Parent Handbook
2026–2027

12300 University Blvd
Sugar Land, TX 77479
281-327-7325

Fort Bend Independent School District
Early Childhood Department

Welcome to The Early Education Lab at The Reese Center!

The Early Education Lab at The Reese Center is a pilot program administered by the Early Childhood Department, especially designed to offer childcare solutions to our employees.

Our program provides children with a safe and nurturing environment where each child is encouraged to develop at his/her own pace. Our center-based classrooms are designed to offer age- and developmentally appropriate activities that enrich learning for all children.

This handbook will familiarize you with the Early Education Labs' policies and procedures. Changes in District policies and Early Education Lab procedures will be reflected in our respective handbooks and may supersede, modify, or render obsolete the information summarized in the EEL's Parent Handbooks. Some topics outlined in the handbook and its amendments are addressed in further detail in Fort Bend Independent School District Policy. Any modifications to our operating procedures will be captured in amendments to our Parent Handbook, and we will use our Parent Communication board and email distribution lists to advise you of changes you may wish to review. Your electronic signature on the registration card is your acknowledgment that you have reviewed this handbook and understand its contents.

Mission Statement

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond their imagination. Our goal is to support the physical, social-emotional, cognitive, and creative development of each child and encourage positive self-image and confidence.

Notice of non-discrimination

Fort Bend ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FBISD will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 Coordinator at P.O. Box 1004, Sugar Land, Texas 77487-1004, 281-634-1000.

Gang-Free Zone

The Early Education Lab at The Reese Center is a gang-free zone. Under the Texas Penal Code, any area within 1,000 feet of a child-care facility is considered a gang-free zone. Therefore, certain gang-related criminal activity or organized criminal activity within 1000 feet of the center is a violation of the law and is subject to an increased penalty under state law.

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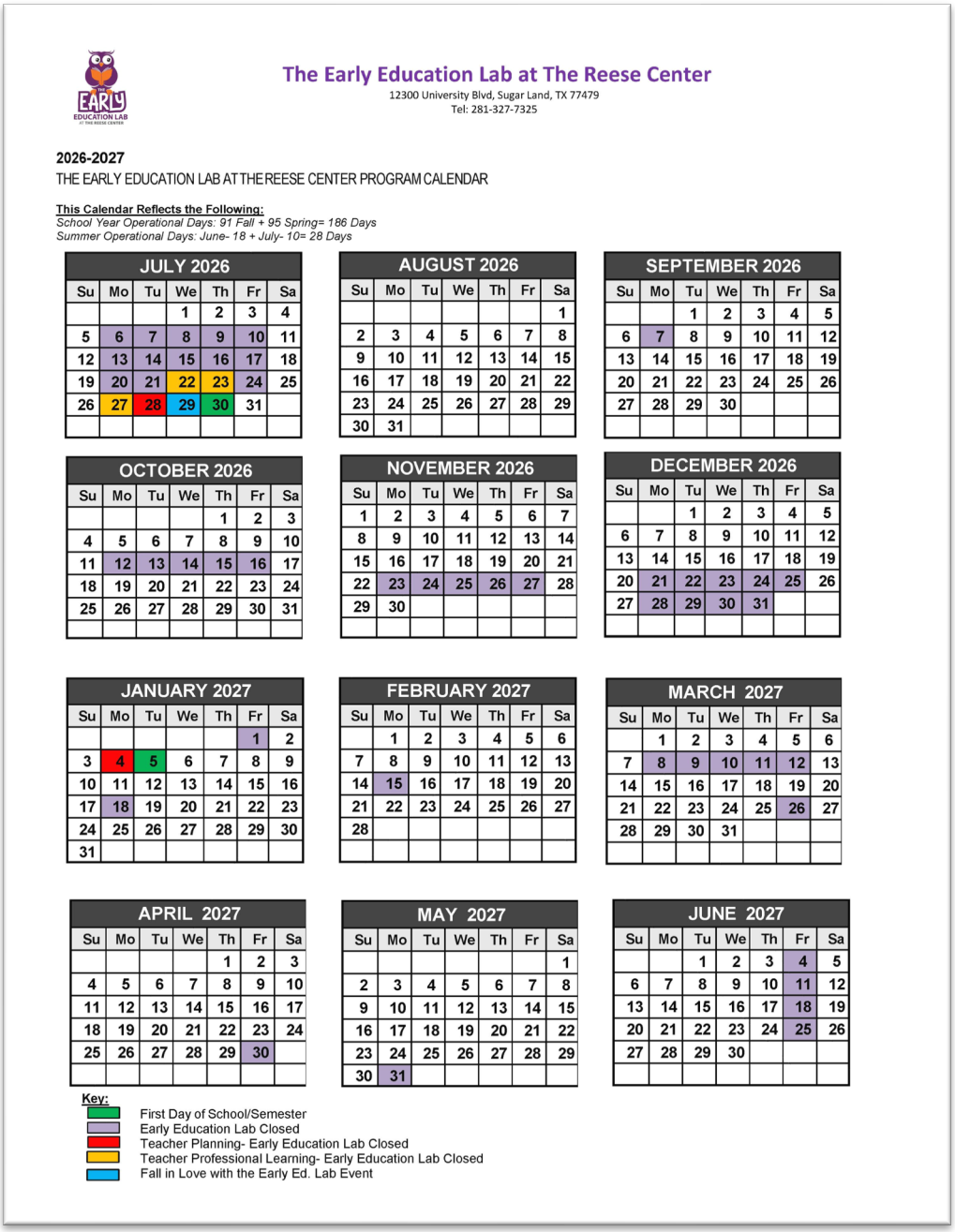
Program Information

Days and Hours of Operation

Our program operates Monday through Friday from 6:30 a.m. to 5:30 p.m. during the school year, and from 7:00 a.m. to 5:30 p.m. during summer hours. The Early Education Lab at the Reese Center follows the Fort Bend Independent School District academic calendar for all school closures and holidays. Families are encouraged to review the official district calendar for a complete list of observed holidays and closures, which can be accessed here: [Fort Bend ISD Academic Calendar]



The Early Education Lab at The Reese Center

12300 University Blvd, Sugar Land, TX 77479
Tel: 281-327-7325

2026-2027

THE EARLY EDUCATION LAB AT THE REESE CENTER PROGRAM CALENDAR

This Calendar Reflects the Following:

School Year Operational Days: 91 Fall + 95 Spring= 186 Days
Summer Operational Days: June- 18 + July- 10= 28 Days

JULY 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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31						

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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20	21	22	23	24	25	26
27	28	29	30			

Key:

- First Day of School/Semester
- Early Education Lab Closed
- Teacher Planning- Early Education Lab Closed
- Teacher Professional Learning- Early Education Lab Closed
- Fall in Love with the Early Ed. Lab Event

Curriculum

The Early Education Lab uses the CIRCLE Infant & Toddler Curriculum from the Children's Learning Institute. This curriculum provides a research-based, developmentally appropriate framework for early learning. It supports the whole child by promoting growth in language, cognitive, social-emotional, and physical domains. Instruction is structured through responsive caregiving, play-based learning, and purposeful interactions that fit infants' and toddlers' routines. Teachers use strategies such as modeling language, scaffolding play, and engaging in meaningful conversations. These methods foster early brain development and foundational skills.

The Early Education Lab implements the **CIRCLE Infant & Toddler Curriculum** with ongoing observation, progress monitoring, and individualized instruction. Educators use formative assessments and curriculum guidance to meet each child's developmental level and needs. Instruction aligns with the Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines. This approach ensures continuity and readiness for academic success. Through reflection, collaboration, and data-informed decision-making, staff provide a nurturing, high-quality learning environment for all children.

Enrollment Procedures

Complete all information in EZChild Track, the online registration system, in addition to the Parent Handbook, which is to be read and completed by parents. Registration fees are due at the time of registration.
Children may not attend until the registration process is complete and all registration information is reviewed by the Center Director. Families will receive a confirmation email when this is the case.

The following documents must be received to complete the registration process:

1. A copy of the child's birth certificate
2. A copy of the child's current immunization records
3. A physician's statement of health
4. Food allergy emergency plan, if the child has a diagnosed food allergy

Documents should be uploaded during online registration or sent via e-mail to TheEarlyEducationLab.Reese@fortbendisd.gov.

Tuition & Fees Summary

Registration Fee: $100 (non-refundable)
Monthly Tuition (Without Meals): $900

- Parents provide breakfast, lunch, and snacks.

Monthly Tuition (With Meals): $1,150

- Includes daily meals. See the Meals and Food Service Practices section for details.

Split Payment Options Available: $450 or $575 on the 1st and 15th of each month.
Meal services opt-in is only available during registration or the first week of each academic semester. Opting out of meal services requires a 30-day notice.

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Acceptable Forms of Payment

All payments **must** be made online through EZChildTrack with no convenience fee. **We are unable to accept cash, business checks, or temporary checks.**

Tuition & Fees

2026-2027 School Year

The Early Education Lab at The Reese Center	Payment is due on the 1st of each month August 2026- May 2027	
	Registration Fees: $100 (*non-refundable*)	
	Monthly Rate: $900	
	Monthly Rate (*Meals Included*): $1,150	
Late Pick-Up Fees	5:30-5:45 p.m.	$15/child *($30/child after 2 incidents)*
	5:46-6:00 p.m.	$30/child *($60/child after 2 incidents)*
	After 6:00 p.m.	$50/child *(May result in dismissal from program)*
Late Tuition Fees	$10/day late fee assessed	
	Payment not received by the 5th day may result in dismissal.	
	Late fees are waived if payment is made online within the first 3 days after the due date.	
Split Payment Options Available: *$450 or $575 on the 1st and 15th of each month*		
Discounts Available: *Sibling (two or more siblings enrolled) 10% off older child's tuition*		

Tuition is charged for the academic year (August through May) as an annual fee, split into 10 equal monthly payments. All payments are made online through EZChildTrack. Monthly tuition does not change for school holidays or student absences, and is not reduced for illness, vacation, weather, or unexpected closures. If you withdraw, you must pay the full tuition for that month. A written 30-day notice of withdrawal is required to discontinue enrollment and avoid additional tuition charges beyond the notice period. All unpaid balances are due at the time of withdrawal. Students who withdrew and later re-enroll may be placed on a waiting list, if needed.

Student Conduct & Welfare

Child Health Information

We trust parents to assess their child's health and not bring a sick child to the center. If the Center Director or designee determines whether a child is unwell, parents will be contacted and must pick up their child within one hour. We recommend that each family designate an alternate contact for pickup if the parent is unavailable.

The following criteria will be considered in determining if a child will be sent home or if they should be kept at home:

1. The child has any of the following:
    a. An oral temperature of 101 degrees or over 100 degrees axillary or forehead, per instructions on the thermometer, accompanied by behavior changes or other signs or symptoms of illness.
    b. Signs and symptoms of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, a rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
    c. Inflammation of the eyes and/or discharge from the eyes (conjunctivitis).
    d. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
2. The illness prevents the child from participating comfortably in child-care center activities, including outdoor play. If a child cannot attend the regular outdoor play, he/she is not well enough to come to school that day.
3. The illness results in a greater need for care than the staff members can provide without compromising the other children's health, safety, and supervision. The Early Education Lab is not licensed to provide Get-Well Care.

Uncontrolled diarrhea is defined as:

- A diapered child’s stool is:
    - Not contained in the diaper and/or
    - Exceeds two or more stools above the normal for that child.
- A toilet-trained child:
    - Has two or more abnormally loose stools and/or
    - The diarrhea is causing soiled pants and clothing

Health Checks

We closely monitor children for changes in behavior or appearance that may indicate a change in a child’s health. The sooner concerns or symptoms are identified, the sooner his or her health needs can be addressed. Early identification can also reduce the spread of illness or disease. Health checks will be administered daily. A visual or physical assessment of each child will be conducted by an Early Education Lab staff member each morning to identify potential

concerns. Parents must sign documentation of the concerns when they are identified.

Absence and Exclusion

A parent must notify the center if a child is absent. Parents should notify the director via email and phone call/voicemail, including the illness's nature, especially if it is a communicable disease, and the anticipated return date per the medical professional.

Communicable Disease

It is the responsibility of the parent/guardian to notify the center as soon as his/her child has been diagnosed by a health care professional with a communicable disease, such as conjunctivitis (pink eye), ringworm, head lice, measles, mumps, chicken pox, etc. The centers must report all communicable diseases deemed reportable by the Department of State Health Services to Child Care Licensing. Written notice must also be provided to the parents of all children in the classroom/group after becoming aware of the diagnosed communicable disease. We are required to keep the identity of the child(ren) confidential and will not be allowed to discuss or provide this information.

A sick child unable to participate in center activities in a meaningful way should be kept at home to rest and recover until symptoms are resolved. Keeping a sick child at home also protects other children, staff, and visiting community members from contracting illnesses that can be spread from person to person. Please keep in mind the following guidelines for attendance.

- Fever: A child must remain home with a fever equal to or > 100° F and may only return after he/she has been fever-free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting must stay at home and may return to school only after being symptom-free for 24 hours.
- Conjunctivitis (Pink Eye): Following a diagnosis of pink eye, a child may return to school 24 hours after the first dose of prescribed medication has been administered.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to school after a healthcare provider has made a diagnosis and authorized the child's return to school in writing or symptoms have resolved entirely.
- Head lice (pediculosis): Children with active live lice may attend the The Early Education Lab after treatment has eliminated all live lice. Head lice are common in school-aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch.

If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodation required upon his/her return.

To prevent/minimize local outbreaks of contagious disease, parents must keep children with an

illness that can spread from person to person at home. Early Education Lab staff will exclude children with symptoms of a communicable illness from attending.

If a health concern persists, the Center Director or designee may request a doctor's note before returning to the center.

Medication

The Early Education Lab does not maintain a school nurse or other health care professional, but will provide the courtesy of medication administration. Early Education Lab staff members are trained in administering medication, performing First Aid/CPR, and using a defibrillator. To ensure the health and safety of your child, all prescription and non-prescription medications (excluding topical ointment, insect repellent, or sunscreen) can be administered by the Center Director or designee.

Parents must complete the center's medication authorization form for all prescription and non-prescription (over-the-counter) medications to be administered while their child is in care.

Medication Administration Plan

Medication will be administered in accordance with the following guidelines:

1. Medication will be administered only at 11:30 am and 3:30 pm. Exceptions are limited to medical emergencies and lifesaving medications, such as asthma breathing machines, inhalers, and epinephrine pens. We recommend adjusting home medication times to align with the center's schedule. For example, if medication is required every four hours, administer the morning dose at 7:30 am. Parents may also come to the center to administer medication outside of these times if needed.
2. All medication must be given **only** to the Center Director or designee for secure storage in the medicine cabinet or another designated location. The Early Education Lab maintains a zero-tolerance policy for children possessing any medication, whether prescription or non-prescription, while at the center.
3. All medications must be in their original containers and include the prescribing physician's name and phone number.
4. All medication must be labeled with the child's full name and the date it was brought to the center.
5. Medication will not be administered to manage fever. All medications will be given only according to the label or prescription directions and recommended dosages. Written instructions from the prescribing physician are required for any directions not listed on the label.
6. Medication will be administered only to the child for whom it is intended or prescribed. The Early Education Lab does not have unassigned epinephrine pens.
7. Medication will not be administered after its expiration date or beyond the period noted on the prescription.
8. For any sample medication provided by physicians, parents must supply administration directions and a physician's signature on a prescription form or letterhead. Medication will not be administered in food or drink.

Immunizations

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). We are required to maintain current immunization records for each child in our care. All immunizations required for the child's age must be completed by the date of admission unless the child is exempt. It is the parent's responsibility to provide your child's Early Education Lab with a current shot record each time your child receives an immunization or when requested by the center. Since the risk of vaccine preventable disease is increased in group settings, children who fall behind on or are not current on their immunizations will not be allowed to attend the Early Education Lab until they receive their required immunization.

Exclusions from compliance are allowable on an individual basis for medical reasons and reasons of conscience, including a religious belief. Parents must meet the criteria specified by DSHS and provide your child's center with an original affidavit from DSHS in order to meet exemption requirements.

TB Tests

Requirements for tuberculosis screening and testing vary across the state. TB testing is not required at this time. If our regional Texas Department of State Health Services requires TB testing in the future, we must have documentation to indicate that each Child in care is free of active tuberculosis.

Vision and Hearing Screenings

Texas Department of State Health Services requires all children enrolled in licensed childcare centers who are four years of age by September 1 of each year to be screened or have a professional examination for possible vision and hearing problems. This examination must take place within 120 days of admission. Our Early Education Lab does not maintain a school nurse or other health care professional on staff; therefore, all children meeting these requirements must provide documentation of screening/examination via the Vision Screening Form -60 from DSHA or a similar form, provided it includes at least the Child's name, Type of Screening, Date of the Screening, Screener and Screening Results to their center.

Topical Ointments

Before Early Education Lab staff can administer any non-prescription topical ointments (e.g., diaper cream, Orajel) to a child, we require written authorization signed by the parent/guardian. The parent/guardian should provide a completed Authorization for Administration of Medication form specifying the dosage and the time(s) the ointment should be administered, with any special instructions noted. The ointment must be labeled with the child's full name. Note: A doctor's signature is required if the topical ointment is not designated for children on the label.

Food Allergies

The Early Education Lab is a peanut-free facility. We do not serve items that contain any peanuts

ingredients. Please do not send your child to school with any products that contain nuts, such as peanut butter, peanuts, or peanut products.

We recognize that food allergies are common among infants and young children. Food allergies differ from special dietary needs as food allergies are severe and life-threatening. **All children with a food allergy diagnosed by a healthcare professional must have an individualized emergency plan.** The emergency plan must include a list of food the child is allergic to, possible symptoms if exposed to the food on the list, and the steps to take if the child has an allergic reaction. Please note that the Early Education Lab do not have unassigned epinephrine pens. We must also post a list of all children with food allergies that require an emergency plan in each room where the child may spend time and serve food. All Early Education Lab employees who prepare or serve food will be made aware of each child's food allergy and trained to handle food-related medical emergencies. Please see your Center Director for the Emergency Allergy Form if your child has a diagnosed food allergy. This form must be prepared and signed by a healthcare professional.

Incidents

All injuries and incidents will be documented and presented to parents/guardians for signed acknowledgement within 24 hours of incident. Minor injuries such as scrapes will be treated onsite, and you will be notified when you arrive to pick up your child. If a child becomes ill or suffers a significant injury while in our care, you will be contacted by phone and asked to pick your child up as soon as possible. If we determine whether the illness or injury requires it, we will call for an ambulance to transport your child to the nearest hospital. Hospital preference listed on the registration card will be shared with emergency medical personnel; however medical personnel will make final decisions on the destination.

While student safety is a high priority for the district, under state law, the district is not responsible for medical costs associated with student injury. By signing the acknowledgement on the registration card, you expressly waive all claims for medical expenses, loss of services, or other claims that may result from your child's participation in Early Education Lab activities, and agree to indemnify and hold harmless the District, its Trustees, employees, and agents from all claims made against it or them on behalf of your child.

Notification Process

In the event of an emergency, our priority is to ensure the safety of all children. **Site staff will keep in contact with the parents, as well as keeping the Center Director informed.** In the event of an emergency, the Center Director or designee will communicate details and instructions through email and by initiating phone calls to parents/guardians when possible. Staff will communicate with other district departments and local authorities, as needed.

Preventing and Responding to Child Abuse & Neglect

At the Early Education Lab, the safety and well-being of every child is our highest priority. We are committed to providing a safe, nurturing, and supportive environment where children are protected from abuse and neglect and where families are valued as partners in promoting children's health, safety, and development.

In accordance with the Texas Health and Human Services (HHS) Child Care Regulation Minimum Standards, the Early Education Lab has established policies and procedures to help prevent, recognize, and respond to child abuse and neglect.

Staff Training

All Early Education Lab employees receive required training on preventing and responding to child abuse and neglect in accordance with Texas HHS Minimum Standards. Training is completed upon employment, as required by licensing, and annually thereafter.

Training includes:

- Recognizing the signs and symptoms of child abuse and neglect.
- Texas mandatory reporting requirements.
- Safe supervision practices.
- Positive guidance and discipline techniques.
- Maintaining professional boundaries.
- Responding appropriately when abuse or neglect is suspected or disclosed.
- Child abuse prevention strategies.
- Available community resources for children and families.

Parent Awareness

The Early Education Lab is committed to keeping families informed about prevention of child abuse and available community resources. Parent awareness is promoted through:

- This Parent Handbook
- Parent orientation and enrollment information
- Family newsletters and communications
- Parent conferences
- Educational materials posted throughout the Center
- Information shared from Texas Health and Human Services and community organizations

Parents are encouraged to ask questions and communicate any concerns regarding their child's safety or well-being.

Recognizing Warning Signs

Every child is unique, and the presence of one or more warning signs does not necessarily indicate abuse or neglect. However, recognizing these signs may help children receive support when needed.

Possible Physical Signs

- Frequent or unexplained bruises, burns, or injuries
- Injuries inconsistent with the explanation provided
- Poor hygiene or consistently dirty clothing

- Frequent hunger
- Lack of appropriate clothing for the weather
- Untreated medical or dental concerns

Possible Behavioral Signs

- Sudden changes in behavior or personality
- Fear of going home or fear of certain adults
- Withdrawal or depression
- Aggressive or anxious behaviors
- Difficulty trusting adults
- Age-inappropriate sexual knowledge or behaviors
- Frequent absences
- Developmental regression

Factors That May Increase Risk

Some circumstances may increase a child's risk for abuse or neglect, including:

- Family stress or crisis
- Domestic violence
- Substance abuse
- Untreated mental health concerns
- Lack of adequate supervision
- Social isolation
- Financial hardship
- Exposure to violence

Families experiencing challenges are encouraged to seek assistance early. The Early Education Lab is available to help connect families with community resources.

Preventing Child Abuse and Neglect

The Early Education Lab promotes child safety by:

- Providing active supervision of children at all times.
- Maintaining secure access to the building.
- Conducting required background checks for employees.
- Following all Texas HHS Child Care Regulation Minimum Standards.
- Using positive guidance techniques that support children's social-emotional development.
- Teaching children age-appropriate personal safety skills, including identifying trusted adults and understanding personal boundaries.
- Encouraging strong partnerships and open communication with families.

Parents can also help prevent abuse and neglect by:

- Maintaining open communication with their child.
- Establishing consistent daily routines.
- Using positive discipline techniques.
- Talking with children about body safety and trusted adults.
- Seeking support when experiencing stress or family challenges.

Community Partnerships

The Early Education Lab works collaboratively with organizations that support children's safety and family well-being. These partnerships may include:

- Texas Department of Family and Protective Services (DFPS)
- Child Protective Services (CPS)
- Local law enforcement agencies
- Children's Advocacy Centers
- Pediatric healthcare providers
- Mental health providers
- Family resource and counseling agencies
- Early childhood support organizations

These partnerships allow us to provide families with information, referrals, and access to community resources when additional support is needed.

If You Suspect Abuse or Neglect

If you believe a child has been abused or neglected:

1. **Ensure the child's immediate safety.**
2. **Seek medical attention** if the child has been injured.
3. **Call 911** if the child is in immediate danger.
4. **Report suspected abuse or neglect immediately** to the Texas Department of Family and Protective Services (DFPS).

Texas Abuse Hotline

24-Hour Hotline:1-800-252-5400

Online Reporting: www.txabusehotline.org

Reports may be made confidentially.

If you need assistance locating additional support services, please contact the Center Director. We are available to help connect families with appropriate community resources.

Our Responsibility

Texas law requires all Early Education Lab employees to immediately report any reasonable suspicion of child abuse or neglect directly to the Texas Department of Family and Protective Services (DFPS). Employees are mandatory reporters and may not delay or delegate this responsibility.

All reports are handled confidentially and in accordance with state law.

Working Together to Keep Children Safe

Protecting children is a shared responsibility. By working together—families, educators, healthcare providers, and community organizations—we can provide every child with a safe, healthy, and nurturing environment where they can learn, grow, and thrive.

If you have questions about this policy or would like additional information regarding child abuse prevention resources, please contact the Early Education Lab administration.

Discipline and Guidance

Suspension & Expulsion of Children

The Early Education Lab is committed to providing a safe, nurturing, inclusive, and developmentally appropriate learning environment where every child has the opportunity to succeed. We believe that children's behavior is a form of communication and that challenging behaviors should be addressed through positive guidance, family partnerships, individualized support, and teaching appropriate social-emotional skills. Our goal is to prevent suspension and expulsion whenever possible by working collaboratively with families and utilizing evidence-based behavior support strategies.

Positive Behavior Philosophy

The Early Education Lab uses positive guidance techniques consistent with Texas Health and Human Services (HHS) Minimum Standards. Staff members will:

- Build caring and respectful relationships with each child.
- Teach age-appropriate social-emotional skills.
- Reinforce positive behaviors.
- Redirect inappropriate behaviors using developmentally appropriate techniques.
- Establish consistent classroom routines and expectations.
- Modify the environment when appropriate to support children's success.
- Use individualized behavior support strategies when necessary.

Corporal punishment, humiliation, intimidation, threats, or any prohibited discipline practices are never permitted.

Preventive Supports

Before suspension or expulsion is considered, the center will make reasonable efforts to support the child's success, which may include:

- Observation and documentation of behavior patterns.
- Communication with parents regarding concerns.
- Parent-teacher conferences.
- Development of an individualized behavior support plan.
- Environmental or schedule modifications.
- Classroom accommodations.
- Teaching replacement behaviors.
- Increased supervision when appropriate.
- Consultation with Early Childhood specialists or community resources, when available.
- Referral to early intervention or other support services with parent consent, when appropriate.

Family Partnership

Families are essential partners in supporting children's success.

When persistent behavioral concerns arise, the center will:

- Notify parents promptly.
- Share objective observations.
- Collaboratively develop strategies for home and school.
- Schedule follow-up meetings to review progress.
- Maintain ongoing communication regarding the child's development.

Suspension

Suspension is considered a temporary removal from care and will only be used when all reasonable efforts have been exhausted or when immediate safety concerns exist.

Suspension may be considered only when a child's behavior:

- Presents an immediate threat to the health or safety of the child, other children, or staff;
- Cannot be safely managed despite implementation of appropriate interventions;
- Results in repeated serious physical aggression or dangerous behaviors despite documented intervention efforts; or
- Requires additional assessment or planning before the child safely returns to care.

Whenever possible, suspension will be:

- Used only as a last resort.
- Limited in duration.
- Accompanied by a written re-entry plan.
- Reviewed with the family before the child's return.

The center will document:

- Behaviors leading to suspension.
- Interventions previously attempted.
- Parent communication.
- Length of suspension.
- Re-entry expectations.

Expulsion

Expulsion (permanent disenrollment) is considered an option only after all reasonable efforts have been made to support the child and maintain enrollment.

Expulsion may occur only when:

- The child's continued enrollment presents a serious and ongoing threat to the safety of children or staff that cannot be reasonably reduced through intervention;
- Parents refuse to participate in required meetings or collaboratively implement agreed-upon behavior support efforts that are necessary to maintain safety;
- The center determines it cannot reasonably meet the child's needs despite documented interventions and available resources; or

- Continued enrollment would prevent the center from safely operating within licensing requirements.

Prior to expulsion, the center will make reasonable efforts to:

- Meet with the family.
- Review documented interventions.
- Explore available community resources.
- Discuss alternative care options when appropriate.
- Provide written notice explaining the decision.

Immediate Removal

The Director reserves the right to require immediate removal of a child when the child's behavior creates an imminent danger to:

- The child;
- Other children;
- Staff members; or
- Visitors.

In these situations:

- Parents will be contacted immediately.
- Documentation will be completed.
- The Director will determine next steps before the child returns.

Immediate removal does not automatically result in expulsion.

Parent Appeal

Parents who disagree with a suspension or expulsion decision may request a meeting with the Child Care Director within five (5) business days of receiving written notice.

The Director will review all documentation, meet with the family if appropriate, and provide a written final determination.

Commitment to Prevention

The Early Education Lab is committed to reducing suspensions and expulsions by:

- Building positive relationships with families.
- Supporting children's social-emotional development.
- Providing ongoing staff training in positive behavior guidance.
- Using evidence-based classroom management practices.
- Seeking community resources when additional support is needed.
- Creating inclusive learning environments where every child has the opportunity to succeed.

Biting Policy

Biting is common for young children, particularly during the toddler period. We understand the issue of biting is uncomfortable and difficult, but children who bite are experiencing a short-

term phase in child development. During infancy, children learn through their senses, exploring the world through tasting, touching, smelling, seeing, and hearing. For toddlers, biting is an impulsive way of communicating their feelings and desires. However, biting can cause more damage than hitting because young children's jaw muscles are more powerful than their arm muscles. We strive to provide an environment that is developmentally appropriate and supervise all children while they are working and playing. If biting occurs, staff will pay close attention to why a child is biting (teething, frustration, seeking attention, tiredness, etc.) and work with the parents through this phase.

When Biting Occurs:

For the child that is bitten:

- The child will be assessed by an Early Education Lab staff member, and First Aid will be administered.
- If the skin is broken, the bite area will be cleaned and covered with a bandage.

For the biter:

- The teacher will remove the child from the area and appropriately redirect him or her.
- The teacher will conduct mini-lessons on appropriate social behaviors.
- The incident will be documented on that child's daily sheet or an incident report, and a copy will be placed in the child's file.
- Parents will be notified of the incident.

If Biting Continues:

- The bitter will be shadowed or kept close to a staff member to prevent further biting incidents.
- The bitter will be observed by an Early Education Lab staff member to determine the cause of the biting (teething, communication, frustration, etc.)
- The Center Director will meet with the parents to discuss observations and solutions.
- The child will be praised for demonstrating appropriate behaviors.

If Biting Becomes Excessive:

- Step #1 - If a child bites 3 or more times in a one-week period in which the skin of another child or Early Education Lab staff member is broken, bruised, or left with teeth marks, a conference will be required with the child's parents to discuss the child's behavior and how the behavior may be modified.
- Step #2 - If the child bites 3 or more times within one week in which the skin of another child or Early Education Lab staff member is broken, bruised, or left with teeth marks, the child may be suspended for up to 2 school days.
- Step #3 - If a child bites 3 or more times in a one-week period in which the skin of another child or Early Education Lab staff member is broken, bruised, or left with teeth marks, the parents will be asked to make other childcare arrangements for their child.
- If a child bites twice within 1 school day, the child must be picked up from the center for the remainder of the day.
- If a child bites twice within a 4-hour period, the child will be suspended for the next day.
- Children enrolled in the Three class who bite another child or Early Education Lab staff

member, leaving teeth marks, broken skin, or a bruise may be required to be picked up from the center for the remainder of the day.

School Clothes

Each day, children should wear comfortable, seasonable, and manageable clothing. Staff members will do their best to ensure clothing is protected during lessons. Still, please remember that we are an early learning center with many opportunities to participate in outdoor play and creative and messy lessons.

- Children must wear shoes at all times while at the center.
- Closed-toed shoes/tennis shoes are recommended for safety while on the playground. (Please, no flip-flops or western boots, except on Western dress-up days)
- Please provide simple clothing that is free from complicated fasteners.
- Please label all clothing, including coats and jackets, with your child's first name and last initial.
- Pajamas are not allowed except on Pajama Days.
- Shorts should be worn under any skirt or dress.
- Parents must provide at least two complete clothing changes for each child, including underwear and socks. Parents must remember to rotate the clothing out as the seasons change and their child grows.

Personal Belongings

Children should leave personal belongings at home. Each child is assigned a "cubby" labeled with their name to keep their belongings. Changes in clothes, jackets, and blankets will be held in the cubby area. Small stuffed animals are allowed for children 24 months and above during nap time. All personal belongings should be labeled with the child's first name and Last Name Initial.

General Procedures

Late Pick-up

The Early Education Lab at The Reese Center ends at 5:30 p.m. each day. After 5:30 p.m., the late pickup fees are as follows:

5:30-5:45 p.m.	**$15/child**	**$30/child after 2 incidents**
5:45-6:00 p.m.	**$30/child**	**$60/child after 2 incidents**
After 6:00 p.m.	**$50/child**	**May result in dismissal**

Late pick-up fees are due with the following month's tuition payment. All student pick-up times are documented daily in the program's sign-in/sign-out system, including the exact departure time and the name of the individual retrieving the child. Any pick-up occurring after the designated closing time will be recorded as a late pick-up incident. Parents/guardians will be required to acknowledge late pick-ups, and a record of each occurrence will be maintained for accountability and compliance purposes.

Late Pick-Up Documentation Process:
When a late pick-up occurs, staff will immediately record the incident in the designated tracking system/log, including the date, exact time of pick-up, and the number of minutes late. The staff member on duty will complete a Late Pick-Up Incident Form, noting all relevant details, including attempts made to contact the parent/guardian and any communication received. The individual picking up the child will be required to sign the form at the time of pick-up to acknowledge the late occurrence. The form will then be submitted to the Center Director for review, and a copy will be maintained in the child's file. A cumulative log of late pick-ups will be tracked to monitor frequency and determine if further action is required in accordance with program policies.

Upon the fourth documented late pick-up incident, a child may be dismissed from the program. However, dismissal may occur before the fourth occurrence if the circumstances are deemed excessive or affect program operations. Lateness exceeding 20 minutes may result in dismissal after the second occurrence. Failure to pay late pick-up fees by the 1st of the following month may also result in removal from the program.

If it is 6:00 p.m. and the Early Education Lab at The Reese Center is unable to reach a parent or any authorized emergency contact, or if no authorized individual is available to retrieve the child, the District Police Department will be contacted. In such cases, District Police may, at their discretion, involve local law enforcement, including police or sheriff's departments. If a child is dismissed under these circumstances, no refunds or credits will be issued.

Late pick-up records will be maintained and remain on file through the end of the current school year, resetting at the start of the following school year.

Withdrawal

Parents who withdraw their child from the program at any time during the month remain responsible for the full tuition for that month. **A written 30-day notice of withdrawal is required** to discontinue enrollment and avoid additional tuition charges beyond the notice period. Tuition is not prorated based on attendance, and no partial refunds will be issued. Parents are responsible for any outstanding balances at the time of withdrawal. Returning students may be placed on a waiting list if one exists at the campus.

Example: If written notice of withdrawal is submitted on September 2nd, the withdrawal will become effective on October 2nd (30 days from the date notice is received). Tuition remains due for the entire month of September and any applicable days in October that fall within the 30-day notice period. Tuition is not prorated, and the number of days attended during this time is not taken into consideration.

Cancellation/Dismissal Policy

We understand that some children may experience difficulty adapting to a classroom setting and rules for behavior. We will work closely with you and keep you informed of your child's early

learning experience; however, if your child is unable to respond to our guidance techniques despite the efforts of staff and/or parents to stop the behavior, we reserve the right to terminate services from the Early Education Lab at any time. We also reserve the right to dismiss your child from our program for the following reasons:

- Non-Payment of childcare or late fees and/or recurring late payments
- Failure to comply with the policies outlined in the parent handbook
- A parent or grandparent is no longer an employee of FBISD
- The Early Education Lab is not able to meet the needs of your child without fundamentally altering the program
- Frequent late pickups after 5:31 pm (3 or more)
- Physical and/or verbal aggression towards Early Education Lab staff or children by a parent or child

If dismissal from the program is warranted, parents will be responsible for all final payments through the end of the week in which such dismissal occurs.

Children with Special Needs

While the Early Education Lab does not provide special education services, staff members at the center work closely with parents to meet the needs of children in our care. If requested accommodation for a child creates an undue burden or fundamentally alters the program, the Early Education Lab may not be suitable for childcare.

If a parent believes their child requires special education services, they may contact the Special Education Department at 281-634-1681 or email questions to **MRWintake@fortbendisd.gov**. to learn more about eligibility requirements and the referral process.

Indoor and Outdoor Physical Activity

Young children learn best when they have meaningful interactions with things, ideas, and people around them. These interactions become even more effective when kids are given a clear structure and plenty of chances to practice, explore, and use new skills. Play is super important for early childhood development. It allows children to naturally engage with their surroundings, sparking curiosity, exploration, and a sense of joy in discovering new things.

Benefits of Indoor and Outdoor Play

Taking part in both indoor and outdoor play offers many benefits, such as:
- Physical development
- Social skills
- Teamwork and collaboration
- Creativity and imagination
- Foundational STEM learning
- Hands-on learning experiences

- Lower stress levels
- Better sleep

Outdoor play is especially beneficial for both children and educators. It gives everyone a nice break from the usual routine and lets kids observe, explore, move freely, and engage their senses. Spending time outside boosts physical and mental health, improves sleep quality, and supports overall cognitive, social, and emotional growth.

The Early Education Lab focuses on a balanced approach to play that includes both active and quiet experiences, as well as structured and unstructured activities. These opportunities are designed to encourage group interactions and individual exploration indoors and outdoors. Activities can include gross motor development, music and movement, yoga, brain breaks, calming techniques, dramatic play, sensory exploration, and self-directed play.

Children engage with a variety of materials and equipment, such as playground structures, tricycles, balls, and other age-appropriate resources. For a full list of activities and equipment/materials available at the Early Education Lab, please reach out to the Center Director.

Recess/Outdoor Play Guidelines

Child Care Licensing guidelines require all children in care receive morning and afternoon opportunities for outdoor play. All children will be provided outdoor play times during the day; their daily schedule will be provided at registration and posted in their classroom.

The length of outdoor time will be based upon the weather/ozone conditions for the area. Outdoor times will vary from fifteen to thirty minutes, depending upon the conditions. We may also adjust the times the children go outside to a later time during the cooler months or an earlier time during the warmer months.

Early Education Lab staff will also utilize the following guidelines:

- In the event the wind chill/temperature is below 45° F, children are to remain inside. If the wind chill/temperature is at or above 45° and outside conditions are sunny, children will participate in outside activities. Please ensure your child is wearing warm clothing or has a coat in their cubby as we cannot leave children inside while their class is participating in outdoor time or when we practice our emergency drills.

- In the event the heat index/temperature is at or above 95° F, children will be taken outside for shorter periods of time at the Center Director or designee's discretion. Water will be provided before and after going outside. Parents are encouraged to apply sunscreen lotion at home and send hats. Please note that only insect repellent wipes will be permitted.

Early Education Lab Center Director and their designees will use their knowledge of early childhood practices and personal judgement when determining outdoor times and durations.

Meals and Food Service Practice

Food items that require heating or refrigeration are not permitted. Food items that need to remain warm may be stored in thermos or aluminum foil to keep the items warm while stored in lunch boxes. Ice packs may be used in lunch bags/boxes to keep items cool. In order to ensure the safety of the children in our care, glass bottles/containers are not permitted at our campus.

Morning and afternoon snacks are served daily, as well as a lunch option. We serve nutritious food items that will include at least one serving from the milk, fruit, vegetable or grain group.

You may find the snack/lunch menus are posted at the campus on the Parent Board. Parents are welcome to review the menu and send an alternative snack for their child on any day. There will be no discounts given for anyone choosing to provide alternative snacks for their child/children. Parent's choosing to provide snacks from home are responsible for the nutritional value and meeting the daily food needs for their child/children.

Toddler and Two's Care

Parents must provide the following daily and when requested:

- A change of clothing, including socks (at least 2 sets)
- Baby Wipes
- Diaper Cream
- Disposable diapers or pull-ups (no cloth diapers)

Please label all items with your child's first name and last initial.

The center will provide cots and sippy cups. No sippy cups may be brought from home to ensure the health and safety of all children in our care.

Potty Training/ Self-Toileting Skills

Our program aims to have children fully toilet-trained before they enter the older classroom. Foundational self-toileting skills, or "potty training," are introduced in the younger children's classroom, where staff are trained to support each child with sensitivity and responsiveness during this developmental process. Families interested in beginning potty training are encouraged to consult their child's teacher or the Center Director, who can help identify signs of readiness and provide guidance. Once potty training begins, teachers and families will collaborate closely, and a daily progress report will be provided to keep parents informed of their child's development.

Please note all children must be fully potty-trained before transitioning into the older classroom.

Rest Time

State licensing guidelines require a supervised rest or sleep period to be held after the noon meal. This usually takes place between 12:30-2:30 p.m. During this time all children will be provided with a cot. Children will be allowed to bring a soft pillow and blanket/combination set. The pillow/blanket combination set must be able to fold in half and fit within the cot space. For examples of appropriate sets, please see the Center Director.

Cot sizes are:

- Toddlers and 2's - 42 inches x 21 inches.
- 3's- 52 inches x 21 inches.

Parents must label all items sent with their child to ensure belongings are easily identified and kept separate. If a child is not sleepy or is transitioning away from napping, licensing guidelines require that all children participate in a rest period for at least 1 hour. After this initial hour, if a child is not asleep, he or she will be offered a quiet alternative activity. During designated rest time, children are expected to remain on their cots to maintain a calm, consistent environment for all students. We encourage parents to speak with their child about the importance of rest and how it supports their growth and development.

Additionally, parents are required to take their child's pillow and blanket combination home each Friday for laundering and return the clean items each Monday to maintain a healthy, sanitary classroom environment.

Animals

Animals are permitted in the lab only when they are part of a planned instructional activity and prior notice has been provided to all participants. For health and safety reasons, and to ensure compliance with Child Care Regulation requirements, pets should not be brought to the center for visits or during drop-off and pick-up times. Parents/guardians are asked to inform the Center Director of any animal-related allergies their child may have.

Photographs

Throughout the year, photographs of the children participating in activities and/or events will be taken. These photographs may be utilized for end-of-the-year events/items and/or posted on the center's parent board or the district's social media accounts. The photographs will be the property of The Early Education Lab at The Reese Center. If a parent does not wish for his/her child to be photographed, they may indicate this preference on the enrollment form.

Request for Records

If a parent is interested in requesting records from the Early Education Lab at The Reese Center, they may send an email to public.information@fortbendisd.gov to request records. Upon review, the FBISD Legal Department will send a request to the Early Education Lab for the records; and then Legal will provide them to the requestor. Early Education Lab employees do not provide the records directly to the parents.

Permission to Release

Maintaining accurate and up-to-date contact information is essential to ensuring your child's safety and well-being. Families are required to provide at least two emergency contacts, including complete names, addresses, and phone numbers, and to identify all individuals authorized to sign their child in and out in the event a parent or guardian cannot be reached. It

is the responsibility of the parent/guardian to ensure that all information remains up to date at all times. For the safety and security of all children, students will only be released to individuals listed on the registration card. Additionally, for any authorized individual picking up a child for the first time and unfamiliar to staff, a valid, unexpired government-issued photo ID must be presented and verified prior to release. This procedure helps ensure that every child is released only to approved and properly identified individuals.

Safety

Emergency Closing of Schools

Students and parents should listen to local radio and television stations or visit the District website for weather closing announcements before and during school. If the school is closed, so is The Early Education Lab. If you receive notification that the school is closing for the day, The Early Education Lab will be closed as well. If the school is opening on a delay, The Early Education Lab will open on a delay as well. If a school needs to close due to unforeseen circumstances (i.e. power outage), the students may be relocated to a nearby campus, if possible.

Emergency Preparedness Plan

Every FBISD campus has a comprehensive Emergency Operations Plan. Early Education Lab staff are familiar with the plan for their campus. The Early Education Lab is required to conduct regular fire and weather disaster drills. An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

Our Emergency Operations Plans include written procedures for:

- Evacuation, relocation and sheltering/lock-down of children, including how children will be relocated to designated safe areas or alternate shelter, evacuation and relocation diagrams, staff responsibilities, name and address of alternate shelter, and how we will account for children in the event relocation is required.
- Communication, including emergency telephone numbers and our procedures for communicating with local authorities
- How staff will evacuate and relocate with the essential documentation
- How staff will continue to care for children until each child has been released
- How staff will reunify the children with their parents as the evacuation, relocation, or sheltering/lock-down is lifted.

Sign-in and Sign-out Policy

All students must be signed in and out by an authorized person upon arrival and departure from the program. No student will be admitted to or released from the program unless he or she is accompanied by a parent, legal guardian, or a pre-designated person over the age of 18. Early

Education Lab staff will not release a child to anyone who is under the age of 18 or cannot or will not present valid photo identification. Identification must be shown whenever a student is picked up by someone unfamiliar to the staff. For the children's safety, an adult must accompany them into the Early Education facility. If the child is unaccompanied to sign-in or sign out, they will not be allowed to attend the program. Rainy days are no exceptions. If a parent calls to give pick-up authorization to someone not listed on the card, the Center Director must complete the verification process.

Visiting the Program

Parents are welcome to visit the program at any time to observe their child, the facility, or program activities. All visitors to the program, including parents, must sign in with the Center Director or a designee upon arrival and sign out upon departure. To ensure a safe environment, no visitor will be left unattended with children or permitted to walk the facility unaccompanied. When parents visit the program, they must enter and exit through the Early Education Lab doors.

Parental Rights

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

(1) enter and examine the childcare facility during the facility's hours of operation without advanced notice;

(2) review the childcare facility's publicly accessible records;

(3) receive inspection reports for the childcare facility and information about how to access the facility's online compliance history;

(4) obtain a copy of the childcare facility's policies and procedures;

(5) review, at the request of the parent or guardian, the facility's: (A) staff training records; and (B) any in-house staff training curriculum used by the facility;

(6) review the childcare facility's written records concerning the parent's or guardian's child;

(7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:

(A) video recordings of the alleged incident are available;

(B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and

(C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;

(8) have the childcare facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;

(9) be provided the contact information for the childcare facility's local Child Care Regulation office;

(10) file a complaint against the childcare facility by contacting the local Child Care Regulation office; and

(11) be free from any retaliatory action by the childcare facility for exercising any of the parent's or guardian's rights. I acknowledge I have received a written copy of my rights as a parent or

guardian of a child enrolled at this facility.

Volunteers

If a person wishes to volunteer at The Early Education Lab, spend time regularly in the lab, or assist with activities, they must complete the volunteer process. The process includes a volunteer application, a background check, and a brief orientation to the program with the Center Director or designee. Volunteers are not allowed to be responsible for a group of children and are never left alone with a child. They may provide extra support to the regular ongoing activities of the center.

Available for Review

- A copy of the Minimum Standards for Child Care Licensing may be accessed online via the DHHS website.
- The most recent Licensing Inspection Report is always posted at the center's entrance and is available on the DHHS website. Parents may contact the following as stated.

Child Care Licensing Contact Number: 713-940-3009
DHHS website: https://www.hhs.texas.gov/
DFPS Child Abuse Hotline: 1-800-252-5400
DFPS website: www.dfps.state.tx.us

Parents will be notified in writing if there are any changes in guidelines or procedures throughout the year.

Communication

Parent Communication

We use our website, weekly newsletters, and Parent Board to share updates to our operating procedures with parents. Time-sensitive issues, including emergency conditions, injury, or illness of a child, will be immediately communicated to parents via phone call/email. Parents will be informed about any change in the policy or procedures, and a signed copy will be maintained in the child's folder.

- Please update any changes in contact information and address immediately, and provide them to the Center Director/Front office.

Parent Behavior

It is important to the achievement of our goals that staff and parents work cooperatively. **Parents are welcome to address any issues or concerns directly with the Center Director or by calling the Early Education Lab Office.** We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to bully or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome

open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. If a child is dismissed for parent behavior, there are no refunds or credits. Parents may not have contact with other students without permission from the Center Director. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child.

We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise. Due to confidentiality, we will not give other parent's or student's contact information to anyone.

If a parent's designated alternate pick-up person or emergency contact fails to comply with the Program's rules, the parent may be asked to designate another person or withdraw from the program.

Parents must use the main Early Education Lab door when entering and exiting the program.

Comments, Suggestions, and Concerns

We welcome your feedback and appreciate the opportunity to address any concerns you have about the program or your child's experience. General program questions (registration, hours, contacts, etc.) can be directed to the Center Director at your child's campus. However, it's recommended to schedule in advance to ensure they are available. We also encourage you to use the suggestion box feature found on our web page, or you can provide feedback via email: TheEarlyEducationLab.Reese@fortbendisd.gov.

For other concerns or issues, please call the main number at 281-327-7325, and you will be directed to the appropriate contact or Center Director. Parents may also contact the Early Childhood Department for additional assistance at 281-634-1705.