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.
9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

6.5 Vaccine-Preventable Disease Policy

Based on a review of recommendations from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention (CDC); the risk factors present at our facility including

employee's primary duties; how often and how closely each employee works with children; the ages of children the employees work with and our operating history, we have recommend that employees have the following vaccine(s), however this is not required:

- flu vaccine once every 12 months

Employees that receive the vaccination will provide written or electronic documentation in the form of one of the following:

- Copy of the employee's current immunization record;
- Receipt that includes date a required immunization was received;
- Letter signed by a health care professional that lists the date an immunization was received;

Protective Measures - Employees who do not receive the vaccination will be required to implement the following protective measures:

- Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets to surrounding areas

6.6 Preventing and Responding to Abuse and Neglect of Children

Reporting Suspected Child Abuse

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Abuse Hotline and Website

Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide

Make your report through their secure web site and you will receive a response within 24 hours:

www.txabusehotline.org

ACA will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

Recognizing the Signs of Child Abuse

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body

- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of

punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's Problems

If an employee has any reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, you must report this to the Director immediately. Suspected abuse/neglect is required to be reported to TDFPS Protective Services within 48 hours. (See Information on Reporting Abuse published by the TDFPS in Attachment 2 of the Employee Handbook)

Community and Parental Support

ACA will assist parents of children who are victims of abuse and/or neglect with actions they should take to obtain assistance and intervention. We will assist parents in calling police or the Child Abuse Hotline (1-800-252-5400) and/or other shelters. ACA management has relationships with and is aware of numerous local faith-based and community organizations designed to support families and individuals that are victims of abuse and neglect and who are knowledgeable in preventing and responding to abuse and neglect of children.

6.7 Immunization Requirements

Parents of children attending ACA are required have immunizations and to provide a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

- Provided immunization records must include the following:
 - The child's name and birth date;
 - The number of doses and vaccine type;
 - The month, day, and year the child received each vaccination; and
 - The signature or stamp of the physician or other health care professional who administered the vaccine.
- For parents that cannot provide an immunization record and/or are exempt, the **Director** will be notified to assist with the parent according to Texas Department of State Health Services rules in 25 TAC §97.66 (relating to Provisional Enrollment).

- More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

6.8 Tuberculin testing requirements

Tuberculin tests are not required by ACA or Tarrant County Public Health.

6.9 Hearing and vision screening requirements

Vision and hearing screening tests are required for children 4 years old by September 1st. Parents are required to provide one of the following as documentation:

- The individual visual acuity and sweep check results
- A signed statement that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center.
- An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

Implementation and Support Attachments

Attachment 1 - Compliance Calendar and Training Tracker

IMPLEMENTATION AND SUPPORT ATTACHMENTS

COMPLIANCE AND TRAINING CALENDAR Alsbury Children's Academy				
This calendar provides a snapshot of primary recurring requirements and due dates. It includes a subset of the requirements detailed in other sections of the operations plan. This calendar does not include daily or weekly requirements or event-triggered requirements.				
*Dates in this Calendar should be updated by the Assistant Director at least monthly.				
		Due within 90 Days		
		Due within 60 Days		
		Due in within 30 days		
Program	Frequency (Mos)	Last Done	Next Due	Notes
Licensing Compliance Actions				
Employee Background Checks				1
Employee 1	24	09/20/14	09/20/16	
Employee 2	24	8/20/2014	08/20/16	
Employee 3	24	7/20/2014	07/20/16	
Employee 4	24	08/01/16	08/01/18	
Employee 5	24	08/01/16	08/01/18	
Employee Training				
Employee 1				
CPR AED/First Aid	24	06/08/16	06/08/18	
Annual Child Abuse Awareness Training	60	08/01/16	08/01/21	
Classroom Training (12 Hours)	12	07/01/16	07/01/17	2
Self-Study Training (12 Hours)	12	08/01/16	08/01/17	2
Other	36	07/01/16	07/01/19	
Employee 2	60			
CPR AED/First Aid	24	06/08/16	06/08/18	
Annual Child Abuse Awareness Training	60	08/01/16	08/01/21	
Classroom Training (12 Hours)	12	07/01/16	07/01/17	2
Self-Study Training (12 Hours)	12	08/01/16	08/01/17	2
Other	36	07/01/16	07/01/19	
Employee 3	60			
CPR AED/First Aid	24	06/08/16	06/08/18	
Annual Child Abuse Awareness Training	60	08/01/16	08/01/21	
Classroom Training (12 Hours)	12	07/01/16	07/01/17	2
Self-Study Training (12 Hours)	12	08/01/16	08/01/17	2
Other	36	07/01/16	07/01/19	
NOTES:				
1 On Hire and Every 5 Years				
2 participate in a minimum of 24 hours of training per year (excluding CPR & First Aid and transportation training). One-half (12 hours) of the required training hours must be obtained in a classroom setting. The other twelve hours may be obtained through self-study books or on-line courses.				

Attachment 2 – Enrollment Forms

Alsbury Children's Academy

Admission Checklist

Due At Registration

- Admission Form (includes medical authorization and photo/media consent)
- Enrollment Agreement
- Registration Fee (see Fee Schedule)

Due Before Classes Begin

- Medicine Administration Form (if medicine will be administered by the School)
- Immunization records;
- Hearing and vision screening results
- A written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program;
- Health-care professional recommendations or orders for providing specialized medical assistance to the child, if applicable.

Mid-Year Review

- Reviewed all forms and Initialed as correct or redlined with correct information.
-
-

-

IMPLEMENTATION AND SUPPORT ATTACHMENTS

Alsbury Children's Academy
Admission Form
Child

Questions about how to complete this form?

Call 817-475-8481
 (9am to 2PM, T-Fri)

Return completed form to:

Alsbury Children's Academy
 500 NE Alsbury Blvd.
 Burleson, TX 76028
 or email to
 aca@alsburybaptist.com

Full Name (First, Middle, Last, Suffix)			Nickname	
Birthdate			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address			Home Phone	
City	State	Zip		

Parent/Guardian

Name (First, MI, Last)			Phone (where you can be reached while child is in care)	
Home Address			Cell Phone <input type="checkbox"/> Same as above	
City	State	Zip	Authorized to Pick Up Child <input type="checkbox"/> Yes <input type="checkbox"/> No	
Drivers License #/State		Place of Employment		

Parent/Guardian

Name (First, MI, Last)			Phone (where you can be reached while child is in care)	
Home Address			Cell Phone <input type="checkbox"/> Same as above	
City	State	Zip	Authorized to Pick Up Child <input type="checkbox"/> Yes <input type="checkbox"/> No	
Drivers License #/State		Place of Employment		

Emergency Contact (friend or relative who should be contacted when parent/guardian cannot be reached)

Name (First, MI, Last)			Phone	
Home Address			Cell Phone <input type="checkbox"/> Same as above	
City	State	Zip	Authorized to Pick Up Child <input type="checkbox"/> Yes <input type="checkbox"/> No	
Drivers License #/State		Place of Employment		

Authorized Pickup (persons other than a parent to whom the child may be released)

Anyone picking up your child will be required to provide photo identification before your child will be released. ACA will not release your child to anyone that you have not authorized in writing or to anyone that cannot provide a photo identification.

Name	Drivers License #/State	Relationship	Phone
Name	Drivers License #/State	Relationship	Phone
Name	Drivers License #/State	Relationship	Phone
Name	Drivers License #/State	Relationship	Phone

SEE BACK OF FORM

IMPLEMENTATION AND SUPPORT ATTACHMENTS

Alsbury Children's Academy
Admission Form - Continued
Special Care Needs

Allergies (Must provide an allergy action plan signed by physician)

-Milk -Peanut -Tree Nuts -Wheat -Bee Sting -Pollen -Other (describe):

Describe Reaction

-Allergy Action Plan is completed and signed by a physician.

Other Non-Allergy Diet Restrictions

Existing Illness

Previous Serious Illness and Injuries

Hospitalizations During the Past 12 Months

Medications Prescribed for Continuous, Long-Term Use -Medication Authorization Completed for any medicines to be administered by the school

Other Special Care Needs

Child's Physician

Name of Physician/ Name of Clinic or Hospital (if applicable)

Hospital Preference (for emergency treatment)

Address

City

State

Zip

Phone

Insurance Information

Insurance Name

Name of Policy Holder or Member Name

Group #

Policy #

Insurance Phone

Emergency Medical Authorization (Please provide additional information that would be useful for us to know so that your child may have a positive experience at our school, such as napping habits, favorite toys, favorite food, etc.)

I _____ parent/guardian of _____, date of birth being _____, do hereby give permission to Alsbury Children's Academy to secure and authorize such emergency medical care and/or treatment as above named child might require while under the supervision of said childcare provider, I further authorize said childcare provider to administer emergency care/treatment as required including transport of my child to an emergency care facility, until medical assistance is available. I also agree to pay all costs and fees for any emergency medical care and/or treatment for said child as secured or authorized under this consent. _____ **(initial)**

Photo & Media Consent

I _____ parent/guardian of _____ (child), hereby consent to the collection and use of my personal images and those of my child by photography or video recording. I acknowledge these may be used on the Alsbury Children's Academy website, in marketing and promotional items and publications. I understand that my name and my child's name along with pictures or videos, may not be used in publications unless express consent is given, I also understand that my consent can be withdrawn at any time with written notice to Alsbury Children's Academy. I give this consent voluntarily. _____ **(initial)**

Signatures

By signing my name below I certify that the information provided in this form is true and correct to the best of my knowledge. I further acknowledge that my signature below provides medical authorization and photo and media consent as stated above. I acknowledge the receipt of the Alsbury Children's Academy handbook and operations plans. I understand that I must follow all aspects of the Alsbury Children's Academy handbook and operations plan and that if I have any questions, I understand it is my responsibility to seek answers from the Director.

Parent/Guardian Signature

Date

Office Use Only

-All Form Fields Complete
-Enrollment Agreement Complete

-Immunization Form Received
-Medical Administration Form Received
-Allergy Action Plan Received

Director Review/Signature

Date

Alsbury Children's Academy

Questions about how to complete this form?

Return completed form to:

Enrollment Agreement

Call 817-475-8481 (9am to 2PM, T-Th) (9am to 2PM, M-Fri, Prek -Kindergarten)	Alsbury Children's Academy 500 NE Alsbury Blvd. Burleson, TX 76028 or email to aca@alsburybaptist.com
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This agreement is between Alsbury Children's Academy and:

 Parent/Guardian's Name

To provide services for:

 Child's Name

Beginning on:

 Date Classes and Billing Begins

Tuition Rates

Registration fee is **\$125** per child per school year or **\$150** for 2 children. **Registration fees are non-refundable.** Tuition for 2 yr & 3 yr classes are **\$325.00** per month. Tuition for Preschool is **\$350.00** per month. Tuition for Kindergarten is **\$400** per month.

Pre-School Fees are a **\$30** per child curriculum fee. Supply fee is **\$100** for all classes except Kindergarten.

Kindergarten fees are **\$75** per child curriculum fee, **\$100** per child supply fee.

All tuition is due on the first Tuesday of every month. A late fee of **\$25.00** will be added to your account if not paid by the first Thursday of the month. All tuition and late fees must be paid by the 15th of the month to ensure your child's continued enrollment at Alsbury Children's Academy. Fees will not be adjusted for late arrival, early pick-ups, missed days or holidays.

Contracted Hours

The provider shall provide child care services and the Parent shall pay for such services on Tuesdays, Wednesdays and Thursdays (except school holidays) from 9:00am to 2:00pm. Kindergarten Tuesday-Friday (except school holidays) from 9:00am to 2:00pm. The monthly tuition rate is based on the contracted hours listed above. Our tuition is based on the operation cost of the program year and is divided into 9 payments. By signing this contract, you agree to and have read the financial policies and expectations as outlined in the Alsbury Children's Academy Handbook. You also agree to the terms set forth above with respect to the start date for childcare services, the monthly tuition rate and the contracted hours for childcare services.

Signatures

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

Office Use Only	Amount Paid	Check #	Date
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Alsbury Children's Academy

Questions about how to complete this form?

Return completed form to:

Call 817-475-8481
 (9am to 2PM, T-Fri)

Alsbury Children's Academy
 500 NE Alsbury Blvd.
 Burleson, TX 76028

Medicine Administration Form

or email to
aca@alsburybaptist.com

I _____ (name of parent/guardian) give permission for _____ (name of provider) to give my child _____ (name of child) the following medication _____ (name of medication) for _____ (reason for taking medication).

The dosage for this medication is _____ (dosage) to be given every _____ (frequency) by _____ (method of administration) on the date(s) of: _____ (date or dates) The last dose was administered today at _____ (time).

Side effects may Include: (list all possible side effects)

Has this medication been prescribed by a doctor? -Yes/-No

If so, what is the doctor's name and telephone number?

Is this over-the-counter medication? -Yes/-No

Has your child taken this medication before? -Yes/-No

Describe any reactions or side effects experienced?

I authorize the Director to administer the above listed medication to my child according to the instructions on this authorization form. I also understand that the Director will not be responsible for any reactions or side effects that the above listed medication may cause to my child.

Signatures

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

Physicians Signature _____ Date _____

Food Allergy Action Plan

Student's Name: _____ D.O.B: _____

ALLERGY TO: _____



Asthmatic Yes* No *Higher risk for severe reaction

STEP 1: TREATMENT

Symptoms: Give Checked Medication: (To be determined by Physician authorizing treatment)

▪ If a food allergen has been ingested, but <i>no symptoms</i> :	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Mouth Itching, tingling, or swelling of lips, tongue, mouth:	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Skin Hives, itchy rash, swelling of the face or extremities	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Gut Nausea, abdominal cramps, vomiting, diarrhea	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
●The severity of the following symptoms can quickly change/Are Potentially Life-Threatening.	
▪ Throat● - Tightening of throat, hoarseness, hacking cough	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Lung● - Shortness of breath, repetitive coughing, wheezing	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Heart● - Weak pulse, low blood pressure, fainting, pale, blueness	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ Other● - _____	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine
▪ If reaction is progressing (several of the above areas affected), give	<input type="checkbox"/> Epinephrine (EpiPen) <input type="checkbox"/> Antihistamine

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen EpiPen Jr.

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

STEP 2: EMERGENCY CALLS

1) Call 911. State that an allergic reaction has been treated, and additional epinephrine may be needed)

2) Dr. _____ at _____

3) Emergency Contacts

	Name/Relationship	Phone Numbers
1.	_____	_____
2.	_____	_____
3.	_____	_____

IMPLEMENTATION AND SUPPORT ATTACHMENTS

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____

(Required)

For children with multiple food allergies, consider providing separate Action Plans for different foods.



Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271. **Directions:** Parents will review these rights upon enrolling their child.

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office; (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

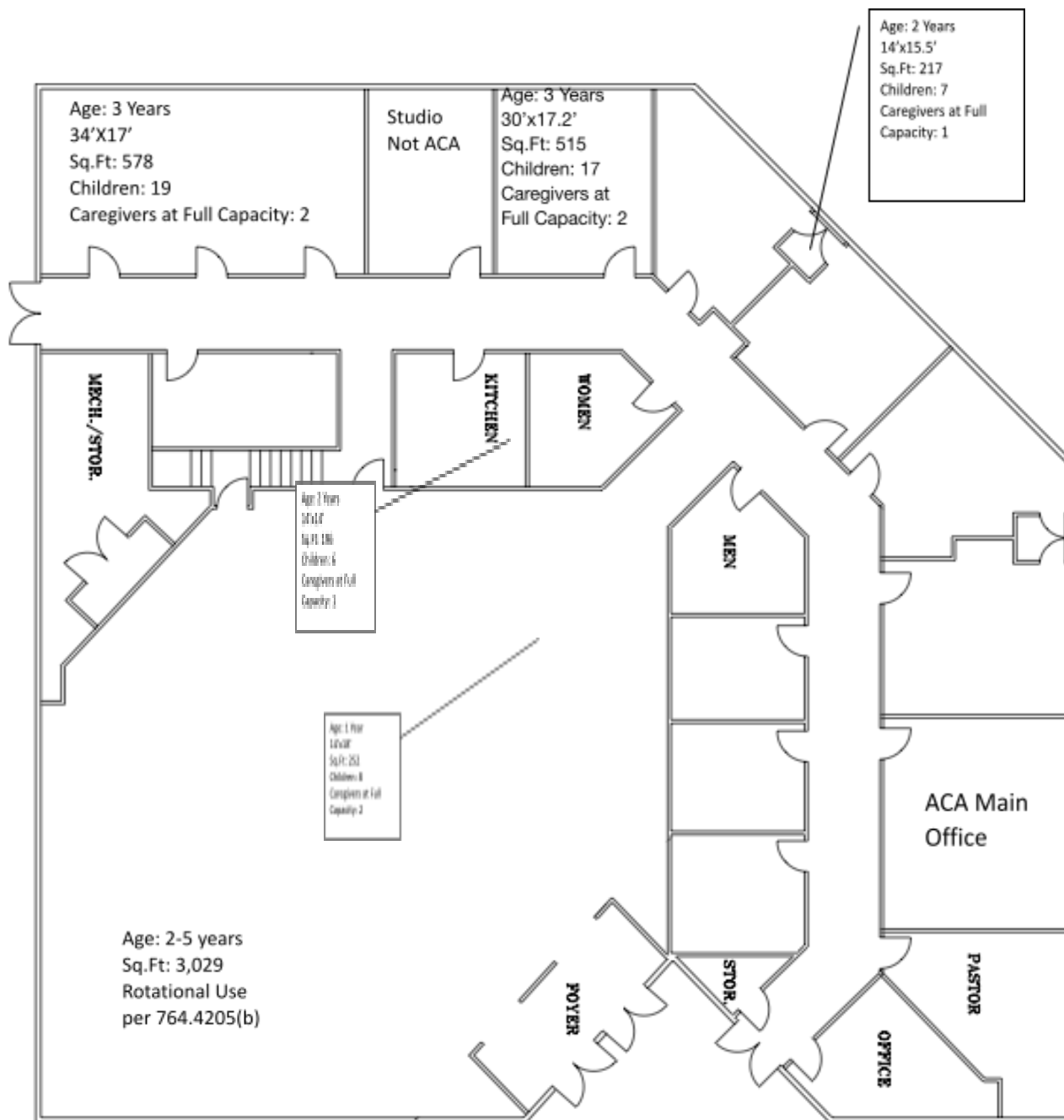
Signature of Parent or Guardian _____ **Date** _____

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

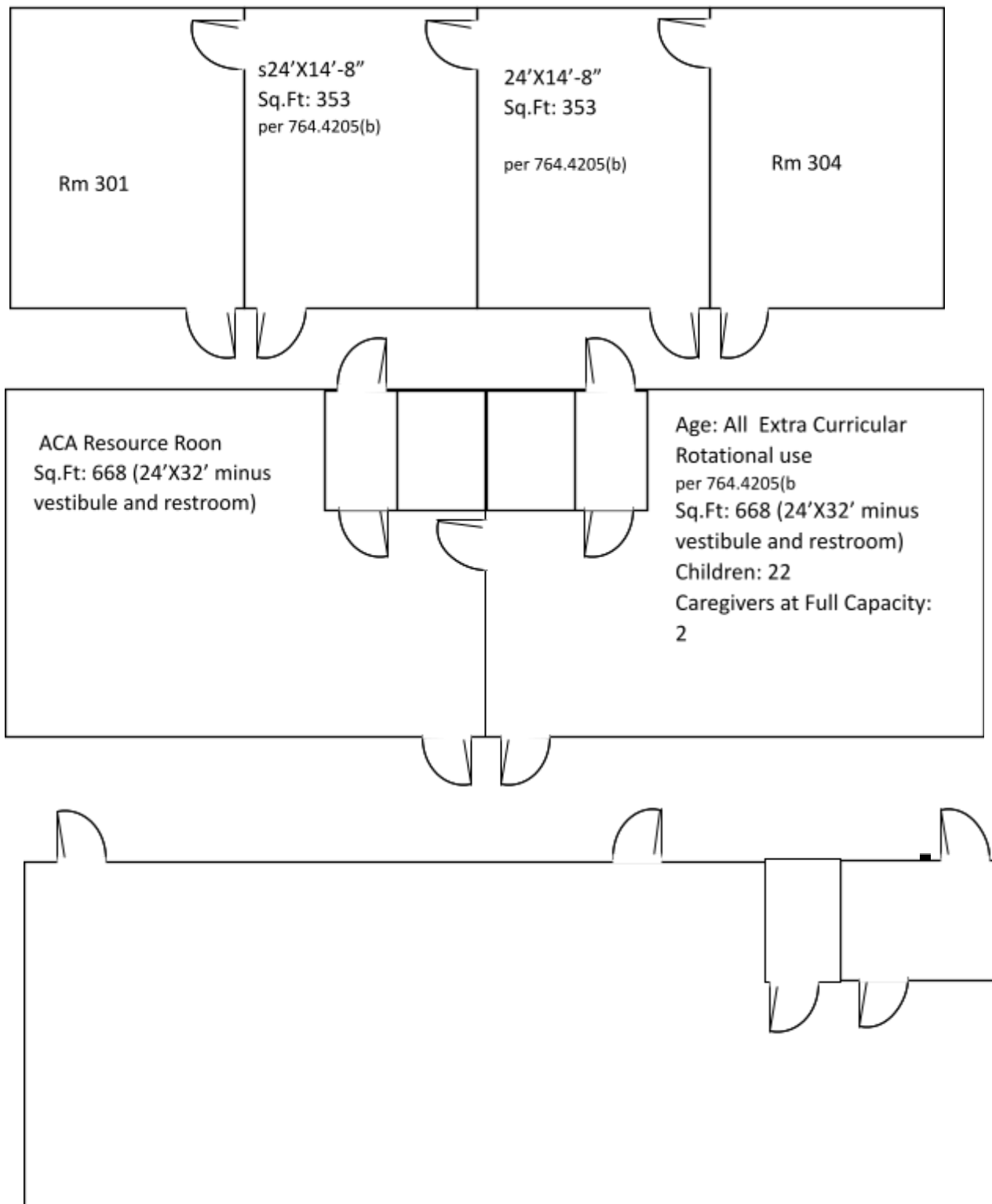
Child Care Regulation Contact Information:
<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

Attachment 3 – Facility Layout/Floor Plans

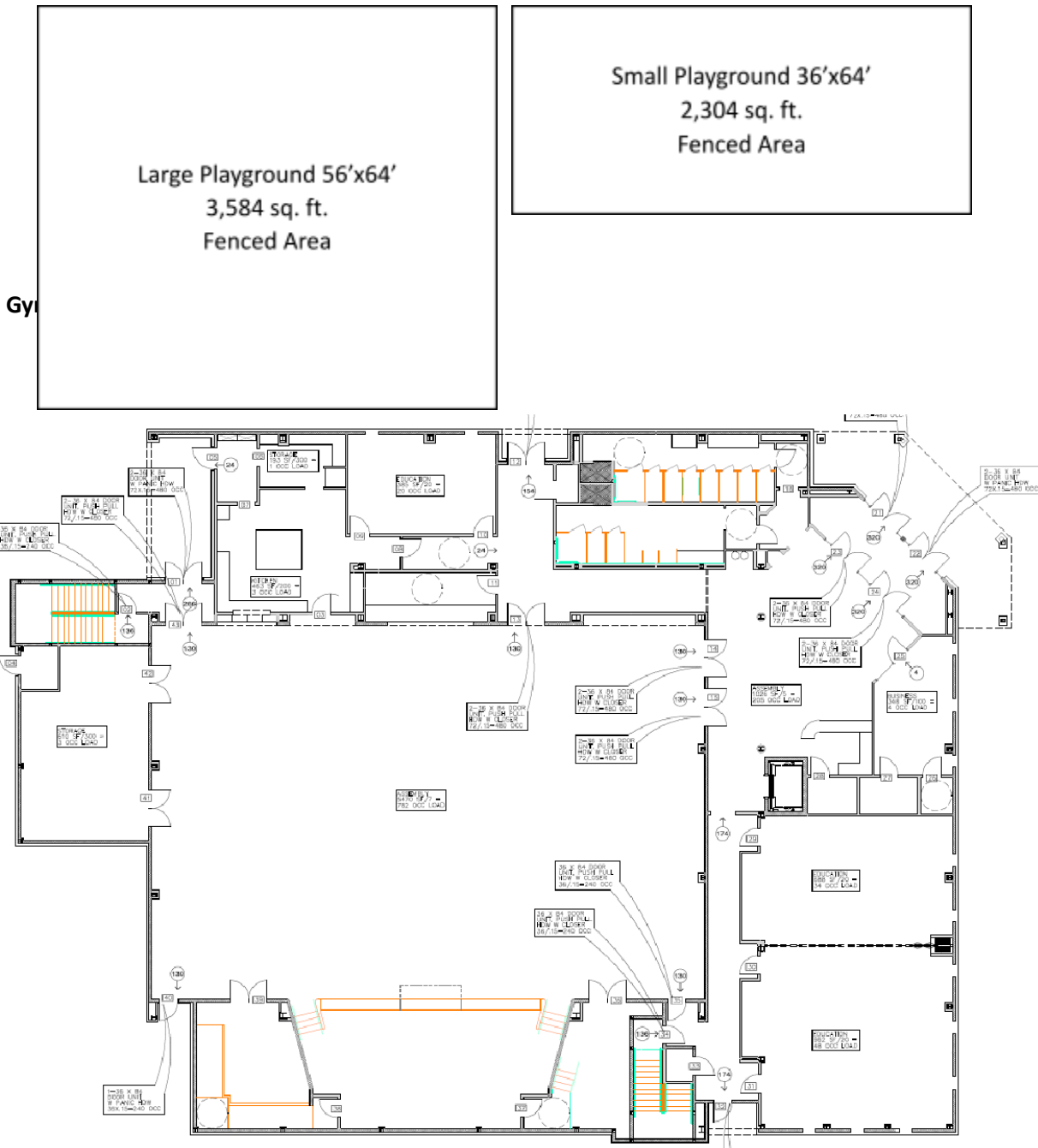
Main Building



Portables



Outdoor Playground



Attachment 4 – Equipment and Materials

- Furnishings
 - o General:
 - Child-sized tables and chairs (enough for maximum attendance) situated in activity centers as appropriate
 - Cots/sleeping mats (plus sheets, blankets, pillows)
 - Waste containers
 - Child-accessible storage shelves (appropriate for each activity center)
 - Adult storage shelving

 - Cubbies/lockers/child’s personal storage space

 - Sturdy step stool (for sinks, counters, etc.)
 - Adult-sized chairs (one for each staff) in each group room
 - Loft

 - Kneeling/floor-sitting table
 - Standing (child) table
 - Comfortable adult furniture in adult areas
 - o Infants:
 - Cribs/playpens - one per child enrolled
 - Diaper change table
 - Infant monitor
 - High chairs
 - Stroller or high-sided wagon
 - o Toddlers:
 - Potty chair
- Toys & Materials
 - o Art Center
 - Furniture:
 - Easel (wall-mounted or freestanding)
 - Paper storage rack
 - Paper cutter
 - Painting supplies:
 - Brushes with short thick handles
 - Sheet of heavy plastic to protect table/floor
 - Tempera paints (red, yellow, blue, green, orange, purple, black, white, brown)
 - Paint shirts
 - Paint containers
 - Finger-paint materials (soap flakes, cornstarch, liquid soap)
 - Brushes (assorted sizes and types)
 - Additional tempera colors
 - Water colors
 - Prepared finger-paint
 - Shaving cream
 - Sponges
 - Bingo daubers
 - *Modeling supplies:*
 - Tightly covered containers
 - Play dough ingredients

- Rolling pins
- Cookie cutters
- Pipe cleaners
- Assorted additional play dough carving and molding tools
- Drawing materials:
 - Large diameter crayons
 - Erasers
 - Regular crayons
 - Pencil crayons
 - Primary pencils
 - Felt tip markers
 - Rulers (short and long)
 - Stencils
 - Pencil sharpener
 - Water soluble chalk
 - Chalkboards
 - Colored chalk
- Cutting & Gluing Materials:
 - Blunt scissors (right & left handed)
 - Paper punches
 - Easy grip scissors Adult scissors
 - Wallpaper paste
 - White glue (water soluble)
 - Paste/glue spreaders
 - Glue sticks
 - Old magazines & catalogues
 - Box of paper scraps
 - Paste/glue brushes
- Paper:
 - Construction paper - assorted colors & sizes
 - Poster paper - assorted colors & sizes
 - White drawing paper - assorted sizes
 - Recycled paper (used on one side)
 - Manilla tag
 - Finger-paint paper
 - Crepe paper
 - Corrugated rolls
 - Tissue paper
 - Cellophane
 - Gummed paper - sheets and precut shapes
 - Tracing paper
 - Gift wrap
- School-age materials:
 - Jewelry making supplies
 - Craft glue gun
 - Acrylic paints
 - More extensive arts & crafts materials
- Miscellaneous: Aluminum foil
 - Wax paper
 - Paper plates
 - Paper cups
 - Scotch tape
 - Masking tape
 - Duct tape

- Paper fasteners
- Stapler & staples
- Thumb tacks
- Paper clips
- Paper towels
- Fabric scraps
- Wool/yarn scraps
- Buttons
- Cotton batting
- String
- Rubber bands
- Egg cartons
- Food coloring
- Large boxes of “found”/ recycled materials
- Stamps & stamp pads
- Wooden stir sticks
- Powdered alum
- Plastic & paper drinking straws
- Twist ties
- Tongue depressors
- Pipe cleaners
- Clothespins
- Spray bottles
- Felt
- Burlap
- Raffia
- Cotton puffs
- Q-tips
- Toothpicks
- Glitter
- Stickers
- Feathers
- Plastic lacing
- Cardboard boxes
- o Block Center
 - Blocks:
 - Hollow block set
 - Unit block set
 - Tinker toys
 - Interlocking plastic blocks - large & small
 - Waffle blocks Cardboard blocks
 - Accessories:
 - Cars, trucks, airplanes - large & small
 - Animal sets - farm, zoo, wild
 - Family miniatures (people)
 - Transportation signs
 - Car mat/rug
 - Toy village, farm, airport, castle, garage, etc..
 - Pictures of buildings
 - Roads with built-up sides
- o Dramatic Play Center
 - Furniture:
 - Kitchen set - stove, sink, table & chairs
 - Cradle

- Dress-up clothing
 - Refrigerator, dish cupboard
 - Child-sized bed
 - Rocking chair
 - Dresser
- House play:
 - Baking/cooking utensils - dish set, pots & pans
 - Cleaning equipment - child-sized broom, dust pan
 - Dish rack
 - Real dishes & cooking utensils Vacuum
 - Play food
 - Food cartons/containers
- Doll play:
 - Assorted dolls - male, female, multiethnic, baby dolls, dolls of varying abilities
 - Doll accessories - bedding, bottles, clothes
 - Doll bed
 - Doll stroller
 - Doll bathtub
 - Doll high chair
 - Dollhouse with furniture and accessories
- Miscellaneous:
 - Toy telephone
 - Pictures of household items, emotions, feelings, multiethnic people and places
- *Puppet play*:
 - Hand puppets
- o Gross Motor Area
 - Climbing equipment:
 - Climbing apparatus (appropriate for the age of the children)
 - Games equipment:
 - Balls - assorted sized & types (rubber, soccer, colored plastic)
 - Bean bags
 - Skipping ropes
 - Hoops
 - Giant ball
 - Parachute
 - *Gymnastics equipment*:
 - Tunnels
 - Rocking horse
 - Wheeled equipment:
 - Tricycles
 - Riding toys
 - Push & pull toys
 - Outdoor Equipment: (in addition to items in other categories that can be used indoors and outdoors)
 - Large climbing frame
 - Pails & shovels - many
 - Large Tonka-type vehicles
 - Kites
 - Frisbee
- o Library/Language/Reading/Quiet Center
 - Furniture:
 - Display rack book shelf
 - Carpet
 - Large cushions
 - Adult rocking or arm chair
 - Looking materials:

- Picture books for various ages and with a variety of subject material (cloth, cardboard, washable, pictures only, fiction, nonfiction, alphabet)
- Child-made booklets
- Pictures
- TV/VCR and children's videos
- Listening materials:
 - Tape and/or CD player - child-accessible
 - Tapes and/or CDs
 - Tape and storybook sets
- Talking materials:
 - Prints/posters about feelings, emotions, self, family, community, etc.
 - Additional prints/posters about concepts (shapes, letters, words), occupations, etc.
- Concept materials:
 - Flannel board
 - Flannel board sets - people, animals, etc. Small manipulatives
 - Easel for flannel board
 - Additional sets - shapes, fruits, body parts, storybook characters, etc.
 - Magnetic board
 - Magnet sets
- o Manipulatives/Fine Motor Area
 - Furniture:
 - Table & chairs
 - Carpeted floor area
 - Puzzle rack
 - Shelf with rack for bins
 - Puzzles:
 - Wooden puzzles - 5-20 pieces with knobs
 - Cardboard puzzles - 5-100 pieces
 - Additional wooden puzzles with & without knobs
 - Floor puzzles - 15-50 pieces
 - Mutli-texture puzzles Foam rubber puzzles
 - Plastic puzzles
 - Sequence puzzles
 - Light Bright
 - Math/numbers:
 - Number games such as number lotto
 - Assorted counting toys (such as teddy bear counters) Dominoes
 - Manipulatives:
 - Large wooden beads with large holes
 - Laces/stiff string
 - Pounding boards with mallets
 - Nesting containers
 - Stacking pole with cylinders
 - Miniature dramatic play toys
 - Large wooden beads with small holes
 - Small beads
 - Bead patterns
 - Additional assorted nesting boxes, baskets, barrels
 - Apparatus with bolts, screws & tools
 - Clothing set - snapping, zippering, buttoning, lacing Form box
 - Elastic board
 - Lock & key board/box
 - Things with lids - boxes, jars
 - Games:
 - Picture lotto

- Card games
 - Board games such as Candyland
 - Letter lotto
 - Assorted concept lottos
 - Constructive:
 - Small wooden cubes Small unit blocks Regular lego Tinkertoys
 - Small cars & trucks
 - Cube patterns
 - Duplo
 - Assorted interlocking plastic & wooden toy sets Small soft blocks
- o Music/Movement Center
 - Tape/CD player - child-accessible
 - Tapes/CDs - folk songs, children's songs, singing games, classical, pop, rhythm, jazz, cultural, movement
 - Song books
 - Rhythm instruments, including some with large knobs
 - Xylophone
 - Scarves, banners, props to wave
 - Blank tapes
 - Microphone for tape recording
 - Piano
 - Hand drum
 - Chime bars
 - Extra rhythm instruments
 - Cultural rhythm instruments - bongo drums, rain sticks, etc.
- o Sand Center
 - Furniture:
 - Sand table
 - Accessories:
 - Sand
 - Assorted plastic beakers, measuring cups, margarine containers, etc.
 - Pails
 - Shovels, scoops, spoons Sifters
 - Miniature people Animal sets
 - Small plastic trees, buildings, etc.
 - Rakes, hoes
 - Molds, cookie cutters
 - Muffin tins
 - Funnels
 - Small vehicles
 - Sprinkler can
 - Screen
 - Sand substitutes (rice, lentils, bird seed, cornmeal)
- o Water Play Center
 - Furniture:
 - Water table
 - Accessories:
 - Water
 - Assorted plastic
 - Aprons
 - containers & bowls
 - Mops
 - Funnels

- Towels
- Sieve
- Sponges
- Egg beater
- Dolls
- Measuring cups
- Siphon
- Water of differing temperatures
- Plastic tubing
- Food coloring (including ice)
- Liquid soap
- Water pump
- Bubble pipes
- Water wheel
- Straws for blowing
- Squirt bottles
- bubbles
- Floating toys
- o Science/Nature Center
 - Furniture:
 - Extra light source
 - Audiovisual equipment
 - Concept materials:
 - Magnets - assorted shapes & sizes
 - Items made & not made of iron (for magnets)
 - Balance scales
 - Items for weighing
 - Magnifying glass
 - Items to view
 - Thermometer
 - Books - relating to themes
 - Pictures - relating to themes
 - Iron filings
 - Skeleton
 - Microscope
 - Stethoscope
 - Flashlight
 - Hand mirror
 - Batteries & bulbs
 - Globe
 - Discovery boxes
 - Prism Games using science concepts
 - Kaleidoscopes
 - Color wheel
 - Nature materials:
 - Plants Pictures - relating to nature Books - relating to nature
 - Nature games - Potting/planting materials
 - matching cards,
 - sequencing cards
 - Bug catchers & keepers
 - Aquarium

- Fish & fish food
 - Shells, rocks, etc.
 - Cooking:
 - Cooking utensils
 - Pictures of food and Ingredients
 - Aprons
 - Books about food and Cooking
 - Oven mitts
 - cooking recipe charts
 - Games involving food, smell, taste, etc.
- o Infants
 - Birth to 3 months:
 - Rattles Large rings
 - Squeeze & sucking toys
 - Cardboard or vinyl books with high-contrast illustrations
 - Mobile located within baby's vision
 - 4 to 6 months: All of the above plus:
 - Texture balls
 - Toys that make noise when batted, squeezed or mouthed
- o 7 to 12 months: All of the above plus:
 - Rag & baby dolls
 - Large soft blocks
 - Rubber or large plastic balls Nesting toys
 - Cloth or soft vinyl books with bright pictures Soft plastic or wooden vehicles with wheels
- o 12 to 18 months: All of the above plus:
 - Surprise or music box
 - Board books with simple stories and pictures
 - Recordings with songs and rhymes
 - Fat non-toxic crayons
 - Large blank paper
 - Assorted blocks
 - People, animals and vehicles made of wood or rubber
 - Sand and water toys

 - Large cardboard boxes to crawl in
 - Wide watercolor markers
 - Old magazines to tear

IMPLEMENTATION AND SUPPORT ATTACHMENTS

Attachment 5 – Activities and Schedule

	Ones	Twos	Threes	Pre-K
8:30-8:45	Teacher Daily Checks	Teacher Daily Checks	Teacher Daily Checks	Teacher Daily Checks
8:45-9:00	Greet Children/Sign In	Greet Children/Sign In	Greet Children/Sign In	Greet Children/Sign In
9:00-9:15	Process Art	Circle Time	Circle Time	Large Group
9:15-9:30	Snack	Snack	Phonics/Letters	Nature Walk/Walkercise
9:30-9:45	Outside Play (till 9:50)	Chapel/Science/Music	Sensory Play	Plan, Do, Review
9:45-10:00	Diaper Check/Sanitize	Bathroom	Math/Shapes/Colors	Plan, Do Review
10:00-10:15	Play/Chapel/Music	Outside Play	Snack	Plan, Do, Review
10:15-10:30	Lunch	Outside Play	Bathroom	Plan, Do, Review
10:30-10:45	Lunch	Bathroom	Chapel/Music/Science	Snack
10:45-11:00	Diaper Check/Sanitize	Lunch	Bathroom	Chapel/Music/Art or Small Group Instruction
11:00-11:15	Rest Time	Lunch	Outside Play	Chapel/Music/Art or Small Group Instruction
11:15-11:30	Rest Time	Bathroom	Outside Play	Large Group (phonics)
11:30-11:45	Rest Time	Rest Time	Lunch	Outside Play
11:45-12:00	Rest Time	Rest Time	Lunch	Outside Play
12:00-12:15	Rest Time	Rest Time	Bathroom	Lunch
12:15-12:30	Rest Time	Rest Time	Rest Time	Lunch

IMPLEMENTATION AND SUPPORT ATTACHMENTS

12:30-12:45	Rest Time	Rest Time	Rest Time	Chapel/Music/Art or Small Group Instruction
12:45-1:00	Diaper Check/Sanitize	Bathroom	Rest Time	Chapel/Music/Art or Small Group Instruction
1:00-1:15	Sensory Play	Instruction Time	Bathroom	Science, Spanish, Library
1:15-1:30	Tummy Time/Free Play	Art/craft time	Art/Craft Time	Rest/Quiet Time
1:30-1:45	Clean Up	Clean Up	Clean Up	Story Time
1:45-2:00	Parent Sign Out	Parent Sign Out	Parent Sign Out	Parent Sign Out

Attachment 6 – Maintenance, Safety Incident Checklists/Forms

Classroom Safety Checklist - Weekly

Playground Safety Checklist – Daily

Fire Safety and First Aid Checklist - Monthly

Sanitary Area Inspection - Weekly

Incident Report Form

Classroom Safety Checklist - Weekly

Return completed inspection to director each Tuesday before class starts.

Classroom: _____ Completed by: _____ Date: _____

✓	Observation	Actions Taken
	Emergency Procedures/Evacuation map posted at exit door	
	Two way communications present between classroom and office	
	Windows Uncovered	
	Aerosol cans or other flammables not stored in classroom	
	No household cleaners	
	Exits or exit ways not obstructed	
	Fire extinguishers not obstructed by materials or furniture	
	Extension cords in good condition and are placed beyond children's reach	
	Electrical cords or wires not taped to walls	
	Electrical receptacles not damaged or loose and have safety covers	
	Electrical receptacles not covered with posters or paper	
	Material stored less than 24" from ceiling	
	Cabinet/closet doors open with no materials falling out	
	Cabinet Door & Drawer Safety Locks Prevent Opening by Children	
	Desks, chairs or tables in good repair	
	Floor covering not damaged, missing or loose	
	Bookcases steady and not overloaded	
	Ceiling tiles not damaged or loose	
	Counters and teacher work area free of clutter	
	Paper cutters out of reach of students	
	All snacks stored in classroom secured in sealed, plastic storage containers	

Playground Daily Safety Inspection Checklist (large and small playground)

	Tue	Wed	Thu	Fri.
Date:				
Inspected by (initial)				
Maintenance	Y/N	Y/N	Y/N	Y/N
Fence enclosing the play area in good repair.				
Fence gate is able to be closed securely.				
Trash or animal waste is not present on the playground.				
Standing water is emptied from all collection sources.				
No poison/dangerous plants in play area (mushrooms, berries, or thorn bushes).				
No trip hazards or holes exist on the playground.				
Equipment				
All climbing equipment/swings have shock absorbing material under it (average 6-12 inches of mulch).				
Fall surface material is raked back in place in high traffic areas (under swings, end of slide, ladders).				
Moveable play equipment/toys are 6 feet away from climbers, swings, slides and other stationary equipment.				
Rope or chain ladders are anchored at both ends.				
All large climbers, swing sets and other large equipment are securely anchored to the ground.				
No protruding bolts/screws/objects, broken or rusted parts or splinters on equipment.				
No broken toys on playground.				
Broken or poorly functioning equipment has been reported.				
Broken or poorly functioning equipment is removed or not used until repaired.				
Supervision				
Staff are located around the play area so all areas are visible during play. Children are accounted for at all times.				
Staff closely supervise and encourage children to play safely and use the equipment as intended to reduce injuries.				
Child/staff ratios are appropriate for age of children and maintained when multiple classes are together.				
Supplies are brought to playground (first aid kit, garbage bag, tissue, water).				
Comments (Note "L" for large, "S" for small):				

Facility Fire and Safety Checklist - Monthly

Completed by: _____ Date: _____

✓	Observation	Actions Taken
	Main facility door lock works	
	Emergency Procedures/Evacuation map posted at exit doors	
	Two way communications present between classroom and office	
	Fire extinguishers inspected and not obstructed by materials or furniture	
	Each room has at least two unobstructed exits.	
	Smoke detectors are in working order.	
	Carbon Monoxide Detectors are in working order.	
	Emergency Lighting units (flashlights) are in working order	
	*First aid supplies are well-stocked in a closed container, cabinet or drawer that is labeled. They are stored out of children's reach and within easy reach of staff.	
	All cords from electrical devices or appliances are out of children's reach.	
	All electrical outlets within children's reach are tamper resistant or have safety covers attached by a screw or other means that cannot be removed by a child.	
	Open sides of stairs, ramps, porches, balconies and other walking surfaces, with more than 30 inches to fall, have guardrails or protective barriers. The guardrails are at least 36 inches high.	
	Hazardous materials are used, stored (out of reach of children), and disposed of as recommended by the manufacturer.	
Comments:		

*(a) Each first-aid kit must contain the following supplies that are not expired:

- (1) A guide to first aid and emergency care;
- (2) Adhesive tape;
- (3) Antiseptic solution or wipes;
- (4) Cotton balls;
- (5) Multi-size adhesive bandages;
- (6) Scissors;
- (7) Sterile gauze pads;
- (8) Thermometer, preferably non-glass;
- (9) Tweezers; and
- (10) Waterproof, disposable gloves.

Kitchen, Bathroom and Handwashing Checklist - Weekly

Return completed inspection to director each Tuesday before class starts.

Room(s): _____ Completed by: _____ Date: _____

- Kitchen - Main Building
- Pre-K North
- Pre-K South
- Mens Room – Main Building
- Ladies Room – Main Building
- Restroom – Nursery/Green Room
- Restroom – Blue Room/Yellow Room

✓	Observation	Actions Taken
	Kitchen equipment is clean and in working order	
	There are no cracks or holes in walls, ceilings, floors or screens.	
	There is no clutter, trash, water damage, standing water or leaking pipes or pest evidence.	
	Objects and surfaces including floors are clean of dirt, debris and sticky films.	
	Paper towels provided in restrooms	
	Soap for handwashing is provided in restrooms	
	Other:	

Comments:

Alsbury Children's Academy

Incident Report

Date of Incident:

Child's Name:

Time of Incident:

Classroom/Teacher:

<p>What was child doing? Include description of actions leading up to the incident and the nature or extent of any injuries.</p>		
<p>Action Taken:</p>		
<p>Was parent contacted?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Which parent?</p>		
<p>Who contacted parent?</p>		
<p>Date & Time parent was contacted?</p>		
<p>Teacher Signature:</p>		<p>Date:</p>
<p>Director Signature:</p>		<p>Date:</p>
<p>Parent Signature:</p>		<p>Date:</p>

Attachment 7 – Sample Weekly Snack Menu

Tuesday	Wednesday	Thursday	Friday(Kinder)
Vanilla Wafers Water	Goldfish Crackers Water	Graham Crackers Water	Goldfish