

Operational Policies and Procedures

Enhance The Gift

Hours of Operation

Complies with Section 744.501 of the Minimum Standard School Age Before and After School Program.

Enhance The Gift normal schedule is as follows:

Programs runs: August - May

Monday – Friday:

6:30 AM – 8:30 AM

3:00PM to 6:00 PM

Closed: Saturday – Sunday

Procedures for Release of Children

Complies with Section 744.501 the Minimum Standard School Age Before and After School Program.

- Enhance The Gift will use a sign in sheet to sign the children in and out. During enrollment, a photo will be taken of the authorized persons and children. The photos on file need to match before a child will be released from the center.
- If there is no photo on file, but the adult is listed as an authorized party for the child, a valid government issued photo identification must be shown before the child will be released. If at any time Enhance The Gift staff feel uncomfortable releasing a child to an individual, the Police Department will be called.

Illness and Exclusion

Complies with Section 744.2571 to 744.2576 of the Minimum Standard School Age Before and After School Program.

Also, due to the health and well-being of each child at **Enhance The Gift**, we will strictly adhere to the following illness and exclusion criteria:

- Fever as measured by a temperature of 100 degrees Fahrenheit or higher
- Vomiting (two or more episodes in 24 hours)
- Swelling/Redness of the
- Throat
- Constant Cough
- Extreme Fatigue/Lethargy

- Head Lice
- Reddened/Draining Eyes
- Skin Rash
- Bumps on Hands, Feet and/or Throat ○ Uncontrollable Diarrhea
- Mouth Sores
- Diagnosis of a communicable disease by a healthcare professional with
- no medical documentation that the child is no longer contagious
- If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called.
- Illness reports will be generated and must be signed and dated by both an **Enhance The Gift** staff member and a parent.
- A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.
 - If a child is diagnosed as having a contagious condition, parents should notify **Enhance The Gift** as soon as possible so we can alert other families. Confidentiality will be upheld.

Dispensing and Handling Medication

Enhance The Gift will not have an unassigned epi pen per standard 744.501(25).

Procedures for handling medical emergencies:

Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.

Parental Notifications

Complies with Section 744.501 of the Minimum Standard for Child-Care Centers From time to time, Enhance The Gift may choose to update the Operational Policies and Procedures. The most recent version will be available at www.enhancethegift.com to view or download, as well as available upon request.

Suspension and Expulsion

Complies with Section 744.501(8) of the Minimum Standard School Age Before and After School Program.

Unfortunately, there are circumstances we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our center:

Immediate causes for expulsion: The child is at risk of causing injury to other children of him/herself. Parent threatens physical or intimidating actions towards staff members. Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for child's expulsion:

Failure to pay/habitual lateness in payments.

Failure to complete required forms including child's immunization records.

Habitual tardiness when picking up your child. Verbal abuse to staff.

Child's Actions for expulsion:

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical or verbal abuse to staff or other children. Excessive biting.

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and 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 other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for their child.

Discipline and Guidance

Complies with Subchapter G, Discipline and Guidance of the Minimum Standard School Age Before and After School Program. 744.2109.

Enhance The Gift uses positive methods of discipline and guidance.

- Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.
- A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Enhance The Gift will not use harsh, cruel, or unusual treatment of any child.

Meals and Food Service Practices

Complies with Subchapter Q, Nutrition and Food Service of the Minimum Standard for Minimum Standard School Age Before and After School Program.

Meals

At **Enhance The Gift** will provide breakfast and one snack. Snacks are scheduled to be serviced once a day and will be included in the price of service. We will offer food in the Parents of children with food allergies are required to provide written documentation of the food allergy. If the child is severely allergic to peanuts or any other nuts, it is recommend that parents inform staff.

Immunization Requirements

Complies with Section 744.501 of the Minimum Standard School Age Before and After School Program.

Enhance The Gift is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

- Provided immunization records must include the following:
 - The child's name and birth date;
 - The number of doses and vaccine type;
 - The month, day, and year the child received each vaccination; and
 - The signature or stamp of the physician or other health care professional who administered the vaccine.
- For a child attending a pre-kindergarten program or school away from the childcare center
 - Parents can provide a copy of the immunization records
 - Parents can provide a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the prekindergarten program or school listed in the statement.
- For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according to Texas Department of State Health Services rules in 25 TAC §97.66.
- More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

Enrollment procedures

Complies with Section 744.501 of the Minimum Standard School Age Before and After School Program.

To enroll children into **Enhance The Gift**, parents can either complete the registration form online enhancethegift.com or at the center. Upon the first visit, parents will need to complete a registration form with the following information:

- Immunization Records
- Statement of Child's Health from a health-care professional
- Emergency contact information
- Contact information for persons other than a parent to whom the child may be released
- Contact information for the child's physician or an emergency-care facility
- Special care needs and allergy information
- Contact information of school for school-aged children

In addition, parents will be required to sign the registration form, which states they have received and agree to the Operational Policies and Procedures as well as authorization to obtain emergency medical care.

Transportation will be provide to school Monday- Friday between the hours of 6:30AM and 8:30 AM and after school between 3:00 PM and 4:30 PM.

Water Activities – Enhance The Gift does not provide any water activities.

Field Trips – Enhance The Gift does not provide field trips.

Health Check The health and well-being of each child at Enhance The Gift is of the utmost importance to us, therefore we will conduct a daily health check before the parent's leave. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day. The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center
- Whether keeping the child in care will pose an increased risk to other children and adults at the center

No animals are on the premises of Enhance The Gift.

Insect repellent and sunscreen is not provided by Enhance The Gift.

Special Needs Children

Complies with Section 744.2009 of the Minimum Standard School Age Before and After School Program.

Enhance The Gift is not equipped to provide services for special need students at this time.

Discussing Policies and Procedures

Parents are welcome to contact Enhance The Gift's Director with any questions that they have regarding their children's care at our center or about center's policies, procedures or in general about how the center operates. Enhance The Gift is normally available during daytime business hours and can also always be reached at 713-730-5044.

Parental Visitation

Parents are able visit Enhance The Gift at any time during our hours of operations to observe your child, program activities, the building, the premises and equipment without having to secure prior approval.

Procedures For Parents to Participate in Operation's Activities

Parents are encouraged to participate in Enhance The Gift's operation's activities.

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Emergency Preparedness Plan

Evacuation routes and relocation plans are posted in every room. The designated relocation area if we need to relocate inside the operation is the Cinema room, as this space has no windows, is an interior room and is easily accessible. If we need to relocate outside the operation, we will follow our emergency evacuation plans and relocate to the empty lot south of the facility towards Main Event. Routine drills will be conducted according to licensing requirements.

Information on Vaccine Preventable Diseases for Employees 744.2581 not required.

Minimum standards and Licensing Inspection Report

A copy of the Minimum Standards for Child-care Centers is available for review at **Enhance The Gift** upon request. In addition, parents can find it online by going to:

http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf

Local Licensing Office, PRS Child Abuse Hotline and the PRS Website Information

Abuse and neglect hotline: 1.800.252.5400
<https://www.txabusehotline.org>

Licensing Office
http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/
1330 E. 40th Street
Houston, Texas 77022
(713)-287-3238