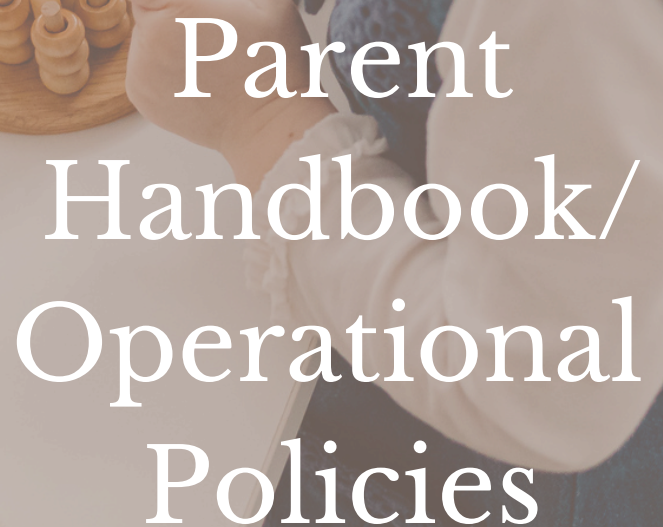


A holistic and Waldorf approach to childcare



Parent Handbook/ Operational Policies

A photograph of a young child with blonde hair, seen from behind, sitting at a white table and playing with various wooden toys. The toys include a wooden abacus with rings, a wooden frame with geometric shapes, a wooden cube, a wooden ring, a wooden string with beads, a wooden abacus with rings, a wooden frame with geometric shapes, a wooden cube, a wooden ring, a wooden string with beads, a wooden abacus with rings, a wooden frame with geometric shapes, a wooden cube, a wooden ring, a wooden string with beads. The background is a soft-focus indoor setting.

Mrs. Tuesday's
Cottage School

*A holistic and Waldorf approach to
childcare*

Parent
Handbook/
Operational
Policies

www.mrstuesdayscottageschool.com



Program Overview

Welcome to Mrs. Tuesday's Cottage School, a holistic, nature-based, Waldorf-inspired preschool nestled on five magical acres of land where childhood is honored, wonder is nurtured, and learning is alive with joy. Surrounded by whispering trees, winding hiking trails, and with the state park as our backyard, our setting is a living classroom—rich with opportunities for discovery, connection, and growth. At the heart of our program is a deep respect for the natural rhythms of childhood. We believe that children thrive in an environment where they feel safe, seen, and free to explore at their own pace. Each day, your child will be immersed in meaningful play, seasonal storytelling, songs, handcrafts, and rich sensory experiences that encourage creativity and build a strong foundation for lifelong learning.

We spend most of our days outdoors, rain or shine, allowing children to develop a lasting bond with the earth and an intuitive sense of the world around them. Whether hiking through the woods, tending the garden, or picnicking under the sky, the children engage in purposeful movement and nature-based learning that strengthens both body and spirit.

Rooted in the principles of Waldorf education, our curriculum nurtures the whole child—head, heart, and hands—with an emphasis on imagination, rhythm, and community. Our days follow a gentle, predictable flow that helps children feel grounded and secure, while our lessons unfold organically through stories, seasonal activities, and practical life skills.

At Mrs. Tuesday's Cottage School, we are not just preparing children for academic endeavors, we are cultivating a lifelong love for learning, nature, and self-discovery.

A photograph of a young child with brown hair, wearing a white long-sleeved shirt, playing with several smooth, light-colored wooden toys in a white plastic tub. The toys include a small wooden boat, a small wooden house, and several other wooden shapes. The child's hands are visible, reaching for the toys. The background is a light-colored wooden surface.

Welcome to *Mrs. Tuesday's Cottage School*

This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our daycare policies, procedures, and philosophy.

At Mrs. Tuesday's Cottage School, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes holistic development.

Within these pages, you will find detailed information about our enrollment process, daily schedules, curriculum, health and safety protocols, parent responsibilities,

communication channels, and much more. It is designed to serve as a valuable resource throughout your child's time with us, helping you navigate and understand the various aspects of our program.

We value open and transparent communication, and we encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

With Love,
Tuesday Merrell, Owner/Director
Mrs. Tuesday's Cottage School

Mission and Goals

At Mrs. Tuesday's Cottage School, our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting holistic development by fostering each child's social, emotional, cognitive, and physical well-being.

① Foster a Safe and Nurturing Environment

Our primary goal is to create a secure and nurturing environment where children feel safe, supported, and loved, promoting their overall well-being and sense of belonging. This is crucial during these early years of development.

② Promote Holistic Development

We aim to provide a holistic approach to development by fostering the growth of each child's social, emotional, cognitive, and physical abilities through carefully designed activities and daily rhythm. We believe mental and physical health are equally important so our facility is and will always be 100% non toxic.

③ Encourage Curiosity and Lifelong Learning

Through the Waldorf approach, we instill a love for learning and promote curiosity in children by offering a stimulating environment that encourages exploration, problem-solving, and critical thinking skills.

④ Establish Strong Partnerships

We believe it is so important to build meaningful partnerships with parents, ensuring open lines of communication, active involvement, and collaboration in their child's education and development. We are a part of your village.

⑤ Provide Quality Care and Education

Our daycare center is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for their future.



Philosophy

The philosophy of Mrs. Tuesday's Cottage School is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a Waldorf child-centered approach, placing the child at the heart of our educational practices. We strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, and express themselves authentically.

Our philosophy emphasizes the importance of play and imagination as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play, children develop social skills, confidence, creativity, critical thinking abilities, and a strong foundation for future learning that will follow them even outside of a classroom.

We also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future life experiences. We strive for our center to become an extension of your family.

Licensing Information

Mrs. Tuesday's Cottage School operates as a licensed daycare through the state of Texas. We abide by all regulations in the Minimum Standards for a licensed childcare center. All staff is properly trained and exceeds trainings and minimum standard requirements.

We have passed all safety inspections and obtained all of the necessary permits to operate.
'All licensing and inspections are posted.

Non-Discrimination Policy

Our center is committed to fostering an inclusive and diverse environment that celebrates the uniqueness of every individual. We firmly believe in providing equal opportunities and maintaining a non-discriminatory atmosphere for children, families, and staff members. Discrimination based on race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, or any other protected characteristic will not be tolerated within our daycare center. We strive to create an environment that promotes respect, understanding,

and acceptance. We are dedicated to ensuring that all children have access to our programs and services, regardless of their backgrounds or personal characteristics. We actively work to challenge biases, stereotypes, and prejudices, fostering an atmosphere of inclusion where every child feels valued and supported. Our commitment to non-discrimination extends to our hiring practices as well, ensuring that all staff members are selected based on their qualifications, experience, and dedication to upholding our inclusive values.



Operating Details

Hours of Operation

| | |
|-----------|-----------------|
| MONDAY | 7:30am - 5:30pm |
| TUESDAY | 7:30am - 5:30pm |
| WEDNESDAY | 7:30am - 5:30pm |
| THURSDAY | 7:30am - 5:30pm |
| FRIDAY | 7:30am - 5:30pm |
| SATURDAY | Closed |
| SUNDAY | Closed |

Months of Operation

January-December

Contact Information

-  (940)282-5933
-  Mrs.TuesdaysCottageSchool@gmail.com
-  Mrstuesdayscottageschool.com
-  /mrs.tuesdayscottageschool
-  452 Private Road 6815
Mabank, TX 75147

A close-up photograph of a young child with dark, curly hair, wearing a brown and white checkered dress. The child is holding a large, blue and white stuffed whale toy in front of their face, with their hands visible on the sides of the whale's head. The background is softly blurred, showing a wooden shelf.

Paid Holidays + Closures

Mrs. Tuesday's Cottage School will be closed for most major holidays. These paid holidays are:

New Year's Eve
New Year's Day
Spring Break (3rd Week of March)
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Break (Thanksgiving Eve,
Thanksgiving Day, Day after Thanksgiving)
Christmas Break (Christmas week and the
following week)

We follow our local school district for unsafe weather closures. Parents will be notified promptly. Tuition will remain the same.

In the case of an illness outbreak that causes the school to close at no fault of our own, Parents will be notified promptly. Tuition will remain the same.

We value the importance of advance planning, to ensure convenience for our families. We understand that finding alternative childcare can be inconvenient, but these closures allow for our staff & teachers to also recharge and take time for their own families. Weather and illness closures are for the safety of both the children in our care and our staff.



Enrollment

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We always strive to be open and upfront during our enrollment process so families can feel confident in the care and education provided at Mrs. Tuesday's Cottage School. Our enrollment process is as follows:

① Initial Inquiry

Parents interested in enrolling their child are encouraged to make an initial inquiry by contacting us via phone or email. We will provide information about our program, availability, and answer any initial questions.

② Schedule a Visit

We invite interested families to schedule a visit to our daycare center. During the visit, parents will have the opportunity to tour our facilities, meet our caregivers, and observe our daily activities. This is a chance for families to get a firsthand experience of our nurturing environment and see if it aligns with their child's needs.

③ **Application Submission**

After the visit, interested parents can complete our enrollment application form. The form includes essential details about the child and family, emergency contact information, and any specific requirements or preferences. The application form can be submitted electronically or in-person at our daycare center.

④ **Enrollment Meeting**

Upon receipt of the completed application, we will arrange an enrollment meeting with the child's parents or guardians. During this meeting, we will discuss specific details about the child's routine, dietary preferences, health concerns, and any other relevant information to ensure a smooth transition and personalized care.

⑤ **Enrollment Offer and Agreement**

Following the enrollment meeting, if space is available and both parties feel that it is a good fit, we will extend an enrollment offer to the family. The offer will include details about the child's start date, schedule, and tuition fees. Parents will be required to review and sign an enrollment agreement, which outlines our policies and terms of service.

⑥ **Documentation and Paperwork**

Prior to the child's start date, parents will need to provide certain required documents, including the child's immunization records, health forms, and emergency contact information. We may also request any additional documentation, as needed, to ensure compliance with local regulations.

⑦ **Orientation and Transition**

On the child's first day at Mrs. Tuesday's Cottage School, we will conduct an orientation to acquaint them with their new surroundings, caregivers, and fellow peers. We will work closely with parents to ensure a smooth transition and provide updates on the child's progress during the initial settling-in period.

Required Documents

As part of our enrollment process, we require the following documents and forms to ensure that we have the necessary information to provide the best possible care for each child.

☐ Enrollment Form

The enrollment application form is a crucial document that provides us with more detailed information about the child, including personal details, emergency contacts, preferred start date, and any specific requirements or preferences.

☐ Health and Immunization Records

These forms include details about the child's medical history, allergies, any ongoing medical conditions, immunization records, and medication administration instructions. Health statement from the child's medical care provider as well as hearing & vision screenings are also required.

☐ Emergency Contact and Authorized Pickups

Names and contact methods for emergency contacts, and a list of those authorized to pick your child up from Mrs. Tuesday's Cottage School.

☐ Permission Forms

Permission forms for field trips, transportation, and media releases.

☐ Fee Agreement

The Fee Agreement outlines the fees for services, payment schedule, payment methods, and any other applicable fees.

☐ Handbook Acknowledgement

Upon enrollment, parents are required to review and sign an acknowledgment of receipt of the parent handbook. This ensures that parents are familiar with our policies, procedures, and guidelines.

Waitlists

We understand that demand for enrollment may occasionally exceed our available capacity. As a result, we have implemented a waitlist process to ensure fairness and transparency in admitting children when spaces become available.

To join our waitlist, interested families are required to submit a waitlist application form, indicating their preferred start date and any specific requirements or preferences. As spots become available, we review the applications on our waitlist and prioritize admissions based on a variety of factors, including the child's age, program preferences, and the order in which families joined the waitlist.

We will maintain open communication with families on our waitlist, providing regular updates regarding their status and estimated wait times. We encourage families to keep us informed of any changes in their enrollment plans or contact information to ensure that they remain up-to-date throughout the waitlist process. While we understand that waiting for a spot can be challenging, our team is dedicated to accommodating families as soon as possible while maintaining the highest standards of care.

Termination + Withdrawal

We understand that circumstances may change, and families may need to withdraw their child from our daycare center. In the event that you wish to withdraw your child from our program, notice must be submitted in writing via email or a physical letter, clearly stating the child's name, last day of attendance, and the reason for withdrawal (optional). Parents are required to provide a minimum notice period of two weeks before withdrawing their child from the daycare center. This allows us to make necessary arrangements and inform our staff and other families about the impending change. Please note that parents are responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day.



Tuition and Fees

Fees for care at Mrs. Tuesday's Cottage School are as follows:

| Age Group | Full Time | Part Time/Daily Rate |
|---------------------------------------|-----------------|----------------------|
| Infant (under 18 months) | \$200.00/wk | \$45/day |
| Toddlers (18-36 months) | \$200.00/wk | \$45/day |
| Potty Trained Toddlers (24-36 months) | \$185.00/wk | \$40.00 |
| Preschoolers (3-4 years) | \$185.00/wk | \$40.00 |
| Preschoolers (4-6 years) | \$175.00/wk | \$40.00 |
| Supply fee | \$125/quarterly | |

Tuition fees are due on a weekly or monthly basis, depending on the schedule chosen during enrollment.

We also offer sibling discounts based on family financial need.

We accept Childcare Subsidy.

Our **supply fee** covers materials for your child such as: rain gear, insulated water bottle, art and crafting supplies, smocks, nap cot, etc.

We use environmental friendly and non-toxic supplies at our school. Most of our supplies come from a certified Waldorf supplier where I can order in bulk such as modeling beeswax, rain suits, paints etc. that otherwise if purchased by a parent would not include the bulk discount. By having a supply fee and purchasing these items myself, this ensures your child is set up for success at our school and decreases the hassle and expense of parents outsourcing supplies from non-bulk suppliers. If your family can not budget our supply fee, we do offer supply grants for qualifying low-income families.

Late Payment Fees

At Mrs. Tuesday's Cottage School, we emphasize the importance of timely and consistent fee payments to ensure the continued provision of high-quality care and educational experiences for all children. We kindly urge parents to make every effort to avoid late payments to prevent any inconvenience or additional charges. In the event of a late payment, a late fee of \$25 per day will be applied to the outstanding balance. Childcare services will be discontinued immediately if payment is not received by the 1st of the month unless a payment plan has been implemented.

Should you encounter any challenges or foresee potential delays in making payments, we urge you to communicate with our administrative team promptly. We are committed to working with families to find suitable solutions and support your child's continued participation in our daycare center. Your cooperation and adherence to our payment schedule are vital in maintaining a nurturing and enriching environment for all children, and we appreciate your understanding of the significance of timely payments in sustaining the quality of our services.

Enrollment Adjustments

We understand that families may occasionally require enrollment adjustments to their child's schedule or transition between programs. In such cases, we are committed to providing fair and transparent fee adjustments to accommodate your needs. If you need to modify your child's schedule or transition to a different program, please Submit a written request for a schedule change or program transition to our administrative team. The request should include the desired changes, the effective date, and the reason for the adjustment. Enrollment adjustments are subject to availability and approval based on space availability and program capacity. We will make every effort to accommodate your request, depending on the availability of space in the desired program. Upon approval of the schedule change or program transition, we will calculate the revised fee based on the new schedule or program enrollment. Any applicable adjustments will be reflected in your next billing cycle. Refunds, if applicable, will be issued within 14 days of the child's last day of attendance. Refunds will be made using the original payment method, unless otherwise specified

If any enrollment or policy changes are to be made by Mrs. Tuesday's Cottage School, families will be notified via Brightwheel or written notice as soon as possible.

Daily Rhythm

| | |
|----------|---|
| 7:30 AM | Arrival and Greeting |
| 8:00 AM | Circle Time - Welcome and Group Activity |
| 8:30 AM | Free Play and Exploration Centers |
| 9:15 AM | Morning Snack |
| 9:30 AM | Morning Hike |
| 10:30 AM | Blanket Story Telling |
| 10:45 AM | Outdoor Play Yard |
| 11:45 AM | Clean up/ Wash up |
| 12:00 PM | Lunch Time |
| 12:30 PM | Rest Time |
| 2:15 PM | Snack Time |
| 2:30 PM | Small Group Activities (e.g., puzzles, games, sensory play) |
| 3:15 PM | Outdoor Play Yard |
| 4:15 PM | Clean Up/ Wash Up |
| 4:20 PM | Afternoon Snack & Tea - Recap & Farewell |
| 4:35 PM | Free Play and Exploration Centers until pickup |
| 5:30 PM | Teacher Departure |

Please note that this rhythm is just a sample and may vary depending on the age group and specific activities offered at Mrs. Tuesday's Cottage School. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions. Most daily activities are performed outdoors in nature.

Pickup and Drop-off

At Mrs. Tuesday's Cottage School, the safety and security of the children in our care are of utmost importance. To ensure a smooth and organized pickup and drop-off process, we have established a comprehensive policy that prioritizes the well-being of our children and promotes a positive experience for both parents and caregivers.

Drop-off Procedure

Upon arrival, parents or guardians are kindly requested to accompany their child to the designated drop-off area, where a staff member will greet and assist them. We encourage parents to allow sufficient time for the drop-off process, as it provides an opportunity for open communication between parents and caregivers. If there are any specific instructions or important updates, we encourage parents to share them during dropoff. As an additional security measure, we kindly ask parents to sign in their child at the kiosk and provide the expected pick-up time.

Health Check

Upon drop-off you will be prompted on the kiosk during check in, to verify that your child has been healthy and without any of the exclusionary guidelines. Staff will also make a quick health assesment on your child, looking for any signs of illness or injury.

Children must be awake and alert during check-in. Children can not be restrained in carseats for check in.

Pickup Procedure

During pickup, we request that parents or authorized individuals arrive at the designated pickup area at the scheduled time. Parents and authorized pick-up persons must present a valid identification when picking up their child to ensure the child's safety and protection. If there are any changes in pickup arrangements, we require advance notice and written authorization from the parent or guardian. To ensure the privacy and safety of all children, we strictly adhere to the list of authorized individuals who can pick up a child. If an unauthorized person arrives for pickup, we will verify their identity and confirm parental approval before releasing the child.

Pick-up deadline is 5:30. Unauthorized late pick-ups will result in a fee of \$1 per minute late.

Employees are not permitted to assist in carseat installation or buckling up children into vehicles/ carseats.

Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child.

To add a new designated person to the child's list of authorized individuals, parents or guardians must request an "Authorized Pickup Person Form" from our administrative office or download it from our website. This form requires basic information about the new designated person, such as their full name, contact details, and relationship to the child. Additionally, the parent or guardian must provide their signature as a consent authorization. Once the form is completed, it should be submitted to our administrative team for verification and approval. Once the new designated person is approved and added to the child's list of authorized individuals, they will be eligible to pick up the child as per the scheduled arrangement. Unrecognized and new authorized persons must bring a valid form of ID to drop off or pick up any child.



Parents Rights

At Mrs. Tuesday's Cottage School, we recognize parents and guardians as the primary caregivers and first teachers of their children. We are committed to forming a respectful and collaborative partnership with each family, rooted in open communication, mutual trust, and shared values.

In accordance with state licensing regulations and our school philosophy, all parents/guardians of enrolled children have the following rights:

1. Right to Respect and Inclusion

- To be treated with dignity, compassion, and respect by all staff members.
- To have their cultural, religious, and family values acknowledged and honored.
- To participate in shaping their child's educational experience through shared dialogue and involvement.

2. Right to Communication

- To receive timely updates on their child's daily rhythm, growth, behavior, and any concerns.
- To meet with teachers and staff upon request to discuss their child's progress.
- To be informed promptly of any accidents, injuries, or unusual incidents involving their child.

3. Right to Access and Visitation

- To have access to their child at any time during program hours, unless restricted by court order.
- To visit the facility unannounced while their child is in care.
- To participate in classroom events, seasonal festivals, and parent enrichment opportunities.

4. Right to Health and Safety Information

- To be informed of all health, safety, and illness policies, including protocols for allergies, medications, and emergencies.
- To know about the presence of any communicable diseases or outbreaks in a timely manner.
- To review and receive copies of health screenings, immunization records, and safety inspections upon request.

5. Right to Confidentiality

- To expect that all personal information and matters regarding their child are kept confidential and handled with professionalism.

6. Right to File a Complaint

- To express concerns or grievances without fear of retaliation.
- To request a conference with leadership at any time to address concerns.
- To contact the Texas Health and Human Services Commission (HHSC) if they believe the school is in violation of licensing standards. The local Child Care Licensing office number and DFPS website will be posted prominently at the school.

7. Right to Educational Choice

- To choose their child's method of feeding, including breastfeeding or breastmilk provision.
- To provide input on educational materials and activities in accordance with their beliefs and values.

Our Commitment

We believe that a child flourishes most when the home and school work in harmony. We welcome and value parent involvement and view every family as a vital part of our learning community.

Parent Responsibilities

We believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

| | | |
|--|---|---|
| Attendance Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning. | Be On Time Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements. | Communication Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care. |
| Provide Supplies Parents are responsible for keeping an adequate supply of their child's things at daycare. This includes diapers, formula or breastmilk, bottles, extra clothing, nap mats, comfort items, and anything else the child may need while at daycare that is not provided by Mrs. Tuesday's Cottage School. | Update Forms Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information. | Tuition Payments Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges. |

Nap/Quiet Time

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind. During this period, younger children will have the option to take a peaceful nap in a comfortable and supervised environment, while older children will be encouraged to engage in quiet, relaxing activities such as reading, drawing, or listening to a book or soothing music. Children 18+mo will be provided with a safe and comfortable sleeping environment on their designated nap mats provided by parents. Children may bring a comfort item for rest time such as a stuffy, pacifier, blanket, etc. Our rest period is a minimum of 1 hour, and will not exceed 2.5 hours.

For infants 0-12 months we follow the safe sleep policy. Infants will sleep in their own cribs with waterproof mattresses, free of any loose bedding, blankets, toys, etc. Infants will be placed on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your child is required to sleep in an unauthorized sleeping arrangement, parents must provide a written statement from their doctor. Infants may sleep with a sleepsack.

Clothing

At Mrs. Tuesday's Cottage Center, we encourage parents to dress their children comfortably and appropriately for a day filled with play, art, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. As children often engage in messy and hands-on play, we kindly request parents to dress them in clothes that can withstand mud, dirt or spills. Additionally, children must have an extra change of seasonally appropriate clothing, including underwear and socks, to be kept in their designated cubby or bag. This ensures that we can promptly address any accidents, messy play, or spills that may occur during the day, allowing your child to feel comfortable and confident throughout their time at our Cottage School. Please remember to label all clothing items with your child's name to avoid mix-ups and facilitate a smooth transition during dressing times. Please note that we play outdoors the vast majority of the day, if a child is not dressed in weather appropriate attire they will not be permitted to stay.

We spend most of our time outdoors, rain or shine. Seasonal clothes will be required such as: rain gear, winter gear, swimwear, hats, etc. Children should have sturdy, comfortable close-toed shoes. We require that children shorts under dresses or skirts.



Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home, except for comfort items such as a small blanket or stuffed animal for naptime. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. Our daycare center is well-equipped with a diverse range of age-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction, sense of belonging, and communication among the children.

Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at our daycare center will have limited to no exposure to screens and digital media. Instead, we offer a diverse range of age-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking. Our program incorporates a variety of educational materials, books, arts and crafts, music, and outdoor play to foster holistic development. On rare occasions, teachers may elect to include videos, recorded music, or other digital components that compliment our lessons and educational goals.

Water Activities

At our preschool, we embrace the joy and learning opportunities that water activities provide. Our policy ensures that water play is safe, developmentally appropriate, and enriching for all children.

Access to Water Activities

We have unlimited water access through water pumps in our mud kitchen, allowing children to engage in imaginative and sensory-rich play. Older children will have the opportunity to explore and wade in our trickling natural stream or participate in sprinkler play during the hotter months, fostering a connection with nature and promoting physical activity.

Safety Guidelines

1. **Supervision:** All water activities will be supervised at all times by qualified staff to ensure the safety of all children.
2. **Water Depth:** No water play will exceed 12 inches in depth to minimize risks associated with drowning or water-related accidents.
3. **Age-Appropriate Activities:** The types of water play allowed will be determined by age group and developmental appropriateness. Activities may include:
 - Younger Children: Sensory exploration with water pumps, pouring, and filling containers.
 - Older Children: Wading in the stream, sprinkler play, and water-based science experiments.

Health and Hygiene Practices

To promote health and hygiene during water activities, we will:

- Ensure that children wash their hands before and after water play.
- Regularly clean and maintain water play areas and equipment.
- Monitor children for any signs of discomfort or distress during water activities.

Weather Considerations

Water activities will be conducted in suitable weather conditions. In the event of inclement weather, such as lightning, water play will be suspended, and alternative indoor activities will be provided.



Benefits of Animals

At Mrs. Tuesday's Cottage School, we believe that fostering a respectful and nurturing relationship with animals is an essential part of a child's holistic development. In alignment with our Waldorf-inspired values and nature-centered philosophy, animals are integrated into our learning environment to support social-emotional growth, empathy, responsibility, and a deeper connection to the natural world.

Purpose and Benefits

The presence of animals in our learning spaces supports:

- **Empathy and Compassion:** Caring for animals fosters kindness, patience, and a deeper understanding of non-verbal communication.
- **Responsibility and Confidence:** Participating in feeding, grooming, and observing animals gives children a sense of purpose and responsibility.
- **Sensory and Emotional Regulation:** Gentle animal interaction can provide calming sensory input and emotional grounding.
- **Nature Connection:** Observing and interacting with animals strengthens children's appreciation for all living beings and the rhythms of nature.
- **Inquiry and Curiosity:** Animals spark curiosity, encourage observation, and provide real-world opportunities for learning across all domains.





Our Animals

On-Site Animals

Children will have the opportunity to interact with and learn about a variety of animals in our care, including:

- **Bunnies, Quail, and Chickens** – These small animals live in secure, clean enclosures and are cared for daily by staff and, when appropriate, by the children under supervision.
- **A Tortoise** – Our slow-moving, gentle friend teaches children about patience and observation.
- **Pepper, Our Aussiedoodle** – Pepper is a well-trained, child-friendly dog who is periodically present to offer joy, comfort, and companionship.
- **Local Wildlife** – Our school backs up to a state park, offering regular sightings of deer, birds, insects, and other native wildlife. These natural encounters are observed respectfully and never interfered with.
- **Classroom Pets**

Teachers may also elect to have small, classroom-appropriate pets (e.g., fish, snails, guinea pigs) that the children help care for as part of their daily rhythm.

Safety and Well-Being

- All animals on site are regularly evaluated for health and cleanliness.
- Children are supervised at all times when interacting with animals.
- Hand washing is required before and after animal contact.
- Allergies and sensitivities will be addressed on an individual basis in partnership with families.
- Animal enclosures are maintained to high standards to ensure safety for both animals and children.
- Pepper, our dog, is up to date on all vaccinations and only visits during times when her presence supports the emotional environment.

Parent Communication

We inform families about the animals in our care and invite open communication regarding any concerns, allergies, or family preferences. Families may opt out of certain animal interactions for their child, and accommodations will be made.





Physical Activity

At our preschool, we recognize the critical role that physical activity and outdoor play play in the holistic development of children. We are committed to promoting both indoor and outdoor physical activities that foster health, creativity, and a sense of community among our students.

Benefits of Physical Activity and Outdoor Play:

Engaging in regular physical activity provides numerous benefits for children, including improved physical health, enhanced cognitive function, and better emotional well-being. Outdoor play encourages exploration, creativity, and social interaction, allowing children to develop essential life skills while enjoying nature.

Types of Physical Activities

Children at our preschool will have opportunities to engage in a variety of structured and unstructured physical activities, including:

- **Structured Activities:** Organized games, group yoga and sports, guided nature walks, and obstacle courses.
- **Unstructured Activities:** Free play in our various play yards, including the mud kitchen, water play, STEM yard, and hiking trail, as well as messy play that encourages creativity and sensory exploration.



Extreme Weather Criteria

We monitor weather conditions closely and will consider the following criteria to determine extreme weather that may pose health risks:

- Temperature extremes (below 32°F or above 100°F)
- Severe weather conditions (thunderstorms, extreme winds, tornadic activity)
- Air quality alerts (high pollution or allergens)

Indoor Physical Activity During Extreme Weather

In the event of extreme weather conditions, we will promote indoor physical activity by:

- Utilizing indoor spaces for active games and movement activities.
- Incorporating dance, yoga, and stretching exercises.
- Setting up obstacle courses or movement centers in our indoor areas.

We are dedicated to providing a safe and engaging environment for our children to explore and develop their physical skills, regardless of the weather. Our preschool's expansive 5-acre property allows us to take full advantage of outdoor play, rain or shine, ensuring that every child has the opportunity to thrive physically and creatively.

Toilet Training

Toilet training is a significant milestone in a child's development, and we are committed to supporting both children and parents during this process. Our caring and experienced staff work closely with parents to ensure a consistent and positive approach to toilet training at the daycare center. We follow the child's cues and readiness for toilet training, providing encouragement and gentle guidance throughout the journey. Our caregivers regularly communicate with parents to understand the child's progress and any specific toilet training techniques used at home. We maintain a child-friendly and hygienic environment in our restroom facilities, with child-sized toilets and step stools to promote independence. Our caregivers assist and supervise children during toilet visits, ensuring their safety and comfort. We respect each child's pace and readiness, allowing them to transition at their own pace without pressure. Our goal is to make the toilet training experience a positive and successful one for both the child and their family.

Birthdays

When a child's birthday approaches, we create a fun and inclusive celebration to make them feel cherished and valued. Parents are welcome to provide a simple treat or healthy snack for the class to enjoy during the celebration. Please check with us about any dietary restrictions or allergies.

Field Trips

Field trips are valuable opportunities for hands-on learning and exploration beyond the walls of our daycare center. Field trips may include a hike in our state park or nature walk outside of our property.

Additional Need Accommodations

We are dedicated to creating an inclusive, respectful, and developmentally appropriate environment where all children can thrive. We welcome children with special care needs and work collaboratively with families and professionals to ensure each child receives the care and support they deserve.

1. Definition of Special Care Needs

A child with special care needs may include those who have:

- Developmental delays or disabilities
- Physical or medical conditions
- Emotional or behavioral needs
- Sensory processing challenges
- Dietary, mobility, or communication needs
- Diagnosed conditions such as autism, ADHD, epilepsy, or chronic illnesses

2. Enrollment Process and Communication

- During enrollment, parents are encouraged to share any known diagnoses, care needs, or developmental concerns.
- We will review any Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), medical care plans, or other evaluations provided.
- A private meeting will be scheduled with the family to:
 - Discuss the child's strengths, challenges, and needs.
 - Develop a Care Support Plan outlining any accommodations, routines, or modifications needed.

3. Individualized Care & Inclusion

- Children with special care needs are fully included in classroom activities to the greatest extent possible.
- Teachers adapt materials, routines, and communication approaches to meet individual needs while promoting dignity and belonging.
- If necessary, we will implement reasonable accommodations such as:
 - Flexible transitions
 - Adaptive seating or tools
 - Additional support during meals, rest, or toileting
 - One-on-one assistance (if resources permit)

4. Collaboration with Specialists

- With parental consent, we collaborate with:
 - Therapists (e.g., speech, occupational, physical)
 - Behavioral or developmental specialists
 - Early intervention programs
- On-site visits by specialists are welcomed and supported, as long as they align with our learning environment and routines.

5. Staff Training

- All staff receive regular training on:
 - Supporting inclusive practices
 - Understanding developmental differences
 - Promoting communication and emotional regulation
 - De-escalation techniques and trauma-informed care

When needed, teachers may receive guidance from professionals specific to the needs of a child in their classroom.

6. Ongoing Communication & Review

- The director and teaching staff maintain open, respectful communication with families to monitor progress and discuss any concerns.
- Care Plans are reviewed at least twice per year or more frequently if a child's needs change.
- We seek family feedback and value their role in decision-making.

7. Limitations and Referrals

While we strive to accommodate a wide range of needs, if a child's needs exceed the scope of what we can safely and reasonably provide (per licensing ratios or staffing capabilities), we will:

- Work closely with the family to explore support options or referrals.
- Provide documentation and guidance to help the family access additional resources.

At Mrs. Tuesday's Cottage School, we believe every child deserves to be seen, valued, and supported. Our inclusive approach is grounded in empathy, partnership, and a belief in the unique potential of each child.



Health + Safety

We maintain a comprehensive health and safety policy to ensure a secure and nurturing environment for everyone at our daycare center. Our facilities are routinely inspected, and we adhere to all local and provincial regulations related to health and safety in childcare settings. Our staff members undergo rigorous training in first aid, CPR, and emergency procedures, and we maintain up-to-date health records for all children and staff. We have implemented thorough sanitation and hygiene practices, including regular handwashing, sanitizing of toys and surfaces, and maintaining a clean and hygienic environment. Additionally, we closely monitor and promptly address any health concerns or illness to prevent the spread of communicable diseases. Our aim is to create a safe and healthy space where children can thrive, explore, and learn, while parents can have peace of mind knowing their child's well-being is our top priority.

We encourage a culture of open communication with parents and caregivers to stay informed about any health issues or concerns. We kindly request parents to keep their child at home if they show signs of illness or have a contagious condition to prevent the spread of infections. Our health policy includes guidelines for handling medication administration if required, and we work closely with parents to ensure that all medical needs are addressed appropriately. In the event of an emergency, we have established clear procedures for immediate action, and our staff is well-prepared to respond promptly and effectively. Please review our Health + Safety policies closely and feel free to let us know about any questions or concerns you may have.

Our facility has security cameras located in all classrooms, common areas and outdoor play areas. We routinely monitor classrooms for quality control.

Immunizations

At Mrs. Tuesday's Cottage School, the health and safety of all children, families, and staff is a top priority. In accordance with state and local regulations, we require up-to-date immunization records for all enrolled children.

Immunization Requirements

- All children must be current on all required immunizations for their age as outlined by the state's Department of Health, unless an approved exemption is on file.
- Parents/guardians are required to submit an official immunization record prior to enrollment and update it as new immunizations are received.
- A child's file must include:
 - A copy of the current immunization record, or
 - A valid medical or religious exemption form (as permitted by law).

Exemptions

- Medical exemptions must be signed by a licensed healthcare provider and state the specific medical reason why the child should not receive one or more vaccines.
- Personal or Religious exemptions, must be the original notarized state document.

Ongoing Updates

- Families are expected to provide updated records as additional vaccines are administered.
- We may conduct periodic record reviews to ensure compliance and will notify families of any missing or upcoming requirements.

Our Philosophy

In alignment with our holistic approach to care, we strive to maintain a healthy and balanced environment where children's wellness is nurtured in every way—physically, emotionally, and socially. We support families and respect each individual's health journey and stance on immunizations.

Employee Immunizations

At Mrs. Tuesday's Cottage School, the health and safety of all children, families, and staff is a top priority. In accordance with state and local regulations, we require up-to-date immunization records for all Staff & Teachers.

Immunization Requirements

Mrs. Tuesday's Cottage School trusts their staff and teachers to make the best possible decision when it comes to their health. We do not mandate vaccinations, rooted in the belief that no one can dictate another's body. We do keep all employee vaccine records and exemptions on file.

- An employee's file must include:
 - A copy of the employee's current immunization record, or
 - A valid medical or religious exemption form

Exemptions

- Medical exemptions must be signed by a licensed healthcare provider and state the specific medical reason why the child should not receive one or more vaccines.
- Personal or Religious exemptions, must be the original notarized state document.

Ongoing Updates

- Employees are expected to provide updated records as additional vaccines are administered.
- We may conduct periodic record reviews to ensure compliance and will notify Employees of any missing or upcoming requirements.
- All records will be kept in the employee's file.

Our Philosophy

In alignment with our holistic approach to care, we strive to maintain a healthy and balanced environment where children's wellness is nurtured in every way—physically, emotionally, and socially. We support our staff and respect each individual's health journey and stance on immunizations.

Hearing & Vision Screenings

In Texas, licensed child care centers are required to ensure vision and hearing screenings for certain age groups, based on state regulations from the Texas Department of State Health Services (DSHS).

Children Required to Have Vision and Hearing Screenings:

- All children who are 4 years old by September 1 of the current school year
- Kindergartners
- Any other first-time enrollees in a licensed preschool or child care center who are 4 years of age or older

These screenings must be completed within 120 days of enrollment unless documentation is already on file from another facility.

If your child fails either test we must have a record of referral verifying the child has a scheduled follow-up appointment

Illness While in Care

In the event that a child becomes ill while at the daycare center, we have established protocols to promptly address the situation with utmost care and attention. If a child exhibits symptoms of illness, such as fever, vomiting, diarrhea, severe cough, or any other contagious signs, our experienced caregivers will take immediate action to ensure the child's well-being and prevent the spread of infection.

Isolation/Separation Protocols

If a child shows symptoms of illness while at the daycare center, we will immediately separate them from other children to minimize the risk of transmission. The child will be placed in a designated area away from other children, under the supervision of a caregiver until their parent or guardian can pick them up. Throughout this period, our staff will provide compassionate care and comfort to the child, closely monitoring their condition.

Communication With Parent/Caregiver

As soon as symptoms are observed, we will notify the child's parent or guardian promptly. We kindly request that parents keep their contact information up to date to ensure efficient communication during such situations. It is essential that parents or authorized emergency contacts are reachable and able to arrange for the child's prompt pickup from the daycare center.

First Aid

Our caregivers are well-trained in basic first aid and are prepared to respond effectively to various health situations. In case of minor injuries or non-emergency illnesses, our staff will administer appropriate first aid and provide necessary care until parents arrive. For more severe or emergent health concerns, we will activate our emergency response plan and contact emergency medical services immediately.

Sick Policy

It is our goal to keep your children as healthy and safe as possible. In effort to do so, please thoroughly review this sick policy.

Children do become ill and often at unpredictable and inconvenient times.

Many illnesses are contagious and we must be careful not to unnecessarily expose our children to them.

I have a responsibility to protect your child, other families in this program, as well as myself and my employees.

Please keep your child home if:

- They have had fever of 100° or higher in the last **48 hours**. They must be fever free for **48 hours without fever reducing medication**.
- They have vomited in the last 24 hours
- They have had 2 or more runny/loose stools in the last 24 hours
- They have excessive colored drainage from nose or eyes
- They have a cough or trouble breathing
- They have recieved vaccinations in the last 24 hours
- They are overly tired or lethargic
- They have a rash or skin infection
- They have a sore throat

Your child may wake up one day and not feel well but does not meet one of our exclusionary guidelines.

Here is a list of questions to ask that may help with your decision:

- Are they well enough to participate in outdoor activities?
- Are they difficult to console?
- Are they noticeably irritable or uncomfortable?
- Can they cover their own cough?
- Have you had to give your child medication for any reason due to pain or uncomfortability?

If your child is experiencing any of these symptoms, they must be symptom free or have a doctors note clearing them for care before returning. **Dosing your child with medicine and dropping them off without a doctors note, will result in immediate termination of care.**

It takes all of us working together to keep a safe and healthy environment for the children. Please steer on the side of caution when determining if your child is ill. Not all illnesses present with these exclusionary symptoms, but may still be contagious.



Medications

Our staff and teachers do not administer medication to children at Mrs. Tuesday's Cottage School.

Parents and guardians may come during the day to give medication if necessary.

Emergency Preparedness

At Mrs. Tuesday's Cottage School, we take every precaution to ensure the safety of our children and staff. Our comprehensive emergency preparedness and evacuation procedures are designed to handle various scenarios and to provide a secure environment where children can thrive. We continuously review and update these procedures to maintain the highest level of readiness and responsiveness.

Medical Emergency

In the event of a medical emergency, our staff will contact 911 and start the appropriate first-aid. Parents will be notified as soon as possible. Should a parent not be reachable, staff will then contact emergency contacts on the child's enrollment form.

Fire Drills

Our daycare center conducts regular fire drills to familiarize children and staff with emergency evacuation procedures. Our caregivers will calmly guide the children through the evacuation process, ensuring that everyone knows the designated evacuation routes and meeting points. We have strategically placed fire extinguishers and emergency exits throughout our facilities, and these areas are kept clear at all times.

Evacuations

In the event of an evacuation due to a fire or natural disaster, we will relocate to Mrs. Tuesday's home at 812 Cedar Tree Dr, Tool Tx. Parents will be notified as soon as possible to pick their children up from this location.

Emergency Supplies

Our daycare center is equipped with essential emergency supplies, including first aid kits, emergency communication devices, and emergency food and water provisions. These supplies are regularly checked and maintained to ensure their readiness in case of an emergency.

Staff Emergency Training

Our staff members undergo regular training in emergency response procedures, including first aid, CPR, and basic life support. Each caregiver is familiar with their specific role during an emergency, ensuring a coordinated and effective response. Additionally, we have designated staff members who are responsible for contacting emergency services and communicating with parents during critical situations.

Allergy Management

Mrs. Tuesday's Cottage School is an "allergy-aware" facility, meaning that we recognize the importance of allergy management and take proactive measures to prevent allergic reactions for all children in our care. In the event that a child in our care requires stringent practices to prevent an allergic reaction, we are prepared to accommodate their needs.

Information and Communication

Prior to enrollment, we request parents to inform us of any known allergies or dietary restrictions their child may have. This information is carefully documented and shared with our caregiving staff, ensuring that everyone is aware of specific allergy concerns. We encourage parents to provide written details about the child's allergies, including the specific allergens, symptoms, and emergency response procedures.

Prevention Measures

To minimize the risk of allergen exposure, we maintain a strict no-sharing food policy. Our caregivers closely monitor snack times and meal preparation to prevent cross-contamination. We also ensure that all staff members are trained in recognizing allergy symptoms and administering emergency medication, such as epinephrine auto-injectors, in case of severe allergic reactions.

Food From Home and Snack Sharing

To ensure the safety of all children, we kindly request that parents do not bring food from home to share with others (except in cases of birthdays or celebrations). If you wish to send snacks or meals from home for your child, please ensure they are free from any allergens that could pose a risk to other children. We appreciate your cooperation in adhering to this guideline, as it allows us to maintain a safe and allergen-aware environment for all children.

Cleaning and Hygiene

Maintaining a clean and hygienic environment is essential to ensure the health and well-being of our children, staff, and visitors. We adhere to rigorous cleaning and hygiene practices to create a safe and nurturing space for everyone in our care.

Cleaning and Disinfection

Our daycare center follows a thorough cleaning schedule to ensure that all areas are regularly sanitized and disinfected. Our caregivers clean and disinfect high-touch surfaces, toys, equipment, and frequently used areas multiple times throughout the day. Restrooms, changing areas, and dining spaces are also cleaned and sanitized frequently to maintain optimal hygiene standards. We use non-toxic cleaning materials in our facility.

Handwashing Guidelines

Handwashing is a critical practice in preventing the spread of germs and illnesses. Our caregivers promote and supervise regular handwashing for all children, staff, and visitors. We encourage children to wash their hands before and after meals, after using the restroom, and after playing outdoors. Our staff leads by example and follows proper handwashing procedures to instill good hygiene habits in the children.

Personal Hygiene Expectations

Our staff members are expected to adhere to strict personal hygiene standards. They must wear clean and appropriate attire and maintain good personal grooming habits. Caregivers are required to wash their hands frequently and use personal protective equipment (PPE) as needed when handling bodily fluids or engaging in cleaning and disinfection activities.

Safe Food Handling

Our daycare center follows safe food handling and preparation practices to prevent foodborne illnesses. Our caregivers are trained in proper food handling techniques, ensuring that meals and snacks are prepared and served in a safe and sanitary manner.

Water Bottles and Nap Materials

Waterbottles are washed daily and sanitized weekly in our center. Nap cots are disinfected daily and sanitized weekly. Nap mats will be sent home with parents to be washed at the end of the child's week of care, each week.



Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We adhere to a thoughtfully planned meal and snack schedule, providing balanced and nourishing options throughout the day. We are an allergy-aware environment to prioritize the safety and well-being of all children. Additionally, we encourage parents to pack healthy snacks and lunches for their children, with guidelines to ensure that all packed items align with our nutrition standards. Our dedicated staff actively engages with the children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages exploration of new foods. We aim to create lifelong habits of healthy eating, while also cheering on a love of exploring new foods! At our school we strictly avoid over-processed foods, food dyes, and excess sugar. Our gut directly affects our brain!

Snack and Meal Schedule

Children are offered a healthy and filling snack at 9:15am, 2:15 pm, and 4:20pm. Lunch is served at 12:00pm. Clean drinking water is always available to children.

Packing Snacks and Meals

If you decide to pack your child's lunch, we encourage parents to provide nutritious and well-balanced snacks and meals for their children to enjoy during their time at the daycare center. When packing snacks and lunches, we kindly request that parents consider the following guidelines:

Include a Variety of Food Groups

We encourage parents to include a mix of fruits, vegetables, whole grains, proteins, and dairy or dairy alternatives in their child's snacks and lunches. This ensures that children receive a wide range of nutrients to support their growth and development, and will support our ongoing conversations and education about healthy eating habits.

Limit Treats

We encourage parents to minimize sugary snacks and processed foods in their child's packed meals. Instead, we recommend opting for whole, natural foods to promote better health and sustained energy levels.

Water for Drinking

To keep children well-hydrated, we encourage parents to pack water or plain milk instead of sugary drinks or fruit juices. Water is the best choice to quench thirst and support healthy hydration.

Sustainability

We are mindful about sustainable practices at Mrs. Tuesday's Cottage School. We kindly request that parents use reusable containers and eco-friendly packaging for their child's snacks and lunches. Reusable containers help reduce waste and contribute to our efforts in protecting the environment for future generations.

Healthy Eating Habits

Positive Mealtime Environment

mealtime is not only about nourishing the body but also about fostering positive social interactions and developing healthy eating habits. We promote the importance of sitting together as a community, sharing meals, and appreciating the variety of foods available. By creating a positive mealtime environment, we aim to make mealtimes a delightful and enriching experience for every child.

Role Modeling

Our dedicated staff understands the influential role they play in shaping children's behaviors and attitudes toward food. We actively demonstrate healthy eating habits, including trying new foods, eating a variety of fruits and vegetables, and enjoying balanced meals. Our caregivers inspire children to follow suit and develop healthy eating habits.

Learning About Nutrition

Education is an essential component of fostering healthy eating habits. Our daycare center incorporates age-appropriate nutrition lessons and activities into our rhythm, allowing children to learn about the benefits of nutritious foods and making informed food choices. We engage children in discussions about the importance of balanced nutrition, and how food fuels their bodies. Our goal is to empower children with knowledge so they can make mindful choices about the foods they eat.

Positive Table Manners

Mealtimes are opportunities to teach and reinforce good table manners. Our caregivers gently guide children in practicing basic table etiquette, such as sitting properly at the table, using utensils correctly, and saying "please" and "thank you" when requesting or receiving food. We encourage children to take their time during meals, chew their food thoroughly, and avoid rushing through their meal.

Social Interaction

Mealtimes are not only about nourishment but also about building social connections and fostering a sense of community. Our caregivers facilitate conversation and interaction among the children during meals, encouraging them to share stories, thoughts, and experiences with one another. Through shared meals, children learn the value of listening to others, taking turns speaking, and showing empathy and support to their peers.



Breastfeeding Support

At Mrs. Tuesday's Cottage School, we are deeply committed to supporting the physical and emotional well-being of each child and family. In keeping with our holistic approach and recognition of the vital parent-child bond, we fully support and accommodate breastfeeding in all its forms.

Breastfeeding & Pumping Accommodations

- Parents have the right to breastfeed or pump on-site at any time during the school day.
- A comfortable, quiet space will be made available in or near the classroom for mothers to feed or pump. This space will offer privacy while also maintaining the warm, home-like feeling of our school.
- Breastfeeding mothers are welcomed and encouraged to remain connected to their child's daily rhythm, including during feeding times.

Breast Milk Storage

- Families may provide expressed breast milk to be given to their child during the day.
- A designated refrigerator is provided exclusively for breast milk storage.
- All milk must be clearly labeled with the child's full name, the date it was pumped, and the number of ounces included.
- Staff will ensure proper storage and handling of breast milk in accordance with current health and safety guidelines.

Our Philosophy

We honor breastfeeding as a natural and nourishing act that aligns with our values of supporting each child's development in rhythm with nature. Whether through direct feeding or expressed milk, we view each family's feeding choices with respect and care.

We welcome open communication and are happy to collaborate with each family to meet their child's needs in a way that feels supportive and respectful.



Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. We believe in understanding the root causes of behaviors and guiding children towards making positive choices. Our caregivers and staff actively engage with children, utilizing various techniques to encourage positive behaviors. Some of our positive behavior guidance techniques include:

Clear and Consistent Expectations

We establish clear and age-appropriate expectations for behavior, ensuring that children understand what is expected of them. Our caregivers communicate these expectations in a positive and encouraging manner, helping children recognize the importance of respectful and considerate actions towards others.

Encouraging Kindness and Empathy

We actively promote kindness and empathy among children. Our caregivers encourage acts of kindness, such as sharing, comforting, and helping others. Through daily interactions and activities, we foster an environment where children learn to understand and respect the feelings and perspectives of their peers.

Respecting Boundaries and Personal Space

We teach children the importance of respecting personal boundaries and personal space. Our caregivers model appropriate physical interactions and encourage children to ask for permission before touching or hugging others. By teaching these boundaries, we create an environment where children feel safe and respected.

Teaching Conflict Resolution Skills

Conflict is a natural part of social interactions, and we see it as an opportunity for learning. Our caregivers model effective conflict resolution techniques and encourage children to communicate their feelings and needs. We guide them in finding constructive ways to resolve conflicts and collaborate in finding solutions that respect the needs and feelings of all involved parties.

Learning How to Be a Friend

We promote the value of sharing and taking turns in our daily activities. Through games, group activities, and sharing materials, we teach children the importance of being patient and considerate towards others' needs and desires.

Behavioral Guidance Policy

Our behavioral guidance policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

Developmentally Appropriate Behavioral Guidance

We recognize that discipline techniques should align with each child's developmental stage and ability to comprehend consequences. Our caregivers use behavioral guidance strategies that are gentle, nurturing, and age-appropriate, taking into account a child's cognitive and emotional development.

Natural and Logical Experience

When appropriate, we utilize natural learning experience to allow children to experience the direct outcomes of their actions. For instance, if a child refuses to wear a jacket on a cold day, they may feel cold, experiencing the natural learning experience of their decision. Similarly, we implement logical consequences that are directly related to a child's behavior, offering opportunities for learning and growth.

Breathers

In certain situations, a brief and supervised “breather” may be employed to allow a child to calm down and reflect. This form of guidance is utilized sparingly and in a supportive manner, focusing on providing a space for self-regulation rather than punishment.

Redirection and Alternatives

Our caregivers use redirection techniques to guide children towards more appropriate behaviors. When a child engages in challenging behavior, we gently redirect their attention to a more suitable activity or behavior, encouraging positive choices.

Involving Children in Problem Solving

We believe in empowering children to participate in problem-solving discussions. In situations where challenging behaviors arise, we engage children in age-appropriate discussions, encouraging them to express their feelings and find solutions together. This collaborative approach fosters a sense of ownership and accountability in children for their actions.

Our ultimate goal with our guidance policy is to help children develop self-control, empathy, and decision-making skills, leading to a positive sense of self and respectful behavior towards others. We value open communication with parents or guardians, and our caregivers work closely with families to maintain consistency in behavior expectations and behavior guidance strategies between home and the daycare center.

Challenging Behaviors

Our approach to addressing challenging behaviors is rooted in empathy, understanding, and proactive measures to support each child's individual needs. We follow a systematic and compassionate process to address and manage challenging behaviors, ensuring the well-being and success of every child. The steps taken for challenging behaviors are as follows:

Understanding Underlying Causes of Challenging Behaviors

Our caregivers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.



Consulting With Parents

Effective communication with parents or guardians is crucial in understanding a child's behavior holistically. We collaborate with families to share observations and gather insights into a child's behavior patterns, routines, and any significant changes in their home environment. This partnership enables us to develop a comprehensive and tailored approach to support the child.

Collaboration With Professionals

In cases where challenging behaviors persist, or when specific needs arise, we may suggest with specialized professionals, such as behavioral therapists, pediatricians, or occupational therapists. Working together with experts, we develop individualized behavior support plans that target the specific needs of the child, incorporating evidence-based strategies to foster positive change.

Implementing Guidance Techniques

Our caregivers remain consistent in applying positive behavior guidance techniques to redirect challenging behaviors and promote positive alternatives. By reinforcing desired behaviors and providing children with constructive choices, we help them build valuable self-regulation and problem-solving skills.

Recognizing and Celebrating Positive Behavior Changes

When children demonstrate progress in managing challenging behaviors, we celebrate their successes. Positive reinforcement and recognition encourage children to continue making positive choices, boosting their self-esteem and sense of accomplishment.

Biting

We recognize that biting is a common behavior that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. The following are the key components of our biting policy:

Understanding the Root Causes of Biting Behaviors

We view biting as a form of communication, especially among young children who may not yet have developed robust verbal skills. Our caregivers closely observe biting incidents to identify the underlying reasons, which may include frustration, teething, overstimulation, or difficulty sharing. By understanding the root causes, we can respond appropriately and supportively to address biting behaviors.

Supervision and Prevention

Our caregivers maintain close supervision of all children to prevent and minimize biting incidents. We create age-appropriate play areas and structured activities that reduce the likelihood of conflicts arising. Our staff intervenes promptly to redirect children to more positive and cooperative interactions when potential biting situations arise.

Caring and Supportive Responses

In the event of a biting incident, our caregivers respond with empathy and understanding for both the biter and the bitten. We tend to the immediate needs of the child who was bitten, providing comfort and care. For the child who bit, we offer guidance and teach alternative ways to express emotions and communicate needs.

Communication With Families

We maintain open and transparent communication with the parents or guardians of both the biter and the bitten. When a biting incident occurs, we promptly inform parents, detailing the circumstances and any follow-up actions taken. Additionally, we collaborate with parents to discuss strategies that can be implemented at home to address the biting behavior effectively.

Behavior Support Plans

For children who demonstrate recurrent biting behaviors, we may collaborate with parents or guardians to develop individualized behavior support plans. These plans address the specific needs of the child, incorporating positive behavior guidance techniques and strategies to address the biting behavior effectively.

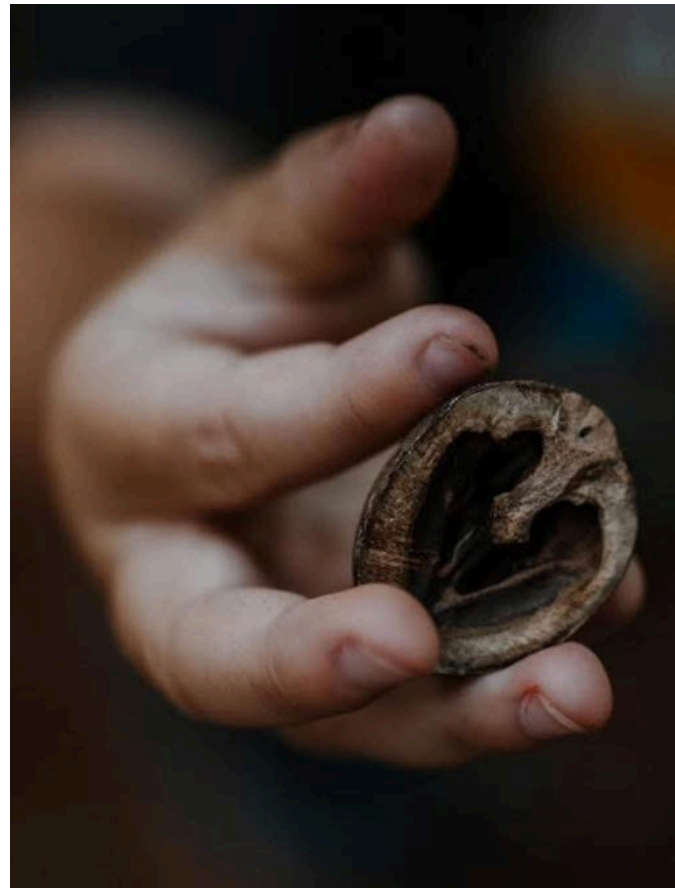
Cottage Rules

At rs. Tuesday's Cottage School, our rules are rooted in respect—for ourselves, each other, the environment, and all living beings. We believe that consistent rhythms and clear boundaries help children feel safe, confident, and free to explore.

Core Rules for Children

- **Be Kind** – Use gentle hands, kind words, and a caring heart.
- **Respect All Living Things** – Treat animals, plants, and people with love and care.
- **Take Care of Materials** – Use tools and toys respectfully and return them when finished.
- **Listen to Teachers** – Follow guidance and directions from teachers and caregivers.
- **Stay With Your Group** – Walk with your class and stay within safe areas during outdoor play and nature walks.
- **Use Inside Voices and Walking Feet Indoors** – Help keep our classroom peaceful and safe.
- **Hands Are for Helping, Not Hurting** – We solve problems with words, not with physical actions.
- **Ask for Help When You Need It** – Teachers are always here to support you.
- **Shoes Off** - We strive to keep a sanitary environment by keeping shoes out of our classrooms. Children will remove shoes and place them on the shoe rack outside of their classroom.

These rules are modeled, practiced, and reinforced gently through storytelling, redirection, rhythm, and relationship.



Suspension and Expulsion

Our goal is always to guide children through challenges with compassion and understanding. We recognize that behavioral struggles can be a form of communication, and we work closely with families to support each child's development and well-being.

However, there may be rare instances when suspension or expulsion becomes necessary to maintain a safe and nurturing environment for all.

Guiding Principles

- Behavior is addressed through observation, connection, and support—not punishment.
- We collaborate closely with families to understand and meet each child's needs.
- Interventions may include one-on-one teacher support, adjusted routines, or outside referrals if needed.

Grounds for Suspension or Expulsion

A child may be temporarily suspended or permanently expelled for:

- Consistent physical aggression (e.g., unmanageable biting, hitting, or endangering others)
- Unsafe behavior that endangers themselves or others despite ongoing interventions
- Destruction of property that is deliberate and ongoing
- Inability to adjust after an extended and supported transition process
- Unresolved safety concerns that cannot be mitigated in the classroom setting
- Non-compliance by parents or guardians with school policies or repeated disruption of the learning environment

Suspension Procedure

- 1 Parents will receive written and verbal notice of behavior concerns.
- 2 A conference will be held to create a collaborative plan of support.
- 3 A short-term suspension (1–3 days) may be enacted if immediate safety is at risk.
- 4 A re-entry plan will be created with specific expectations for return.

Expulsion Procedure

- 1 Expulsion is considered only after all reasonable supports have been exhausted.
- 2 Families will be given written notice with documentation of interventions attempted.
- 3 Referrals to appropriate support services will be provided when applicable.

We view every behavior as a call for connection. Suspension and expulsion are always last-resort measures taken only to protect the well-being of the larger school community.



Communication

At Mrs. Tuesday's Cottage School, we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

Brightwheel Communication

We maintain open lines of communication through Brightwheel, providing parents with a convenient means of reaching out to teachers or the administrative staff. Parents can use Brightwheel to share any concerns, inquiries, or important information about their child. Our dedicated staff responds promptly to messages to address any questions or messages received.

We also use Brightwheel to share, in real time, daily reports, messages, notes, photos, and highlights of a child's day with parents or guardians. This resource provides valuable insights into the child's activities, behaviors, and milestones during their time at our Cottage School. This allows parents to stay connected with their child's daily adventures.

Family Meetings

Conferences may be scheduled to have face-to-face discussions about a child's progress, development, and any concerns. These meetings offer an opportunity for parents to actively participate in their child's educational journey and gain valuable insights into their child's growth and achievements.

News and Updates

By providing regular updates on a child's progress, activities, and upcoming events, we hope to create a strong sense of engagement and involvement for parents. These updates not only allow parents to stay connected with their child's experiences but also offer valuable opportunities for parents to reinforce learning at home and actively participate in their child's educational journey.

Monthly Newsletters

Our monthly newsletters serve as a comprehensive source of information for parents. These newsletters provide an overview of the curriculum themes, educational activities, and special events planned for the month. Additionally, parents receive insights into their child's accomplishments, group projects, and any noteworthy milestones achieved.

Event Calendars

We distribute event calendars to parents, outlining important dates, field trips, celebrations, and other significant events scheduled throughout the month. By sharing this information in advance, parents have ample time to plan and participate in these special occasions, fostering a sense of community and collaboration.

Class Announcements

We post class announcements in visible areas within the daycare center, providing parents with timely updates and reminders about any changes, special projects, or upcoming activities. Our caregivers ensure that these announcements are regularly updated and easily accessible to keep parents informed.



Confidentiality and Abuse Policies

Our policies and procedures are designed to ensure the protection of personal information and the well-being of every child in our care. We understand the gravity of our duty to report child abuse and the importance of adhering to data protection measures. Our staff is trained to handle sensitive information responsibly and to act promptly and appropriately when concerns arise. We value the trust placed in us by parents and are dedicated to upholding the highest standards of confidentiality and privacy at all times.

Confidentiality

All staff members are required to handle any information related to children and families with the utmost care and discretion. Confidential information should only be accessed by authorized personnel on a need-to-know basis. Personal information should not be disclosed or shared with unauthorized individuals or entities. We obtain written consent from parents or guardians before sharing any child-related information outside of the daycare center, except as required by law or for the child's safety and well-being. Parents have the right to specify their preferences regarding the sharing of their child's photos, activities, or artwork on public platforms, and we respect these choices. All staff members are bound by this confidentiality policy and are required to sign agreements to acknowledge their responsibility in safeguarding information.



Duty to Report

In cases where there are concerns for a child's safety or well-being, confidentiality may be waived to ensure the child's best interests. Our duty to report child abuse policy outlines the steps and responsibilities of our staff when they suspect or become aware of any signs of child abuse or neglect. The following are the key aspects of our duty to report child abuse policy:

Recognizing Signs of Abuse

We provide comprehensive training to all staff members to help them recognize the physical, emotional, behavioral, or environmental signs that may indicate child abuse or neglect. Staff members are encouraged to be vigilant and attentive to any changes or patterns in a child's behavior that may raise concerns.

Reporting Procedures

If a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are required to report it immediately to the designated child protection authority or the local child welfare agency. Staff members who make a report in good faith are protected by law from retaliation or adverse consequences. We maintain the confidentiality of staff members who report suspected child abuse or neglect, and their identity is not disclosed without their consent, except as required by law.

Collaboration with Authorities and Families

We cooperate fully with child protection authorities, law enforcement, and other relevant agencies in any investigations related to child abuse or neglect. While reporting is a legal obligation, we also recognize the importance of open and transparent communication with parents or guardians.

Child Abuse & Neglect Prevention

The safety and well-being of every child entrusted to our care is our highest priority. In accordance with Texas law and licensing standards, Mrs. Tuesday's Cottage School maintains a zero-tolerance policy for abuse or neglect of children. We are committed to the prevention, early identification, and proper response to any suspicion or report of abuse or neglect.

1. Prevention and Awareness

Employee & Parent Awareness

To promote awareness, Mrs. Tuesday's Cottage School provides:

- Annual staff training on recognizing the warning signs of abuse and neglect and understanding mandatory reporting laws.
- Parent education opportunities, including handouts, newsletters, and posted resources that address child safety and family wellness.
- A copy of this policy and relevant contact information included in the Parent and Staff Handbooks.

Warning Signs of Abuse and Neglect

Employees and parents are trained to recognize the following signs:

Physical Abuse:

- Unexplained bruises, burns, or injuries in various stages of healing
- Child appears fearful of adults or flinches at sudden movement

Sexual Abuse:

- Age-inappropriate knowledge of sexual behavior
- Difficulty walking or sitting
- Regression in toileting or other behaviors

Emotional Abuse:

- Excessive withdrawal, aggression, or anxiety
- Low self-esteem or extreme behaviors

Neglect:

- Poor hygiene, hunger, or inappropriate clothing
- Frequent absences or signs of inadequate supervision

Risk Factors for Abuse or Neglect

- Family stress (e.g., job loss, illness, divorce)
- Substance abuse or mental health challenges in the household
- Domestic violence
- Lack of social support or isolation

Child Abuse & Neglect Prevention

2. Prevention Techniques for Parents and Staff

Staff Strategies:

- Maintaining strong teacher-child relationships to foster trust
- Using positive guidance and behavior modeling at all times
- Ensuring no child is ever left unsupervised or in a one-on-one situation behind closed doors

Parent Strategies:

- Regular communication with staff about their child's behavior and emotions
- Learning about appropriate developmental expectations
- Participating in parent enrichment events focused on child development and family support

We believe building community and fostering open, nonjudgmental dialogue is key to prevention.

3. Coordination with Community Organizations

Mrs. Tuesday's Cottage School collaborates with appropriate agencies and resources, such as:

- Child Protective Services (CPS)
- Local law enforcement
- Child advocacy centers
- Counseling and support services

We will assist families in accessing these resources as needed and refer staff or families to professionals when concerns arise.

4. Reporting Suspected Abuse or Neglect

For Employees (Mandatory Reporters)

- All employees are legally required to report suspected child abuse or neglect to the Texas Department of Family and Protective Services within 48 hours of first suspicion.
- Staff will report directly by calling the Texas Abuse and Neglect Hotline at 1-800-252-5400 or by submitting a report at <https://www.txabusehotline.org>.
- Staff are trained annually in recognizing, documenting, and reporting abuse and neglect.
- Reports are confidential and may be made anonymously.

For Parents and Guardians

If you suspect that a child is a victim of abuse or neglect:

- Call the Texas Abuse and Neglect Hotline: 1-800-252-5400
- Submit a report online at: <https://www.txabusehotline.org>
- You do not need proof—you only need reasonable suspicion.

Our school director is available to offer support, guidance, and referrals if you have concerns about your child or another child.

We are committed to maintaining a safe, nurturing, and vigilant environment for every child. By working in partnership with families and the broader community, we aim to protect all children and promote their right to thrive in a secure and loving space.



Director Meetings

At Mrs. Tuesday's Cottage School, we deeply value open, respectful communication and view parents as partners in the care and education of their children. If a parent or guardian has questions, concerns, or would like to discuss any policy or procedure, we welcome the opportunity for thoughtful dialogue.

Step 1: Request a Conversation

- Parents are encouraged to bring any questions or concerns directly to the attention of the child-care director.
- Requests can be made:
 - In person
 - By phone
 - Via email or written note

We aim to schedule all meetings within 3 business days of the request, whenever possible.

Step 2: Hold a Private Meeting

- Meetings will be scheduled at a mutually convenient time.
- The director will meet with the parent in a private, comfortable space to:
 - Listen to concerns
 - Review relevant policies and procedures
 - Clarify any questions
 - Collaborate on possible resolutions or accommodations (if applicable)

Step 3: Documentation (If Needed)

- If the concern involves a serious matter (e.g., safety, health, policy interpretation), the discussion and any agreed-upon outcomes may be documented in writing.
- A copy may be shared with the parent upon request.

Step 4: Follow-Up

- Follow-up communication may occur to ensure the issue has been addressed to satisfaction and that any agreed-upon steps have been implemented.

Our Commitment to You

We believe respectful communication builds trust and strengthens our school community. Whether it's a question about policy, a suggestion for improvement, or a personal concern, we are here to listen and respond with care and integrity.



Access

At Mrs. Tuesday's Cottage School, we are committed to maintaining full transparency with our families and complying with all licensing requirements set by the Texas Health and Human Services Commission (HHSC). We believe that an informed parent community strengthens our school and helps ensure the highest standards of care.

Access to Texas Minimum Standards for Child Care Centers

Parents and guardians may review the Minimum Standards for Child Care Centers at any time by visiting the official website:

- Online Access:

<https://www.hhs.texas.gov>

In the search bar, type "Minimum Standards for Child Care Centers" or go directly to:

<https://www.hhs.texas.gov/handbooks/minimum-standards-child-care-centers>

- A physical copy of the Minimum Standards is also available for review in the school office upon request.

Reporting Abuse or Neglect

If you suspect a child is being abused or neglected, please report it immediately. Texas law requires all individuals to report suspected abuse.

- Texas Abuse and Neglect Hotline (24/7):

1-800-252-5400

Or file a report online at:

<https://www.txabusehotline.org>

Contacting Child Care Licensing (HHSC)

For concerns about our center's compliance with licensing standards or to view our inspection reports:

- Visit the Texas HHSC Child Care Search Site:

<https://www.hhs.texas.gov>

- Click on "Find Child Care" to search for our school's public inspection reports and licensing history.

- Local Licensing Office Contact Info:

Carole Ritchey (903) 520-7587

We support every parent's right to access information about our operations and your child's care. We are happy to answer any questions you have and invite you to reach out to the director directly with any concerns, feedback, or requests for policy clarification.

Gang Free Zone

In accordance with Texas Penal Code §71.028 and §71.029, and requirements set forth by the Texas Health and Human Services Commission (HHSC), Mrs. Tuesday's Cottage School is designated as a Gang-Free Zone.

What Is a Gang-Free Zone?

A gang-free zone is a designated area around specific locations where criminal offenses related to organized criminal activity are subject to harsher penalties under Texas law. Child care centers, including preschools, are among these protected locations.

What This Means for Our School Community

- Criminal activity related to gang involvement, solicitation, or recruitment within 1,000 feet of our child care facility is considered a more serious offense under state law.
- The purpose of this law is to help protect young children from exposure to criminal behavior, violence, and gang activity.
- Our school is committed to maintaining a safe, peaceful, and nurturing environment where children can learn, grow, and play without fear or risk of criminal exposure.

Our Expectations

- All families, staff, visitors, and vendors must respect and uphold the gang-free zone law.
- Any individual found engaging in or promoting gang-related activities on or near school grounds will be immediately reported to local law enforcement and may be banned from the premises.

Reporting Concerns

If you witness any suspicious or unlawful behavior near our facility, please notify school leadership or call local law enforcement immediately.

Acknowledgement Form



It is important that parents and families are aware of Mrs. Tuesdays Cottage School's policies and guidelines for care. Please read and familiarize yourself with these and use them as a reference for situations like tuition fees, illness, meals, and other day-to-day questions.

Acknowledgement

My/our signature(s) below verify that I/we have read the Parent Handbook and agree to follow and abide by the guidelines and policies within.

Please return the form to the office to be kept with your child's file. All forms and documents as listed below must be submitted before your child may begin care.

Signature

Date

Signature

Date

Required Documents

- ☐ Enrollment Form
- ☐ Emergency Contact and Authorized Pickups
- ☐ Health and Immunization Records or Exemptions
- ☐ Permission Forms (Field Trip, Transportation, and Media Release)
- ☐ Fee Agreement
- ☐ Parent Handbook Acknowledgement
- ☐ Health Statement From Primary Care Provider
- ☐ Hearing & Vision Screening (4 years+) within 120days of enrollment