Thistle Bee Discovery

1381 Bunton Creek
Kyle, TX 78640
thistlebeediscovery@gmail.com
(512)504-3119 or (512)945-0905

PARENT HANDBOOK

Operation Policies & Procedures

All information herein is current as of January 1,2025. Our policies are reviewed annually and updated if necessary. Parents may review and discuss any questions or concerns about the policies and procedures of the childcare center with the center's director at any time during business hours. If policies or procedures change, we will provide timely written notice to parents. Current Operational Policies and Procedures are located at the front desk. **746.501 (13&19)**

PHILOSOPHY

It is the philosophy of Thistle Bee Discovery that early childhood should be a time of fun, warmth, security, education, exploration and discovery. Thistle Bee Discovery will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through a child's play and small group interaction. Accommodation in our routines and environment may be necessary to meet the needs of your student and family. Our staff focus on the whole child and are prepared to accommodate and implement throughout the school day to meet the developmental needs of our students. Examples of accommodation may include teachers offering resources in different languages, and our staff will offer space for therapists to come in and work with a student. Our curriculum resources may include a family home language in the center books or other printed materials, and teachers document on the lesson plans strategies that meet the needs of children requiring accommodations.

CURRICULUM

Thistle Bee Discovery's early childhood program implements state approved curriculums which meet the Texas Pre-K Guidelines and are recognized by the Texas Education Agency. Our curriculum is comprehensive, research-based programs that integrate instruction across developmental domains and early learning disciplines.

Our early childhood program helps children develop social-emotional skills through the implementation of redirection. Children build trust, form healthy attachments, and develop impulse control as they practice daily routines. Children are introduced to math, science, literacy, basic writing skills, music, physical education, problem solving and so much more!

To learn more about the curriculum we provide please visit the following website: http://www.frogstreet.com

DAILY ACTIVITIES

The activity plan covers daily indoor/outdoor play, active and quiet activities, and both child and caregiver-initiated options. Screen time activities (video or computer) are included for children over the age of two years. Alternative activities are provided for children that do not want to participate in video or computer activities. The program provides families with resources specific to screen usage and young children that may include age-appropriate apps and information on concerns about screen time usage, setting limits and restrictions, and how to monitor their child's usage.

CHILD ENROLLMENT 746.501 (13)

Parents are responsible for completing enrollment forms prior to care. Forms include an Admission Form, Teacher Information Form, Infant & Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, and a Child Release Form. In addition to the enrollment packet Thistle Bee Discovery goes over the parent handbook with parents/guardian. Parents/Guardians take the handbook for their record, and a signature page of the handbook remains in the child's file.

Parents may update their child's enrollment information at any time by completing/ submitting a new admission form to the director. Admission forms are in the preschool office.

CLASSROOM PLACEMENT

Students' placement is based on age, development, and skill level. For example, preschool and pre-kindergarten readiness include ability to follow basic instructions; the ability to communicate with teacher and peers; be potty trained, ability to sit for short periods of time, and participate in circle time and group activities. Teachers observe and access students twice a year to determine where they are developmentally, and to ensure we are providing instruction and support that meet

students' needs. Results will be shared with students' family and feedback is requested. Classroom placement as well as transitions or move ups are based on their developmental progress rather than just age.

SAFE SLEEP FOR INFANTS 12 MONTHS OR YOUNGER 746.501 (9)

Parents enrolling infants 12 months or younger will receive, review, and sign the safe sleep policy. The policy is based on recommendations from the American Academy of Pediatrics and the Consumer Product Safety Commission for infants to reduce the risk of Sudden Infant Death Syndrome.

A copy of the safe sleep policy can be found at:

http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/AParents-Guide-to-Safe-Sleep.aspx

All staff, substitute staff, and volunteers at Thistle Bee Discovery 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.
- 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.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress over 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. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- 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.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets.
- Place only one infant in a crib to sleep.

- Infants may use a pacifier during sleep. The pacifier must not be attached to a stuffed animal or infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as 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.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers.)
- Actively observe sleeping infants by sight and sound.
- If an infant can 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.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- 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. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: www.healthychildren.org

HOURS AND FEES

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are sometimes forced to pass along the increase to our families. When tuition increases, we will provide timely notice to parents. You have the right to terminate care; we will require a paid two week notice in the event you decide to terminate care.

HOURS OF CARE 746.501 (1)

Fulltime:

Monday-Friday
7:00 am to 6:00 pm

Children will not be allowed in care if they arrive after 9:00 am.

Children are allowed to be here up to 10 hours a day

HOLIDAYS/CLOSURES

Thistle Bee Discovery will be closed on the following days.

We will post the full year calendar in September of all closed days.

Thanksgiving	**November**	**27th**	**28th**	
Christmas	**December**	**24th**	**25th**	**26th**
New Years	**January**	**1st**		
Spring Break	**March**	**19th**	**20th**	**21st**
Easter	**April**	**18th**		
Teacher Training Day Closed	**April**	**21st**		
Memorial Day	**May**	**26th**		
Independence Day	**July**	**4th**		
Teacher Training Day Closed	**August**	**1st**		
Labor Day	**September**	**1st**		
Teacher Training Day 4pm closure	**February**	**17th**		
Teacher Training Day 4pm Closure	**June**	**27th**		
Teacher Training Day 4pm Closure	**October**	**23rd**		

***** Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.***

Please note: Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT refunded, given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

TUITION AND FEES

Tuition is payable in advance. Parents may pay for the entire month, or they may pay ½ of the month's tuition on the 1st, and pay the other ½ by the 15th. Payments are expected to be paid on the agreed upon tuition schedule. Payments are considered late on the 1st working day after the due date, depending on the payment agreement that was selected at enrollment. A fee of $10.00 will be assessed per day payments are received late beginning the next day. A Tax Statement will be provided by January 31st of each year. Thistle Bee Discovery honors all contracts through CCS Work Force Solutions.

Tuition is based on the classroom, not on the child's actual age. The administrative staff determines when children advance from one classroom to another.

FULL TIME TUITION more than six hours)

Infants 0-17 months	$1,200.00	Monthly
Toddlers 18-35 Months	$1,050.00	Monthly
3 years to 5 years Fully Potty Trained	$900.00	Monthly

PART TIME TUITION: (less than six hours a day)

Preschool 3-5 years	Pre-Approval Needed	5-1/2 Days or 3 /Full Days
After Schoolers 6-12 years	Pre-Approval Needed	

ADDITIONAL FEES:

Enrollment Fee	$150.00 Per Child	$100.00 for additional siblings
Supply Fee	$200.00 Per Child	$175.00 for additional siblings
All Fees Due	March	September

All Children are required to sleep on a 4- fold Kinder-mat.

LATE TUITION PAYMENTS

A returned check fee of $25.00 is assessed for every check. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee. There will be a $25.00 late fee for tuition not paid on the 3rd and 18th of each month. An additional $10.00 per day late fee will be added beginning the 4th and the 19th.

TERMINATION OF SERVICE

If Thistle Bee Discovery terminates childcare services, a refund will not be issued. **If you decide to terminate care with Thistle Bee Discovery, we require two weeks' paid notice. There are no exceptions.**

PARENT/GUARDIAN SCHOOL COMMUNICATION

Good communication is vital to a successful experience. A variety of methods are used to keep you informed about the school and your child's learning experience. A newsletter and a parent's bulletin board are available in the dining area and on the front patio. We also have several resources for nutrition guidelines, resources for breast feeding: specific room and or space, and mom and dad's groups.

Conferences are held once a year, and as needed, with the teachers to discuss your child's progress, accomplishments, and difficulties at home or at school. Should you have any questions or suggestions, please notify your child's teacher, her/his supervisor, or an administrative staff member. Open lines of communication will enable us to provide you with the service you expect and value.

PLEASE HELP KEEP OUR CONTACT RECORDS CURRENT. If any of the following information should change Email the director at thistlebeediscovery@gmail.com

- Phone numbers where you can be reached during the day. It is vital that we have correct phone numbers.
- Addresses at home and at work
- Names of authorized person who may be contacted in case of your child's illness or injury.
- Any change in your child's home schedule or routine.
- Names of persons authorized to pick up your child in the event you cannot.

Suggestion Mailbox Please leave suggestions as to how we may better serve your family. You will find the mailbox hanging by the front entrance door.

CHAIN OF CONCERN

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions not only about classroom procedure, but also more general questions about your child's development.

If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule a parent conference with the Director, Wendy Lovely or her assistant Sally Keller.

NON-DISCRIMATION POLICY

The Center follows Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Thistle Bee Discovery by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 Phone: (512) 450-3630.

Thistle Bee Discovery does not discriminate against individuals because of race, religion, or national origin. Children will be admitted to the Center without discrimination and in compliance with the Americans with Disabilities Act.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents and as needed, the child's medical advisor, the staff who will be involved, and any other appropriate individuals. Additionally, the program uses developmental milestone checklist annually to identify development delays for children ages 0-5 years, make referrals as necessary and shares those completed checklists with families. An assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child continues to have his/her needs adequately met.

DISCIPLINE AND GUIDANCE POLICY 746.501(7)

At Thistle Bee Discovery, your child will be exposed to the social-emotional & communication skills necessary to manage themselves, resolve conflict, and develop pro social behaviors.

Parents will receive 2 copies of the discipline and guidance policy form that is consistent with subchapter L of minimum standards; one to keep and one to sign and return to Thistle Bee Discovery. When a child acts inappropriately, and child/teacher conversations are not enough and teacher redirection or guidance is not effective, then Thistle Bee Discovery procedure is to document and share behavior with parent/guardian. We encourage parent/guardian conference to create a discipline/guidance plan and agree to work with family the best we can; however if there is no family cooperation and if behavior persists, we will have to discontinue care.

SUSPENSION AND EXPULSION OF CHILDREN 746.501 (8)

Strategies to address challenging behaviors will be discussed with parents as needed and framed around school readiness. Parents will be kept informed of the child's progress or lack thereof. We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or other children in care Violent, Destructive, Disruptive, and Aggressive Behavior may result in suspension or expulsion from Thistle Bee Discovery.

ARRIVAL SIGN IN & DEPARTURE SIGN OUT746.501 (2)

Parents are required to sign their children in and out of attendance upon arrival and departure. Every child must be signed out. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. PLEASE DO NOT SEND YOUR CHILD IN WITH SODAS CANDY or COOKIES.HEALTHY SNACKS ARE ACCEPTABLE

For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. We will not allow Child/Children to be released to anyone younger than 16. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up our policy.

When dropping off your child, routine upbeat departures will make their transition to our care more comfortable.

DOOR ACCESS

We have a security access control system to always ensure the safety and security of our children and staff. Doorbell is for parent use only. If the front office staff does not recognize anyone by name, he/she is required to ask for identification. Please be patient and understand during this procedure, it is for you and your child's safety. All visitors must sign in and show identification. Thistle Bee Discovery is a "gang-free zone" As a school, firearms (concealed or open carry) are not allowed, unless by an officer of the law who is required to be armed.

CLASSROOM ATTENDANCE

Parents are required to accompany their child(ren) to and from the drop off door. We will sign the children in and out of the classroom log each day. Teachers must know exactly who is always in their care. Notify teachers when taking your child from the playground. Please do not send a sibling in to retrieve your child unless they are old enough to drive and are authorized to pick them up and take them home. STUDENTS MUST ARRIVE NO LATER THAN 9AM. No drop offs are allowed between 9:00am to 2:30pm

ABSENCES

Please notify Thistle Bee Discovery if your child will be absent from school due to illness, vacation or other at the beginning of start time.

PARENT/CHILD INTERACTION 746.501(20 & b 1)

Parents are welcome to visit Thistle Bee Discovery at any time during the Center's hours of operation to observe their child, the Center's operation, program activities, the building, the premises, and the equipment without having to secure prior approval. Parents who wish to participate in the Center's operation and activities must meet with the director to complete a background check form, if applicable prior to doing so.

Parents have the right to breastfeed or provide breast milk for their child while in care. A window seat is available for nursing mothers in the infant rooms. Breast feeding education/resources are available upon request. Available resources include: La Leche League of Texas, Breast Milk Counts, and Office on Women's Health. **746.501 (24)**

INJURIES/ILLNESS 746.501 (5 &6)

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

Minor accidents or injuries such as scrapes, bites, bumps, bruises, etc. will be treated with first aid by our staff and we will notify the parents.

*In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact the parents immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child and if necessary, we will release your child into custody of the emergency paramedics to transport your child for immediate medical care. A staff member will remain with your child until you arrive. Any medical bills that may arise from an accident are the responsibility of the parent.

*If your child exhibits a change in mood or behavior after arriving at the center, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer to reveal the child's temperature. Health checks are done daily.

*In the event a child becomes ill, we will attempt to contact the child's parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child's admission form and ask them to pick up the child. Children are expected to be picked up within 30 minutes from the time of notification. We are not licensed to provide get-well care; therefore, ill children must be excluded from our care.

The administrative staff makes the final decision as to whether the child can remain in care or if the child should be excluded from care.

The following conditions are cause for exclusion from the Center:

If a sibling is out sick, due to being contagious, such as Flu, Covid symptoms, upper respiratory symptoms, all siblings will need to stay home.

COVID 19-See attached paperwork

If you or your child has been exposed to or is exhibiting symptoms you must keep child(ren) home until you can show a negative test result. Please see attached paperwork to be signed and returned to center. If you feel the need to get tested for Covid 19 You must keep your child home till there is proof of a negative result

Fever is over 100.4 degrees. Children must stay home for 72 hours until a normal temperature is achieved WITHOUT the help of fever-reducing medications. For

example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 72-hour waiting period allows your child's immune system to regain strength.

***Diarrhea** (watery, bad-smelling stools more than twice in succession). Children may return when normal function returns.

***Vomiting** (one or more episodes in the last 24 hours). Children may return when they can retain a light meal.

***Persistent hacking or congested cough with sore throat** (very red or blistered throat). Children may return with doctor's written permission. And on medication for 48 hours and not contagious.

***Green nasal discharge** (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

***Difficulty in breathing** to the point where child is very uncomfortable or unable to sleep normally.

***Convulsions. Persistent pain or discomfort.**

***Swelling, redness, or throbbing in an injured part of the body.**

***Undiagnosed profuse rash or blisters on parts of the body.**

***Unexpected profuse sweating.**

***Head lice. Requires treatment and removal of all nits and lice**.

***Infectious skin or eye conditions** (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment has started

CHILDREN'S ILLNESS 746.501(3 & 26)

Encase your child(ren) will be absent due to illness, please notify us the day of.

MEDICATIONS 746.501(4)

ALL children will be required to stay home for 24 hours, if they are put on an antibiotic for any reason. We do not dispense medication to the children in our care. See exceptions below.

Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Thistle Bee Discovery to dispense the medication as prescribed for up to a six-month period. The authorization must include information on symptoms to watch for. **Exception:** Texas DFPS Rule § **746.3803** (d) of Minimum Standards for Child-Care Centers: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, if you administer the medication as prescribed, directed, or intended.

DIAPER OINTMENT, SUNSCREEN AND INSECT REPELLENT 746.501 (18)

The center *does not* provide Diaper Ointment, Sunscreen, or Insect Repellent.
The parent must provide diaper Ointment, Sunscreen, and Insect Repellent labeled with the (EACH}child's name as well as a parent's signature on the container in order for the Center to administer the product. The center will apply the product as per the directions.

IMMUNIZATIONS 746.501(11 & 12)

Immunizations are required of all children attending childcare in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Exception:
Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide for us in lieu of the immunization record.

All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care. TB testing is not required by Hays County for children to attend Child Care.

CLOTHING & PERSONAL BELONGINGS

Children are not allowed to bring personal belongings such as toys, jewelry or makeup from home. The Center is not and will not be responsible for any items brought from home, including jewelry.

Your child will have the opportunity to experience a variety of activities. Children will be using art materials, enjoying outside play and self-feeding at times. Please do not bring your child/children into clothing or shoes that should not get dirty.

All children will go outside for a minimum of 60 minutes per day, weather permitting.

Each child will need a backpack, and one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.
Thistle Bee Discovery **will not** replace lost articles. Be sure to label your child's belongings.

INFANTS & TODDLERS

Parents must provide the following: Diaper Bag/Backpack Diapers or VELCRO Pull-ups, Wipes, Ointment, Bottles (liners if necessary) Formula and or breastmilk. We will notify parents when their child is running low on supplies. If a parent fails to supply these items, the center will charge an additional fee to provide.

MEALS.746.501(10)

Meals are served at no extra charge. Thistle Bee Discovery serves a morning snack, lunch, and afternoon snack to all children who attend the time of service. Morning breakfast service starts at about 9am, lunch starts about 10:45am and afternoon snacks are served at 3:00pm. We will not "hold" meals for your child. If your child is not at the Center when a meal is served, he/she will not receive that meal. Please decide for your child to be fed prior to arrival if it is after meal service time. Thistle Bee Discovery participates in the Child & Adult Food Program (CACFP). Our nutrition standards / menu planning, cooking procedures, and kitchen facilities follow CACFP guidelines.
In addition: Liquids and foods hotter than 110 degrees F are kept out of children's reach.
Staff are educated on food allergies and precautions are taken to ensure children are protected.
All food served is commercially prepared or prepared in a kitchen that is inspected by local health officials.
Healthy snacks are available for school-aged children as students arrive.
Foods are not used as rewards Food brought from home will be served in addition to meals served at the center

Thistle Bee Discovery is inspected by the Hays County Health Department. Menus are posted monthly in our front office.

We welcome suggestions on the menu. However, we cannot prepare separate meals for children based on their preferences.
All children will be served the same meal, with the following exceptions.

►A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Director of enrollment if this applies to your child.
Infants are served whenever they are hungry. All other children eat their meals together with their classmates.

NON-HIRING OF CENTER STAFF

In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

LICENSE & REGULATIONS746.501(21 & 22)

Thistle Bee Discovery is licensed by the state of Texas as a Child Daycare Center with the capacity for 58 children, 6 weeks to 12 years of age. If there is space available. Learning programs are based on developmentally appropriate practices.

Parents are entitled to see the following information. You may ask the Director or the Assistant Director to show you the most recent copy of:
*Minimum Standards for this Child Daycare Center. Minimum Standards are located at the front desk and are also available on the web at www.dfps.state.tx.us or your local Licensing Office 979/776-7498
*The most recent DFPS Inspection/Investigation Report, DFPS Inspection/Investigation Report compliance information is posted in the front lobby on the wall and is also available on the web at www.dfps.state.tx.us or your local Licensing Office)
*The Child Daycare Center's Operational Policies and Procedures (hand book) is also located at the front desk.

KEEPING CHILDREN SAFE

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in

good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at 979/776-7498.

The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections§34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.

PREVENTING & RESPONDING TO ABUSE & NEGLECT OF CHILDREN 746.501(25)

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.
Resources are available at:
http://www.dfps.state.tx.us/Training/Reporting/resources.asp for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse and neglect.

Parents of a child who is a victim of abuse or neglect should contact the Texas Abuse Hotline at 800/252-5400 to obtain immediate assistance and intervention. Parents may report non-emergency situations at www.txabusehotline.org
Thistle Bee Discovery will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

Local Resources:

Child Protective Services	(512) 753-2201
Hays County Police Dept.	(512) 268-0859
Hays County EMS	(512) 353-5115

Poison Control 1 (800) 222-1222

GANG FREE ZONE 746.501(b2)

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

EMERGENCY DRILLS

Emergency Fire Drills are held monthly, and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

WEATHER CLOSURES

Administrative staff may close the center due to an emergency, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employees. Closures and re-openings will be posted on our Facebook page, or a text message will be sent.

EMERGENCY PREPAREDNESS 746.501 (23)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

EVACUATION PLANS:

☐ In some circumstances, parents will be called upon to pick up their children.

☐ In the event of an emergency, all employees are responsible for moving children to the designated safe area or alternate shelter. Employees are required to guide children who can walk, carry children younger than 24 months of age and who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments.

When necessary, local authorities will be called, and the following resources may be requested for transportation:

Transportation may include voluntary use of personal vehicles, city / city-owned vehicles, school / university buses, leased or rented buses, and state-owned or contracted vehicles.

If additional transportation resources are needed, other local or state government transportation will be called upon for assistance.

Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities.

ALTERNATE SHELTER:

Upon departure and arrival, the director or the assistant director will have a list of all children that must be accounted for. Together, the director or assistant director, and caregivers will verify that all children are present.

The director or assistant director is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, health department, parents, and DFPS Child Care licensing.

The director or assistant director is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

EMPLOYEE IMMUNIZTIONS 746.501 (27)

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list

of VPD scan be found at www.cdc.gov/vaccines.

Thistle Bee Discovery employees are encouraged to receive vaccines.

for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

THINGS YOUR CHILD WILL NEED AT SCHOOL:

Infants

- Change of Clothes
- Diapers
- Wipes (In a plastic container the first time, refills thereafter)
- Diaper ointment
- Pacifier
- Formula
- 2 Bottles (Bottles need to have child's name listed on bottles and cap)
- Baby food
- Crib sheet with child's name on it
- Diaper bag/ Backpack

- 2Sippy cup's

Toddlers

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Sippy cup
- Sleeping mat (4-fold)
- Towel for naptime
- Backpack
- Rain boots

Pre-School

- Change of Clothes
- Sleeping mat (4-fold)
- Towel for naptime
- Water cup/bottle
- Backpack
- Rain boots

Each child is required to bring sunscreen and bug spray. Each child will need to bring one gallon of water weekly. Monthly, each child will need to bring hand wipes and one box of tissue.
*Change of clothes is a must. When we send clothes home, please replace them the following day.
*Bottles are washed and rinsed. Please wash and sanitize your child's bottles and return them the following day.

Thistle Bee Discovery

PARENT HANDBOOK
Acknowledgement

Operation Policies & Procedures

I have received a copy of this handbook and understand the policies and procedures herein.

DATE: Employee/Parent/Guardian Signature:

_____

Director's Signature: *Wendy Lovely*