



Family Handbook

Mission Statement

The **BISD School for Early Learning** is dedicated to providing **high-quality childcare** for **Burleson Independent School District (BISD) employees**, supporting staff retention and reducing turnover by offering a nurturing, reliable childcare option.

We are committed to employing only **qualified, experienced caregivers** who foster a safe, enriching, and developmentally appropriate environment for young children. Our center is unique in that it blends **exceptional child development programming** with a **warm, nurturing atmosphere** designed to support each child's growth and well-being.

At the **BISD School for Early Learning**, we believe in sound child development practices that create an environment where children:

- **Receive individualized attention**, ensuring their unique needs are met.
- **Are encouraged to be creative and expressive**, fostering imagination and confidence.
- **Engage in hands-on learning experiences**, leading to meaningful discoveries about the world around them.
- **Have opportunities for quiet, nurturing moments**, promoting emotional security and well-being.

Through our commitment to **high-quality early learning experiences**, we strive to provide a foundation for **social, emotional, cognitive, and physical development**, ensuring that every child in our care thrives in a safe and engaging setting.

Family-Oriented Environment

The **School for Early Learning** is a family-oriented environment, and we recognize the importance of open communication and partnership in supporting your child's well-being. If your child is experiencing any family illnesses, transitions, or other challenging times, please feel

free to share relevant information with us. This will allow us to better understand their needs and provide the necessary support during difficult moments.

We believe in a **collaborative approach**, and in return, our classrooms will keep you informed about your child's progress, behavior, and any important observations. This exchange of information helps ensure that we are aligned in our efforts to support your child's emotional and developmental needs.

Our goal is to provide a safe, understanding, and nurturing environment for your child, especially during times of transition or difficulty. We are here to work with you to ensure your child's comfort and success at school.

Qualifications for Care

Any child of a **Burleson ISD employee** is eligible to participate in the **BISD School for Early Learning**. In addition to this, we currently provide services to **teen parents (enrolled in Burleson ISD)** and the **grandchildren of BISD employees**, as space is available.

Our program is designed to be inclusive and supportive of all families. We offer accommodations to meet the diverse needs of our children, including:

- **Home language support** for children whose first language is not English.
- **Special needs and differing abilities** support to ensure that each child receives the care and attention they require for their development.
- **Cultural considerations** to respect and celebrate the unique backgrounds of all children and families.

We are committed to creating a welcoming and inclusive environment where all children can thrive, regardless of their personal circumstances or background. Our goal is to provide a positive and enriching experience that meets the needs of each child and their family.

Ages Served

The **BISD School for Early Learning** will serve children ages **6 weeks to 5 years old**, including those enrolled in **Pre-K**. Our program is designed to support the developmental needs of young children during their most formative years, providing a safe, nurturing environment that promotes learning and growth at every stage.

Vaccinations and Immunizations

Immunizations are required for all children attending the **BISD School for Early Learning** in accordance with the current schedule recommended by the **U.S. Public Health Services**, the **American Academy of Pediatrics**, and the **Texas Department of State Health Services**.

For children who are not immunized due to **religious or medical reasons**, proper exemption documentation must be provided in compliance with state regulations.

You can review the **Texas Minimum State Vaccine Requirements for Child-Care Facilities** here: [Texas Immunization Requirements for Child Care](#).

It is important that all children meet these requirements to ensure the health and safety of the entire community at the School for Early Learning.

Hours of Operation

The **BISD School for Early Learning** operates from **6:45 AM to 5:30 PM**, following the **187 duty day calendar**. The school is open on **all teacher workdays**, providing consistent care throughout the year.

In the event of **holidays, severe weather conditions**, or other unforeseen circumstances that may affect the district's schedule, the School for Early Learning will close accordingly if district offices close early or if the district is closed.

We strive to ensure clear communication with families in the event of any changes to the regular schedule.

Inclement Weather & Emergency Closings Policy

We are committed to providing care for all scheduled days of operation; however, situations beyond our control, such as inclement weather or other emergencies, may occasionally disrupt service. If the **BISD School for Early Learning** needs to close after you have already dropped off your child, you or an **emergency contact** will be promptly notified to make arrangements for picking up your child.

We follow the **Burleson ISD school closure schedule** for **inclement weather** and other emergencies, ensuring that our families are kept informed in a timely manner.

Arrival Time

To maintain a regular daily schedule and ensure your child's participation in all planned activities, we ask that children arrive by **8:30 AM** each morning. We understand that there will be occasions when you need to schedule appointments for your child, and we are happy to accommodate these needs. Please communicate with us in advance so we can make any necessary adjustments to support your child's day.

Attendance Policy

We kindly request **prompt notification** if your child will be absent. If the absence is due to illness, please inform us of your child's symptoms. This will help us determine if there is an illness that we should notify other families about.

If your child's absence is illness-related, we ask that you provide **documentation from a pediatrician** indicating the diagnosis and the date your child may return to school. This ensures the health and safety of all children in our care. Thank you for your cooperation!

Arrival/Departure

For the safety and well-being of all children, **all children must be escorted to their classroom and supervised at all times** while on campus by a parent or an **authorized person**. Parents or individuals dropping off or picking up children are required to **sign in** each child upon arrival and **sign out** each child upon departure. This ensures accurate records for attendance and helps us maintain a secure environment for all children.

Releasing of children

Children will only be released to the individuals listed on their **enrollment form** or to another adult designated by the parent through specific instructions. If someone other than the parent is picking up the child, they must present a **driver's license** to the center, and a copy will be kept in the child's file for security purposes.

To ensure your child's safety, if a non-parent is picking up your child, please **contact the school via email or phone** to confirm that the child is authorized to leave with the designated individual. Even if the person is already listed on the enrollment forms, we need to receive confirmation from you that this person has permission to pick up your child that day. This process helps us maintain a secure and safe environment for all children.

Illness and exclusion

If a child becomes ill while in our care, we will **contact the parent** immediately to arrange for the child to be picked up. We will ensure that the child receives appropriate attention and supervision until the parent arrives. However, as per **District Policy** and **Childcare Licensing**, we cannot keep a child at the center if one or more of the following conditions are met:

- The illness prevents the child from participating comfortably in our activities, including outdoor play.
- The illness requires more care than caregivers can provide without compromising the health, safety, and supervision of other children.
- The child has one of the following, unless a **healthcare professional** evaluates the child and confirms that the child can participate in activities:
 - A **temperature of 100°F** or greater, accompanied by behavior changes or other signs of illness.

- Symptoms such as **lethargy** or **abnormal breathing**.
- **Two episodes of diarrhea or vomiting** within one hour, or a total of **three episodes** within 24 hours.
- A **rash with fever, mouth sores with drooling**, or other signs of severe illness.
- A **diagnosed communicable disease** without medical documentation indicating that the child is no longer contagious.

Head Lice is another reason for exclusion from care. We will follow the **district's policy** regarding head lice. Children with **live lice** or **nits** close to the scalp must be excluded. After treatment, parents must complete a form certifying the child was treated, noting the **treatment name** and **date**, and the child will need to be rechecked in the **main office** before returning to the classroom. A **second treatment** must be done within **7-10 days** following the first treatment, and a second signed statement from the parent/guardian certifying the second treatment must be submitted. For more detailed information, please refer to the **BISD policy** on head lice.

This policy ensures the health and safety of all children in our care.

Children may be readmitted

A child may return to the **BISD School for Early Learning** once the following conditions are met:

- A **physician's statement** indicating that the child is free from communicable disease or symptoms and that returning poses no risk to the child or others.
- The child has been **visibly free of vomiting or diarrhea for 24 hours** while on a regular diet and without medication.
- The child has been **fever-free for 24 hours without medication** from the time the parent initially picked up the child.

These precautions are in place to ensure the health and safety of all children and staff members.

Injuries and Treatment

Our staff is fully committed to providing a **safe environment** for all children at all times. While we make every effort to prevent injuries, minor accidents are to be expected. Our school is equipped with **first aid supplies** and an **automated external defibrillator (AED)** to handle any emergencies. Additionally, all staff members maintain current **infant, pediatric, and adult CPR** and **first aid certifications** to ensure they are prepared to respond to any situation.

Each classroom is also equipped with a **first aid bag** containing the necessary supplies to address minor injuries.

- **Minor Injuries:** If a child sustains a minor injury, the teacher will administer appropriate first aid and provide a **written report** to the family.
- **Severe Injuries:** For injuries that are more severe or involve the **head, neck, or face**, a staff member will administer first aid, and the **parent/guardian** will be contacted

immediately to make them aware of the injury. If the injury is determined to be significant, we will require the child to be picked up as soon as possible.

- **Emergency Medical Attention:** If an injury requires immediate medical attention, **911 will be called**, and the **parent/guardian** will be notified immediately.

All injuries will be documented on an **incident report**, which will be signed by the parent and placed in the child's file. Copies of the **incident report** are available to parents upon request.

Our priority is the safety and well-being of every child, and we will take immediate and appropriate action if an injury occurs.

Medicine

Medicines will be administered by **specially trained staff** at the prescribed time of day. Only **medications with the child's name** on the label and in a **marked prescription bottle** (or medications with a note from the doctor) will be administered. All medications will be kept in the **office** and will be administered by the **office staff only**.

A **Medicine Release form** must be signed by the parent per the **District Lead Nurse** before any medication can be given. Our staff will sign off once the medicine is administered according to the **parent's instructions**.

In accordance with **BISD policy**, we cannot administer **over-the-counter medications** (such as Tylenol, Motrin, Benadryl, and similar products) without a **specific note from your child's doctor** stating the appropriate dosage. This note is valid for **one calendar year**.

If your child experiences a sudden high fever, we can only administer a **fever reducer** if we have the **doctor's note on file** with the appropriate dosage and if the **medicine** has been provided by the parent.

Parents are required to provide the medicine for their child, and **siblings may not share** medication. This ensures that all children receive the correct dosage of medication, in the proper form, and according to their specific needs.

Severe Allergy Action Plan and Asthma Action Plan

If your child has been diagnosed with **severe food allergies**, requires an **Epi-pen**, has **recurring asthma** that necessitates frequent breathing treatments, or has **special dietary restrictions**, we will need a completed **Allergy Action Plan** or **Asthma Action Plan** signed by your child's doctor as soon as possible. These forms are available **online**, or you can request a copy from an office staff member.

As **child daycare operations** are considered **public accommodations** under the **Americans with Disabilities Act (ADA), Title III**, we are committed to ensuring that all children receive the care they need. If you believe that our operation is practicing **discrimination** in violation of Title III, you may contact the **ADA Information Line** at:

- **(800) 514-0301** (voice)
- **(800) 514-0383** (TTY)

We are dedicated to ensuring that every child receives the necessary care and accommodations to thrive in our program.

Medical Emergencies

In the event of a **medical emergency**, we will **call 911 immediately** and ensure that the **parents** are contacted right away. The safety and well-being of your child is our top priority, and we will take prompt action to ensure they receive the necessary medical attention.

Sunscreen

If a parent provides sunscreen for their child, it will be assumed that the sunscreen is **approved** by the parent for use on their child only. Additionally, parents are required to **sign the sunscreen permission form** included in the **child registration packet** to give consent for its application. This ensures that we have your permission to protect your child from sun exposure while in our care.

Bug Repellent

Since **bug repellents** contain strong chemicals, we require a **doctor's note** in order to use any type of bug repellent on your child. The specific type of **bug repellent** must be listed on the doctor's note. Additionally, parents will need to **sign the sunscreen permission form** in the child registration packet to grant approval for its application. This ensures that we are using products that are safe and suitable for your child.

Communication/Notification

Burleson ISD Child Care will communicate with parents through the following methods (or any combination of them):

- **Notices sent home** in the child's bag
- **Tadpoles**
- **Incident reports**
- **Notices posted** at the **sign-in/sign-out location**
- **Email**
- **Notices posted** at the entrance of the facility
- Our website at <http://www.burlesonisd.net/daycare>

These methods ensure that parents are kept informed and updated about important events, changes, and necessary information regarding their child's care.

Guidance/Discipline Policy

Our goal for **guidance and discipline** is to help children develop **self-control** and become responsible for their behavior. We strive to create an environment where children understand what behavior is appropriate and acceptable in different situations. To achieve this, we focus on **teaching children how to express their feelings appropriately**, consider others' feelings, and find constructive ways to solve problems.

We are committed to using **positive discipline methods**, which are directly linked to the child's behavior and encourage the child's participation. We help children reflect on their actions, think about the situation, and discover ways to resolve challenges. We believe that children need to be taught clear expectations for behavior and given the tools to manage their emotions and actions. Our goal is to help them learn to **control their behavior**.

Teachers and parents must work closely together as a team to understand each child's unique challenges and identify the most effective methods of guidance and discipline. When addressing challenging behavior, our first step is always **teacher observation**. We look for specific events, activities, interactions, and other factors that may be influencing the behavior.

During challenging moments, we prioritize **positive guidance and redirection**. If a child exhibits continuous disruptive, unsafe, or unmanageable behavior that cannot be addressed with age-appropriate strategies, the teacher will bring the concern to the attention of the **director** and the **parents**. The director will observe the situation and work with the teacher and child to introduce additional strategies for managing behavior.

We are dedicated to making all reasonable efforts to address and resolve challenging behaviors, and we will keep parents informed about the child's progress. If progress is not being made and the parent is not willing to collaborate with the teacher and director to address the issue, **the child's enrollment may be subject to termination**.

Our guidance and discipline policy is in full compliance with the [Texas Administrative Code](#) and the rules outlined in **Subchapter L of Minimum Standards**.

Challenging Behavior Policy and Parent Collaboration

When a child exhibits inappropriate or disruptive behavior, it is essential for staff to intervene to ensure the safety and well-being of everyone. Our approach to addressing challenging behaviors is rooted in the core objective of our program: every child deserves a safe, engaging, and productive learning environment. All behavior management strategies, interventions, and discussions will align with this goal, fostering a positive and supportive atmosphere for all.

1. The child will be informed that their behavior is inappropriate. The teacher will engage the child in a conversation about their actions and provide guidance on

more appropriate ways to express themselves. This may include using words instead of physical actions, practicing deep breathing to manage frustration, using a calm tone when speaking, or seeking help from a teacher when feeling overwhelmed. The goal is to teach the child constructive ways to communicate and regulate emotions while maintaining a supportive and respectful environment.

2. The child will be redirected through age-appropriate activities and strategies to encourage positive behavior. Examples of this may include:
 - **Engaging in a calming activity** (e.g., reading a book, drawing, or sensory play like playdough or a stress ball).
 - **Offering an alternative task** (e.g., allowing the child to choose a different center or activity that aligns with their interests).
 - **Providing movement-based redirection** (e.g., taking a short walk, stretching, or engaging in a gross motor activity like jumping or dancing).
 - **Encouraging social interaction in a positive way** (e.g., inviting the child to join a cooperative game or group activity).
 - **Using guided choices** (e.g., giving the child two acceptable options to help them feel in control while following expectations).

These strategies help the child shift focus, regulate emotions, and engage in more constructive behaviors.

3. Parents will be notified about their child's behavior through our program's established communication methods, which may include daily reports, incident reports, phone calls, emails, or in-person discussions during pick-up and drop-off times. Our goal is to keep parents informed while fostering a collaborative approach to supporting the child's development.

If repeated incidents occur, the director and staff will work closely with families to develop an individualized intervention plan. This plan may include:

- **Behavior Tracking** – Documenting patterns of behavior to identify triggers and develop appropriate strategies.
- **Positive Reinforcement Strategies** – Implementing reward systems, sticker charts, or other incentives to encourage positive behavior.
- **Social-Emotional Support** – Incorporating social-emotional learning activities, role-playing, or peer modeling to help the child develop appropriate social skills.
- **Individualized Support Strategies** – Adjusting classroom routines, offering sensory breaks, or providing one-on-one support as needed.
- **Family Involvement** – Encouraging parents to use consistent strategies at home and offering resources or referrals to specialists if necessary.

Our ultimate goal is to work together with families to ensure the child's success in a positive and structured learning environment.

4. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on evidence-based methods to address these behaviors while ensuring the safety of all children. Our approach includes:
 - **Immediate Intervention** – The staff will promptly and calmly separate the children involved to prevent further harm.
 - **Tending to Injuries** – Any child who has been bitten or harmed will receive appropriate first aid, and the incident will be documented.
 - **Communicating with Parents** – Both the parents of the child who engaged in the behavior and the child who was affected will be informed of the incident while maintaining confidentiality.
 - **Redirection and Positive Behavior Support** – The child who exhibited the behavior will be guided toward more appropriate ways to express frustration or needs, such as using words, requesting help, or engaging in calming strategies.
 - **Observation and Documentation** – Staff will monitor and document behavior patterns to identify potential triggers and address underlying causes.
 - **Behavior Support Plan** – If aggressive behaviors persist, the director, staff, and parents will collaborate on an individualized plan, which may include sensory breaks, emotional regulation techniques, and reinforcement strategies.

For biting incidents specifically, our **Biting Policy** includes:

- Understanding that biting can be developmentally typical for young children but must be addressed consistently.
- Teaching alternative communication methods, such as using sign language or verbal requests, when a child is frustrated.
- Providing teething toys or sensory tools if biting is related to oral sensory needs.
- Adjusting classroom environments or routines to reduce triggers, such as overcrowding or high-stimulation situations.
- Implementing shadowing techniques where a teacher closely observes and intervenes before a biting incident occurs.

The goal of these policies is to ensure the safety and well-being of all children while providing appropriate guidance to help children develop positive social and emotional skills.

5. Parents will be kept informed of their child's progress on a daily or weekly basis through various communication methods, including conversations at pick-up, emails, written reports, and scheduled conferences. Additional tools may be used to track and support progress, such as:

- **Positive Behavior Plans** – Outlining strategies to reinforce and encourage appropriate behaviors.
- **Behavior Tracking Logs** – Providing insights into patterns and triggers to better tailor support strategies.
- **Reward Charts or Incentive Programs** – Encouraging positive behaviors through a structured reinforcement system.

It is essential that we work together to address and resolve any challenging behaviors. By maintaining open communication and collaboration, we can ensure a supportive and structured environment that fosters your child's growth and success. We are a team, and our shared goal is to provide the best possible experience for your child.

Nutrition

Parents will have two meal plan options:

1. **School-provided meals**
2. **Parent-provided meals**

The menu will follow the basic requirements stated in the **Texas Child Care Standards**: "for a child in care for more than seven hours, providing equal to 1/2 of their daily food needs." A **nutritionally balanced** breakfast, lunch, and an afternoon snack will be served daily.

Monthly menus will be posted on the parent board in each classroom. We maintain strict hygiene standards: **all hands** should be washed before cleaning tables, preparing snacks and meals, and after meals. We aim to minimize waiting times for children, and they are encouraged to take a bite of all foods, but **staff will not force children** to eat everything. **Child-sized portions** will be served, and additional portions will be available. Children will be encouraged to try a "sample" spoonful of each food before receiving seconds.

The **served portions** will meet the nutritional needs appropriate for each age group. **Hot dogs, whole grapes, popcorn, raw peas, and hard pretzels** will not be offered to children under four years of age. **Peanut butter** is not allowed in the School for Early Learning.

For **classroom parties** or celebrations, **commercially prepared** foods must be provided and come in **factory-sealed containers**.

Special diets due to medical reasons must be explained in writing and signed by the child's physician. If a child has dietary restrictions due to cultural, religious, or vegetarian preferences, parents should indicate this on the **enrollment form**. We will strive to accommodate these dietary needs; if we cannot, parents must provide the appropriate nutritionally balanced food.

For infants on **formula or baby food**, the parent must provide all food. Each bottle must be labeled with the child's **first/last name** and **date**. **Five bottles** with pre-measured formula must be provided if five feedings are scheduled. Please note that we are unable to **sanitize bottles** for multiple uses properly. The School for Early Learning will provide snacks for children eating

table food. If you choose to bring table food for your child, please ensure it follows **Child Care Licensing guidelines.** You can review these guidelines here: [Preventing Choking at Mealtimes](#).

Nursing Mothers

Parents are welcome to provide **breast milk** for their babies. Breast milk can be brought in either **frozen or fresh**, and all bottles must be appropriately **labeled and dated**. Each infant room has a designated **nursing chair** to support **nursing mothers** and provide a comfortable space for breastfeeding.

Children's Immunizations

All children must be **current on their immunizations** as required by the **Texas Department of Health**. A copy of the most recent **immunization record** must be provided to the center at the time of **registration**. For your convenience, a copy of the **Immunization Schedule** is posted on our website.

For additional information regarding immunizations, please visit the **Texas Department of State Health Services'** website at www.dshs.state.tx.us/immunize/public.shtm.

Tuberculin testing

The local **Department of Health** regulates **tuberculin testing**, and it is **not required** before enrollment or as part of the enrollment process. If you have any further questions, please contact your **local Texas Department of Health** for more information.

Hearing/Vision Screening

By **September 1st** of the school year, all children **four years of age** will be screened by our specially trained staff. Parents of eligible children will receive a copy of the screening results. If you prefer that your child's doctor conducts the **hearing and vision screening**, please provide us with the necessary **documentation**.

Enrollment Procedures

All children must be **enrolled** in our facility before participating in our program or being cared for by our staff. The required paperwork includes:

- A completed **registration packet**
- A **Health statement** signed by a physician
- **Up-to-date shot records**
- A **Family Handbook receipt**
- A **Tuition agreement**
- A **Safe Sleep policy** (for infants only)

If any of these requirements change, parents will receive **written notice**.

Withdrawing Your Child

If you decide to **withdraw your child**, we ask that you communicate with us **immediately**. Please inform us of the child's **last day** and arrange for the **tuition payment** accordingly.

Supporting Children with Special Care Needs

The **School for Early Learning** is dedicated to serving children and families with individual needs. We are happy to work with children who require special care and additional support within a group care environment.

We encourage the use of outside support services, including **early intervention, speech therapy, occupational therapy, physical therapy**, and other services as needed. We are also willing to participate in **Individual Education Plan (IEP)** meetings to help meet the child's needs while in our care. Our goal is to make proper accommodations for children with special care needs as recommended by the child's doctor or a qualified professional. These accommodations may include adapting equipment, procedures, and other methods to ensure the child's needs are met in the classroom, as long as they can be fulfilled within a group environment.

We welcome **outside resources or therapists** who provide additional support for children with special care needs. Parents must communicate the involvement of such services and provide **written permission** for these support providers to assist their child while in our care. All outside providers are required to **sign in** at the main office. It is highly encouraged that any **behavioral or therapeutic plans** be shared with the **director**. Our goal is to collaborate with the child's teacher to create a consistent, effective plan of action that aligns with the child's care plan.

Please note, the **School for Early Learning** is a group care program and is not staffed to provide a **one-on-one caregiver** for any enrolled children.

Transportation

The **School for Early Learning** will **ONLY transport children aged four and older**. In the event that transportation is needed, all parents must complete a **permission form** for transportation. Additionally, all staff members involved in transporting children will complete **Child Care Licensing-approved Transportation training** to ensure the safety and well-being of all children during transport.

Water Activities

The **School for Early Learning** will **not** have any swimming-type water activities. The only water activities offered will include **supervised water tables, water squirters, or sprinkler-**

type activities. A **signed permission form** on file is required for a child to participate in these water activities.

Field Trips

Instead of field trips, the **School for Early Learning** will invite **special guests** to the facility for **special presentations** and schedule **curriculum-enhancing activities** to enrich the children's learning experiences.

Animals

Currently, the **School for Early Learning** does not have any live animals in the facility. However, should live animals be introduced in the future, we will follow **Licensing and Health Standards**, ensuring the health and sanitation of both the animals and the children.

Concerns or Complaints

The director is always available to address any concerns or complaints from parents, employees, or other individuals. To schedule a convenient meeting, please contact the director via telephone or email.

Open Door Policy

Parents are always welcome to visit their child's classroom at any time. Throughout the year, we will host several classroom events, and we encourage you to join us. If you wish to stay for an extended period, please contact the director in advance to make arrangements and ensure a smooth experience for everyone.

Minimum Standards & Parent Rights

The School for Early Learning is committed to following all **Minimum Standards** as required by **State Licensing**. These standards outline the rules and regulations that ensure a safe, developmentally appropriate, and nurturing environment for all children.

If you have questions about Minimum Standards or wish to report any concerns or inappropriate practices, please contact the **Texas Department of Protective and Regulatory Services at 1-800-582-6036**.

The **Health and Human Services Commission (HHSC)** values your privacy. You can view their Privacy and Security Policy online at:

<http://www.HHSC.state.tx.us/policies/privacy.asp>

A copy of the Minimum Standards and other licensing information is available in every classroom. You may also access this information online through the HHSC website. Additionally, our **most recent Licensing inspection report** is available for review at the main office.

We believe it is essential for parents to fully understand their rights when their child is enrolled at the School for Early Learning.

Physical Activity Policy

At the School for Early Learning, our physical activity practices align with the **Texas Minimum Standards for Licensed Childcare Centers**. In support of children's health and development, we are committed to providing **daily opportunities for physical activity**.

- **Outdoor play** is offered **twice per day**, weather permitting.
- Children engage in both **moderate and vigorous physical activities**, tailored to their **age group**.
- We provide a balance of **structured** (teacher-led) and **unstructured** (free) play.
- Activities take place on the **playground** as well as **in the classroom** when appropriate.
- Children participate in **60 to 90 minutes** of indoor and outdoor physical activity each day.

To ensure your child is comfortable and prepared to participate fully, please dress them appropriately for the weather—including **jackets, proper clothing, and safe footwear**.

In addition to playground equipment, we offer a variety of activities that promote **learning through movement**. We believe physical activity supports not just **strong bodies**, but also **healthy, active minds**.

Prohibited or Limited Outdoor Play

At the School for Early Learning, children's safety is our top priority. While outdoor play is an important part of our daily routine, there are times when **extreme weather conditions** may pose a **significant health risk**. In such cases, outdoor play may be **restricted or prohibited**.

The **Director** will monitor weather conditions using the **National Weather Service** website to make informed decisions. The following criteria will be used to determine when it is unsafe for children to play outdoors:

Sun Safety Policy

To protect children from harmful UV exposure, the School for Early Learning follows sun safety practices in accordance with state guidelines.

- Children must be protected from the sun during peak hours: **10:00 AM to 4:00 PM**.
- When the **UV Index is 3 or higher**, we will implement **protective measures**, including:
 - Providing **shade** during outdoor activities
 - Encouraging the use of **sun-protective clothing**, such as **hats** and **sunglasses**
 - Applying **sunscreen with SPF 15 or higher**

Parental/guardian permission is required for sunscreen application. We encourage families to provide labeled sunscreen and sun-protective items for their child.

These measures help ensure that children can enjoy outdoor play while staying safe from the harmful effects of the sun.

Warm Weather Policy

To ensure the health and safety of all children during hot weather, the following measures will be taken:

- **Outdoor play will be restricted or prohibited** when the **actual temperature** or “**feels-like**” temperature (heat index) is **90°F or higher**, as reported by the **National Weather Service**.
- Children will have access to their **water bottles at all times**, especially during **prolonged physical activity**, and will be **regularly encouraged to drink water** to stay hydrated.
- Children must wear **light-colored, lightweight clothing**, limited to **one layer of absorbent material** to promote cooling and prevent overheating.

These guidelines are in place to reduce the risk of heat-related illnesses while still allowing children to be active and enjoy their day safely.

Cold Weather Policy

We take careful precautions during cold weather to ensure children's safety and comfort during outdoor activities:

- **Outdoor play will be restricted or prohibited** when the **actual temperature** or “**feels-like**” temperature (wind chill) is **45°F or lower**, as reported by the **National Weather Service**.
- Children must be dressed appropriately for cold weather. This includes wearing a **coat, hat, and gloves**.

Our staff uses **good judgment** when making decisions about outdoor play during extreme weather conditions. If we feel **too hot or too cold**, we recognize that the children likely do as well. Staff will **closely observe children** for any signs of discomfort or distress due to temperature and will act accordingly to ensure their well-being.

Gang-Free Zone Notice

In accordance with the **Texas Penal Code**, any area within **1,000 feet of a licensed childcare center** is designated as a **Gang-Free Zone**.

Criminal offenses related to **organized criminal activity** that occur within this zone are subject to **harsher penalties** under state law. This designation is intended to help protect the safety and well-being of the children, families, and staff within our community.

The School for Early Learning is committed to maintaining a **safe, nurturing, and secure environment** for all children in our care.

Abuse and Neglect Hotline

The safety and well-being of every child is our top priority. If you suspect **abuse or neglect** of any child, please take immediate action.

You can report your concerns to the **Texas Abuse and Neglect Hotline** at:

☎ **1-800-252-5400** (toll-free, available 24/7)

🌐 Or online at: <https://www.txabusehotline.org/Login/Default.aspx>

If your child becomes a victim of abuse or neglect, **assistance and intervention services** are available through the same resources.

Together, we can help protect children and ensure they grow up in a safe and nurturing environment.

Emergency Crisis Plan

The School for Early Learning prioritizes the safety and well-being of all children and staff. We have established clear procedures for a variety of emergencies, and we conduct regular drills to ensure preparedness.

Severe Weather

In the event of **severe weather**, students and staff will evacuate portable buildings and relocate to the **adjacent STEAM Middle School**, where a designated safe area is reserved for the School for Early Learning. Classes will remain in this location until an “**All Clear**” is issued.

Severe Weather Drill Procedures

- Tornado drills will be conducted in coordination with STEAM Middle School.
- The middle school will notify us of upcoming drills; we will participate alongside them.
- Staff will bring classroom **roll sheets** and **emergency bags**.
- Children will be taken to their assigned safe area and seated along the walls.
- Drills will be practiced **every three months**.

Fire

Each classroom and common area has an **emergency evacuation plan** posted near exit doors. In the event of a fire:

- A **CrisisGo** alert will initiate evacuation procedures.
- Teachers will gather students and exit through the nearest safe door.
- Everyone will regroup in the **designated playground areas**.
- All staff must bring their **red emergency bag**, which includes student emergency contact info.
- Once the **Scene Commander** arrives, further instructions will be followed.
- Parents will be notified once all students and staff are safe. (*See Emergency Relocation Plan.*)

Fire Drill Procedures

- Conducted **monthly**.
- The director will initiate the drill through CrisisGo.
- Staff must immediately stop all activity and calmly escort children outside.
- Children will line up and proceed to the designated area.
- The director will document each drill as required.

Gas Leak

If a **gas leak** is suspected and confirmed as cause for evacuation:

- A **CrisisGo** alert will be sent to initiate immediate evacuation.
- Staff and students will move **upwind**, away from the leak if wind direction is known.
- Await instructions from the **Scene Commander** before further action is taken.

Violent Intruder

If an intruder is identified as a threat to campus safety:

- All efforts will be made to **prevent entry** past the main entrance.
- **911** will be called immediately by front office personnel.
- Staff will take **all possible actions to protect children** and restrict intruder access.
- If evacuation is required, we will follow the **Scene Commander's** direction.
- A **secondary emergency location** will be established only if directed by authorities.

Violent Intruder Drill Procedures

- Conducted **four times per year**.
- The director will activate a **CrisisGo Lockdown Alert**.
- All classrooms are **fob-entry only**, and lockdown will restrict exit.
- Once the appropriate emergency agency arrives, they will assume control and provide direction.
- Drills will be documented accordingly.

Secondary Emergency Relocation Plan

If relocation is required by emergency personnel:

- Our **primary relocation site** is:
Burleson High School Arena
100 Elk Drive, Burleson, TX 76028
- Other possible sites may include: **Clinkscale, Frazier, Hughes, Mound**, or others as designated by the **Scene Commander**.
- Transportation and relocation logistics will follow the Scene Commander's direction.
- **Children will be picked up at the relocation site**, and parents must present **valid photo ID**.
- Children under 24 months or those with limited mobility will receive extra assistance.

Relocation Protocol

- Staff will carry **class rosters** and **emergency contact information**.
- Children will be accounted for at all times.
- Teachers will provide comfort, care, and supervision, including diapering and emotional support.
- Infants and toddlers will have access to supplies from emergency classroom bags.

Parent Communication During Emergencies

Parents/guardians listed on the child's admission file will be notified by **email and phone** regarding:

- The **type of emergency**
- **Operation status**
- **Sheltering or relocation location**
- **Estimated duration**
- **Pickup instructions** and any additional details

IMPORTANT: Please ensure that all contact information is kept up to date with the front office.

Children will **not** be released during a lockdown until the area is deemed safe by local law enforcement.

Preventing and Responding to Abuse and Neglect of Children

All staff at the School for Early Learning are **required to complete a minimum of one clock hour of annual training** on the recognition and prevention of **child abuse and neglect**, as mandated by Texas law.

Staff are also **legally required** to report any **suspected cases of child abuse or neglect** to the proper authorities. Failure to report can result in legal consequences and compromises the safety of the child.

To support ongoing awareness and education:

- Our website is **regularly updated** with information to assist both staff and parents in identifying:
 - **Warning signs** of abuse or neglect
 - **Risk factors** that may indicate a child is vulnerable
 - **Prevention strategies** for families and educators
- Resources are provided to increase both **employee and parent awareness** of how to prevent, recognize, and respond to signs of child abuse and neglect.
- The School for Early Learning actively **coordinates with local and state community organizations** to promote child safety and uphold our commitment to **reporting and prevention**.

Together, through **education, vigilance, and partnership**, we can help protect every child's well-being.

Tuition and Fees Policy

Tuition rates and fees at the School for Early Learning are determined based on comparable programs in our area to ensure fairness and quality of service.

- A **non-refundable annual registration fee** is required:
 - During the **Enrollment/Commitment period** for returning families
 - At the time of **enrollment** for new families
- **Tuition is billed according to the academic calendar**, not a child's attendance.
 - There are **no credits or deductions** for:
 - Sick days
 - Family vacations
 - Weather-related or emergency closures
- When **Burleson ISD is closed**, the School for Early Learning will also be closed.
- All families must have a **signed Tuition Agreement** on file prior to the child's first day of attendance.

Payment Options

We offer two convenient options for tuition payment:

Payroll Deduction

- Your child's tuition is averaged over the year based on their enrolled class.
- The total annual amount will be divided into:
 - **10 monthly deductions** (September–June) or
 - **12 monthly deductions** (September–August)
- Parents must **approve the payroll deduction amount** before it is submitted to the Payroll Department.

Straight Pay

- You may pay **weekly, bi-weekly, or monthly** using:
 - Check
 - Money order
 - Online (credit card)
- **Tuition must be paid in advance** of receiving childcare services.
 - **Weekly payments are due on Monday** for the current week of care.
 - If tuition is **not paid by drop-off on Wednesday**, childcare services will be **suspended until the balance is paid in full**.

Acceptable Methods of Payments:

Check, Money Order, Credit Card, or Payroll deduction.

Cash will NOT be accepted.

Late Pick-up Fee:

A \$10.00 fee will be charged after 5:30 pm with a \$2.00 per minute charge until the child is picked up.

Parent Portal Access

Parents can access the **Parent Portal** at www.myprocare.com.

Through the portal, you can:

- Make secure **credit card payments**
- **Print tuition statements**
- **Review and update** your personal contact information

Important: Any changes to your list of authorized pick-up persons **must be submitted in writing** to the front office. Updates made in the portal alone will not be considered official without written confirmation.

Child Care Assistance Program

The **Child Care Services (CCS)** program provides **financial assistance for child care** to eligible families with economic need.

The **BISD School for Early Learning is an approved CCS Provider**.

To find out if you qualify, contact the CCS office in your county:

- **Johnson County:** 1-800-234-9306 (toll-free)
- **Tarrant County:** 817-831-0374

For more information, families are encouraged to reach out directly to CCS or visit their website.

Funding

The **School for Early Learning** is a **self-supporting program**. All operational costs—including **staff salaries, classroom materials, and facility needs**—are fully funded through **tuition and fees paid by enrolled families**.

No external funding is used for day-to-day operations, ensuring that the program remains sustainable and responsive to the needs of the families it serves.

Curriculum

The **School for Early Learning** is proud to implement the **Creative Curriculum®** by Teaching Strategies, a trusted and research-based approach to early childhood education.

The **Creative Curriculum** fosters **confidence, creativity, and critical thinking** through hands-on, project-based investigations that nurture the whole child. It is designed to:

- Serve **infants, toddlers, twos, preschool, pre-K, and kindergarten** children
- **Respect and support individual skill progression** across developmental domains
- Emphasize the **power of play** through meaningful studies that engage children as young as age 2
- **Connect families** to their child's learning through inclusive and ongoing communication
- Provide **intentional daily support for teachers**, ensuring a consistent and enriched learning environment

This curriculum reflects our commitment to helping every child thrive academically, socially, and emotionally.

Developmental Milestone Policy

BISD School for Early Learning utilizes the **GOLD® assessment by Teaching Strategies** to screen children for developmental progress. In alignment with our curriculum-based assessments, we closely monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, referrals, evaluations, and early intervention services.

We are committed to supporting families by providing **local resources** and referrals to specialized early intervention agencies. Parents and guardians can access a list of early intervention specialists at the following link: [Texas Early Childhood Intervention Services](#).

Developmental Screening Process

Our screening process is a collaborative effort that involves parents/guardians, the child's primary care provider, and professionals in health, education, and early intervention. Developmental screenings are conducted **annually or as needed**, with **written consent** from the child's parent or guardian.

Additional Screening Resources

To further support families, we encourage the use of the **CDC Milestone Checklist**, which provides guidance on developmental milestones, early screening tools, and access to community resources. The **CDC Milestone Tracker App** allows families to monitor their child's development at home and access helpful resources to support their growth. You can find more information here: [CDC Act Early Milestones](#).

Our goal is to work alongside families to ensure that each child receives the early support they need to thrive. If further assistance or evaluations are necessary, we are here to help guide families to the appropriate services and resources.

Parent Conferences

Parent/Teacher Conferences are scheduled twice per school year:

- **Fall Conference:** October/November
- **Spring Conference:** April/May

These meetings provide an opportunity to discuss your child's progress, development, and classroom experiences.

If you would like to schedule a conference **at any other time**, we are happy to accommodate your request. Please reach out to your child's teacher or the front office to arrange a convenient time.

Nap Time

Infants follow their own individual sleep schedules. As they grow, most transition naturally into a **two-nap-a-day routine**.

For children **12 months through 4 years old**, a designated **rest period** is scheduled from approximately **12:00 PM to 2:30 PM** each day.

Children are welcome to bring comfort items such as a:

- Blanket
- Pillow
- Stuffed animal

Please note: All nap items must be:

- **Labeled** with your child's name
- **Small enough** to fit inside their backpack or cubby
- **Taken home each Friday** for weekly washing, in accordance with **Minimum Standards**, and **returned on Monday**

Our goal is to provide a peaceful and restful environment where children can relax and recharge for the rest of their day.

Safe Sleep Policy

At the **School for Early Learning**, we strictly follow the **Safe Sleep Requirements** for infants **from birth through 12 months of age**, as outlined in **Subchapter H, Chapter 746** of the **Texas Minimum Standards for Child-Care Centers**.

These guidelines cover:

- **Approved sleep positioning**
- **Crib safety regulations**
- **Mattress and bedding standards**
- Restrictions on **toys, loose items, and sleep devices** inside cribs

Per licensing rules effective **December 1, 2012**, the following items are **not permitted** in cribs for children under 12 months of age:

- Soft or loose bedding
- Blankets or quilts
- Sleep positioning devices
- Stuffed toys
- Pillows and bumper pads
- Comforters
- Swaddling blankets or unsafe sleep garments

Each family with an enrolled infant will be required to sign a **Safe Sleep Policy Acknowledgment Form**, reviewed and signed by the **parent, teacher, and director**. This confirms understanding and agreement with our policies.

If you have questions or would like more information, please contact the Director. Your child's safety during sleep is one of our top priorities.

Personal Items

To help us keep track of your child's belongings and ensure a safe, organized environment, please follow the guidelines below:

- **Labeling:** All personal items **must be labeled** with your child's **first and last name**. This includes:
 - Bottles
 - Pacifiers
 - Sippy cups
 - Clothing
 - Blankets
 - Any other personal belongings

*Note: Per Minimum Standards, bottles, pacifiers, and sippy cups must be labeled **at all times**.*

- **Extra Clothing:** Please provide a **complete extra set of clothes** (including socks and undergarments) to be kept at school in case of spills or accidents. Be sure to update these items seasonally or as your child grows.
- **Toys:** We kindly ask that **toys from home not be brought to school**. If a toy is brought, it will be held in the **main office** for parent pickup at the end of the day.

Your cooperation helps us maintain a safe and nurturing learning environment for all children.

Older Siblings Policy

To help us maintain a **clean and safe environment** for our youngest learners, we kindly ask that you follow these guidelines regarding older siblings:

- **Restricted Access:**
Older siblings are **not permitted in infant play areas**. This helps us minimize the spread of germs and maintain a sanitary space for our infants.
- **Supervision:**
All children must remain **with a parent or staff member at all times** while on the premises.

*Any child walking alone in the center is considered **unsupervised**, which is a violation of state regulations.*

- **Behavior Expectations:**
Please ensure that older siblings are respectful of our environment and follow school rules while visiting.

Technology Use Policy

At the **School for Early Learning**, we believe that technology can be a valuable tool when used thoughtfully and appropriately. Our approach ensures that all media use is developmentally appropriate, purposeful, and aligned with our curriculum goals.

- **Purposeful Use:**
Technology is used **only to extend learning** and to **enhance the curriculum** under the guidance and supervision of teachers.
- **Age Guidelines:**
 - **Children under 2 years old:** *Do not participate in media or screen time activities.*
 - **Children 2 years and older:** May engage in **developmentally appropriate programming**, limited to **no more than 45 minutes per day**.
- **Content & Restrictions:**
 - All media is **educational**, free of **advertisements** and **violence**.
 - Media is **never used** during:
 - Mealtimes or snack times
 - Nap or rest periods
 - Screens are **turned off when not in use**.

Our goal is to support children's growth with a balanced approach that values **hands-on learning, imaginative play**, and **social interaction**, while using technology as a supplemental tool—not a replacement for active learning.

Family Involvement & Education

At the **School for Early Learning**, we believe that strong family involvement enhances a child's educational journey. Parent participation bridges the gap between home and school, fosters positive experiences, and sets children up for long-term success.

We strive to make family engagement a top priority by providing ongoing communication, accessible resources, and meaningful opportunities for involvement.

How We Keep Families Informed & Engaged:

- **Annual Family Orientation:** Hosted at the start of the school year to review program policies and expectations.
- **Monthly Newsletters:** Stay up-to-date with classroom news, curriculum highlights, upcoming events, and helpful parenting tips.
- **Online Resources:** Available on our website for anytime access to family education and support materials.
- **Open Communication:** Teachers and staff are available to support families and address questions or concerns.

Opportunities for Family Involvement:

We offer various ways for families to stay connected and participate throughout the year, including:

- Parent Surveys
- Parent/Teacher Conferences

- Open House Events
- Classroom Activities & Celebrations
- Family Picnic
- Graduation Ceremony
- Holiday Events & Special Programs

Active parent participation helps reinforce learning at home, promotes consistency, and supports social, emotional, and academic development.

Why Family Involvement Matters:

When parents are aware of what's happening in the classroom, they can:

- Support and reinforce learning at home
- Strengthen the connection between school and home
- Create a more positive, engaging learning experience for their child
- Boost their child's confidence, performance, and sense of belonging

Online Family Resources:

Our website contains a wide array of tools and information to support your parenting journey, including:

- Overview of the **Texas Rising Star Program**
- **Child Development** and **Milestone Guidance**
- **Nutrition Tips** and Sample Menus
- **Breastfeeding Support**
- **Parental Guidance and Discipline Information**
- **Child Abuse Hotline** Information

🌐 Visit us online at: <https://www.burlesonisd.net/domain/1518>

Texas Rising Star Program

The **School for Early Learning** is proud to participate in **Texas Rising Star**, a quality rating and improvement system for early childhood programs across Texas. This voluntary program recognizes childcare providers that exceed the state's minimum licensing standards and are committed to delivering high-quality care and education.

All center-based and home-based providers in Texas may apply to participate if they meet the eligibility requirements. Programs that earn a Texas Rising Star designation are evaluated on several quality indicators, including teacher-child interactions, staff qualifications, curriculum, and family engagement.

We are proud to have achieved a **Four-Star Rating**, the highest possible rating, reflecting our ongoing commitment to excellence in early childhood education.

 **Learn more about the Texas Rising Star Program at: <https://texasrisingstar.org>**



TEXAS
Health and Human Services

ATTENTION PARENTS

You are entitled to see the following information.
You may ask the director to show you the most recent copy of:

- The minimum standards for this licensed center
(also available at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards> or access the QR code below)
- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at www.txchildcaresearch.org or access the QR code below)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report
- The licensed center operational policies



Minimum Standards



Search Child Care



Texas Health and Human Services Commission
Child Care Regulation Department



SCHOOL FOR EARLY LEARNING

Family Handbook Acknowledgement

I have read the document entitled "Family Handbook" and have received a copy of the "Family Handbook."

Parent or Legal Guardian's Name (Please Print)

Signature (Parent or Legal Guardian)

Date

Child's Name (Please Print)

Director's Signature

Date

POLICIES ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY

Updated March 2025