Hutto Independent School District
Little Hippo Child Development Center

Parent Handbook of Operational Policies
2026-2027

Table of Contents

MISSION STATEMENT 4
Philosophy 5
Licensing and Standards 5
Nondiscrimination Policy 5
GANG FREE ZONE 5
Emergency Preparedness 6
CPSC Recalls 6
Child Abuse Training 6
Enrollment Information 6
Registration Fee 7
Wait List 7
Tuition 7
Lunch Fee/Lunch & Snacks..... 8
Lunch from Home..... 9
Hours of Operation/Early Closures for PD..... 10
Late Pick-Up Policy 10
Release of Children Procedure 11
Open Communication 11
Parent Communication App-Brightwheel 12
Holidays and Vacations 13
Medical Emergencies 13
Accident and Injury Reporting 13
Health/Safety 13
Illnesses 13
Medications..... 15
Immunizations 16
Vision and Hearing Screening 17
Allergies 17
Outdoor Play-Weather-Temperature Guide 17
Water Play 18
Insect/Sunscreen 18
Dress Code 18
Child's Attendance 18
Arrival and Departure 19
Curriculum 20
Indoor/Outdoor Physical Activity 21
Parent Bulletin Board 22
Toys and Other Items from Home 22
Naps 22
Infant Care (Under 12 Months) 22
Safe Sleep for Infants 12 Months Old or Younger 23
Biting Policy 24
Termination of Services 24
Potty Learning Guidelines 25
Birthdays 25
Withdrawal from Center 25

Important Phone Numbers 26
Operational Policy on Infant Safe Sleep 27
Operational Discipline and Guidance Policy 29
Parent's Rights 31

Welcome to The Little Hippo Child Development Center!

We are thrilled to have you join our community and look forward to partnering with you in nurturing your child's love for learning. It is a privilege to be entrusted with your child's care, and we take that responsibility seriously.

Our center operates with an open-door policy—you are always welcome to visit during our regular hours. Whether you'd like to observe your child, explore our learning environments, or simply drop in, no prior notice is required.

This Parent Handbook is designed to provide you with important information about our center's operations, policies, and practices. While it addresses many aspects of our program, it is not exhaustive. For topics not covered here, we will evaluate and respond on a case-by-case basis, guided by the standards established by the Texas Department of Family and Protective Services (TDFPS).

You can access the handbook anytime at www.hipponation.org. If you prefer a printed version, we'll be happy to provide one. This handbook outlines our core policies, and we will keep you informed of any updates or changes through written communication. The center director will also stay in touch via email throughout the year.

Should you have any questions or concerns, please don't hesitate to contact the director or any of our staff members by phone or email. We're here to support you and your family every step of the way.

Our Mission:

- To provide high-quality child care for the children of Hutto ISD employees
- To positively impact each child's life
- To ensure children are socially and academically prepared for school

We're honored to be part of your child's early learning journey. Welcome again to The Little Hippo family!

PHILOSOPHY

At The Little Hippo Child Development Center, our priority is to create a safe, nurturing environment that supports the unique developmental journey of every child in our care. We value each child as a unique individual and are committed to respecting and fostering their physical, social, emotional, and intellectual growth.

Our program is thoughtfully designed to encourage learning through play, discovery, and meaningful engagement with the environment. Through hands-on experiences, children build creativity, develop problem-solving abilities, and learn how to interact positively with others—all while feeling secure and supported.

We believe in mutual respect across our community:

- **Parents and guardians** deserve respect, clear communication, and the highest quality care for their children.

- **Our staff** deserve a professional, supportive workplace that values their training, expertise, and dedication to early childhood education.

The Little Hippo Child Development Center is fully licensed by the Texas Department of Family and Protective Services (TDFPS) and operates in full compliance with its standards and regulations. You are welcome to request a copy of the Child Care Minimum Standard Rules at any time.

As a parent or guardian, you have the right to review inspection reports from the TDFPS. To access these reports, please contact the center director at **737-327-5308**. Additionally, required documents are posted for your convenience on the bulletin board located in the staff office.

Nondiscrimination Policy

In accordance with state family child care licensing regulations, applications for enrollment are accepted without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Reasonable accommodation will be provided for qualified children with disabilities upon written request by the parent, health-care professional, a qualified professional affiliated with the local school district or early childhood intervention program as specified under the Americans with Disabilities Act. We will utilize as recommended any adaptive equipment that has been provided to the center for a child's use. We will ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval.

GANG FREE ZONE

Texas law establishes gang free zones near schools, shopping malls, and child day care centers. Specifically gang free zones occur within 1000 feet of any school and child day care center. The

penalties for crime are escalated to the next highest category of offense if they are committed within a gang free zone. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Recently, Texas amended gang free zones law to require that information about gang free zones be distributed to parents and/or guardians of children in public or private school systems, as well as child care centers.

Emergency Preparedness

An emergency preparedness plan is available for review by parents upon request. The nature of the emergency will determine the evacuation site as laid out in the District Emergency Operation Plan. District reunification procedures will be followed. Changes are updated annually. Little Hippo practices fire drills, weather evacuations and lockdowns.

Evacuation Procedures for Little Hippo:

– **Fire drills/fires:** Evacuate to the parking lot

– **Severe weather/severe weather drills:** Shelter away from exterior walls

Staff are trained in First Aid, CPR, and in the operation of an AED.

CPSC Recalls

Recalls of unsafe consumer products, including children's products, are available at the United States Consumer Product Safety Commission website at https://www.cpsc.gov/. Bulletins and notices are issued by CPSC regarding unsafe children's products. The child development staff receives these notices via email and they are reviewed by staff to ensure that a diligent effort has been made to remove any children's products from the center that have been deemed as unsafe for children's use.

Child Abuse: Training/Preventing/Responding

Little Hippo employees receive annual training on awareness of abuse, neglect, prevention and determining if a child is a victim of abuse and neglect.

When we have a reasonable cause to suspect child abuse or neglect, we shall report it to the appropriate community agency and follow up to ensure that appropriate action has been taken. When appropriate, parents or guardians will be informed that the referral has been made. A detailed procedure is found in the Minimum Standards and Guidelines for Day Care Centers, which is located in the main office. We are required by law to report any abuse or neglect to the Texas Department of Family and Regulatory Services or Law Enforcement. The Child Abuse Hotline is 1-800-252-5400.

Little Hippo will work with all agencies and caseworkers and coordinate any resources or services needed in reference to child abuse. If a parent of a child needs assistance in regards to abuse and or neglect the office staff will work closely with this parent to help them be put in contact with the appropriate people for assistance.

Enrollment Information

The Little Hippo Child Development Center enrolls children six weeks of age through four years old. Enrollment in the child development program is open to all Hutto ISD employees. If space

is available, children of grandparents who are employees may submit an application.

In order to enroll a child, a completed "Waitlist / Registration" form including registration fees must be submitted. This is the first step to hold placement for your child. **This form does not guarantee placement for the child.** If there is an availability for your child's age group, then the enrollment forms will be completed.

Each spring, the Little Hippo Child Development Center holds open enrollment for the following school year. You will be notified via email whether your child has a spot or is being placed on the waitlist. If your child has placement for the fall, then the enrollment will be finalized.

In addition to the enrollment forms, parents must provide a **health statement** from a health care provider indicating that the child is physically able to take part in the child development program explaining any limitations, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use. We also require **a current immunization record**. This record has to be updated as the child receives future immunizations. These records can be faxed or brought in to the director. They must be on file by the child's first day of school.

Registration Fee

There is a $100.00 registration fee which is due upon registering your child each year. This fee holds placement on the waitlist, and will be applied as the registration fee once the child is enrolled. This fee is separate and apart from the monthly tuition, and cannot be applied towards your child's tuition. If we cannot place your child into the center during the current school year, then this fee can be applied for the next school year's registration fee.

Registration fees are non-refundable.

Waitlist

The Little Hippo Child Development Center will enroll the maximum number of children in each age group according to our license and classroom size, then, we will begin a wait list. All applications that we receive are date and time recorded. This is done to ensure our policy of the first come-first served basis. The staff cannot determine exactly how long your child will be on the waitlist. The director will monitor the wait list and contact the next person on the list as space becomes available.

Tuition

Your tuition is deducted from your payroll over a ten-month period (September through June) of each year. Late enrollees' (December and after) payroll deduction will begin the same month that the child enrolls. As your child moves on to an older classroom, the tuition amount may change. If a change in the tuition rate occurs, you will be notified and asked to sign a new payroll deduction form. These changes are based on room changes and not the child's age.

The district does not credit any portion of the tuition in cases of absence due to illness, vacation or any other reasons. The full monthly tuition will be charged.

Hutto ISD created Little Hippo CDC as an employee benefit. Your tuition covers:

- Before & After School Care
- Morning & Afternoon Snacks
- Care on Teacher Workdays
- Low teacher-child ratios

Your tuition also pays the salary for Little Hippo employees.
The charge for childcare services per child is:

Room	Monthly Tuition
Little Lambs	$805
Tiny Turtles	$805
Busy Bees	$805
Cute Caterpillars	$780
Bright Butterflies	$780
Outstanding Owls	$780
Rocking Rhinos	$760
Laughing Lions	$760
Happy Hippos	$760

Lunch Fee

Little Hippo will provide the option to purchase Hutto ISD catered lunches for your student. The lunches will be $75/month and will be deducted from your monthly checks. If you choose to opt out of Little Hippo provided lunches, you can bring lunch from home. You will only be able to make opt in/out changes at the start of the semester.

Lunch and Snacks

Proper nutrition is a big part of a child's day. Healthy snacks are provided each day. It is the center's policy to encourage children to learn to eat properly and to try new foods. Children will not be forced to eat anything they do not like. All school purchased lunches served will meet the state requirements: one serving each of protein, bread, and milk, and two servings from the fruit and vegetable group. If your child is bringing lunch or snacks from home, Little Hippo is not responsible for its nutritional value or for meeting the child's daily food needs.

If a child is on a special diet, he/she will need a physician's statement that will be placed in the child's file. For any special dietary requirements, please bring in documentation from a health care provider and speak directly to the director. The district food service program will, also, need a copy of any documentation of food allergies.

Morning and afternoon snacks will be provided. Lunch is served daily from 11:00-11:30 A.M. and the afternoon snack is after naptime. Please check your child's daily schedule in their classroom to get the exact snack times. **(Reminder: a morning snack is not a full meal. So, if your child is accustomed to a larger meal, then please serve their breakfast before they arrive at school. Breakfast must not be brought into the classroom during drop-offs.)**

Parents of infants must provide formula or breast milk and appropriate baby food until the child is capable of eating "table" food.

All menus can be accessed on our webpage or you can find it posted on your child's classroom parent bulletin board.

Lunch from Home

If you choose to opt out of Little Hippo provided lunches, you can bring lunch from home. If you bring a lunch from home, Little Hippo is not responsible for its nutritional value or for meeting the child's daily food needs.

Home provided lunches will need to be ready to eat out of the lunch box. We will not be heating lunches or providing refrigeration. Due to the increasing number of children who have a peanut allergy, we have declared the Little Hippo a peanut-free zone. No peanut products are allowed on site in any classrooms.

Milk will still be offered and provided by Little Hippo. Please do not send juice. We will not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration. Below is the list of common foods that cause choking in children under the age of four. We will not be serving anything on this list.

Vegetables	Fruits	Protein-rich foods	Grain products	Other foods and snacks
Small pieces of raw vegetable (like raw carrot rounds, baby carrots, string beans, or celery), or other raw, partially cooked vegetables Raw green peas	Apples or other hard pieces of raw fruit, especially those with hard pits or seeds Large, hard pieces of uncooked dried fruits Whole pieces of	Tough or large chunks of meat Hot dogs, meat sticks, or sausages (even when cut into round slices) Fish with bones	Plain wheat germ Whole-grain kernels Crackers or breads with seeds Nut pieces	Hard or round candy Jelly beans Caramels gum drops, gummy candies, or other gooey or sticky candy

Cooked or uncooked whole corn kernels Large, hard pieces of uncooked dried vegetables	canned fruit Whole grapes, whole cherries, whole berries, melon balls, or cherry and grape tomatoes	Large chunks of cheese or string cheese Peanuts, nuts, or seeds (like sunflower or pumpkin seeds) Chunks or spoonfuls of peanut butter or other nut and seed butters;	Hard pretzels	Chewy fruit snacks Chewing gum Marshmallows Popcorn, potato or corn chips, or similar snack foods Ice cubes

Hours of Operation

The Little Hippo Child Development Center follows the Hutto ISD calendar which runs August through June. To download a printable version of the parent/student calendar, go to https://www.hipponation.org/Page/1289.

Our center operation hours are 6:35 A.M. through 5:40 P.M. Children may not arrive earlier than 6:35 A.M. due to state licensing requirements nor be picked up later than 5:40 P.M., as late charges will accrue. Child care will be available for staff development days.

If the school district cancels classes, the child development center will be closed as well. On early release days, the center closes one hour after the last campus closes.

In the event that The Little Hippo experiences an occurrence of power outage or lack of running water, then, according to the guidelines of the Texas Department of Family and Protective Services, we will close for that day or for the period of time the center is without power or running water. We will notify you as soon as we are aware of the situation.

Early Closures for Professional Development

To support the continued growth and training of our staff, Little Hippo will be closing early on designated professional development days throughout the year. On these dates, Little Hippo will close promptly at 4:00 PM.

We kindly ask that all children are picked up by 4:00 PM on these days to ensure that professional development sessions for staff can begin on time.

Thank you for your cooperation and understanding as we invest in the ongoing development of our team to better serve you and your children. The dates are listed below.

✤ October 14, 2026 ✤ January 6, 2027 ✤February 15, 2027

Late Pick-Up Policy

Parents are expected to pick up their child on time. A parent who picks up their child after 5:40 P.M. closing time will be charged a late fee of $3.00 per minute. The time will be determined according to universal cell phone times. In the event of an emergency, which prevents a parent from picking up their child on time, we recommend that you use one of your emergency contact pick up persons in order to avoid late fees. You will need to call Little Hippo to notify of the pickup change.

Please notify the Little Hippo Child Development Center as soon as you know you are running late. This will prevent us from calling your contact numbers including emergency contact numbers.
Late fees must be paid online within 48 hours. You will be emailed the link for payment along with the amount due.

Due to state licensing requirements children should not be picked up later than 5:40 P.M.

Release of Children Procedure

The Child Release and Pick-up Authorization Form must be completed before staff will release a child to anyone other than parents or legal guardians. If advance knowledge of an alternate pick-up is known, then the parent must complete the Child Release and Drop-off Authorization form that morning. If the parent needs to have a contact person to pick-up the child after they have dropped off the child, then they may call the child's classroom to inform staff of the alternate pick-up.

Anyone sent to pick up a child will be required to show a driver's license or a state issued photo identification. If deemed necessary, the caregiver may take additional steps to verify the identity by calling parents at the time of pick up for additional information before releasing the child.
A colored copy of the identification will be kept along with the completed Child Release Form in the child's file.

If anyone other than the parent or legal guardians are picking up the child, we have to be informed by the parent or legal guardian. Even if the person has picked up before, we will need authorization every time to release the child.

Open Communication

The Little Hippo Child Development Center supports an open door communication policy. Open communication is an important component of the partnership between the child development center staff and parents.

1. Parents are welcome to drop in and observe the program at any time. If a conference with a child care provider is desired, please let us know ahead of time so the child care provider can give you their undivided attention.
2. Telephone communication is encouraged.
3. Currently, our most effective way other than personally speaking with the parent is communicating with them electronically via the Brightwheel app. Please see the Brightwheel section below.
4. We encourage our parents to become familiar with the Parent Handbook and you are welcome to ask any questions or voice any concerns that you may have.
5. Parents with concerns are urged to speak with Jennifer Mora, Director of Child Development Center, at 737-327-5308.

Parent Communication App

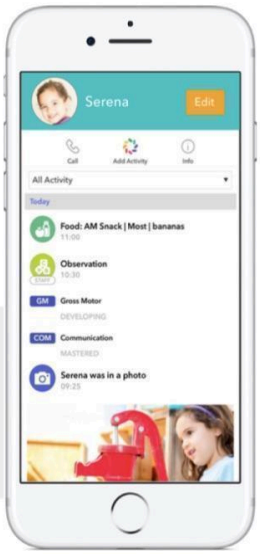
Introducing brightwheel

Never Miss a Moment!

Brightwheel is an all-in-one app where you can stay connected to your child throughout the day. Get real-time updates on your phone and tablet so you never miss a moment!

Features You'll Love:

- Personalized "News Feed" of your child with photos, videos, and daily activities
- Digital check-in with real-time notifications
- Milestones and learning updates from your child's teacher
- Secure and private direct messaging
- Secure, automated payments
- Easy sharing with other family members



Our Trusted Partner

Brightwheel is the leading app for early-childhood education, trusted by thousands of schools throughout the country. The app was featured on the TV show Shark Tank for its impressive functionality, easy-to-use features, and deep commitment to the needs of schools and families. We're proud to partner with brightwheel as part of our ongoing effort to provide a world-class experience to you—our families.

Parents ♥ brightwheel

★★★★★

My son just started daycare and I was so nervous, but being able to see the pictures and different notes about him from the teacher and being able to message the teacher gives me peace of mind! I love it!!

★★★★★

I love using brightwheel. I am able to feel close to my child while I'm work, and keep up with what she's doing through her day. It's also a quick and effective way to communicate with her teachers. HIGHLY RECOMMEND!

Getting Started with brightwheel

1. Download the brightwheel App

The brightwheel app can be downloaded on your iPhone, iPad, or Android phone or tablet. Simply search for "brightwheel" in the Apple App Store or Google Play Store.

You can also access brightwheel from your computer by going to www.mybrightwheel.com

Sign Up

2. Sign Up for a Parent Account

Click "Sign Up" and create a Parent Account using an email address or cell phone number. If you received an invitation, please use the same email or phone number to which it was delivered.

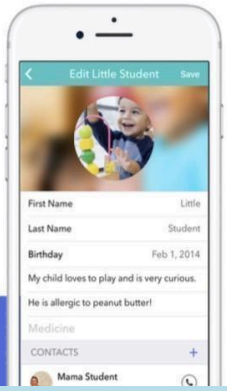
3. Link Your brightwheel Account to Your Child

Go to "My Children" to find your child's profile. If your child is not there, enter the 10-digit code that was given to you. If you're having trouble, let us know and we can help!

4. Update Your Profile

Add more information about you and your child! Here's a list of things we recommend you add:

- ✓ Profile photo of your child
- ✓ Details on your child's favorite activities, allergies, etc.
- ✓ Emergency Contact information
- ✓ Approved Pickup information
- ✓ Additional family members



We're excited to be able to offer this service to you and hope that you enjoy it. If you have any questions or concerns, please let us know!

Holidays and Vacations

The Little Hippo Child Development Center is a department of Hutto ISD. Therefore, we follow the Hutto ISD school calendar. We close when the district closes for bad weather, emergency conditions and early releases. Non-Hutto ISD employees whose children qualify for the program through a relative, please note the Hutto ISD School holidays in advance, so that other child care arrangements may be made for your child.

Medical Emergencies

Unfortunately, there is always a possibility of medical emergencies that may occur at any given time. In the event that this happens, staff will call EMS for assistance. Staff will then notify the parents or the emergency contact to inform them of the emergency.

Accident and Injury Reporting

The Little Hippo staff inspects the children's indoor and outdoor play areas regularly for unsafe conditions and reports any hazards to the director.

All buildings at The Little Hippo have trained staff in CPR, First Aid and AED. Although caregivers are trained to be alert, sometimes accidents happen when children play. The Little Hippo will not call parents for most minor injuries. Minor bumps and bruises will be cared for by the caregiver, director or assistant director and the parent will receive a copy of the Incident Report. If a serious injury should occur, EMS will be called and the parent will be notified. **All injuries to the head, whether considered minor or not, the parent will be notified.**

Parents should always keep the center updated on their **emergency contact information – telephone numbers, new pick-up persons, and removing old pick- up persons.**

Health/Safety

Our goal is to keep all of our children as healthy and injury free as possible. The director or assistant director will determine if the child will be sent home. We are concerned about the ill child's health, as well as the health of all the children. Therefore, it is our policy that the ill child is picked up within the hour of the notification of illness.

Along with the goal of keeping all children safe, we will not allow for young, teething children to wear beaded teething bracelets or necklaces while in our care. These items could possibly break and create a choking hazard situation. You are welcome to provide one-unit teething toys for your child's comfort in the teething process.

Illnesses

This is not a complete list of illnesses where a child must be excluded from the program.
You may view a complete list in your child's classroom or located on the Texas

Department of State Health Services/Communicable Disease chart webpage.

Illness	Exclusion
Fever	For any temperature of 100 or above, a child will be excluded. The child may return to school 24 hours after their temperature has returned to normal without the aid of fever-reducing medications.
Vomiting	If vomiting occurs, the child will be excluded after two episodes. When the child has been free of vomiting for 24 hours they may return to school.
Diarrhea	If a child has two episodes of diarrhea, the child will be excluded. If a child has a loose, watery stool that cannot be contained, then the child will be excluded.
Chickenpox	Children will be excluded when lesions appear. Lesions must be dry without new lesions developing, before the child returns. Children with chickenpox must have a statement from a physician stating the child is being treated and may return to school.
Infected Eye	Children with an infected eye(s) must remain home until signs and symptoms disappear. Children diagnosed with conjunctivitis must have a statement from a physician stating the child is being treated and may return to school.
Strep Throat	Children with strep throat must have a statement from a physician stating the child is being treated and may return to school. The child must be on medication for a minimum of 24 hours and free from fever for 24 hours, before returning to school.
Pediculosis	A student infected must not return to school until they have been treated and are free of lice.
Hand, Foot & Mouth	Children diagnosed with Hand, Foot & Mouth must have a statement from a physician stating the child may return to school.
Flu	Children diagnosed with flu must have a statement from a physician stating the child may return to school.
Covid-19	Little Hippo will follow the Hutto ISD Covid-19 Safety Plan which can be found here

Return from Illness

If your child has been diagnosed with a communicable disease, a statement from a physician is required for readmission.

Upon returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.
Some communicable diseases (see list in Minimum Standard Rules at

http://www.dfps.state.tx.us/) must be reported to public health authorities so that control measures can be implemented. Notify the director when it is determined that your child has a reportable disease, such as chicken pox. Parents will be notified of any communicable disease exposure in the classrooms via a health letter or email.

Medications

Prescription medications:

1. Your child's medication must be brought in the original prescription bottle. The label must include the child's full name, pharmacist's name, medication name, dosages and directions on how to administer.
2. The medication must not be expired.
3. Parents must complete the MEDICATION ADMINISTRATION FORM before we can administer medication to the child. The parent or legal guardian must sign the request (state the child's first and last name and the name of the medication). The form can be found on our department page.

Pharmacies will usually make a "school" bottle if requested (this will eliminate having to transport medicine each day). Prescription labels must be in English.

Nonprescription medications:

1. Medication must be sent in the original bottle or container indicating specific dosage and is age appropriate.
2. Complete and sign a MEDICATION ADMINISTRATION FORM.

Please do not keep medications of any kind (even Tylenol) in backpacks or diaper bags, as these sometimes are accessible to children.

According to the Minimum Standard Rules, the center cannot administer over- the-counter medications unless they are "age appropriate" and a specific dosage of the child's age group is indicated on the label. When a label indicates, "under 2, age 6, etc., consult a physician," the center will need a statement from the physician, to place in the child's files, authorizing use of the over-the-counter medication.

The physician must be specific on the medications the child may be given, and this information will need to be periodically updated as the child's weight/age changes. The over-the-counter medication must have the child's name, age, and recommended dosage written on the container.

These rules must be followed in order for us to administer medication. If the child gets medication only two times per day, please schedule a time to give the medication at home if possible.

Regarding Tylenol and other fever-and pain-reducing medications, medical resources state, if a child is well enough to be in child care there would be few reasons to administer these types of drugs. Analgesics can mask symptoms of illness and limit the staff's ability to monitor the actual health of the child; they may also interfere with the body's ability to fight off an

infection.

Immunizations

Each child's immunizations must be current for enrollment and kept up-to-date throughout the year. State law requires all children entering child care facilities to be current on all vaccinations. Medical exemptions or exemptions for reason of conscience must be on file per state law. Records will be reviewed periodically throughout the year to maintain compliance. The complete list of immunizations required by the Texas Department of Health is available on their website. www.tdh.state.tx.us/immunize.

Employee Immunization Policy

Effective, August 8, 2019, Little Hippo Child Development Center has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standard Rule §746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

Vaccines that we currently recommend for our employees to receive:

*Influenza (annually)
*Pertussis (TDAP)

If the employee is not exempt from having these immunizations, we recommend that employees consider these immunizations. The employee must inform the child development center if there are any exemptions that would prevent them from receiving an immunization for a vaccine-preventable disease. If the employee decides that these immunizations are appropriate and beneficial for their health and well-being, and receives the immunization, they are asked to provide the Director with documentation that the immunizations have been received. Little Hippo Child Development Center will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. In addition to hand washing, the protective medical equipment would include gloves and hand sanitizer. The use of protective medical equipment will be based on the level of risk the employee presents to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. Little Hippo Child Development Center will monitor information provided to the public through the Center of Disease Control and/or other sources to determine the level of risk the employee presents.

No discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees. All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this will result in the employee not being able to work directly with children.

Vision and Hearing Screening Requirements

The Little Hippo Child Development Center is required to abide by the vision and hearing screening requirements set forth by the Texas Department of Family and Protective Services. The guidelines require a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:

First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted within one year prior to enrollment.

Your physician and other health care personnel can conduct the screening. The results from these screenings will be forwarded, as required, to the Texas Dept. of Health.

Allergies:

Due to the increasing number of children who have a peanut allergy, we have declared the Little Hippo a peanut-free zone. No peanut products are allowed on site in any classrooms.

Children who have a food allergy to any food and have been diagnosed with a food allergy must have an Allergy Emergency Plan on file. Child Care Licensing Standard § 746.3817 states that the child's health care provider must provide a plan that includes:

- A list of foods that the child is allergic to
- Possible symptoms, if exposed to those foods
- The steps to take if the child has an allergic reaction to one of those foods

Please note: all three of these items must be included on the health care provider statement, or it is not valid.

This plan must be signed and dated by both the health care provider and the parent.

Outdoor Play-Weather-Temperature Guide

Young children need regular opportunities for outdoor play. The staff schedules outdoor play twice a day for all children who are walking. **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 go outside to play. Although for a lesser amount of time than older children, infants will go outside to the covered porches for fresh air occasionally as the weather permits. Non-walking children will go outside only when the ground is dry and the temperature is above 50 degrees or "feels like" temperatures. Walking children will go outside if the temperature is above 45 degrees, but not over 100 degrees Fahrenheit or heat index of 100 degrees or "feels like" temperatures. Children will go outside anytime it is dry, sunny and windless. In the warmer weather, outside play may be limited to 30 minutes or less and care will be taken to ensure that

children are playing in the shade and getting adequate supplies of water. In colder weather, children will receive at least 20 minutes of outside play.

Water Play

During the warmer months, Little Hippo staff may plan outdoor water activities. Water play may include sensory tables and sprinklers. Children will be supervised and safety rules will be enforced.

Insect/Sunscreen

If your child requires the use of sunscreen and/or bug repellent when going outside, please sign a permission form. You are responsible for providing the sunscreen and/or bug repellent for your child. Aerosol sprays are not allowed. Label the item with first and last name. Also, we do not put sunscreen or bug repellent on your child's face or hands, so please apply them before leaving in the morning.

Dress Code

Please dress your child appropriately for school activities. Children will be involved in activities that can be considered "messy" but that are conducive to learning. We do not want your child to worry about clothing when participating in these developmentally appropriate activities: painting, water play, outdoor play, etc. Caregivers will provide smocks or large shirts, but occasionally clothing may still become soiled.

Our center's policy requires that children wear sneakers (tennis shoes) that fit properly. Sneakers provide a safer play. Boots, hard-soled shoes, flip-flops and sandals are dangerous when using outdoor play equipment. If your child comes in with any shoes other than sneakers, then you will be asked to leave and return with the required footwear. Also, children play outdoors at least twice a day. Therefore, it is necessary for them to be dressed appropriately for seasonal weather changes. In the spring and summer months, shorts and comfortable tops are encouraged. In winter, children should have jackets or coats, caps, and gloves that are labeled with their name. Each child will need to provide two additional sets of clothing for the classroom in the event of accidents. Along with shirts, blouses and pants, these should include underwear, socks and shoes. Please replace extra clothing when it is used, as well as seasonally. All items should be marked with the child's name.

Child's Attendance

Parents should call the center (the director or the child's classroom) by 8:30 A.M. if their child will be absent. You can also let us know through Brightwheel. Most of our classrooms begin their learning time by 8:30 A.M. Therefore, in order for the child to receive the most educational benefits from this program, we encourage you to have them here no later than 8:30 A.M. each morning.

Arrival and Departure

The transition period from home to school is an important time of the day, so please allow a few extra moments to help start the child's day. Transitioning a child into the classroom will be easier if ample time is allowed to put away coats or supplies, sign in and say 'goodbye' without rushing. Departures at the end of the day need equal attention. Be sure to check the child's cubby for important announcements, artwork, soiled clothing and other items that need to go home.

We would like to remind you that when your children come to school, they should be ready to start their day.

- Infants need to have their first feeding at home.
- For children 12 months and older: Breakfast must not be brought into the classroom during drop off.
- Children should be dressed in their clothes and shoes for the day.
- Toys should be left at home or in the car.

Upon arrival in the classroom, complete the sign in/out process through the Brightwheel app. **Parents must walk up to the classroom door with the child when dropping off.**

For safety and security reasons, staff will limit the number of people walking through the infant and toddler classrooms. Younger children are sometimes frightened by a lot of activity or too many people in a classroom. Also, staff must be very careful that small children who play on the floor are not accidentally stepped on or injured by other children and adults.

Parents with more than one child enrolled should first take the oldest child to their classroom and then take the youngest child to his classroom. In the afternoons, first collect the youngest child, then, go to the oldest child's classroom.

Older siblings may not be left unattended outside the classroom while parents take infants and toddlers into their rooms. This means that you cannot leave other children in the car when picking up your younger children. This is a direct violation of Texas Minimum Standard Rules for Day Care Centers.

Also during arrival, staff will complete a quick visual health check of the child, with the parent. If there are any issues or concerns, then a health check form will be completed and initialed by the parent. It is important, at this time, to let your child's teacher know if there are any concerns, bumps, or bruises occurring with the child. This will allow the teacher to document these items on the child's
health check.

Curriculum

Infant

Little Hippo uses the Frog Street curriculum. Designed around the latest scientific early brain development research, Frog Street Infant curriculum is designed to build strong foundations for little ones ages 0-18 months. This child-centered program includes easy-to-use activities that:

- Equip caregivers to nurture the little ones in their care.
- Optimize key windows of opportunity for growth and development.
- Are designed with intention and purpose and organized around developmental learning domains.
- Feature Dr. Becky Bailey's Conscious Discipline® strategies to enhance social and emotional development.
- All materials are available in **English and Spanish**

Toddler

Designed around the latest scientific early brain development research, this year- round program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. Frog Street Toddler, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey's Conscious Discipline® and includes 52 weeks of activity choices specifically created for children ages 18-36 months.

Activity choices:

- Are organized around five developmental domains
- Offer differentiated instruction options to meet the needs of all learners.
- Can be easily infused into daily routines, such as diaper changing, transitions, and outdoor play.
- Are designed with intention and purpose to move children forward in their development.

All materials are in **English and Spanish**.

Threes

The cognitive, physical and social skills of most rapidly developing three-year-olds are significantly different from other ages, according to early childhood brain research. Despite these differences, three-year-olds have been combined with either younger or older children in traditional classrooms, due to the lack of developmentally appropriate instruction. Recognizing this gap, Frog Street has announced the launch of the first-ever comprehensive curriculum for three-year-olds!

Frog Street Threes provides intentional instruction in key areas of development so children ages 36- 48

months can effectively continue on the path to kindergarten readiness. Key components include:

• Easy-to-use activities developed around early brain development research

• Well-rounded scope of activities that address all developmental domains

• Intentional instruction that optimizes key windows of opportunity for growth and development

• Social and emotional emphasis featuring Dr. Becky Bailey's Conscious Discipline®

• All materials are available in **English and Spanish**

Pre-K

Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!

The cornerstones of the program are:

• An extensive integration of theme, disciplines, and domains

• Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline ®

• Differentiated instruction

• Equity of English and Spanish materials and instruction

• Joyful approach to learning

Indoor/Outdoor Physical Activity

Physical activities promote healthy growth and development. It helps build a healthier body composition, stronger bones and muscles. It also improves the child's cardiovascular fitness. Physical activities help in the development of better motor skills and in concentration and thinking skills. Young children need regular opportunities for outdoor play. The staff schedules outdoor play twice a day for all children who are walking. Children will need to wear tennis shoes for safer play as well as need a change of clothes. Children will be running, playing in sand, digging in mud, throwing/kicking balls and climbing.

If outdoor play is not available due to extreme weather, the students will dance and exercise inside. Teachers will use tunnels, indoor slides, parachutes and balls to help promote indoor physical activity.

Parent Bulletin Board

The bulletin boards inside each classroom are designated for parent communications. Parents are encouraged to read the information posted on the bulletin board. The bulletin board inside the director's office will include copies of reports on the most recent inspections including licensing.

Parents are responsible for checking daily notices. Notes from caregivers or the director, newsletters, information about upcoming events, etc. will be given to the parent by the child's caregiver.

Toys and Other Items from Home

The center has provided age appropriate developmental toys and supplies for your children. Children are not allowed to bring toys, money or other items from home. This policy prevents hurt feelings and lost or broken belongings. If a child is in a classroom with a regular Show-n-Tell time, the teacher will set guidelines as to what sort of items may be brought and how they will be handled in the classroom.

Naps

Children of preschool age usually require short rests periods during the day to keep up their energy level. After lunch is the official naptime. Children are not required to sleep, but they are required to remain quietly on their mats. Parents must provide a nap mat along with two sets of covers for the tri-fold mat and a blanket. One mat covering and accessories will be taken home each Friday for washing and are to be returned the following Monday. The extra set of nap covering will be kept at the center for potential accidents, or if the parent forgets to return the set that was sent home. *(Some of the classrooms request two king- sized pillow cases for the mat covering.)*

Naptime supplies are due on the first day that the child attends.

Infant Care

Parents of children under eighteen months should note the following:

1. If a child is in diapers, it is the parent's responsibility to provide the diapers, wipes, and ointments. Only disposable diapers are allowed. Notes will be sent home when supplies are running low, or parents may choose to supply a daily amount.
2. If a child takes a bottle, all bottles must be clearly marked with the child's name and last initial, please use permanent markers. If a child is nursing, provide as many bottles as will be needed, plus a couple of extras for emergencies. If a child is on formula, parents must bring bottles that are already prepared and that are ready for use. We are not allowed to mix formulas. The center will supply whole milk for children old enough to drink whole milk.
3. Nursing mothers are welcome to come and feed their child at any time and are encouraged to

provide breast milk daily for the child while in our care.
4. Several changes of clothing must be provided. This should include socks and shoes. Wet or soiled clothing will be returned to the parent in a plastic bag at the end of the day. Due to health department regulations, staff must send soiled clothing home as is; staff is not allowed to rinse out or clean soiled garments.
5. Comfort items such as a pacifier must be labeled for identification.
6. All infants will be allowed to play and explore outdoors each day, providing the temperature is safe for this activity (see weather/temperature guide). Please make sure appropriate clothing such as shoes are provided; caps and sweaters are needed in cool weather.
7. Infants will be provided with a crib.
8. Infant and toddler age children will receive a daily report on information about their day. This will provide the parents some knowledge of what has transpired during the hours that their child was in the care.

Safe Sleep for Infants 12 Months Old or Younger

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].

- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].

- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

Please see the entire text of our operational policy on infant safe sleep in appendix

Biting Policy

Biting is a normal stage of development that many young children experience. It is also a serious and undesired behavior that is usually a temporary condition. There are many reasons why children bite.

The caregiver's role is to evaluate the classroom environment, supervise each child's behavior patterns closely, and keep open lines of communication with the parents concerning any negative behavior. We want you to know that we will do everything possible to work with the family in finding a solution. Although, each situation will be evaluated individually, based on the age and extenuating circumstances the child is experiencing. Our basic plan of action to minimize biting is as follows:

- Discuss the biting policy during enrollment and provide the written policy to all families of the Bright Butterflies classroom and up.
- Chart every occurrence, including attempted bites (which is an intercepted bite), the location, the time, the behaviors precedent to, the staff present and the conditions of the environment, the activity the class is engaged in.
- Shadow the child who bites (although, there are occasions throughout the day that limits staff to monitor every movement of the child).
- Provide reading materials and suggestions, as needed and requested by the parent.
- Meet with the parents of the child who bites to develop a strategy to be enforced by both parties and write a plan of action.
- Prepare the parents of the child who bites for the possibility of removal from child care services.
- If your child bites two times on any one day, then the child who bites will be sent home for the remainder of that day.
- If any time the skin is broken due to a bite, then the child who bites will be sent home immediately.

Termination of Services

Little Hippo's goal is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. We will take the following steps before the decision to exclude is considered.

- When a behavior exhibited by a child is not acceptable, we explain to the child what is expected of him/her and give the child another opportunity to comply. If the unacceptable behavior persists, the child is redirected and taught the expectations. The teacher will work with your child to solve behavior issues.
- Parents will be notified of persistent behavior problems or behaviors that cause a safety or health concern.
- The director will review the classroom documentation, including anecdotal records and/or incident reports to work to solve the problem.
- An individualized behavior plan may be warranted for persistent behavior problems. The Coordinator, teachers, parents and professionals can work together to develop this behavior plan
- The teacher will report progress daily to parents and administration if an individual behavior plan was put in place. Positive behavior support strategies will be included in this plan.

If unacceptable behavior continues and threatens the safety of the child or the other children, the child may be subject to dismissal from the program temporarily (removed from the center for a period of one month); or permanently. Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child.

Potty-Learning Guidelines

Please refer to your child's teacher to meet and discuss your child's readiness for this milestone.
Potty-Learning is an important milestone for toddlers. When your child shows signs of readiness, we ask that you begin the process at home preferably over a weekend or holiday. Please also inform your child's teacher that you will be beginning this skill with your child. Your child's teacher will give you the "Potty Pre-Training Checklist" for both parent and teacher to fill out. This will help us determine what is being seen at home and at school in regards to potty readiness.

The "Potty Pre-Training Checklist" guidelines will assist the parent in determining:

- When to request your child's caregiver to assist with the learning

Please note: **All children entering the Happy Hippos classes <u>must</u> be potty-learned**. If a child is not potty-learned after enrollment, we will withdraw the child for one month or until that skill has been accomplished by the child. Your payroll deduction will be postponed until the child is reinstated. This process will continue until the child is found to be completely learned.

Our definition of potty-learned is the child goes to the potty throughout the day; the child can nap without pull-ups or diapers and remain accident free during the nap. The child has infrequent accidents.

Birthdays

Individual birthday celebrations are encouraged! We have designated snack time as the time of day to celebrate your child. If parents wish to provide party treats, please let the teacher know at least one week in advance.

Withdrawal from Center

- A two-week written notice is required for a child to withdraw from the child care program.
- If a child withdraws from the child care program prior to the end of the academic calendar, the last month of enrollment will be prorated provided two week's written notice has been given.

Important Numbers

Jennifer Mora/Director	737-327-5308
Staff Office	737-327-5313
Fax	(512) 759-2150
Little Lambs	737-327-5306
Tiny Turtles	737-327-5311
Busy Bees	737-327-5309
Cute Caterpillars	737-327-5305
Bright Butterflies	737-327-7944
Outstanding Owls	737-327-5310
Rocking Rhinos	737-327-5312
Laughing Lions	737-327-5307
Happy Hippos	737-327-7469
Local Child Care Licensing Office	(512) 834-3426 Address: 14000 Summit Drive Suite 100; Austin, TX 78728
Texas Department of Family and Protective Services	(512) 388-6215 http://www.dfps.state.tx.us/
Child Abuse/Neglect Hotline	(800) 252-5400 http://www.txabusehotline.org
Khristian Green, Early Childhood Coordinator	737-327-7723

The Little Hippo Child Development Center is located at 301 Main Hippo Drive, Hutto, TX 78634.

Form J-800-2550
New January 2017

OPERATIONAL POLICY ON INFANT SAFE SLEEP

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at

and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at

will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing

  (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

PRIVACY STATEMENT
DFPS values your privacy. For more information, read our privacy policy at: http://www.dfps.state.tx.us/policies/privacy.asp.

SIGNATURES	
This policy is effective on: _____ (date) Child's name:	
Signed by: X Director/Owner	Date signed:
Signed by: X Staff member	Date signed:
Signed by: X Parent	Date signed:

TEXAS
Health and Human Services

Form 1099
July 2019-E

Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

1) Individualized and consistent for each child;
2) Appropriate to the child's level of understanding; and
3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2) Reminding a child of behavior expectations daily by using clear, positive statements;
3) Redirecting behavior using positive statements; and
4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1) Corporal punishment or threats of corporal punishment;
2) Punishment associated with food, naps, or toilet training;
3) Pinching, shaking, or biting a child;
4) Hitting a child with a hand or instrument;
5) Putting anything in or on a child's mouth;
6) Humiliating, ridiculing, rejecting, or yelling at a child;
7) Subjecting a child to harsh, abusive, or profane language;
8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures (Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
  (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
  (B) What behaviors would warrant the use of these measures; and
  (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date.....

Signed by: _____

Role:

◯ Parent ◯ Caregiver/Employee ◯ Household Member (CH. 747 only)

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L:
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y
- Title 26, Chapter 747 Subchapter L
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y
- Title 26, Chapter 744 Subchapter G:
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y

Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
    - Video recordings of the alleged incident are available;
    - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
    - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and •

Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.