

# *Parent's Handbook & Operational Policies and Procedures*



## **FIRST STEPS TO BIG DREAMS PRESCHOOL**

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## Philosophy:

At First Steps To Big Dreams Preschool, we believe that children learn best through active participation in a variety of developmentally appropriate experiences. Our approach nurtures cognitive, physical, emotional, and social growth, focusing on the whole child. We recognize that children construct knowledge through hands-on exploration and meaningful interactions, fostering confidence and a love for learning.

Our childcare home is designed to provide a warm, supportive, and stimulating environment where every child feels safe and valued. Our main play area is thoughtfully arranged with engaging centers for creative arts, literature, dramatic play, and small motor development. These activities encourage curiosity, creativity, and problem-solving skills, all essential for lifelong learning.

In partnership with parents and caregivers, we strive to create a positive, enriching space that promotes each child's unique development. Through a balance of structured and free-play activities, we ensure that learning is both fun and purposeful, setting the foundation for future success.

We are proud to offer care for children from birth to four years of age and look forward to being a part of their early learning journey.

## Open Door policy:

We welcome parents to visit their child at any time throughout the day. However, please be mindful that visits may sometimes disrupt the routine and focus of the other children in our care. We appreciate your consideration in helping us maintain a calm and engaging learning environment for all.

## Hours of Operation:

*Complies with Section 747.301 of the Minimum Standard for Licensed Child-Care Homes*

Our childcare home operates year-round, Monday through Friday, from 7:00 AM to 5:30 PM.

To maintain a consistent routine, **all children must be dropped off by 9:30 AM**. If a child has not arrived by this time, we will assume they will be absent for the day unless prior notice is given.

## Child Sign-In & Release Policy:

*Complies with Section 747.3901 of the Minimum Standard for Licensed Child-Care Homes*

To ensure the safety and security of all children, First Steps To Big Dreams Preschool utilizes **childcare software** for sign-in and sign-out procedures.

- During **enrollment**, a **photo will be taken** of each authorized pickup person and child.
- A child **will only be released** if the **photo on file matches** the individual picking them up.
- Each parent/guardian must **create and select a PIN** that identifies them and the child they are authorized to sign in and out.

### Alternative Pickup Procedures:

- If an authorized pickup person **does not have a photo on file**, we require:
  - **At least 2 hours' notice** from a parent/guardian on file.
  - The **full legal name** of the person picking up the child.
  - A **valid government-issued photo ID** must be presented before the child will be released.

### Safety Precaution:

If at any time, First Steps To Big Dreams Preschool **staff feel uncomfortable** releasing a child to an individual, the **Hays Police Department will be contacted immediately**.

## Custody and Child Release Policy

At First Steps To Big Dreams Preschool, the safety and well-being of every child are our top priority. To ensure proper procedures are followed regarding custody and release, the following policies apply:

- **Certified custody orders** must be provided **at the time of enrollment**.
- Any **changes to custody arrangements** must be submitted **immediately** to keep records up to date.
- The **enrollment record** must reflect the **most current and valid custody orders**.
- Children will **only be released** to the **parents or guardians listed on the enrollment record**, or as specifically stated in a **certified custody order**.

First Steps To Big Dreams Preschool **cannot deny parental pickup rights** unless one of the following documents is **on file**:

- A **certified custody order** that restricts pickup
- A valid **restraining order** prohibiting contact or pickup for a specified time or permanently

## Daily Health Check & Illness Exclusion Policy:

The **health and well-being** of each child is our top priority. To maintain a safe and healthy environment, a **daily health check** will be conducted **before parents leave** each day.

- The results of this health check will be **determined by the center's staff**, not the parent.
- If a child does not meet the health requirements, they will **not be permitted to stay** for the day.

### Illness Exclusion Criteria

*Complies with Section 747.3401 of the Minimum Standard for Licensed Child-Care Homes*

A child may be excluded from care based on the following factors:

1. **Ability to Participate** – If the child is unable to fully engage in daily activities appropriate for their classroom and age group.
2. **Staffing Considerations** – If the child requires more care than staff can provide **without compromising the well-being of other children**.
3. **Risk to Others** – If keeping the child in care poses a **potential health risk** to other children or staff members.

If a child is diagnosed with a **contagious condition**, parents must notify First Steps To Big Dreams Preschool **immediately** so we can inform other families while maintaining **confidentiality**.

### Return to Care

- A child must be **fever-free and symptom-free for at least 24 hours without the use of medication** before returning to the center.

Our goal is to maintain a safe and healthy environment for all children. Thank you for your cooperation in following these guidelines.

### Sick Child Pick-Up Policy

If a child becomes ill during care, a parent or emergency contact must pick them up **within 30 minutes** of being notified.

- If the child is not picked up within this time frame, a **\$50 sick exposure fee** will be charged.
- This fee reflects that the child is now receiving “sick care,” which **First Steps To Big Dreams Preschool does not provide**.

## Dispensing and Handling Medication:

*Complies with Division 2, Medications and Medical Assistance of the Minimum Standard for Licensed Child-Care Homes*

- We **will only** administer **emergency medications** related to **food allergies or asthma**. If required, medications will be kept in a **locked box** within a designated cabinet area.
- We **will not** administer any **over-the-counter (OTC) medications** or **prescription medications**, unless they are deemed **life-threatening**. For safety reasons, parents must inform us of **any medications** their child has received **before arriving** at First Steps To Big Dreams Preschool.

## Sunscreen & Bug Spray:

These will be applied before each outdoor play session.

Parents may provide their preferred brand, but it must be **clearly labeled** with the **child's first and last name**.

## Procedures for handling medical emergencies:

*Complies with Subchapter R, Health Practices of the Minimum Standard for Licensed Child-Care Homes*

In the event of a medical emergency, First Steps To Big Dreams Preschool will prioritize the child's safety and well-being by taking the following steps:

1. The child will be provided with immediate care and, if necessary, transported to the nearest emergency room for further medical attention.
2. Once emergency care has been administered, both parents will be notified of the situation and informed of the actions taken.
3. The director and parents will then communicate to determine the appropriate next steps following the initial care.
4. A full incident report will be completed by staff, the director, and any witnesses. This report must be signed and dated by all involved parties.

Our priority is ensuring the safety and well-being of every child in our care. Please ensure that your emergency contact information is up to date. If you have any questions or concerns, feel free to reach out to us.

## Parental Notifications:

*Complies with Section 747.501 of the Minimum Standard for Licensed Child-Care Homes*

From time to time, First Steps To Big Dreams Preschool may choose to update the Operational Policies and Procedures. The most recent version will be available on Brightwheel to view or download, as well as upon request.

## Incidents & Accidents:

*Complies with Division 2, Records of Accidents and Incidents of the Minimum Standard for Licensed Child-Care Homes*

At First Steps To Big Dreams Preschool, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control, which include but are not limited to:

- Incidents by one child due to the actions of another child, like biting, hitting, pushing, and throwing objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers
- Accidents while playing indoors and/or in the outdoor playscape

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign the incident report for all injuries, no matter the severity, when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about who injured them for confidentiality purposes, but a report will need to be signed.

## Discipline and Guidance:

*Complies with section 747.2705 Subchapter L, Discipline and Guidance of the Minimum Standard for Licensed Child-Care Homes*

We believe in using **positive methods of discipline and guidance** to support children's emotional and social development.

### Guiding Principles

- Discipline will be **individualized and consistent**, tailored to each child's level of understanding.
- Our goal is to teach children **acceptable behavior and self-control** in a supportive environment.



## Positive Discipline Methods

Caregivers will use **only** positive discipline techniques that promote **self-esteem, self-control, and self-direction**, including:

- ✓ **Praise & Encouragement** – Focusing on and reinforcing good behavior rather than emphasizing negative behavior.
- ✓ **Clear, Positive Communication** – Reminding children of behavior expectations daily with simple, encouraging statements.
- ✓ **Redirection** – Guiding children toward appropriate activities using positive statements.
- ✓ **Supervised Separation (Time-Outs)** – When necessary and age-appropriate, a brief time-out may be used, limited to **one minute per year of the child's age**.

## Prohibited Disciplinary Actions

First Steps To Big Dreams Preschool strictly **prohibits** any form of harsh, cruel, or unusual treatment, including but not limited to:

- ✗ Physical punishment of any kind
- ✗ Threats, humiliation, or verbal abuse
- ✗ Withholding food, naps, or bathroom access as a form of discipline

We are committed to creating a **safe, respectful, and nurturing environment** where children can learn and grow. If you have any questions or concerns about our discipline policy, please let us know.

## Suspension and expulsion of children:

We strive to support every child's social and emotional development through positive guidance and redirection.

However, if a child's behavior becomes **consistently disruptive or poses a danger to themselves or others**, the following steps will be taken:

1. A **parent conference** will be scheduled to discuss the concerns and collaborate on possible solutions.
2. Staff will implement **individualized strategies** and provide continued support, including the use of positive redirection and, if necessary, **outside resources**.
3. If, after all reasonable efforts have been made, the behavior does not improve and continues to impact the safety or well-being of others, **arrangements will need to be made for the child to receive care elsewhere**.



## Rest Time Policy

Following **state regulations**, First Steps To Big Dreams Preschool provides a **designated rest period** for all children. Rest time is scheduled **daily from 12:30 PM to 2:30 PM**, following lunch.

- All children present during this time will be **encouraged to rest quietly** on their mats.
- If a child does not fall asleep, they will be provided with **quiet activities** to enjoy while remaining on their mat.

## Mats & Bedding

Each child will have a **labeled mat**, which is **disinfected regularly**.

Parents are responsible for providing: A **blanket**

All bedding must be **clearly labeled** with your child's name using a **black permanent marker**. Bedding should be taken home **every Friday** for laundering and returned **on Monday**.

First Steps To Big Dreams Preschool **does not provide backup bedding** if it is forgotten.

## Infant Sleep Policy

*Complies with section 747.2309 Subchapter H, Basic Care Requirements for Infant*

In alignment with the **American Academy of Pediatrics (AAP)** safe sleep guidelines:

- Infants will be placed on their **backs to sleep** in an **empty crib** labeled with their name.
- No **restrictive devices**, such as swaddles or sleep sacks with Velcro across the chest, will be allowed.
- Any exceptions to this policy must be submitted **in writing by the child's healthcare provider**.

## Rolling Infants

If an infant is developmentally able to roll from back to stomach and stomach to back independently, the infant will still be placed on their back at the start of sleep. Once the infant rolls on their own, they may remain in that position.

## Maintaining Infant Temperature

To help regulate temperature during sleep, Families may provide appropriate sleep clothing and/or a **sleeveless sleep sack** that does not restrict the infant's movement.

Any **modifications to this policy** must be made **in writing** and signed by the child's healthcare provider.

## Meals and Food Service Practices:

*Complies with Subchapter Q, Nutrition and Food Service of the Minimum Standard for Licensed Child-Care Homes*

Parents have the option to either **provide their child's meals and snacks** or enroll in our **meal plan tuition option**.

## Parent-Provided Meals & Snacks

If you choose to provide your child's food, you must supply **two snacks and two meals** for **full-day** attendance. All meals and snacks must be **ready to serve at room temperature or cold**, as First Steps To Big Dreams Preschool **does not heat or refrigerate** food. First Steps To Big Dreams Preschool **is not responsible** for maintaining the nutritional value or ensuring the child's daily food intake meets dietary guidelines.

We **recommend** that meals include items from the following food groups:

- ✓ **Milk/Dairy or Substitute**
- ✓ **Meat/Meat Substitute**
- ✓ **Vegetables & Fruit**
- ✓ **Whole Grains**

## Food Allergies & Nut Policy

- Parents of children with **food allergies** must provide **written documentation** of the allergy. If a child has a **severe peanut or nut allergy**, parents must **inform staff immediately**.
- While First Steps To Big Dreams Preschool **does not provide nut products**, we **cannot guarantee** that food brought from home is free from cross-contamination.
- We **ask that parents also refrain from sending nut products** in their child's meals and snacks to help maintain a safe environment.

## Immunization Requirements:

*Complies with Section 747.623 of the Minimum Standard for Licensed Child-Care Homes*

In compliance with the **Texas Department of State Health Services (25 TAC 97, Subchapter B)**, First Steps To Big Dreams Preschool **must obtain a copy of each child's immunization record** before enrollment.

## Required Immunization Documentation

All immunization records must include the following:

- ✓ **Child's full name** and **date of birth**
- ✓ **Number of doses** received and **vaccine type**
- ✓ **Exact dates** (month, day, and year) for each vaccination
- ✓ **Signature or stamp** of the physician or healthcare provider who administered the vaccine

Parents are responsible for keeping their child's immunization records **up to date** and providing updated documentation as necessary.

### Tuberculin testing requirements:

*Complies with Section 747.629 of the Minimum Standard for Licensed Child-Care Homes*

First Steps To Big Dreams Preschool **does not require** a **tuberculin (TB) test** for enrollment. However, we **recommend** that parents discuss this test with their child's healthcare provider to determine if it is necessary based on individual health factors or exposure risks.

### Hearing and vision screening:

*Complies with Section 747.631 of the Minimum Standard for Licensed Child-Care Homes*

Vision and hearing screening tests are not required by First Steps To Big Dreams Preschool since we don't offer services to children over 3 years of age. However, this is required for children 4 years old by September in the state of Texas.

### Enrollment procedures:

*Complies with Section 747.605 of the Minimum Standard for Licensed Child-Care Homes*

To enroll your child at First Steps To Big Dreams Preschool, parents may complete the **registration forms** through one of the following options:

Online on the **Brightwheel** app

Upon your child's **first visit**, parents must complete the **full registration process**, which includes:  
Providing all necessary documentation and  
Paying a **\$150 non-refundable enrollment fee**

## Tuition and Attendance Policy

To maintain your child's enrollment at First Steps To Big Dreams Preschool, **tuition must be paid in full and on time.**

- **No deductions or credits** will be given for absences due to **illness, vacation, or holidays.**
- If your child will be **absent for an entire week** (e.g., vacation, extended illness), please notify us **in advance** whenever possible.

If your child is absent for **two or more consecutive weeks without communication**, it will be treated as a **withdrawal from the program**. Re-enrollment will require payment of all applicable **registration fees**, and placement will depend on availability at the time of reapplication.

## Payment Dispute Policy

All payments made to First Steps To Big Dreams Preschool are considered **authorized transactions** unless otherwise documented.

Any attempt to **dispute or halt payment** on an authorized transaction will be considered a **fraudulent claim**. In such cases, First Steps To Big Dreams Preschool reserves the right to pursue **legal action** to recover the owed funds.

All **legal fees, court costs, and associated expenses** incurred during the recovery process will be the **responsibility of the parent or legal guardian** of the enrolled child.

To avoid misunderstandings, we encourage families to **communicate directly with the Director** regarding any billing concerns before initiating a payment dispute.

## No Refund Policy

All tuition payments and registration fees made to First Steps To Big Dreams Preschool are non-refundable. This applies regardless of:

- Early withdrawal
- Absences due to illness, vacation, or other personal reasons
- Dismissal from the program

Please ensure you understand and agree to this policy before submitting any payments.

## Payment Methods

Tuition payments are processed exclusively through **Brightwheel** and can be made via credit card, debit card, or ACH transfer.

**Credit card transactions** incur a **2.95% processing fee per transaction**.

**ACH payments** incur a **0.6% processing fee per transaction**.

## Late Payments

Tuition payments are due each week. A **\$20 late fee** per day will be applied if payment is not received by the end of the business day on Monday. Accounts must be paid in full by the end of the month. If tuition remains unpaid, your child will not be permitted to attend the following month until the account is brought current.

## Withdrawal

**No refunds** will be issued for any tuition payments or registration fees.

Should you choose to **withdraw your child(ren)** from First Steps To Big Dreams Preschool, a **two-week written notice** is required. Notice may be provided through the following methods:

- Text message
- Email
- Phone call
- Verbal communication with the Director

Upon giving notice, you are responsible for a full **two weeks' tuition due the day notice is given**, regardless of whether your child attends during that time. This payment is **separate from any previous tuition already paid** and is required to finalize the withdrawal process.

This policy ensures we have adequate time to prepare for transitions and adjust classroom planning accordingly.

## Discussing Policies and Procedures:

*Complies with Section 746.501 Subchapter B, Administration and Communication*

Parents are welcome to contact First Steps To Big Dreams Preschool's Director with any questions that they have regarding their children's care at our center or about the center's policies, procedures, or in general about how the center operates.

First Steps To Big Dreams Preschool Director is normally available during daytime business hours and can also always be reached through email at [firststepstobigdreams@gmail.com](mailto:firststepstobigdreams@gmail.com).

Parents will be notified of policy changes the same day changes are made to them, and all parents are required to sign the new form as acknowledgment of the new Operational Policies and Procedures.

## Indoor and outdoor physical activity:

*Complies with Section 747.2104 Subchapter F, Developmental Activities and Activity Plan*

At First Steps To Big Dreams Preschool, we believe that regular physical activity is essential for healthy growth and development. Weather permitting, we provide **daily outdoor play** for all children. Outdoor time is divided into **two 30-minute sessions**, totaling **60 minutes** of play each day.

### When Outdoor Play Isn't Possible

In cases of **extreme weather**, such as rain or temperatures exceeding a **heat index of 100°F**, outdoor play will be limited or canceled. During these times, we offer fun and engaging **indoor physical activities** in the main playroom, such as:

- Freeze dance battles
- Jumping jacks or a dinosaur stomping game
- Yoga and stretching
- Bear hunts (pretend play with movement)
- Foam ball toss

We will monitor local weather reports and **check the temperature of outdoor equipment**, such as slides. If surfaces are over **100°F**, they will be considered **unsafe** for play.

### Clothing & Footwear Guidelines

To help your child enjoy physical activity comfortably and safely, we ask parents to dress their children appropriately for the weather:

- **90°F and above:** Shorts and a short-sleeved shirt
- **Below 70°F:** Long sleeves, pants, and a light jacket
- **Footwear:** Always **closed-toe shoes** like sneakers. Please avoid sandals, even in warm weather, to prevent injuries and keep gravel or rocks out of shoes.

## Physical Activity Benefits

Children benefit from both **structured** and **unstructured** play. These activities help improve:

- Physical strength
- Motor skills, coordination, and balance
- Focus, creativity, and problem-solving
- Overall health and reduced risk of obesity

### Examples of Structured Play (goal-oriented):

- Yoga or stretching
- Freeze tag
- Races
- Ball toss

### Examples of Unstructured Play (free play):

- Recess
- Painting or coloring
- Playing with blocks

## Diaper Changing and Potty Training:

### Diaper Changing

First Steps To Big Dreams Preschool is happy to change all types of diapers, whether disposable or cloth. For families using cloth diapers, we kindly ask that you provide a sealable bag to store soiled diapers.

Our staff follow the guidelines outlined in **Division 2: Diaper Changing** of the *Minimum Standards for Child-Care Homes*. Parents will receive documentation of each diaper change that occurs while their child is in our care.

### Potty Training

At First Steps To Big Dreams Preschool, we're happy to support your child through the potty training process. Our staff will take potty-training children to the restroom **twice every hour** to encourage consistency and routine.

We will document each restroom visit, and reports will be available upon request for your review.

To help us support your child's success, we ask parents to provide **extra clothes and any necessary training materials** each day.



## Firearms and Other Weapons:

*Complies with Section 746.3707 Subchapter S, Safety Practices*

Per §2.12 of the *Texas Code of Criminal Procedure*, **peace officers** and **security officers commissioned by the Texas Private Security Board** who are trained and certified to carry a firearm on duty may have firearms and ammunition on the premises of First Steps To Big Dreams Preschool.

For **all other individuals**, the possession of **firearms, hunting knives, bows and arrows, or any other weapons** is strictly prohibited on the premises of the child-care center.

## Texas Penal Code:

*Complies with Section 746.501 Subchapter B, Administration and Communication*

First Steps To Big Dreams Preschool will inform parents **verbally** that, under the **Texas Penal Code**, any area **within 1,000 feet of a child-care center** is designated as a **gang-free zone**. Criminal offenses related to organized criminal activity that occur within this zone are subject to **enhanced penalties**.

## Emergency Preparedness Plan:

*Complies with Section 746.5201 Subchapter W, Fire Safety and Emergency Practices*

Evacuation routes and relocation plans are **posted at the entrance** of First Steps To Big Dreams Preschool for easy reference.

- If relocation **within the facility** is necessary, children and staff will move to the **hall near the restroom**, which has no windows, is near the interior of the building, and provides safe and easy access.
- If relocation **outside the facility** is required, we will follow our emergency evacuation plan and relocate to the **end of the building's parking lot**.

**Routine emergency drills** will be conducted following **licensing requirements** to ensure preparedness and safety for all children and staff.

All plans align with **Minimum Standards** and will be reviewed during the **Licensing Inspection Report** process.

## **Licensing inspection report and minimum standards:**

A copy of the Minimum Standards for Child-care Centers is available for review at First Steps To Big Dreams Preschool 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](http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf)

A copy of the most recent inspection report is available for review by going to:  
<https://childcare.hhs.texas.gov/Public/childcaresearch>

**Provider Name: First Steps To Big Dreams Preschool**

**Provider Number: #1818857**

**Provider Location: 1509 Amy Drive  
Kyle, TX 78640**

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

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing/](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/)

**1901 Dutton Dr # C,  
San Marcos, TX 78666  
(512) 753-2201**

## Reporting Suspected Child Abuse:

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect, or exploitation, [visit: http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)

### Abuse Hotline and Website:

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide
- Make your report through their secure website, and you will receive a response within 24 hours: [www.txabusehotline.org](http://www.txabusehotline.org)

### Preventing and responding to abuse and neglect of children:

First Steps To Big Dreams Preschool will ensure annual training is completed by employees to prevent and respond to the abuse and neglect of children.

### Child Protective Services (CPS) Access Policy

Please be advised that, under Texas law, **Child Protective Services (CPS)** has the legal authority to **interview children without parental consent** if there is a concern or report regarding the child's safety or well-being.

At First Steps To Big Dreams Preschool, we are required to **comply fully with CPS** and allow them access to speak with any child in our care when legally mandated to do so.

This policy exists to ensure the protection and welfare of all children and to support state efforts to investigate and prevent abuse or neglect.

# Recognizing the Signs of Child Abuse:

## Physical Abuse

**Physical abuse** is defined as any **physical injury** that results in **substantial harm** to a child or a **genuine threat** of such harm. This includes a wide range of actions that can cause injury, whether **intentional or not**.

Examples of physical abuse include, but are not limited to:

- Punching
- Beating
- Shaking
- Kicking
- Biting
- Throwing
- Stabbing
- Hitting
- Burning
- Choking
- Any other act that results in harm

Physical abuse can result in injuries ranging from **minor bruises to severe fractures** or even **death**. Importantly, an injury is considered abuse **regardless of the caretaker's intent** to cause harm.

## Neglect

**Neglect** is the **failure to provide for a child's basic needs** that are essential for sustaining the child's **life, health, or well-being**. This does **not include** situations where the failure is primarily due to **financial hardship, unless** relief services have been offered and **refused**.

### Signs That May Indicate Neglect:

- Obvious **malnourishment** or underweight appearance
- **Lack of personal hygiene** or cleanliness
- Consistently **torn, dirty, or inappropriate clothing**
- **Stealing or begging for food**
- Being **left unattended** for extended periods
- **Unmet medical or dental needs**, including the need for glasses
- **Frequent absences or chronic tardiness** from school

## Sexual Abuse

**Sexual abuse** involves any **sexual conduct** with a child that is **harmful or exploitative**, whether through physical contact or non-contact acts. This includes, but is not limited to:

- Fondling a child's genitals
- Penetration (vaginal or anal)
- Incest
- Rape or sodomy
- Indecent exposure
- Exploitation through prostitution
- Creating or distributing **pornographic materials** involving children

### Signs That May Indicate Sexual Abuse:

- Physical signs of **sexually transmitted diseases**
- **Injury** or trauma to the genital area
- **Pregnancy** in a young girl
- **Difficulty walking or sitting**
- **Extreme fear or anxiety** around adults of a specific sex
- **Sexualized behavior**, language, or play that is not age-appropriate
- **Unusual knowledge** of sexual topics for the child's age
- **Sexually aggressive behavior** toward other children

## Emotional Abuse

**Emotional abuse** is defined as a **mental or emotional injury** that results in an **observable and substantial impairment** in a child's growth, development, or psychological functioning. This type of abuse may not leave visible marks but can have deep and lasting effects.

Examples of emotional abuse include:

- **Extreme or inappropriate punishment**, such as confining a child in a dark space
- **Habitual scapegoating** or blaming  
**Belittling, shaming**, or constant criticism
- **Rejecting** or withholding emotional support and love
- Failing to seek or follow through with treatment for a child's **mental or emotional needs**

## Signs That May Indicate Emotional Abuse:

- **Over-compliance** or fearfulness
- **Low self-esteem**
- **Severe depression**, anxiety, or signs of aggression
- Trouble **making friends** or interacting with peers
- Noticeable **delays** in physical, emotional, or intellectual development
- A caregiver who **belittles the child**, shows **little affection**, or appears **disinterested** in the child's well-being

## Inclusive services to children with special care needs:

*Complies with section 746.2202 Subchapter F, Developmental Activities and Activity Plan*

At First Steps To Big Dreams Preschool, we welcome and support children who receive **early intervention** or **special education services**. With **parental approval**, qualified service providers may deliver these services **on-site** in one of our **private rooms**.

Please note: During these service sessions, First Steps To Big Dreams Preschool **is not responsible for the well-being of the child**, as they are under the care of the external provider.

Additionally, we recognize that some children may become overstimulated throughout the day. To support their emotional and sensory needs, we offer **sensory cool-down time** in a quiet, calming space when needed.

# Daily Schedule

*Note: This is a general guideline of your child's daily activities. Activities and timing may vary slightly based on classroom needs.*

☀️ **Outdoor play will take place twice daily for a total of 60 minutes**, weather permitting.

☁️ On rainy or extreme weather days, physical activity will be incorporated indoors during Circle Time.

🧴 **Sunscreen and bug spray will be applied before outdoor play.**

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**7:00–7:30 AM** | Arrival / Free Play / Table Toys  
**7:40–7:50 AM** | Clean-Up for Breakfast (Pick up toys, wash hands)  
**8:00–8:30 AM** | Breakfast (Lactose milk, fruit, grain, and protein)  
**8:40–8:45 AM** | Clean-Up After Breakfast (Wash hands, put dishes away, wipe tables)  
**9:00–9:20 AM** | Diapering & Potty Training Time  
**9:30–9:45 AM** | Music Time / Arts & Crafts / Circle Time (Movement Activities)  
**10:00–11:00 AM** | AM Snack & Outdoor Play (30 minutes)  
**11:00–11:30 AM** | Curriculum & Learning Activities (Colors, Shapes, Numbers, Alphabet)  
**11:30–11:45 AM** | Clean-Up for Lunch (Toys away, wash hands)  
**11:50–12:00 PM** | Diapering & Potty Training Time  
**12:00–12:30 PM** | Lunch / Nap Mats Laid Out  
**12:30–2:30 PM** | Quiet Time (Naps & Quiet Activities)  
**2:30–2:50 PM** | Wake-Up / Diapering & Potty Training Time  
**3:00–3:20 PM** | PM Snack Time  
**3:20–4:00 PM** | Outdoor Play (30 minutes)  
**4:00–4:30 PM** | Independent Activities (Table Toys, Dramatic Play)  
**4:30–5:00 PM** | Clean-Up / Diapering & Potty Training Time  
**5:00–5:30 PM** | Parent Pick-Up



# Parent Acknowledgment and Agreement

I hereby represent that I am the **legal guardian** of:

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*(Child/Children's Full Name)*

I acknowledge that it is my responsibility to **keep all information and authorizations** on my child **accurate and up to date**.

I have read, understand, and agree to abide by the **policies and conditions** outlined in the **First Steps To Big Dreams Preschool Parent Handbook**.

I understand and accept that, **at the discretion of the Director**, my child **may be unenrolled** from the daycare at **any time**, for **any reason**, and **without prior notice**.

By signing below, I confirm my acceptance of First Steps To Big Dreams Preschool's policies as written.

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**Parent or Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_