

# Operational Policy Handbook

## ABC Son Shine School



and

## The Son Rise School



# Table of Contents

**Note: This handbook contains Post-Covid-19 policy updates.**

Location and Contact Information .....	4
Welcome.....	4
Mission Statement .....	5
Staff and Center Requirements .....	5
Staff Background Checks and Training .....	5
Preventing Child Abuse and Neglect .....	5
Employee Vaccines .....	5
State Standards .....	5
Important Numbers.....	6
Admissions Procedures and Requirements .....	6
Enrollment Packet .....	6
Admission Forms .....	6
Change of Information Form .....	6
Arrival Procedures.....	6
Attendance Policies.....	6
Daily Attendance and Absences .....	6
Daily Sign-in/Sign-Out Procedure.....	6
Separation Procedure.....	7
Release of Children.....	7
Holidays and Emergency Closings.....	7
Observed Holidays.....	7
Emergency Closings.....	7
Child Nutrition Program and Menu .....	7
Breastfeeding .....	7
FP (Food Program) Assistance .....	8
FP Meal Regulations .....	8
“Simple Supper” .....	8
Menu .....	8
Discipline and Guidance Policy .....	8
Discipline Procedure.....	8
Challenging Behaviors .....	8
Biting Policy .....	9
Suspension and Expulsion Policies.....	9
Financial Aid .....	10
Fees and Late Payment Policies .....	10
Weekly Fees.....	10
Late Fee Rates .....	10
No Pay, No Stay Policy.....	11
Parent/Guardian and Family Participation .....	11
Family Participation.....	11
Parent/Guardian Notifications .....	11
Parent/Teacher Conferences.....	11
Parent/Director Conferences .....	11

Health and Safety .....	11
Health Statement Requirements.....	11
Health Policy .....	12
Asthma Inhalers, Nebulizers, and EPI Pens .....	14
Additional Guidelines for Asthma and Anaphylactic Medications .....	14
Allergies .....	14
Hair Beads.....	15
Head Lice Policy.....	15
Sunscreen and Insect Repellent .....	15
Curriculum.....	16
Texas School Ready Program.....	16
Texas Rising Star Program (TRS).....	17
<i>The Story for Little Ones</i> .....	17
Frog Street.....	17
Classroom Overview .....	18
Infant Care .....	18
Toddler Care .....	19
Pre-Kindergartener Care .....	19
After-School Care .....	20
Activities .....	20
Physical Activities and Screen Time.....	20
Promotion of Indoor and Outdoor Physical Activity .....	20
Weather Guidelines for Outdoor Play .....	21
Play Clothing Guidelines.....	21
Special Activities.....	21
Field Trips .....	21
Water Activities .....	22
Special Guests.....	22
Holiday Parties.....	22
Picture Days.....	22
Things from Home.....	22
Pet Policy .....	22
Electronics Policies .....	23
Cell Phone Policy .....	23
Emergency Preparedness and Emergency Response.....	23
Fire and Weather Drills.....	23
Food Allergy Emergency Plan .....	23
Emergency Preparedness Plan .....	23
Pandemic Emergency Response Policy .....	23
Smoking, Gangs and Weapons Policies.....	24
Smoking Policy.....	24
Gang-Free Zone .....	24
Gun and Weapons Policy.....	24
Policy Changes .....	24
Menu.....	25

## Location and Contact Information

Center Name	<b>ABC Son Shine School</b>	<b>The Son Rise School</b>
Address	202 W. Niblick St. Longview, TX 75604	6539 FM 2011 Longview, TX 75603
Phone Number	903-759-6365	903-643-9566
Email	abcsonshine@gmail.com	amandasonrise@gmail.com
Website	www.abcsonshine.com	www.thesonriseschool.com
Facebook Page	facebook.com/ABCsonShine	facebook.com/thesonriseschool
Center Director	Mary Pickett	Amanda Caton
Ages of Children in Care	18 months – 12 years	6 weeks – 12 years
Hours of Operation	6:30 am – 6:00 pm Children must arrive at the center by 8:30 a.m. unless they have a doctor's note. If they have a doctor's appointment, children must arrive before naptime.	

## Welcome!

Dear Parents,

Welcome to our childcare centers, ABC Son Rise School and The Son Rise School. We are pleased that you have enrolled your child in our program. We want you to be a part of our school and your child's education. We ask that you look over this parent handbook and then keep it at home for future reference.

The ABC Son Shine School and The Son Rise School have established a number of policies concerning program and classroom practices. These guidelines were developed to comply with state licensing standards and Texas Rising Star accreditation criteria. The policies and procedures are written to provide a clear description of expectations for all parties.

Our goal is to provide exemplary childcare services to our community's families. We hope your experience at our school is a good one and that you are secure in the fact that your child is well cared for.

Please communicate with us regarding any questions or concerns.

Sincerely,  
Gwen Seivley, Owner

## **Mission Statement**

“To see the world through the eyes of a child.”

We strive to provide developmentally-appropriate care in a secure, warm environment that encourages the total development of each child. Our goals are to help the children recognize their individuality and worth, to develop self-discipline, and to develop respect for the understanding of individuals different from themselves.

We teach the children life skills and morals. ABC Son Shine School and The Son Rise School are Christian childcare centers. We will be teaching biblical truths, weekly Bible stories, and songs. However, “religion” will not be taught as we feel that it is each individual’s choice, made only by the parents. We will uphold and support these choices.

As Christian centers, we feel that in times like these, children need to be taught Christian values and morals: to love and respect themselves and others. By building on the foundations of biblical truths starting at a young age and up into their teen years, they will have solid answers and beliefs to make good choices over the bad.

## **Staff and Center Requirements**

We place special emphasis at ABC Son Shine School and The Son Rise School on our employees as individuals, and we recognize that no manual can cover all situations.

### Staff Background Checks and Training

We hire and train the best, so you can feel comfortable and confident that your child is in the right hands! Each member of our staff is required to have an FBI background check and fingerprinting done before they can be employed with us. They are also required to get CPR and First Aid certified every two years and must have at least 30 hours of ongoing training in childcare per year.

### Preventing Child Abuse and Neglect

Each staff member at The Son Rise School is required to receive annual training concerning physical and sexual child abuse awareness, issues regarding different types of abuse and neglect, and warning signs that a child may be a victim of physical or sexual abuse or neglect.

Information is available by the sign-in sheet at the front of the school to help increase parent awareness of child abuse prevention. For further information on how to prevent, identify warning signs, and report physical or sexual abuses or neglect, parents are encouraged to call the DFPS Child Abuse Hotline at 1-800-252-5400 or go online to one or both of the following websites:

[www.childabuse.com](http://www.childabuse.com)

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### Employee Vaccines

Employees at our centers are not required to receive an annual flu vaccine, COVID-19 vaccination, or a TB skin test.

### State Standards

The State of Texas specifies a list of “Minimum Standards.” These are the rules and regulations that we, as a childcare center, must meet in order to retain our license. These, as well as the results of our most recent Licensing Inspection, may be reviewed at any time.

## Important Numbers

Local Licensing office: (903)233-5287  
DFPS Child Abuse Hotline: 1(800)252-5400 [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **Admission Procedures and Requirements**

### Enrollment Packet

Every child who is interested in joining our daycare family is given an enrollment packet for parents to fill out. Every blank in this packet must be completely filled out, signed, and returned to ABC Son Shine School or The Son Rise School, along with a copy of the child's shot records, on the child's first day of attendance.

### Admission Forms

The following forms must be filled out, signed, and turned in on each child's first day:

- Enrollment Packet (all forms)
- Up-To Date Shot Records
- Parent Orientation Form
- Discipline and Guidance Policy Form
- Handbook Acknowledgement Form
- Pet Permission Form
- Health Report from your child's doctor

### Change of Information Form

It is very important that your child's information is kept current. This includes shot records, current contact information, addresses, allergies, and any other changes that may be necessary. A Change of Information form is readily available in the sign-in/sign-out area. Please use this form if any of the information in your child's admission packet changes.

## **Arrival Procedures**

A health check will be completed on the child/children upon arrival. If a child presents with a temperature above normal or shows signs of a possible illness, the child will be excluded from care.

## **Attendance Policies**

### Daily Attendance and Absences

We encourage everyone to have their children present at the center by 8:00 AM each day to get the full benefits of all that we teach and offer at our centers. THERE IS A DAILY CUT-OFF TIME OF 8:15 am. Unless you have a valid doctor's note, your child will not be able to attend that day if you arrive any later than 8:15 am. If your child has a doctor's appointment, he or she must arrive before 11:00 am.

When you pay your fees, you are reserving your child's spot in our center; therefore, you will be required to pay whether your child attends or not. Please call if your child is going to be absent for any reason.

### Daily Sign-In/Sign-Out Procedure

State laws require that a record of each child's daily attendance be kept on file at our center. Each day when you drop off your child(ren) and pick them up, please be sure that you sign them in and out using the QR code or paper sign-in sheet.

Children may NOT be dropped off or sent inside alone. **A parent/guardian must escort their child to the front door. Children will be escorted to class by a member of management or designated staff.**

Parents are encouraged to drop children off at the front door but may enter the facility if necessary. If someone other than the parent/guardian is bringing or picking up the child, that person will be responsible for signing the child in and out from school.

### Separation Procedure

We understand that sometimes, especially with new students, it is hard to say goodbye to mommy and daddy in the mornings. When our students get upset in the morning due to this separation, our procedure is to hold the child until they are acclimated to their surrounding environment. During this time, we reassure them that it is going to be a fun learning day and that everything is going to be okay. Once the child has calmed down, we focus on redirecting the child to the activities that are going on at that time.

### Release of Children

**Children will be released only to a parent/guardian or other person (18 years of age or older) who has been authorized to pick up the child and who is listed as approved on the child's pick-up list in the enrollment packet. Photo identification, such as a driver's license, will be required of all persons sent to pick up students.** Please notify the school of any changes in normal pick-up procedures.

## **Holidays and Emergency Closings**

### Observed Holidays

Our centers are open every Monday – Friday from 6:30 am – 6:00 pm every day except for the following national holidays. We are CLOSED on these holidays:

New Year's Day	Labor Day
Dr. Martin Luther King Jr.'s Birthday	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day

### Emergency Closings

If our centers must close or have a late opening due to severe weather or other emergency situation, announcements will be broadcast on the following media:

Channel 7 ABC ([www.kltv.com](http://www.kltv.com))

Channel 19 CBS ([www.cbs19.tv](http://www.cbs19.tv))

FM 89.5 KVNE ([www.kvne.com](http://www.kvne.com))

If the situation allows, our center Directors will also post updates on each center's Facebook page.

## **Child Nutrition Program and Menu**

### Breastfeeding

Breastfeeding mothers are welcome at our centers. Breastfeeding mothers will be provided a place to breastfeed or to express their milk. Sensitivity will be shown to breastfeeding mothers and their babies. Breastfeeding employees will be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding promotion information will be displayed at our childcare centers.

### FP (Food Program) Assistance

The USDA and the State of Texas have developed a Child Nutritional Program to make it easier for child-care facilities to afford healthier food items for the weekly menu. The meal items approved on this food program MUST have a "child nutrition label." This state-funded program allows us to serve your child hot, healthy, child-approved meals and snacks each day.

### FP Meal Regulations

Since this is a state-funded food program, we ask that you refrain from packing your child a daily lunch. If they have any allergies (such as milk or peanut butter allergies) please LET YOUR CHILD'S TEACHER KNOW, and we will make other arrangements with our other menu items to assure that they have a nutritious meal. We will also take care of packing any and all lunches when needed for any field trips!

### "Simple Supper"

During the school year, we serve the school-aged children a "Simple Supper" once they get off of the bus, as well as an afternoon snack. Our "Simple Supper" menu is the same as our lunch menu.

### Menu

Since our menu changes as often as our children's likes do, an updated menu will be added as the final page of this handbook.

## **Discipline and Guidance Policy**

### Discipline Procedure

The purpose of all "discipline" at The Son Rise School is to help children become increasingly self-managing and socially responsible. Discipline is directed toward improving the child's understanding of social expectations, developing appropriate ways of behaving in given situations, and understanding causes and effects of the feelings and actions experienced. We use individualized and consistent discipline that is appropriate to your child's understanding. We redirect your child towards acceptable behavior and teach them self-control. We also encourage self-direction, using praise and encouragement of good behavior without focusing on the negative behavior.

When absolutely necessary, we use the "Time-Out" system. In this system, the child is removed from the current activity and sits in the time-out area/seat for one minute per year of child's age (ex: a 3-year-old = 3 minutes in time out ; a 7-year-old = 7 minutes in time out, etc.). We use this time to explain the behaviors that were not acceptable, and also to explain the expected positive behaviors in terms that the child will understand.

We also implement the three-count method. This method gives the child a chance to correct his or her behavior. The child goes to time-out if the behavior is not corrected by the time we reach the number three.

### Challenging Behaviors

When a child exhibits a challenging behavior or is out of control (for example, having a tantrum), gentle, but firm direction is used to keep children safe. We get down on the child's eye level, and with our hands gently on their arms or shoulders, we repeat, " I will hold you and stay with you until you are able to manage your body and calm down." When they are calm, we release them and allow the child to cry to release tension. We let them know we are giving them time to cool off and that we want to keep the other children safe as well. Then we have a conversation with them about another way to handle their frustration. We help them realize how to work on having a better behavior next time. Our focus is on reinforcing positive behaviors!



## Biting Policy

Biting is a common behavior in young children. It is part of some children's development and can be triggered when children do not yet have the words to communicate their feelings of anger, frustration, or need. We follow our policy to promote positive behavior at all times. Strategies to prevent biting include sensory activities, biting rings, adequate resources, and a stimulating, exciting environment.

If a child is bitten, the following procedure will be followed. The child who has been bitten will be comforted and checked for any visual injury. First aid will be administered when necessary. An accident form will be completed, and the parents may be informed by telephone if deemed appropriate. We will continue to observe the area of the bite for any signs of infection.

To maintain confidentiality and avoid potential conflict, we will not disclose the name of the child who did the biting. In terms the child can understand, we will explain to the child who did the biting that the behavior (not the child) is unkind and that biting causes sadness for the child who has been bitten and for the staff. We will complete an incident form and share it with the child's parents at the end of the child's session.

If a child continues to bite, we will continue observations to try to identify a cause (e.g., tiredness or frustration). Meetings will be held with the child's parents to develop strategies to prevent the biting behavior. Parents will be reassured that biting is part of a child's development and is not the fault of the parents.

If a bite breaks the skin, prompt treatment may be needed for both the "biter" and the "bitten" to reduce the risk of infection. A child or staff member who sustains a bite wound that severely breaks the skin may require urgent medical attention after initial first aid has been given.

If a child repeatedly bites and/or if a child has a particular special educational need or disability that lends itself to increased biting (e.g., in some cases of autism in which a child does not have the skills to communicate), we will carry out a risk assessment and may recommend immunization with hepatitis B vaccine for all staff and children.

## **Suspension and Expulsion Policies**

ABC Son Shine School and The Son Rise School reserve the right to suspend or expel a child at any time for any good cause. Reasons for suspension or expulsion include but are not limited to the following:

- The continued failure of the parent/guardian to report absences in a timely manner
- The continued failure of a parent/guardian to pick up their child in a timely manner at the end of the day
- Any act of omission on the part of the parent/guardian or child that presents a health, safety, or security issue
- Recurring behavior problems including but not limited to inappropriate physical interaction, bullying (including verbal and/or physical intimidation), and discrimination
- Delinquent payments

Prior to suspension or expulsion, a parent will be called, and correspondence will be sent home, explaining the problem and ensuring that every effort will be made by both the center and the parent to correct the problem. If after one or two weeks—depending on the risk to the other children's welfare or safety—the behavior does not improve and the center finds that they can no longer accommodate the

child, the parent/guardian will be given a minimum of one week to find another center to provide care for the child. Under extreme circumstances, we may invoke the right to end care immediately.

## **Financial Aid**

If you have any concerns about meeting the weekly rate amount, please talk to one of our associates about financial aid options available through Workforce East Texas Child Care Services.

Child Care Services (CCS) has funds available to assist families with the cost of childcare. In order to qualify, you must meet certain qualifications. To find out if you are eligible, contact Workforce Solutions at either of the following numbers or visit their Longview office.

2430 High St.  
Longview, TX 75602  
(903) 234-9040  
1-800-676-8283 (toll free)

More information is available on the "Financial Aid" page of each center's website as well as from the Workforce East Texas Child Care Services website (<https://childcare.easttexasworkforce.org/etc/CMS/Page/963>).

A flyer with more information is also available in each center's sign-in/sign-out area, or you can go to Workforce Solutions at 2430 High Street, Longview, Texas.

## **Fees and Late Payment Policies**

### Weekly Fees

Applicable fees (such as enrollment fees and supply fees) as well as weekly childcare fee amounts are posted on the "Enroll Now" page of each center's website:

[www.abctsonshine.com](http://www.abctsonshine.com)

[www.thesonriseschool.com](http://www.thesonriseschool.com)

The weekly payment for childcare is due every MONDAY.

### Late Fee Rates

Being licensed through the State of Texas requires that we follow specific rules and regulations. These regulations include our hours of business. As stated previously, our hours of operation are 6:30 am - 6:00 pm.

We understand that there is the possibility that an emergency may cause one to be late. In this case, you are expected to call and let us what is happening and when you or someone on the approved pick-up list in your child's enrollment packet will be there to pick up your child(ren).

Any late pick up will result in the following late fees:

- There will be a \$10.00 fee per CHILD for the first 5 minutes that you are late.
- Every minute after the initial 5 minutes will result in an additional fee of \$5.00 per CHILD per MINUTE.
- **If any child is left in our care past 6:30 pm with no parent contact, we will contact Child Protective Services at that time.**

### No Pay, No Stay Policy

We understand that sometimes life gets out-of-hand. If you ever feel that you may have trouble with your weekly tuition costs, we simply ask that you have a talk with your center's Director to discuss your payment options. That being said, if you happen to obtain a balance due for your childcare, we will be obligated to implement our "No Pay, No Stay" Policy.

Tuition is due on Monday of each week. If tuition has not been paid, a late fee of \$10.00 will be added to payments made on Tuesday. If tuition remains unpaid, we will not be able to keep your child at the center on Wednesday or any following days until tuition has been paid.

## **Parent/Guardian and Family Participation**

### Family Participation

We encourage parents/guardians to know that at any time, you can come and observe your child(ren) during their daily activities and interactions. Please keep in mind that our teachers and classes work on a set schedule, so if you would like to have a conference with your child's teacher, please either talk to the Director or send an email to set up a time for an uninterrupted meeting.

### Parent/Guardian Notifications

We do our best to keep all of our parents informed about what happening at our centers. Please always check the "Friday Bag" that is sent home with your child every Friday with his or her classwork for the week. Note that the "Friday Bag" may also contain important information for parents.

We also post important information on our "Parent/Guardian Communication Board," located above the sign-in/out tablet in our front foyer. If you ever have questions or concerns about anything, please talk to our Director, call the center, or email us.

### Parent/Teacher Conferences

We want our parents to be part of their child's education. Three times a year, our three- and four-year-olds are tested as a part of our Texas School Ready Curriculum to see where they have advanced as well as where they need improvement. Once the testing is completed and the results are ready, we will schedule a parent / teacher conference for each family to discuss each child's achievements. These will take place in October, February, and May of each year.

### Parent/Director Conferences

Our center Directors have an open door policy. You as a parent/guardian may visit the Director at any time. You may also schedule an appointment to meet with with your center's Director.

## **Health and Safety**

### Health Statement Requirements

A Health Statement is a written statement from a healthcare professional who has examined the child within the past year, indicating that the child is physically able to participate in the childcare program. A health statement must be in your child's file within one week of admission unless the child attends grade school as well as ABC Son Shine School or The Son Rise School.

An exception may be made for those who bring a signed affidavit, stating that medical diagnosis and treatment conflict with the beliefs and practices of a recognized religious organization of which the parent is an adherent or member.

## Health Policy

The Health Policy for ABC Son Shine School and The Son Rise School includes the following sections:

- A. Illness and Exclusions
- B. Disclosure Requirements
- C. Medications
- D. Medical Emergencies
- E. Immunizations
- F. Accident Reports
- G. Hearing and Vision Testing

### *A. Illness and Exclusions*

Children will not be admitted into care if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- One or more instances of diarrhea
- Feeling feverish or a measured temperature equal to or greater than 100.0 degrees

If your child becomes ill during our care, we will contact you, the parent/guardian, to come pick up your child. If you are unable to come get your child, you will need to call someone from your child's pick-up list to come get your child. When children are ill, they must not return to the facility until they have been symptom-free without medication for **72 hours**.

#### **The 72-HOUR SYMPTOM-FREE RULE**

***Our policy requires that your child be free of symptoms of illness (fever, diarrhea, or vomiting) for at least 72 hours without medication before returning to school.***

### *B. Disclosure Requirements*

By enrolling your child in ABC Son Shine School or The Son Rise School, you agree that outside of care, in order to control your child's exposure in the community, you will comply with any and all state, county, or local stay-at-home orders.

You agree that you will immediately notify management at ABC Son Shine School or The Son Rise School if you become aware that any person with whom you or your child have had contact exhibits any of the symptoms listed in *Section A* (above), is advised to self-isolate, quarantine, or has tested positive or is presumed positive for COVID-19 or any other infectious illness. Further, you agree that you will immediately notify management at ABC Son Shine School or The Son Rise School if anyone from your place of employment tests positive or is presumed positive for COVID-19 or any other infectious illness, whether or not you have had direct contact with that person.

### *C. Medications*

If your child is on medication that is to be taken once a day, the medication needs to be given at a time when the child is at home.

If your child has a medication that is to be taken two or more times a day, we will help by giving a dose when needed. However, you will need to bring any medications in their original container with the child's name clearly printed on it. You will also be required to fill out a medication permission form, telling us how much of the medication to give and at what times. We cannot give more medication than what the prescription says. We also cannot administer medication that is out of date or medication to prevent children from running fever, throwing up, or having diarrhea.

**We will not administer medications to keep children from running a fever, throwing up, or having diarrhea. We also will not administer the initial (first) dose of a medication due to the chance of an adverse reaction.**

Directions	Schedule
2 times per day	Not administered at school
3 times per day	1 <sup>st</sup> dose at home 2 <sup>nd</sup> dose at school with lunch 3 <sup>rd</sup> dose at home
4 times per day	1 <sup>st</sup> dose at home 2 <sup>nd</sup> dose at school with 11:30 lunch 3 <sup>rd</sup> dose at school with 3:30 snack 4 <sup>th</sup> dose at home

*D. Medical Emergencies*

If critical injury or illness occurs that requires medical attention, we will contact the child's parents and give the child CPR and First Aid. When needed, we will contact the physician in the child's folder, contact emergency medical services, or take the child to the emergency room specified in your child's folder while ensuring supervision of the other children in the group.

*E. Immunizations*

Your child's immunization record must meet applicable requirements specified by the Texas Department of Health. Please see the Texas State Immunization Requirements in your Enrollment Packet to make sure you have all of the shots needed. If your child is enrolled in grade school, there is no need to provide us with a copy too. You can just supply us with the name and phone number of the school that has this documentation on file.

*F. Accident Reports*

We will fill out an accident report in the case of an injury and will notify the parent via note if the injury is minor and does not require medical attention. Accident reports will stay in your child's folder until three months after they leave our center.

*G. Hearing and Vision Testing*

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or professional examination for possible vision and hearing problems for the following children enrolled in a child care center:

- A. First-time enrollees who are four years or older. All children who are in programs who are four years by September of each year MUST be screened within 120 calendar days after enrollment.

- B. Every child that is in First, Third, Fifth, or Seventh grade MUST complete a screening or exam within that school year.
- C. Screenings or exams MUST be performed by a licensed health care professional.

The center must keep each child's signed statement of vision and hearing test results in the child's file, or a signed document saying that the results are on file at the Pre-K or School that the child attends away from the center. This document must be dated and include the name, address, and telephone number of the program or school that has these documents on file.

### Asthma Inhalers, Nebulizers, and EPI Pens

A child with asthma or a severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if the student has written permission from the parents or the child's physician or licensed health care provider. This written statement must stay in the child's file at the center at all times. If your child has any issues with asthma or anaohylaxis, TELL YOUR CHILD'S TEACHER AND THE DIRECTOR.

- Nebulizer Treatment (Breathing Treatments)—If you child requires a treatment while at the center, we will administer treatments in 4-6 hour increments unless physician orders or prescription states different increments.
- Epinephrine Pen (EPIpen)—If your child has a prescribed epinephrine pen, it will be in the classroom or area of the child. In the instance that a child has an allergic reaction and the EPIpen has to be administered, the parent will be notified along with The Son Rise School calling 911.
- Asthma Inhalers—If your child requires the use of an inhaler, it will be in the classroom or area of the child. Inhalers will be administered as prescribed by the child's physician and according to the prescription label.

### Additional Guidelines for Asthma and Anaphylactic Medications

- The prescription medication must be prescribed to said student with the original prescription label.
- Self administration is done in accordance with the prescription unless a signed note from the child's physician says otherwise.
- ABC Son Shine School or The Son Rise School must be provided with a written authorization from the student's parent/guardian or physician, stating that the student is able to self-administer their asthma or anaphylaxis medication.
- A parent/guardian of the student must provide the school with a signed statement from the student's physician or other licensed health care professional stating the following:
  1. The student has asthma or anaphylaxis and is capable of self-administering the medication.
  2. The name and purpose of the medication
  3. The prescribed dosage for the medication
  4. The time at which or circumstances under which medication may be administered
  5. The period for which the medication is prescribed

### Allergies

- Due to children's food allergies, we are a PEANUT-FREE ZONE. We ask that you do not send your child into the center with food that may contain peanuts, such as peanut butter crackers, peanut butter & jelly sandwich, etc.

- If your child has any form of allergies (food, seasonal, skin, bugs), please TELL YOUR CHILD'S TEACHER AND THE DIRECTOR.
- If your child has an allergy, you will be required to have an Allergy Action Plan form filled out by your child's primary care physician or health care provider.
- If your child has an allergy and requires medication (e.g., epinephrine pen), you must fill out a medication form along with the Allergy Action plan form.

### Hair Beads

For the safety of our students, hair beads are not permitted unless the child is in public school. Hair beads are small and pose a choking hazard for children under 5.

### Head Lice Policy

#### *Head Check Procedure*

1. Head checks will be performed in response to a staff member's suspicion.
2. When a case of head lice has been identified, the entire class shall be checked.
3. If a case is identified in the school, the Director will notify parents/guardians by posting a head lice alert notice.
4. Any student identified as having head lice shall be immediately sent home from school.

#### *Readmission Procedure*

A student who has been excluded from school for head-lice shall be readmitted only upon inspection and approval of the school staff in accordance with the following procedure:

1. The student must be accompanied by an adult upon return.
2. The student's scalp shall be checked by the school staff.
3. The student's scalp shall exhibit no evidence of live lice or eggs (nits).

If there is evidence of live lice or eggs, the student will not be readmitted until the student is free of both live lice and eggs.

### Sunscreen and Insect Repellent

#### *General Information*

Sunscreen and insect repellent must be

1. Safe for the age of the child,
2. In the original container, and
3. Within the expiration date noted on the product.

Aerosol, as well as combined sunscreen and insect repellents are prohibited.

Prior to use at the center, sunscreen and repellent should be used at home at least once to test for an allergic reaction.

A parent release form must be signed by the parent before either sunscreen or insect repellent is used. This permission form must be updated annually.

#### *Sunscreen*

Sunscreen must provide both UVB and UVA protection with an SPF of 15 or higher. Sunscreen must be provided by the parent or guardian and made available to the center. School-aged children may apply sunscreen to themselves with adult supervision for proper application.

Sunscreen should be applied only to exposed areas of skin 20 to 30 minutes before going outdoors so it will be absorbed into the skin to increase its effectiveness. Sunscreen should be reapplied every two hours while outdoors, or more often if the child is involved in water play or perspiring.

### *Insect Repellent*

Insect repellent should be used only when recommended by the public health authorities or requested by a parent or guardian. The repellent should contain a concentration of 30% DEET or less. A repellent not containing DEET may be used only if it is safe for the age of the child. Oil of lemon and eucalyptus products may not be used on children under the age of 3. Insect repellent should be applied to a child's skin only once a day but may be sprayed on clothes for a later trip outside. School-aged children may apply insect repellent to themselves with adult supervision for proper application

## **Curriculum**

### Texas School Ready Program

ABC Son Shine School and The Son Rise School are part of the Texas School Ready Program. Our teachers have been trained and certified on effectively using the Texas School Ready Program curriculum to teach your children what they need to know to attend school in the state of Texas. The lessons include work on letter recognition, syllables, rhyming, alliteration, and parts of a book among many other valuable skills.

During the school year, the three- and four-year-old classes are assessed to see how well they have progressed in their learning and understanding of the lessons and also to see what areas need more work.

Any of the teachers would be happy to visit with you and let you know more about your child's progress. If you would like to set up a parent/teacher conference, please talk to your child's teacher or the center Director, or email the center to set up a time.

### *The Letter People Curriculum*

The Texas School Ready Program includes The Letter People curriculum. This curriculum helps early learners develop the strong foundation they will need for reading and writing success in today's much more rigorous kindergarten classrooms.

The Letter People Curriculum features

- Thematic organization
- Integrated learning across language and literacy, math, science, and social-emotional development
- Specific easy-to-follow lessons
- Oral language and listening skills
- Print awareness
- Phonological and phonemic awareness
- Alphabet knowledge: letter identification and sound-symbol association
- Vocabulary development
- Writing and spelling
- And much, much more

Each week, your child will learn a new letter of the alphabet that is excitingly taught with the help of The Letter People Puppets. Each new Letter Person will help teach the children the letter upper and lower



case, the sound of the letter, and also will bring a fun theme for the children to learn about. For example, Mr. M loves to make the “mmm” sound while he munches on healthy food. Mr. M will help your child learn about healthy eating that will help their bodies grow to be strong.

### Texas Rising Star Program (TRS)

ABC Son Shine School and The Son Rise School both participate in the Texas Rising Star (TRS) program. TRS is a “voluntary, quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.” TRS Certification is available to Licensed Centers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (2 Star, 3 Star, and 4 Star) to encourage providers to attain progressively higher certification requirements leading to a 4 Star level.

### *The Story for Little Ones*

As childcare workers, we are privileged to be able to teach these young children about the life and love of Jesus Christ. Through our love, kindness, and nurturing touch, we have a unique opportunity to show children Christ’s love. We are reading and learning of such love and the amazing miracles of the Lord from *The Story for Little Ones* by Max Lucado.

### Frog Street

Frog Street curriculum is used in the infant and toddler classes at The Son Rise School. Based on research in early brain development, Frog Street curriculum helps infants and toddlers develop learning and creativity through nurture and exploration.

## Classroom Overview

### Infant Care (Available only at The Son Rise School)

#### *Basic Care for Infants*

- Care given by the same caregiver(s)
- Individual attention given to each child, including playing, talking, cuddling, and holding
- Prompt attention given to physical needs such as feeding and diapering
- Talking to children as they are held, fed, and changed.
- Ensuring a safe environment and constant supervision.

#### *Feeding Instructions*

- Parents must provide written feeding instructions that are signed and dated by the parents and/or the child's physician. This form should be reviewed and updated every 30 days until the child is 1 year of age.
- Hold infants, birth through six months, while feeding.
- Hold infants over six months who are unable to sit unassisted in a highchair or other seating equipment while feeding them.
- The child or adult must hold the bottle. (Never prop the bottle.)
- Provide regular snacks and mealtimes for infants who eat table foods.

#### *Clothing and Personal Items*

- Parents MUST provide 3 sets of extra clothing that is seasonally appropriate, as well as keeping a supply of diapers, wipes, rash creams, and any special formula your child may be on. We do have an iron-based infant formula we provide for children as well as rice cereal.

#### *Sleeping Policy*

- Children under the age of one are not allowed to have blankets in their cribs. You may supply a SLEEP SACK or a footie onesie for your child to wear while sleeping.
- Children 1 year of age and older may use a blanket and will need a Kindermat for nap time.
- Each infant must have a supervised nap period that allows the infant to maintain his/her own pattern of sleeping and waking periods.
- An individual crib is provided for each non-walking infant and is labeled with the infant's name.
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless a health care professional states that a different sleeping position is allowed and will not harm the infant. In this case, a Safe Sleep form will need to be filled out by the parent and health care professional.

#### *Daily Reports*

A daily report will be sent to parents via our ProCare app. Daily Reports contain the following information:

- Times the child slept
- Times and amount of foods and drinks consumed
- Times and outcomes of diaper changes
- A brief summary of the activities in which the child participated
- A note stating things the child may need, such as more diapers or wipes

## Toddler Care

### *Basic Care for Toddlers*

- Building routines for diapering/potty training, eating, sleeping, indoor and outdoor activities
- Care given by the same caregiver(s) on a regular basis
- Individual attention given to each child, including playing, talking, and cuddling
- Holding and cuddling children who are upset or hurt
- Ensuring a safe, fun, and educational environment
- Potty training when child and parent are ready
- Constant supervision

### *Clothing and Personal Items*

- Children are often building with large blocks, playing outdoors, etc. Because of this, it is **REQUIRED** that all children wear a pair of closed toed shoes each day. Please remember that your children are here to learn. At this age, this is often accomplished through play. It is very difficult to explain to a child that they cannot play outside or ride tricycles because they have to protect their toes. They are here to have fun. Please dress them accordingly.
- Parents MUST provide two (2) sets of extra clothing that are seasonally-appropriate, as well as keeping a supply of diapers/pull ups, wipes, rash cream, a clean blanket for nap time, and a nap mat.

### *Nap Time*

- Every day from 12:00 -2:45, we will have all of the children lie down and rest. This helps them re-charge for the remainder of their day.
- Your child MUST have a mat of their own. You can purchase a Kindermat for your child from our center.

## Pre-Kindergartener Care

### *Basic Care for Pre-Kindergarteners*

- Provide individual attention
- Encourage children to communicate and express feelings in appropriate ways
- Prepare children for “Big School” with the Letter People curriculum.

### *Clothing and Personal Items*

- Children are often building with large blocks, playing outdoors, etc. Because of this, it is **REQUIRED** that all children wear a pair of closed toed shoes each day. Please remember that your children are here to learn. At this age, this is often accomplished through play. It is very difficult to explain to a child that they cannot play outside or ride tricycles because they have to protect their toes. They are here to have fun. Please dress them accordingly.
- Parents MUST provide one (1) set of extra clothing that is seasonally-appropriate (in case of an accident or drink spill), a clean blanket for nap time, and a nap mat.\

### *Nap Time*

- Every day from 12:00 -2:45, we will have all of the children lie down and rest. This helps them re-charge for the remainder of their day.
- Your child MUST have a mat of their own. You can purchase a Kindermat for your child from our center.

## After School Care

### *Basic Care for School-Aged Children*

During the school year, buses will deliver children to our center from Kilgore ISD and Longview ISD. We drive a van to Tatum ISD to pick up school-aged children.

Upon arrival at the center, the children will be served Simple Supper. There are many opportunities of well-rounded fun and enrichment for the children such as outside time, Wii time, homework time, games, arts and crafts, and more!

During the summer, we may plan field trips or special events or activities.

We offer a summer-themed curriculum that is fun and exciting for the children and that gives them an opportunity to learn. We do not require the school-aged children to take a nap; we do encourage them to have a “quiet time” each day. During this time, they can rest and relax while watching a G-rated movie. If they choose, they may take a nap. Children can keep a blanket in their cubby for this time. Please do not allow your child to bring baby dolls, stuffed animals, or pillows.

## **Activities**

### Physical Activities and Screen Time

We have a daily schedule posted in each classroom along with our weekly curriculum. Each teacher has adjusted the classroom schedule to fit the class and the planned activities. We have designated times each day for physical activities (even when the weather does not permit us to go outside) as well as designated screen time. We watch a show each morning and evening while classes are combined. We also may have a 30-45 minute window between lunch and nap time when we watch a show.

### Promotion of Indoor and Outdoor Physical Activity

ABC Son Shine School and The Son Rise School strongly believe in and support the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain’s physiology.

- Infants will be given opportunities for physical activity, including supervised tummy time.
- Toddler-aged children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.
- Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.
- School-aged children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School-aged children who are in attendance only after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

ABC Son Shine School and The Son Rise School will promote all children’s active play every day. Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom or on the playground, when weather permits.

### Weather Guidelines for Outside Play

Heat Index	Outside Play Time
Less than 90°	30 minutes
90-95°	15 minutes in the sun, then up to 15 minutes of play in the shade
95-100°	5 minutes in the sun, then up to 25 minutes of play in the shade
Over 100°	Shade play only, limited to 10 minutes
Wind Chill	Outside Play Time
Over 55°	30 minutes
50-55°	15 minutes
45-50°	5 minutes
Under 45°	No outside play time
No outside pay time when raining, snowing, misting, etc.	

### Play Clothing Guidelines

When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement that enables full participation in active play. Clothing should not be too loose or too tight. Footwear should provide support for running and climbing.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing appropriate for the weather such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include

- Footwear that can come off while running or that provide insufficient support for climbing
- Clothing that can catch on playground equipment, such as clothing with drawstrings or loops

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days.”

## **Special Activities**

### Field trips

During the summer, we take field trips only with the children who have graduated kindergarten and older. For your child to be allowed on any of our field trips, you must give your permission by checking

the appropriate boxes on your child's enrollment form (including transportation). We have the right to exclude any child who is not acting appropriately in the classroom. We will have any information about upcoming field trips posted at least a week in advance, stating when and where the field trip will be and a proposed time of when we will return to the center. Any notices such as these will be posted to our parent communication board in the sign-in/sign-out area.

#### *Field Trip Rules*

1. Only children who have graduated Kindergarten and older will go on field trips.
2. Each child will wear an identification badge stating the name, address, and phone number of the childcare center.
3. Teachers will carry a first aid kit and student's emergency contact information to every field trip.
4. If we have recurring behavioral issues with any of the students, they will miss out on the following field trips.

Transportation will be provided by the childcare center. Children must ride to and from a field trip with their class unless their parent has made previous alternative arrangements.

#### Water Activities

For younger children, water activities are limited to sprinkler play and water table play. Parents can choose to give their consent or not on the child's enrollment form. For the school-aged children, we are able to go on field trips to the Splash Pad with a variance from Texas State Licensing, stating that we can participate in play if all of the children are wearing the appropriate water shoes (no flip flops).

#### Special Guests

During the summer and breaks from school, we schedule some guests to come visit us for shows (magicians, balloon artists, Child Evangelism, etc.). There is generally no charge for the shows put on at the center, but you will be notified beforehand if there will be any charge for an event (e.g., Barnhill Traveling Zoo).

#### Holiday Parties

We enjoy getting into the season and having class parties for the holidays. When we throw such parties, we will have a sign-up sheet for each class posted downstairs by the sign-in/sign-out book. Any parent should feel free to come and join in our holiday fun!

#### Picture Days

We have a Spring Picture Session and a Fall Picture Session each year for all of our Pre-School students. Generally, pictures are set on a posted date, taken in the morning (starting around 8:30-9:00am), then available for the parent's purchase within one week.

### **Things from Home**

Please DO NOT allow your child(ren) to bring any toys, pillows, hats, candy, etc. from home into the daycare center. We are not responsible for anything lost, broken, or missing that was brought from home into our center.

### **Pet Policy**

We DO allow classroom pets here at ABC Son Shine School and The Son Rise School. We feel this is a great way to teach responsibility and caregiving traits to the kids. Any classroom pet we may have will have a schedule of Veterinary visits and will comply with all of Texas State Licensing Policies. Your

Enrollment Package includes a permission form for all classroom pets we have. This form MUST be filled out and returned before your child can participate in caring for our pets.

## **Electronics Policies**

We will have plenty of fun and educational things for your child(ren) to do while in our care. Therefore, we DO NOT allow electronics of any kind (tablets, game systems, cell phones, etc.) in our classrooms. There will be no exceptions. If you need to reach your child at any time during their day, you can call the center. If they need to get in touch with you, they have access to the phone as well.

### Cell Phone Policy

Both ABC Son Shine School and The Son Rise School are NO PHONE ZONES! Out of respect for our staff, please refrain from cell phone use while in our center. Thank you for complying.

## **Emergency Preparedness and Emergency Response**

### Fire and Weather Drills

We practice regularly-scheduled fire drills and weather drills. We recommend that you do the same at home.

### Food Allergy Emergency Plan

We constantly have a Food Allergy Emergency Plan in place. Our teachers are trained in CPR, and we are always on the lookout for any allergic reactions your child may have if offered new foods while in our care. If you know of ANY allergies your child has or may have, please list all of these on your child's enrollment packet AND fill out our "Food Allergy Emergency Plan" form. This form will then be posted for all of the teachers to see!

### Emergency Preparedness Plan

Our Emergency Preparedness Plan is a plan of action that we have in place in case we are ever faced with any kind of emergency while we have children in our care. This plan covers situations ranging from what we will do in case of a tornado, a gas leak, or an intruder, and many more scenarios. A copy of this plan is available in each classroom, as well as being available to all of our parents. We also have a list of Emergency Phone Numbers posted in each room along with our Emergency Evacuation Route.

### Pandemic Emergency Response Policy

In the event of a large-scale or health-related emergency, ABC Son Shine School and/or The Son Rise School will implement the Pandemic Section of the Crisis Management Plan under the guidance and direction of the CDC, federal and local government, and the Texas Department of Health and Human Services Section for Childcare Regulation.

**A pandemic is defined as the following:**

- 1. A disease prevalent over a whole country or world**
- 2. An outbreak of a pandemic disease**

To ensure the safety of children, families, and staff of our centers, we will monitor the situation and consider the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff. Decisions may include:

- Closure of the center(s)

- Length of closure to be determined by center, CDC, federal and local governments, and the Texas Department of Health and Human Services Section for Childcare Regulations
- Adjusted hours of service
- Daily health checks
- Limited entry into the building
- Limitations on what the children can bring into the center(s), such as blankets, stuffed animals, and pillows
- The center(s) will communicate these plans through a variety of methods such as the program's parent reminder system, mass emails, and Facebook.

## **Smoking, Gangs, and Weapons Policies**

### Smoking Policy

It is against Texas State Law and our centers' rules to smoke in or on any part of ABC Son Shine School's property or The Son Rise School's property. This includes the parking lot. Thank you for complying.

### Gang Free Zone

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

### Gun and Weapons Policy

Daycare centers are excluded from the new Open Carry Law. Congressional Bill 746.3707 as pertains to Texas Penal Code Title 7 Chapter 30; Section 30.06 and 30.07 prohibits firearms (concealed or open carry), ammunition, or weapons of any kind unless the individual is a Law Enforcement Official who is trained and certified to carry a firearm. Thank you for your cooperation!

## **Policy Changes**

We review the Operational Policy Handbook every year. If there are changes or additions to our handbook, you will be notified with a letter explaining all the changes or additions being made. We will also post any important information about handbook changes on our parent communication board in the sign-in/sign-out area.

**Please see the next page for our menu.**



# Menu

## ABC Son Shine School and The Son Rise School

Code: S-257 Menu- A

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	1% milk WGR French Toast Sticks Applesauce	1% milk WGR Multi Grain Cheerios Peaches	1% milk WGR Sausage on a Stick Orange Half	1% milk WGR Kix Mixed Fruit	1% milk Biscuits & Jelly Mandarin Oranges
Lunch	1% milk Ham Sandwich Pickles Apple Slices	1% milk Grilled Cheese Pinto Beans Bananas	1% milk Corn Dog Cucumber Pears	1% milk Chicken Nuggets Green Beans Fries	1% milk Hot Dogs Ranch Style Beans Pineapple WGR Bread
Snack	100% Juice Animal Crackers	100% Juice Sandwich Crackers	100% Juice Cheese-It's /Goldfish	100% Juice Graham Crackers	100% Juice Snack Mix

Updated: 07/27/2022