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# ACHIEVE LEARNING CHILD DEVELOPMENT CENTER

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## Operational Policies and Procedures

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### **(1) Philosophy:**

Here at Achieve Learning CDC, our philosophy is based on a belief that children of all abilities benefit from an inclusive environment, emphasizing acceptance of individual differences and ability levels. For children with special needs, contact with peers who are usually developing, and inclusion exposes children with special needs to role models for social, verbal, and physical skills, thereby facilitating their developmental progress. Additionally, we believe that children who develop normally also acquire strong interpersonal abilities, such as communication, acceptance, empathy, and self-assurance. Through play and everyday activities, inclusion enables all children to relate to and engage with peers in ways that foster the growth of self-help abilities, self-control, and an awareness of the perspectives and backgrounds of others.

Achieve Learning CDC supports families and children who may require additional accommodations, including their home language, special needs, and cultural background.

- We will provide a designated safe space for intervention and therapy sessions as needed.
- We will adjust lessons to meet the needs of children who require accommodations.
- We will translate for languages as needed.

### **(2) Curriculum:**

At Achieve Learning CDC, we focus on child-centered teaching, developmentally appropriate practices, and the belief that “children learn as they play” and “play is a child’s work.” Our goal is to develop each child’s creativity, confidence, and life-long skills here in our program. We base our curriculum on objectives for development and learning that focus on all the most critical areas for success: emotional, social, and cognitive skills. These objectives are built into our classrooms in everyday activities, with the teacher helping each child develop their skills and knowledge in these very important areas throughout the day.

The program uses CLI Engage development milestone checklist within one month of enrollment to support identifying development delays for children ages 0-5 years, annually. The program will share information from the developmental milestone checklist with families and help make referrals when necessary.

### **(3) Physical Activity:**

Achieve Learning CDC is committed to our children's health and understands the unique needs of each child. We encourage all children to engage in a variety of fun physical activities based on their age and development. We will promote physical activity by encouraging children to be active throughout the day by exploring their environment, limiting screen time, and providing teacher-led and free play activities during daily outdoor play.

### **(4) Screen Time:**

Children over the age of 2 years old occasionally watch TV for educational purposes and not to exceed one hour per day.

<https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx>

### **(5) Hours of operation:**

6:30 a.m. to 6:30 p.m. We extended our hours to 6:30 p.m. to accommodate the commute to Austin and this is generally enough time to arrive before closing. If you know you are going to be more than 5 minutes late please call the center to advise or attempt to find a qualified person to pick up your child(ren). A late fee may be charged if a child is picked up after 6:30 p.m. The fee is \$20 beginning at 6:31 p.m. for the first 15 minutes and \$1.00 per each minute thereafter.

Our cut off time for drop off is 9:00am. Unless child has an appointment a doctor’s note will be required at drop off.

**Days of operation:** Monday through Friday (except designated holidays)

**Months of operation:** January through December

*-Complies with Section 746.501 of the Minimum Standards for Child-Care Centers*

**(6) Holidays**

Achieve Learning CDC observes 11 holidays as follows: New Year's Day (the day before or after if New Year's Day falls on a weekend), Good Friday, Memorial Day, 4<sup>th</sup> of July (the day before or after if 4<sup>th</sup> of July falls on a weekend), Labor Day, Thanksgiving Day and the day after, and three days for Christmas.

**(7) Emergency Closing of Center**

Any weather or emergency condition that closes the Elgin ISD will automatically close our Center. If it is a late start time, we will make all attempts to open on time (6:30 a.m.) However, if road conditions are unsafe, we will not open until late start times. Please call the Center or Director on those days for information.

**(8) Tuition and Fees:**

Enrollment Fee: \$100.00 (due at enrollment)

Annual Supply Fee: \$60.00 (due March 1 unless the child was enrolled on or after Jan 1 of the current year)

There are no reductions, credits, or refunds for absences, including illness, vacations, or holidays. Early withdrawals or closure out of control. If your child is absent, you are to call the center or contact us via Brightwheel/email to notify the center of your child's absences. At any time that the center is no longer able to care for a child a notice will be given in writing.

Rates: Full Time  
18 Months to 36 Months – \$750.00  
3 Years Old's and Up – \$700.00

**\*Part-time taken based upon availability. See rates below.**

Two days a week  
18 Months to 36 Months – \$425.00  
3 Year Old's and Up – \$375.00

Three days a week  
18 Months to 36 Months – \$525.00  
3 Year Old's and Up – \$475.00

Four days a week  
18 Months to 36 Months – \$650.00  
3 Year Old's and Up – \$600.00

Drop-In  
18 Months to 36 Months – \$60.00  
3 Year Old's and Up – \$50.00

- If payments are not received by the 4<sup>th</sup> of the month, a \$25.00 late fee is applied.
- If payment and a late fee are not paid in full by the 10<sup>th</sup> child (ren) will not be able to stay in care until full payment is made.
- A return check fee of \$30.00 will apply.

**(9) Drop Off/Pick Up**

Your child will only be allowed to leave with a person whose name is on file as someone authorized to pick up your child. A written notice (Brightwheel or email) or telephone call from a parent (before the child is picked up) stating the person's name to pick up your child is expected. They must present photographic identification, and it will be asked for before allowing the child to leave with them. A child will not be released to a minor or to someone who is obviously impaired. If any staff is uncomfortable for the child's safety, the child will not be released. This is strictly for your child's safety, and your cooperation is greatly appreciated.

- ☐ Parents are to bring their children to the front door/into the building, sign them in/out and make sure a staff member is aware that your child is arriving/leaving. Your child may not leave the building without their guardian.

*-Complies with Section 746.4101 & 746.4103 of the Minimum Standards for Child-Care Centers*

#### **(10) Clothing/Personal Belongings**

We encourage you to dress your child in play clothes to the center, we play outdoors and do activities that could stain your child's clothing. Children are to wear closed-toe shoes and refrain from wearing flip-flops. Please provide your child with extra clothes in a bag marked with their name as each child needs to have clothes in their cubby at all times. No personal toys are allowed as we are not responsible for articles lost or broken.

#### **(11) Health Check**

The health and well-being of each child at Achieve Learning is of the utmost importance to us, therefore we will conduct a daily health check before the parents leave. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day.

The exclusion of an ill child from care is determined by:

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

We know and understand the demands of work and the difficulties when a child is sick, but it is not in the best interest of the child or center to allow children who are obviously sick or whom we know had a fever the prior 24 hours. We do not want our staff present when they are sick either. Please do not bring a sick child to the center.

#### **(12) Illness and Exclusion**

Due to the health and well-being of each child at Achieve Learning, we will strictly adhere to the following illness and exclusion criteria:

- ☐ Fever as measured by a temperature of 100 degrees Fahrenheit or higher
- ☐ Vomiting (two or more episodes in 24 hours)
- ☐ Swelling/Redness of the throat
- ☐ Constant cough
- ☐ Extreme fatigue/lethargy
- ☐ Head lice
- ☐ Reddened/Draining eyes
- ☐ Skin rash
- ☐ Bumps on hand, feet and/or throat
- ☐ Uncontrolled diarrhea
- ☐ Mouth sores

- ☐ Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious
  - If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the child development center as soon as possible, but not to exceed one hour after being called.
  - Illness reports will be generated and must be signed and dated by both Achieve Learning staff member and a parent or guardian.
  - A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.,
  - If a child is diagnosed as having a contagious condition, parents should notify Achieve Learning as soon as possible so we can alert other families. Confidentiality will be upheld. (We will post on the bulletin board for example “A child has been confirmed to have strep throat”)
- Complies with Section 746.3602 & 746.3603 & 746.3605 of the Minimum Standards for Child-Care Centers*

### **(13) Dispensing and Handling Medication**

#### **Dispensing**

- ☐ Achieve Learning will administer medication when parents give prior authorization. Parents may complete and sign a medical authorization form. A single dose of medication can be administered with telephone approval from the parent
- ☐ Authorization to administer medication expires on the first anniversary of the date the authorization is provided.
- ☐ Achieve Learning is not authorized to administer medication in excess of the medication’s label instructions or the directions of the child’s health care professional.
- ☐ Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Achieve Learning administers the medication as prescribed, directed, and intended.

#### **Handling**

- ☐ All medication will be stored out of reach from children.
- ☐ Medication will be stored so it does not contaminate food.
- ☐ Achieve Learning will refrigerate medication (if applicable).

*-Complies with Division 2, Section 746.3602 & 746.3603 & 746.3605 of the Minimum Standards for Child-Care Centers*

### **(14) Medical Emergency Procedures**

- ☐ Take the child to the nearest emergency room
- ☐ Give the child first aid or CPR
- ☐ Contact the physician in the child’s record
- ☐ Contact the child’s parent
- ☐ Ensure supervision of the other children in the group

### **(15) Food Service and Preparation**

All food and drinks are of safe quality and stored, prepared, distributed, and served under sanitary and safe conditions. All food is prepared in a kitchen that is inspected by local health officials. Breakfast meals provide each child with grain, fruit, and dairy. Lunch meals provide each child with dairy, vegetables, fruit, and grains. Afternoon snack provides each child with fruit and grain.

- ☐ Special care needs/diets and allergy information are to be provided in writing at enrollment or when changes occur. Refrigeration and storage for special needs/diets and allergies can be provided.
- ☐ A lunch menu is posted at our center and visible to all parents.

- Liquids and food hotter than 110 degrees are kept out of the reach of children.  
<https://squaremeals.org/Programs/ChildandAdultCareFoodProgram/MealPatterns.aspx>

#### **(16) Immunization requirements**

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

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

- *Complies with Section 746.613, 746.617, 746.623, and 746.625 of the Minimum Standard for Child-Care Centers*

#### **(17) Tuberculin testing requirements**

Tuberculin tests are not required by Bastrop County at this time, but Achieve Learning recommends that parents discuss this test with their doctors.

- *Complies with Section 746.627 of the minimum Standard for Child-Care Centers*

#### **(13) Hearing and vision screening requirements**

Vision and hearing screening tests are required for children 4 years old by September 1<sup>st</sup>. Parents are required to provide one of the following as documentation:

- The individual visual acuity and sweep check results
- A signed statement that the child's screening records is current and on file at the pre-kindergarten program or school the child attends away from the center.
- An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

- *Complies with Section 746.627 of the minimum Standard for Child-Care Centers*

#### **(18) Insect repellant and sunscreen**



The parent must provide sunscreen and insect repellent labeled with the child's name as well as the parent's signature on the container in order for the center to administer the product.

#### **(19) Enrollment procedures**

To enroll children in Achieve Learning, parents can either complete the registration form online at [www.acheivelearningcdc.com](http://www.acheivelearningcdc.com) or at the center. Upon the first visit, parents will need to complete a registration form with the following information:

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

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

*- Complies with Section 746.501 and 746.605 of the Minimum Standard for Child-Care Centers*

#### **(20) Parental Notifications**

Special Activities – Parental permission is required for the following special activities:

**Transportation** (if applicable) - At this time Achieve Learning CDC does not offer transportation. If public transportation, parents must sign a permission form for children to be transported.

**Water activities** – Water activities may include sprinkler play, splashing/wading pools, swimming pools (school-age only), and water play table.

**Field trips** – Field trips are provided for school age and kinder-ready students only. No field trips are anticipated at this time; however, parents will be notified of field trips, indicating when and where the child will be going and when the child will return. This notice will be posted at least 48 hours in advance.

**Animals** – Parents will be notified of any animal brought to the center. There are particular requirements that must be met before an animal can be on the premises. Please note that classrooms may contain a fish tank at the teacher's discretion. Please do not bring pets to the building with you.

#### **(21) Discussing Policies and Procedures**

Parents are welcome to contact Achieve Learning's Director with any questions or feedback that they have regarding their children's care at our center or about the center's policies, procedures or in general about how the center operates. Achieve Learning's Director is normally available during daytime business hours and can also always be reached through email at [acheivelearningcdc@outlook.com](mailto:acheivelearningcdc@outlook.com).

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

*- Complies with Section 746.501(7) of the Minimum Standard for Child-Care Centers*

#### **(22) Parental Visitation & Conferences**

Parents may come by the center unannounced at any time during the hours of operation to observe their child, the center's operation, or program activities. Please make sure to check in with the staff when



visiting. On certain holidays or special days, Achieve Learning will invite parents to come and participate in their child's day as they can. Achieve Learning will notify you of these occasions. When you visit, we ask that you sit and join your child in his or her activities. Please follow the teacher's lead for how to interact with the children. We ask that parents follow the same rules in the classroom that the children follow. We would enjoy having you share a special interest, hobby, or your career with the children. Parents can enrich our curriculum in many ways, and we appreciate your help.

- ☐ Parent conferences with the child's teacher or director can be scheduled anytime to discuss the child's behavior, development, and other concerns. Please let a staff member know if you would like to schedule.
- ☐ To update contact/pick-up information, parents/guardians may email the center at [achievelearningcdc@outlook.com](mailto:achievelearningcdc@outlook.com) or provide the center with a signed and dated one.

### **(23) Discipline and Guidance**

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- ☐ Using praise and encouragement of good behavior.
- ☐ Using clear, positive statements.
- ☐ Redirecting behavior.
- ☐ Using brief supervised separation or time-out from the group, which is limited to one minute per year of child's age.
- ☐ A parent may be asked to remove their child for a designated period of time if behavior warrants.

### **(24) Suspension and expulsion of children**

**Children involved in violence towards other children/staff or destruction of Center property or property of another child may be suspended for up to three days.** We will consider the age of the child, the circumstances and review all factors prior to suspension. We will have continuing conversations with the parents/guardians to address the issue. Conversations will be framed around the objective of the program. However, if the behavioral problems persist, we will have to ask your child to leave. Achieve Learning Child Development Center has final authority when asking parents to remove a child from the Center's program is necessary. For example, Achieve Learning might recommend that a parent find other childcare arrangements for their child if the Center's staff do not feel that they can meet the developmental needs of the child, if staff feel other children are at risk physically or emotionally, or if the parents have not paid tuitions fees. On the occasion Achieve Learning does recommend that a child leaves the Center, the Director may discuss alternative childcare arrangements with parents.

### **(25) Custody Issues**

The center cannot legally restrict the non-custodial parents from visiting the child, reviewing the child's records or picking the child up unless the center has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the center, as it is our only means of protecting your child. Our purpose is to protect the child's interests and not mediate differences. In case of conflict, the proper authorities will be contacted.

### **(26) Incidents & Accidents**

At Achieve Learning, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

- Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers

- Accidents while playing indoors and/or in the outdoor playscape

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

## **(27) Diaper Changing and Toilet Training**

### **Diaper Changing**

Achieve Learning will change all diapers, whether disposable or cloth. Diapers will be available for purchase at the center, or parents may provide diapers/ changing supplies for their child. If cloth diapers are being used, we ask parents to bring a bag that closes to store soiled diapers. Achieve Learning employees will change diapers according to Division 2, Diaper Changing of the Minimum Standard for Child-Care Centers.

### **Toilet Training**

Achieve Learning will assist with toilet training by taking the child to the restroom once every hour. The information will be documented for your knowledge if you want a report. We ask parents of children who are toilet training to bring extra clothes and materials.

### **Breastfeeding Children**

Achieve Learning welcomes breastfeeding mothers, and parents have the right to provide breast milk for their children. For the safety of the other children in our care, the nursing parent may be required to complete a background check with our center. For breastfeeding information, go to the following website:

<https://wicbreastfeeding.fns.usda.gov/>

## **(28) Firearms and Other Weapons**

- Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

## **(29) Emergency Preparedness Plan**

Evacuation routes and relocation plans are posted in every room. The designated relocation area if we need to relocate inside the center is the girl's restroom or the corner of the building outside the office depending on the need for relocation. Relocation in case of a tornado will be interior girl's restroom with no windows and center walls for protection. If the need for relocation is due to some outside threat either place maybe used. If we need to relocate at another location we will go to Booker T. Washington Elementary for an indoor secure location and the facility parking lot for fire drills. ***All teachers will be instructed routinely on these drills.*** (See Attachment A for complete overview)

Routine drills will be conducted according to licensing requirements.

## **(30) Texas Penal Code**

Achieve Learning will inform parents verbally that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. (See Attachment B)

## **(31) Minimum Standards and Licensing Inspection Report**

A copy of the minimum Standards for Child-care Centers is available for review at Achieve Learning upon request or visiting the DFPS Child Care Standards and Regulations website.

[http://dfps.state.tx.us/documents/Child\\_Case/Child\\_Care\\_Standards\\_and\\_Regulations/746\\_Centers.pdf](http://dfps.state.tx.us/documents/Child_Case/Child_Care_Standards_and_Regulations/746_Centers.pdf)

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

Licensing Office

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

14000 Summit Drive, Suite 100

Austin, Texas 78728

(512) 834-3195

### **Reporting Suspected Child Abuse**

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

### **Abuse Hotline and Website**

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

### **(33) Preventing and responding to abuse and neglect of children**

**Achieve Learning** will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

### **(34) Recognizing the Signs of Child Abuse**

#### **Physical Abuse**

Physical Abuse is physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fracture or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

#### **Suspect Physical Abuse When You See:**

- Frequent Injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate to use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

#### **Neglect**

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

#### **Suspect Neglect When You See:**

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care or medical attention
- Frequent tardiness or absence from school

**Sexual Abuse**

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, incident exposure, and exploitation through prostitution or producing pornographic materials.

**Suspect Sexual Abuse When You See:**

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

**Emotional Abuse**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme form of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

**Suspect Emotion Abuse When You See:**

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withhold love, and seems unconcerned about the child's problems

**(35) CPSC Recall List**

The Child Development Center is responsible for reviewing the United States Consumer Product Safety Commission recall list. You may review all current and past recalls through the CPSC's Internet website at: [www.cpsc.gov](http://www.cpsc.gov).

**(36) Vaccine-preventable diseases for employees**

All employees shall maintain their required vaccinations and preventable disease shots in order to avoid or decrease the spread of diseases.

**(37) Community Resources**

Community Resources are available for parents by the check in area.

Workforce Solutions Rural Capital Area

<https://childcare.workforcesolutionsrca.com/rcc/rccp/RCCAccount/Resources>

Texas Health and Human Services

<https://www.211texas.org/>

Early Childhood Intervention Services

<https://citysearch.hhsc.state.tx.us/>

Texas WIC

<https://texaswic.org/>

### **Achieve Learning Child Development Center**

My signature below certifies that I have read and understand the and by signing the form below I agree to abide by all rules and policies throughout this book of Operational Policies and Procedures of Achieve Learning Child Development Center and shall comply with all requirements of being a part of this program.

I also acknowledge that I have been given the opportunity to discuss any policies in this book with the Director of the facility.

I acknowledge that Achieve Learning CDC reserves the right to modify or amend these policies and procedures at any time without prior notice.

Student printed name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Achieve Learning Child Development Center is a licensed, for profit child-care center for children in Bastrop County and surrounding Counties.

509 M L K Dr.  
Elgin, Texas 78621  
Tel.: (512) 281-0616  
Email: [achievelearningcdc@outlook.com](mailto:achievelearningcdc@outlook.com)  
Website: [www.achievelearningcdc.com](http://www.achievelearningcdc.com)  
Owner: Gabriela Perez  
Director: Ana Perez Ramirez

## ATTACHMENT A EMERGENCY EVACUATION PLAN (OVERVIEW)

**These procedures do not cover every condition that might develop, and it may not always be possible to follow every procedural step. This plan can be used in conjunction with other emergency plans.**

In the event of an emergency situation that requires an evacuation of Achieve Learning Child Development Center, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all children and staff as they board/depart vehicles or in a group walking;
- If able bring any medications, supplies, and emergency records;
- Take a cellular telephone if available for emergency notifications.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records if time allows. Children will be kept together by their teacher, who may ask older children to assist in moving small children.

1. In the event of a natural emergency, i.e. tornado, severe storm, etc. the children and other occupants of the building will shelter in place in the childcare center's girls restroom or in the corner of the building next to the office. The girl's restroom is designated as our indoor relocation site.
2. In the event of an emergency that requires the children to evacuate the building, but remain on the premises, the outdoor evacuation area is the northwest parking awning of Abreo & Carter, Attorneys at Law across the center's parking lot.
3. In the event of an emergency requiring a nearby secured evacuation, the children will walk across the street to Booker T. Washington Elementary School where they will remain accompanied by caregivers while family/guardians/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

Off-campus Evacuation Location Information:

Booker T. Washington Elementary School  
510 MLK Blvd.  
Elgin, TX 78621  
(512) 281-3411

4. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children must evacuate away from the center, the children and staff will follow the protocol of the Elgin ISD School. The children will remain accompanied by caregivers while family/guardians/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.
5. If there is an act of violence or attempted violence the staff is trained to either remain locked inside the center away from the danger out of site or to evacuate through the nearest exit to safety.

The Emergency Evacuation and Relocation diagram can be found in each classroom posted near the door.

# Achieve Learning Child Development Center

Center Name

## New Enrollment Family Orientation

\_\_\_\_ Tour of the facility

\_\_\_\_ Introduction to teaching staff

\_\_\_\_ Visit with classroom teacher

\_\_\_\_ Overview of parent handbook

\_\_\_\_ Policy for arrival & late arrival

\_\_\_\_ Informed of the significance of consistent arrival time

\_\_\_\_ An explanation of Texas Rising Star Quality Certification

\_\_\_\_ Child development and developmental milestones provided

\_\_\_\_ Encourage parents to inform the center/provider of any elements related to their CCS enrollment that the provider may be of assistance, if applicable

\_\_\_\_ An overview of family support resources and activities in the community

\_\_\_\_ Statement about limiting technology use on site to improve communication between staff, children, and families

\_\_\_\_ Statement reflecting the role and influence of families

\_\_\_\_ Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable

**I have received a program orientation and overview of the Parent Handbook.**

\_\_\_\_  
Parent Name

\_\_\_\_  
Date

\_\_\_\_  
Student Name

\_\_\_\_  
Administrator

\_\_\_\_  
Date