



# **Parent Handbook**

**Policies, Procedures & Responsibilities**

**2024-2025**

**Last Updated: 7/24/24**

**Tadpole Learning Center  
3801 Merrett Drive  
Lake Worth, Texas 76135  
(817) 306-4225**

**STANDARD HOURS OF OPERATION**

6:30 am -5:30 pm.....Monday - Friday

Tadpole Learning Center is closed on all approved school holidays.

In the event of inclement weather, parents/guardians are to listen to **WBAP 820, CHANNEL 5, or go to www.cancellations.com** for school closings or late openings.

- If Lake Worth ISD is closed, then the Center is closed.
- If Lake Worth ISD opens late, then the Center opens late.

**PLEASE NOTE**

**All children are to be picked up by the posted closing times. For a late arrival, you need to call the center and arrival should be before 8:30 am.**

**FEE SCHEDULE**

**(FOR LAKE WORTH ISD PERSONNEL ONLY)**

Birth-12 Months.....	\$260.00 per week
13-24 Months.....	\$230.00 per week
25 Months-5 Years.....	\$220.00 per week
Professional Learning/Teacher Workdays.....	\$55.00 per day
After School Pick Up and Care [Elementary age only–transportation by parent] .....	\$25.00 per day
Before School Drop Off and Care [Elementary age only–transportation by parent] .....	\$25.00 per day

**Tuition is determined by the daily rate times the days of enrollment (not by the days of attendance).**

**Daily rates are determined by the age of the child on the first day of attendance for the current school year.**

**PAYMENT OF FEES**  
**(FOR LAKE WORTH ISD PERSONNEL ONLY)**

Payment of childcare fees is made through an authorized deduction from the payroll of Lake Worth ISD personnel. Fees are equally divided over the employee's pay schedule. For teachers, paraprofessionals, and support staff, the fees will be deducted in 12 monthly payrolls for the once-a-month pay option and bi-weekly if that is how you are paid.

**LATE CHARGES**

A fee of \$25.00 is assessed for the first five (5) minutes after the posted closing times and an additional fee of \$5.00 for each minute thereafter. Payment of late charges will be automatically billed to the employees through payroll deductions. (Per child)

**ARRIVAL AND DEPARTURE PROCEDURES**

Upon arrival at the Center, each child must be signed in. We will not accept the arrival of a child (ren) during nap time.

Upon departure from the Center, the parent/guardian is to sign out the child(ren). Please make sure the child's teacher is aware that the child is being taken out of the class.

Tadpole Learning Center is located at Effie Morris Early Learning Academy. Please be sure your child(ren) is always supervised when leaving and entering for safety reasons.

**HIGH SCHOOL PARENTS**

Childcare is available during class. If the student goes home or is absent the child will not be allowed in care. If a student is absent more than 5 days in a row, placement at the center may be discontinued.

**DESIGNATED PICK-UP PEOPLE**

Children are only released to individuals who are listed as designated "pick up" people on the child(ren)'s enrollment form.

Children are not permitted to leave the Center with any individual under 18 years of age. (Unless they are a parent)

All individuals who are the designated “pick up” people, must be able to show proof of identity through some form of state-issued photo identification or district employee identification badge.

### **PROFESSIONAL LEARNING/ TEACHER WORKDAY CHILD CARE SERVICES**

Tadpole Learning Center will no longer offer drop-in daycare services. However, Tadpole Learning Center will be available for childcare services on the Lake Worth ISD scheduled Professional Learning, Teacher Workdays, and New Teacher Orientations days for children up to the age of 6 years. Attendance must be pre-registered at the start of the school year. Enrollment packets and materials must be completed by the first day of attendance at Tadpole. The daily rate for attendance for school-age children on these days is \$55.00. The fee is charged on a whole day amount and will not be pro-rated for partial-day attendance.

You may send an e-mail to the Director requesting information about how to reserve these services. \*Note: Texting or social media requests are not acceptable forms of communication for this request.

### **Special Needs**

Tadpole Learning Center is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Tadpole Learning Center will make appropriate accommodations for a child with special care needs as recommended by the child’s healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child’s needs in the classroom setting.

Tadpole Learning Center will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Tadpole Learning Center employees to meet the needs of the child. The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Tadpole Learning Center will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

Tadpole Learning Center does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

### **VISITING THE CENTER**

Parents/Guardians and visitors are always welcome and encouraged to visit the Center.

Individuals, who visit the Center for any reason, are required to check in with the Tadpole Learning Center staff.

Once an individual has checked in, he or she will be issued a "Visitor" badge.

In order to enter the Center, an individual must display the "Visitor" badge.

### **PROCEDURES FOR COMMUNICATION BETWEEN PARENTS & TADPOLE STAFF**

Notification to parents is done via e-mail and classroom postings.

Parents with questions and/or information about their child(ren) are encouraged to speak directly with the Tadpole office staff and/or classroom teachers during the

morning and afternoon drop-off and pick-up times. If this communication cannot be done during these times, please utilize district email.

Discussions via social media, texting, and cell phones are not acceptable forms of communication. Use of these forms of communication is either prohibited by licensing restrictions or is discouraged due to concerns for the privacy of the child(ren) and their families.

### **ATTENDANCE**

If a child is going to be absent, the parent/guardian is to notify the Center of the cause of the absence within 24 hours. Whenever possible, the parent/guardian should attempt to notify the Center in advance.

If a child is absent for (5) five consecutive days without notice being given to the Center, the child may lose his or her place in the Center.

The children of Lake Worth ISD personnel are permitted to stay in the Center until the posted closing times only if the Center has a telephone number or a cellular phone number on file at which the parent/guardian can be reached at all times. If you are away from your campus and or away from the district, the LWISD employee's Director/Principal will be notified.

The children of Lake Worth High School students are permitted to stay in the Center during the time their parent(s) are in class unless the Center's Director has granted permission, otherwise.

### **DISCIPLINE AND GUIDANCE**

Discipline and guidance of the children are consistent and based upon the understanding of the children's individual needs and development.

Positive methods which encourage self-esteem, self-control, and self-direction are used.

Tadpole Learning Center does not practice or promote any form of corporal punishment (to inflict physical pain on a child as a means of controlling behavior, such as hitting, slapping, thumping, rapping, pushing, or grabbing the child).

A parent/guardian is not permitted to use corporal punishment on a child while on the campus of Tadpole Learning Center.

### **SUSPENSION AND EXPULSION OF CHILDREN**

Tadpole Learning Center's policies and procedures are designed to comply with accepted administrative procedures for the implementation of a developmentally appropriate children's program.

Policies are also planned to meet the guidelines of Child Care Licensing Minimum Standards and Tadpole Learning Center CDC policy. Any parental action that would jeopardize Tadpole Learning Center CDC's standing (revoking a license, revoking contract, disciplinary action, etc.) can result in termination of a family's enrollment. Tadpole Learning Center CDC reserves the right to suspend or terminate the enrollment of a child for the following reasons:

- Behavioral problems of children, parents, or guardians, which the Director determines to be a continuing physical or emotional hazard to other children and/or staff.
- Parent or guardian not observing or repeatedly violating the rules, policies, and procedures of the Center as outlined in the Parent Handbook agreement.
- Physical and/or verbal abuse of staff or children by parent/guardian or child.

### **BITING**

If a child is trying to bite other children in the Center, the child is closely monitored, i.e., a teacher is with the child at all times, and the parent/guardian is notified.

If a child is bitten, the classroom teacher immediately comforts the hurting child and assesses his or her injury.

Appropriate first aid is administered to the injury and is documented on a report which notifies the child(ren)'s parent/guardian of the incident.

An "accident report" is filed with the Center's office regarding the incident and placed in the permanent file of the child who was bitten.

The name of the child, who did the biting, is not disclosed.

***If a child is knowingly biting other children in the Center, the following steps are taken.***

1. The child is immediately separated from the other children and placed in “time-out”. While in “time-out”, the teacher reiterates why biting is an unacceptable behavior and offers alternative ways for the child to express his or her emotions.
2. The teacher will solicit ideas from the parent/guardian on how to appropriately handle the situation.
3. The child is closely monitored by the adults in the classroom.

***If the child continues to bite frequently***

1. The child is immediately separated from the other children and placed in “time-out” in the Director’s office. During the child’s stay in “time-out”, the Director reiterates why biting is unacceptable behavior and offers alternative ways for the child to express his or her emotions.
2. The parent/guardian is notified immediately of the incident, and the Director solicits ideas from the parent/guardian on how to appropriately handle the situation.
3. The parent/guardian is asked to attend a conference with the child’s classroom teacher(s) and the Director. During this conference, the classroom teacher(s), the Director, and the parent/guardian will work together to develop a “strategic plan” to help the child learn why biting is unacceptable behavior and learn other acceptable methods of expressing his or her emotions.

**POTTY TRAINING SUPPORT**

At the request of the parent/guardian, the Tadpole Learning Center personnel will try potty training support with a child for ten (10) days. Potty training does not start until the 2’s class.



If a child shows no interest, is fearful, or has three (3) or more accidents during the day, then he/she will go back into diapers until the Center's staff and the parent/guardian decide together the child is ready to try again.

During potty training, a child should wear loose-fitting clothing he/she can manage independently, such as elastic waist pants that are easy to pull up or down. (No overalls, t-shirts with snaps between the legs, or dresses.)

Tadpole Learning Center's personnel prefer that parents/guardians supply regular thin, cotton underpants rather than thick training pants or pull-ups, in order for the child to be more aware when he/she has had an accident.

Each day, the child must bring a bag with at least three (3) pairs of extra clothing, including socks and an extra pair of shoes. Please label all clothing with your child's name.

The parents/guardians of little boys must decide at the beginning of the potty-training process if the boys will sit or stand.

The child must begin wearing underpants at home the weekend before the potty-training process is initiated at the Center. Please support our efforts and continue the potty-training process at home.

The child is asked, "Do you need to go potty?" (or whatever term you use at home) every 30-45 minutes during the first few weeks, as necessary.

Due to health regulations, Tadpole Learning Center cannot wash soiled clothing.

Soiled clothing is placed in a plastic bag for the parent/guardian to take home and wash.

## **MEALS**

With the help of the Child Nutrition Department of Lake Worth ISD, Tadpole Learning Center is able to provide breakfast, lunch, and an afternoon snack for each child.

Afternoon snack will be served: 2:30 pm – 3:00 pm

**Please note: If the child(ren) will not arrive until after a designated meal time, please notify the Director in advance so that Tadpole Learning Center can ensure a meal is provided to the child(ren) upon the late arrival.**

A detailed monthly menu is posted in each classroom and is posted on the district's website. The Child Nutrition Department, upon request, can provide a detailed nutritional breakdown of each meal. If a parent will require modifications to the child's (ren's) meal, menus must be submitted to the Tadpole Director in advance and signed by the parent unless the modification is Physician ordered. All modifications will be adhered to within the means of the Child Nutrition Department.

### **BREASTFEEDING**

Tadpole Learning Center promotes breastfeeding and provides a comfortable seat in a private area for nursing, and breast pumping. We also store frozen breast milk in labeled and dated storage bags.

### **ILLNESS**

A Signs of Illness placard is posted in each classroom. The placard provides a list of some common conditions and signs of illnesses that require a parent's immediate notification, such as:

- A fever in excess of 100° F, taken with a temporal or ear thermometer
- Severe coughing
- Breathing trouble
- Yellowish skin or eyes
- Infected skin patches
- Unusual behavior
- Gray or white stool
- Unusually dark or tea-colored urine
- Headache
- Vomiting
- Loss of appetite
- Diarrhea
- Sudden appearance or spread of a rash that is not explainable
- Pink Eye

If your child shows a sign of illness that requires parent pickup, you will be called to pick up your child immediately. If you cannot be contacted, the Administrative Team will contact someone else from the emergency contact list. Your child will be removed from the classroom and kept comfortable in the front office until he or she is picked up. *This procedure is in place to help protect the other children in the classroom from exposure to the illness.*

You will receive a Statement of Illness form when you pick up a sick child. The form outlines the requirements, which may include a doctor's certification before your child is allowed to return to school. Any child who is exposed to or who contracts a communicable or infectious disease may not return to school until the disease is no longer contagious. The Administrative Team may require that a physician with expertise in communicable and infectious diseases certify that your child may return to school. This procedure is followed for every child's protection.

Children must be free of fever for a minimum of 24 hours (without administering fever-reducing medications) and show no signs of illness, before being allowed to return to school.

When your child is not feeling well but is still well enough to continue at school, every effort will be made to notify you to describe the symptoms and provide pertinent information regarding your child's status (low-grade fever, flushed, etc.).

In the case of a medical emergency, administration will contact 911 emergency services and follow the Emergency Medical Technician (EMT) instructions. EMTs may transport your child to the nearest medical facility. In such emergency situations, a member of management will contact you as soon as the situation allows. School staff will not transport children to or from the medical facility. Either EMTs will transport or parents may transport if the situation allows time for parents to arrive at the school.

You, as the parent, assume full responsibility for payment of such medical services.

### **IMMUNIZATIONS**

All children's immunizations must be current at the time of enrollment and must be kept current during the enrollment of the children.

According to the Child Care Licensing Department, the required immunizations and the ages at which the immunizations must be administered are as follows:

***Please see the attached document which is titled (2 pages):***

**2023 Recommended Immunization for Children from Birth through 6 Years Old \***

[Or you can view information at:

<https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf> ]

**[2023 – Vacunas recomendadas para niños, desde el nacimiento hasta los 6 años de edad] \***

**\*These documents and links were current as of January 2021. Please visit the CDC website or contact your physician for the most up-to-date immunization schedule for your child.**

The parent/guardian must provide an updated shot record to the Director no later than the first day of attendance at the Center.

If the updated shot record has not been provided to the Director, the child will not be permitted to attend Tadpole until the Director receives an updated shot record.

**STAFF IMMUNIZATIONS**

All staff are required to be tested and have proof on file with the Director that they are free from Tuberculosis.

While we do not require any immunizations for employees at this time, we encourage employees to utilize our annual shot clinics provided by the district.

**VISION AND HEARING SCREENING**

Chapter 36 of the Health and Safety Code requires that all children (4 years or older) enrolled in licensed childcare center or public school must be screened or have a professional examination for possible vision and hearing problems each year they are enrolled. Children attending the Tadpole Learning Center are screened each year by the Nurse at Effie Morris Elementary School.

## MEDICATION

Tadpole Learning Center only administers prescribed medication with an attached prescription label on which the child's name, the name of the medication, the dosage, and the expiration date are clearly visible. **The first dose must be administered by the parent/guardian at home at least 2 hours prior to arrival at the Tadpole Learning Center.** This will allow the parent/guardian to ensure that there are no reactions to the medication to be administered.

If the parent wishes the Tadpole Learning Center to administer medication, the parent/guardian must complete a Medication Request Form which is located in a notebook in the front office.

Tadpole Learning Center will not administer "Over the Counter" [OTC] medications, including but not limited to non-prescription medication, herbal, and dietary supplements. The only exception is for the administration of diphenhydramine [example: Benadryl] for a food allergy. A Food Allergy Action Plan must be in place. For more information on this, please contact the Tadpole Director.

**No medication may be administered in a sippy cup or brought into the Center in a sippy cup or any other drink container.**

**All medications left in bags, backpacks, cubbies, etc. will be collected and turned in to the Director.**

## ENROLLMENT PACKET

Upon admission to Tadpole Learning Center, the following items are needed for each child's permanent file:

- Completed and signed enrollment forms
- Doctor's statement [updated annually prior to enrollment at Tadpole Learning Center]
- Copy of child's birth certificate
- Copy of child's social security card
- Copy of child's updated immunization record
- Signed Tadpole Learning Center Parent Handbook Receipt
- Completed Home Language Survey
- Completed Days and Hours Form

- Completed Payroll Deduction Form (Lake Worth ISD personnel only)
- Abuse & Neglect Acknowledgement form with signature

### **ENROLLMENT PRIORITIES**

Tadpole Learning Center has been established to provide childcare services for the children of Lake Worth High School students.

Tadpole Learning Center provides childcare services for the children of Lake Worth ISD employees if the Center has available spaces and all Lake Worth High School children have been placed.

### **DOCTOR'S STATEMENT**

A doctor's statement is a statement signed by a physician that states a child is able to attend a childcare Center and is able to participate in the activities of the Center.

A doctor's statement must be on file for each child before the child is permitted to attend the Center.

The doctor's statement must be updated annually prior to the first day of attendance each school year.

The Doctor's statement form will be available in the enrollment packet(s) over the summer to be printed off and completed during the summer break for the upcoming school year.

### **GENERAL POLICIES**

Candy, drinks, food, and gum are not allowed in the Center.

Toy guns, knives, and swords are not allowed in the Center.

If children bring personal toys into the Center, Tadpole Learning Center is not held responsible for those items. All items must be placed in cubbies at the time of arrival.

Videos, that contain violence, aggressive behaviors, and/or questionable language, are not allowed in the Center.

Tadpole Learning Center personnel preview all videos that are brought into the Center before children over two years old are permitted to view the videos.

### **PHYSICAL ACTIVITY AND OUTDOOR PLAY**

Physical activities promote healthy growth and development. It helps build a healthier body composition and stronger bones and muscles. It also improves the child's cardiovascular fitness. Physical activities help in the development of better motor skills, concentration, and thinking skills. Outdoor play is a great way to model the joy of physical activity. When children run, jump, climb, throw and kick balls, and ride toys that require balance, they also build gross motor skills and start developing a habit of being active.

Young children need regular opportunities for physical activities and outdoor play. We schedule outdoor play two times each day on the playground. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc. Non-walking and mobile infants will go outside daily for a stroller ride and for playtime on the playground as long as they can tolerate it.

Teachers put out a mat on the playground for non-walking children. Children 13 months to 2 years of age will go outside daily for 60 minutes. Children 3-4 years of age will go outside and have physical activity for 90 minutes. All children will participate in child-initiated and teacher-initiated physical activities both indoors and outdoors daily. This could include running, jumping, climbing, relays, kicking or throwing a ball, riding tricycles, chasing bubbles, dance parties, etc.

Weather permitting, children will go outside for physical activity daily. If the weather does not allow for outside time, we will still have the same amount of physical activity inside, either in the classroom or in the indoor play area.

During the colder months, children will go outside if the temperature is warm enough for children to be comfortable, even if only for a few minutes. Dress your child according to the weather. Layers of clothing that can be removed or added as necessary are helpful. In the warmer months, teachers may need to limit outside play to 30 minutes or less. Teachers provide guidance for children to play in shaded areas and drink adequate amounts of water.

Certified Playground Safety Inspectors inspect all playground equipment annually. The Administrative Team performs monthly playground inspections and the entire staff continually checks the playgrounds for safety daily.

### **SUN SAFETY, SUNSCREEN, AND INSECT REPELLENT APPLICATION**

The Tadpole Learning Center CDC follows local weather advisories and uses the Child Care Weather Watch chart for monitoring conditions for safe outdoor play.

School staff follow state-recommended guidelines when applying sunscreen and insect repellent to children. If you provide sunscreen or insect repellent with the expectation that the teachers will apply it at school, you must sign the Permission to Apply Sunscreen or Insect Repellent form, which is kept on file. You should provide sunscreen or insect repellent labeled with your child's first and last name to the teacher, who will keep it in a locked cabinet in the classroom. Do not leave sunscreen or insect repellent in the child's bag.

### **PLAYGROUND EQUIPMENT:**

Our playground was built with a rock climber and play equipment that are 1 inch out of compliance with licensing standards. If you have any questions, please contact the office.

### **PERSONAL ITEMS OF INFANTS (BIRTH-17 MONTHS)**

Notice: Lightweight blankets are no longer permitted in the infant rooms [per TXDRPS].

Pillows are not permitted in the infant classroom.

All infants must bring a daily supply of needed items, such as diapers, baby food, bottles, formula, sunblock, diaper rash cream, diaper wipes, and at least one change of clothes, as well as school supplies. All items must be labeled with the child's name (each individual piece must be labeled.)

Soiled clothes are neither rinsed nor washed by Tadpole Learning Center personnel.



Soiled clothes are placed in a plastic bag and given to the parent/guardian to take home.

All bottles must have lids on them and must be properly labeled.

All baby food jars are to be labeled with the infant's name.

All infants must have a feeding chart that is updated monthly.

Soiled bed linens are washed immediately. All crib linens are washed at the end of the week. All other linens and blankets are sent home on Friday to be washed.

**PERSONAL ITEMS OF TODDLERS (18 MONTHS – 35 MONTHS)**  
**AND PRESCHOOLERS (3 – 4 YEARS)**

All children should bring a pillow and/or a blanket and a sleeping pad for nap time/quiet time. (These items are to remain in the children's cubbies except during nap time/quiet time.)

All children are to bring a daily supply of needed items, such as diapers, pull-ups, training pants, diaper rash cream, diaper wipes, sunblock, and at least a change of clothes, as well as, school supplies.

If a child soils his/her clothes and does not have a change of clothes, the parent/guardian is contacted and asked to bring a change of clothes.

Note: Except in extreme weather conditions children are taken outside daily for fresh air and exercise. For outside play time, children will need shoes, sunblock, and jackets (when weather necessitates.)

**PERSONAL ITEMS OF SCHOOL-AGE CHILDREN**

All children may bring a pillow and/or a blanket for nap time/quiet time.

All children are to bring a change of clothes. If a child soils his/her clothing, the parent/guardian is contacted and asked to bring a change of clothes.

## **PERSONAL TOYS**

To prevent children from losing or breaking personal belongings, the staff will not allow children to bring toys, electronic gaming devices, or cell phones to school. Toys, blankets, or small items are not allowed in the cribs at any time. Staff makes every effort to keep up with your child's personal items. Your child is provided a personal cubby or coat hook for storing personal items each day. You are encouraged to label all items with your child's full name. The school is not responsible for lost or misplaced items.

## **DAILY SCHEDULES FOR THE CLASSROOM**

Each classroom has a posted daily schedule. The daily schedules are subject to change depending upon the individual needs of the children.

## **CURRICULUM AND LESSON PLANS**

The curriculum, which the Center utilizes, involves weekly/monthly themes, letters of the alphabet, shapes, colors, numbers, fine motor skills, and gross motor skills.

The curriculum is subject to change based upon the emerging needs of the individual children and focuses on skills for kindergarten.

## **FIELD TRIPS**

Parents/Guardians are notified in advance of field trips.

Tadpole Learning Center gives permission slips to the parents/guardians to sign and return 48 hours prior if their children are participating in the field trip.

Tadpole Learning Center ensures the safety of the children by having a list of all children, copies of the children's medical release forms and emergency contact forms, and a First Aid kit on hand at all times.

Staff members will also have a telephone for immediate assistance.

## **VOLUNTEER FORMS/ TEEN VOLUNTEERS /CRIMINAL CHECKS**

Daycare Licensing requires a current criminal background check on file for all volunteers, including family members who are not employed with LWISD, before attending any function. Functions include class parties, field trips, reading a book, etc. This is to ensure the safety and protection of all children, LWISD staff including the Tadpole Learning Center personnel. Before attending any function at the Center, make sure your background check is on file at the Tadpole Learning Center. If you have any questions, regarding this matter, please contact the Director.

## **LAKE WORTH HIGH SCHOOL PARENTS**

Childcare is provided to High School students while they are attending school. If a student has a holiday or is not attending class in some form- in person or via Zoom then the child/children may not attend Tadpole. If a student has more than 10 unexcused absences or brings a child and does not attend school—a written warning will be given to the student that childcare may be forfeited. A meeting with the Director is required to enroll a child/children and a contract will be given to the student to sign as an understanding of our rules for care.

## **TEXAS PENAL CODE**

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

## **EMERGENCY & EVACUATION PROCEDURES**

In the event of an emergency evacuation parents will be notified when the children are in a safe location.

The number to call for information is (817) 306-4200.

In the event of a fire, bomb threat, explosion, poisonous gas leak, etc. the following steps are taken:

- The alarms will sound, thus notifying the proper authorities.
- Tadpole Learning Center personnel will help evacuate the children.

- The children are evacuated from the Center through the exterior exits and away from the building to a designated safe area.
- The personnel of Tadpole Learning Center carry a list of the children, who are present, and copies of the children's emergency contact forms and medical release forms.
- The Center's Director is the last individual out of the Center to ensure the safe evacuation of all children and personnel.

Once a month these procedures are practiced and improved upon by the campus personnel. Each drill is recorded in the Center's Evacuation Log. A crisis action plan is in force and a copy can be obtained from the Director on request.

### **SEVERE WEATHER [Tornado (Duck & Cover)]**

In the event of severe weather, such as a tornado, etc. the following steps are taken:

#### **PLAN A [Tornado (Duck & Cover) drills will be practiced four (4) times per year]**

- The weather is closely monitored via television and radio.
- If needed, the alarms are sounded, thus notifying the proper authorities.
- The LWISD staff will make their way to the Center to help evacuate the children to the hallway.

#### **PLAN B**

- The weather is closely monitored via television and radio.
- If needed, the alarms are sounded, thus notifying the proper authorities.
- The LWISD staff will make their way to the Center to help evacuate the children.
- The Center's Director is the last individual to leave the Center in order to ensure the safe evacuation of the children and personnel.
- The children are evacuated from the Center through the Center's main door and then along the sidewalk towards the Lake Worth ISD Administration Building, which is an underground building. The children will be led down Stairwell A then to the Board Room where proper safety precautions are taken.

#### **DRILLS [Fire drills: monthly; Lock down drills: four (4) times per year; Evacuation drill: once (1) per year]**

The campus routinely conducts the following drills to ensure that the children are safe and secure: Lock Down, Seal Down, Fire Emergency Evacuations, and Tornado (Duck & Cover) Drills.

**The campus periodically runs security checks during which all doors are locked and identification must be provided by anyone including staff, parents, students, vendors, and guests before admission to the Center is permitted.**

The personnel of Tadpole Learning Center carry a list of children, who are present, and copies of the children's emergency contact forms and medical release forms.

Once every six (6) months, these procedures are practiced and improved upon by campus personnel. Each drill is recorded in the Center's Evacuation Log.

### **SPECIAL EVENTS, HOLIDAYS AND BIRTHDAYS**

During holidays and special events, each class has a celebration.

Notices are posted in each classroom a few days before the holiday or special event.

Children are permitted to host birthday parties at the Center. Refreshments need to be store-bought with a label attached. The Center's director or campus principal must approve all food/drink items.

If parents/guardians wish to provide refreshments during birthday parties, and special events these items must meet the "Foods of Minimum Nutrition" standards as required by the Department of Agriculture and Federal Child Nutrition Program. (See your child's teacher for recommendations.)

If a parent/guardian desires to have a birthday party for his/her child at the Center, the parent/guardian is to inform the Center a minimum of two (2) days in advance.

## **CONTACT INFORMATION**

Campus Administrator: Ami Arquit-Edwards, Director

817-306-4225 ext 3700

[AEwards@lwisd.org](mailto:AEwards@lwisd.org)

Local Licensing Office:

1501 Circle Drive

Suite 310

Fort Worth, TX 76119

800-582-8286

817-321-8604

Texas Department of Family and Protective Services: <http://www.dfps.state.tx.us/>

**\*\*ATTENTION\*\***

This handbook is not intended to be an all-inclusive statement of Tadpole Learning Center policy. A copy of this handbook is available online at [www.lwisd.org](http://www.lwisd.org) – Staff – Tadpole Learning Center – Documents and in the Director’s office, and parents/guardians are encouraged to refer to it at any time.

Tadpole Learning Center changes policies in this handbook as times and as conditions dictate. Although Tadpole Learning Center tries to keep this handbook current, there are times when policy changes before revisions can be made. When Policy changes become necessary parents will be notified by email, mail, or postings. Questions regarding policy and procedures can be addressed by the Director.

A copy of licensing Minimum standards is kept in the front office for parent or visitor reference.

The most recent licensing inspection report is posted and is also available online at <http://www.dfps.state.tx.us>. The child abuse hotline number is 1 800 252 5400



### **Important Information Regarding:**

#### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at Lake Worth High School. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports of abuse or neglect may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1800-252-5400 or on the Web at <http://www.txabusehotline.org>).