



**HIVE ACADEMY**

# **Parent Handbook**

**Updated June 01, 2025**

**Parent Handbook for Hive Academy  
Table of Contents**

| <u>Policy</u>                                                 | <u>Policy Number</u> |
|---------------------------------------------------------------|----------------------|
| Mission Statement, Goals, and Philosophy                      | 1                    |
| Welcome                                                       | 2                    |
| Licensing Information                                         | 3                    |
| State Licensing Authority                                     | 3.1                  |
| Parent's Rights                                               | 3.2                  |
| Enrollment                                                    | 4                    |
| Tuition                                                       | 5                    |
| Payments                                                      | 5.1                  |
| Late Fees                                                     | 5.2                  |
| Subsidized Care                                               | 5.3                  |
| Discounts                                                     | 5.4                  |
| Vacation/ Absent Credit                                       | 5.5                  |
| Illness Credit                                                | 5.6                  |
| Parent Referrals                                              | 5.7                  |
| ACH Returns                                                   | 5.8                  |
| Extended Closure Tuition Policy                               | 5.9                  |
| Non-Payment                                                   | 5.10                 |
| Annual Registration Fee                                       | 5.11                 |
| Confidentiality                                               | 6                    |
| Mandated Reporting of Suspected Child Abuse and Neglect       | 7                    |
| Parent Code of Conduct                                        | 8                    |
| Swearing/Cursing                                              | 8.1                  |
| Threatening of Employees, Parents or Children                 | 8.2                  |
| Physical/Verbal Punishment of Your Children or Other Children | 8.3                  |
| Smoking                                                       | 8.4                  |
| Violations of the Safety Policy                               | 8.5                  |
| Confrontational Interactions with Employees and Other Parents | 8.6                  |
| Violation of the Confidentiality Policy                       | 8.7                  |
| Cell Phone Usage                                              | 8.8                  |
| Questions or Concerns                                         | 8.9                  |
| Parent's Right to Immediate Access                            | 9                    |



|                                                          |      |
|----------------------------------------------------------|------|
| Dismissal                                                | 10   |
| Withdraw                                                 | 11   |
| Change in Schedule                                       | 11.1 |
| Court Orders Affecting Enrolled Children                 | 12   |
| Arrival Procedures                                       | 13   |
| Health Checks                                            | 13.1 |
| Notification of Absences                                 | 13.2 |
| School's Right to Refuse Admission                       | 13.3 |
| Pick Up Procedures                                       | 14   |
| Late Pick Up                                             | 14.1 |
| Persons Appearing to be Impaired by Drugs and/or Alcohol | 14.2 |
| Emergency/Alternate Pick Up                              | 14.3 |
| Transportation                                           | 15   |
| School Calendar                                          | 16   |
| Emergency Closings and Inclement Weather Information     | 17   |
| Curriculum Information                                   | 18   |
| Sample Daily Schedule of Activities                      | 18.1 |
| Classroom Assignments                                    | 18.2 |
| Teacher to Child Ratios                                  | 18.3 |
| Nap and Rest Time                                        | 18.4 |
| Personal Care Supplies Needed                            | 18.5 |
| Birthday and Holiday Celebrations                        | 18.6 |
| Parent/Teacher Conferences and Communication             | 18.7 |
| Screen Time                                              | 18.8 |
| Discipline                                               | 19   |
| Suspension and Expulsion of Children                     | 19.1 |
| Items from Home                                          | 20   |
| Dress Code                                               | 21   |
| Children's Clothing                                      | 21.1 |
| Jewelry/ Accessories                                     | 21.2 |



|                                                                   |       |
|-------------------------------------------------------------------|-------|
| Parents' Clothing                                                 | 21.3  |
| Field Trips                                                       | 22    |
| Parent Participation/Volunteers                                   | 23    |
| Health and Safety                                                 | 24    |
| Pre-Enrollment Requirements                                       | 24.1  |
| Children with Severe Allergies                                    | 24.2  |
| Communicable Diseases and Illnesses                               | 24.3  |
| Biting                                                            | 24.4  |
| Dispensing Medication                                             | 24.5  |
| Fire/Emergency Drills                                             | 24.6  |
| Alternate Safe Location                                           | 24.7  |
| Incident/Accident Reports                                         | 24.8  |
| Food                                                              | 24.9  |
| Nut Free Center                                                   | 24.10 |
| Firearms and Weapons                                              | 24.11 |
| Infant Sleep Safety                                               | 24.12 |
| Hearing and Vision Screening                                      | 24.13 |
| Water Activities                                                  | 24.14 |
| Animals                                                           | 24.15 |
| Insect Repellent and Sunscreen                                    | 24.16 |
| Health Checks                                                     | 24.17 |
| Vaccine-Preventable Diseases                                      | 24.18 |
| Gang-Free Zone                                                    | 24.19 |
| Parking Lot Safety                                                | 24.20 |
| Indoor and Outdoor Physical Activity                              | 24.21 |
| Supporting Inclusive Services to Children with Special Care Needs | 24.22 |
| Medical Emergencies                                               | 24.23 |
| Staff Employment by Clients Policy                                | 25    |
| Cameras and Photographs                                           | 26    |
| Photographs                                                       | 26.1  |
| School Contact Information                                        | 27    |



## **Mission Statement, Goals, and Philosophy Policy No. 1**

At Hive Academy, our mission is to nurture the curiosity, creativity, and compassion of young minds within a safe and loving environment. As a family-owned preschool, we are dedicated to preserving the innocence and wonder of childhood while fostering a community of future leaders who are kind, confident, and equipped to make a positive impact in the world.

### *Our Core Values*

- **Nurture and Protect:** We prioritize the physical, emotional, and social well-being of our children, providing a secure and supportive space for them to grow and explore.
- **Inspire and Educate:** We deliver a holistic and engaging curriculum that encourages children to learn, discover, and develop essential skills for lifelong success.
- **Foster Community:** We cultivate strong relationships between children, families, and staff, promoting a sense of belonging, respect, and social responsibility.
- **Cultivate Leadership:** We empower children to develop essential leadership skills, such as critical thinking, problem-solving, and effective communication, to prepare them for future success.

### *Our Philosophy*

Our philosophy is to provide a nurturing and inclusive environment that allows children to thrive, grow, and reach their full potential. We are committed to partnering with families and team members to build a strong foundation for lifelong learning, leadership, and success.

Our Mission Statement, Goals, and Philosophy help guide the decisions made by Hive Academy in the areas of administration, family engagement, and the overall program to provide an optimal learning environment for the children.



## **Welcome Policy No. 2**

Hive Academy is locally owned and operated. The company started in 2025 by Julie and Steven Eilers, both longtime residents of Spring, Texas. Julie and Steven's goal was to open and operate a pre-school and after-school program that exceeds state and national standards and to create an environment for children and families to thrive. Our philosophy is to provide a nurturing and inclusive environment that allows children to thrive, grow, and reach their full potential. Julie and Steven are committed to partnering with families and team members to build a strong foundation for lifelong learning, leadership, and success.

The School Director is responsible for the daily management of the center. In the absence of the School Director, the Director of Education or the Director of Administration is the designated person in charge. A designated individual may also be in charge in the absence of the Leadership Team mentioned above.

Throughout this Parent Handbook, the Director of Education or the Director of Administration will take the place of the School Director when the School Director is not available.



## **Licensing Information Policy No. 3**

### **3.1 State Licensing Authority**

*Minimum Standards 746.501(22,23)*

Texas Department of Health and Human Services Child Care Regulations

A full printed copy of the licensing regulations/standards can be found at the front desk.

Parents may also find the licensing regulations on the internet at the following link:

<https://www.hhs.texas.gov/providers/child-care-regulation/minimum-standards>

Parents may also review a copy of the childcare center's most recent licensing inspection report posted on the Parent Communication board in the front entry or on the licensing website listed above. Parents may reach Childcare Regulation by using the website above or calling/visiting the local office listed below:

Houston Area:

1330 E. 40th

Houston, TX 77022

713-287-3238

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand, and follow these regulations.

Employees and parents are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Child Care Regulations Minimum Standards at all times.

Employees and parents are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.

### **3.2 Parent's Rights**

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice
- File a complaint against the childcare center
- Review the childcare center's publicly accessible records
- Review the childcare center's written records concerning their child
- Receive inspection reports and information about how to access the childcare center's online compliance history
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child
- Be given the contact information for the childcare center's local Child Care Regulation office



- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center
- Obtain a copy of the childcare center's policies and procedures handbook
- Review the childcare center's staff training records and any in-house training curriculum
- Exercise these rights without receiving retaliatory action by the childcare center



## **Enrollment Policy No. 4**

Enrollment at Hive Academy is open to children from six weeks to twelve years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

When visiting our center for the first time, parents will be asked to complete a Hive Academy Inquiry Form. A state/government issued ID will be required to verify information on the Inquiry Form before a tour will be given and prior to enrollment paperwork passed out to the parent. Hive Academy front office staff will make a copy of the state/government ID for our records.

Parents can apply for enrollment of their child in Hive Academy by completing the tour of Hive Academy, completing the Hive Academy Inquiry Form, and paying the deposit (registration fee and first week of tuition). The registration fee is non-refundable.

Initial enrollment is contingent upon receipt of the following:

- Enrollment Application
- Copy of certified birth certificate of child
- Copy of state/government issued ID for all parents/legal guardians
- Tuition Agreement
- Physician's Statement *(does not apply to school age children)*
- Current immunization records or notarized immunization exemption affidavit *(does not apply to school age children)*
- Infant Safe Sleep Form *(Only for children 12 months and under)*
- Infant Plan of Care Form *(Only for children 12 months and under)*
- *Food Allergy Emergency Plan and All Necessary Medications (if applicable)*
- *Asthma Action Plan and All Necessary Medications (if applicable)*
- *Special Care Needs Documentation (if applicable)*
- *Certified Copy of Custody, Protective, or any other Court Order (if applicable)*

The above listed items must be completed and received at least 3 business days prior to your child being able to start.

The Enrollment Application and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

Hive Academy reserves the right to dismiss any parent or child at any time with or without cause.



Continued enrollment at Hive Academy is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Hive Academy as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Hive Academy immediately, should any of the information collected at the time of enrollment or any time thereafter change. Changes may be submitted via email to the School Director or Director of Administration. Failure to maintain up-to-date information may result in the child(ren) being dis-enrolled from the program and forfeiture of any registration fee and/or tuition.

Hive Academy will review and update policies and procedures on a minimum of an annual basis. Changes to policies and procedures will be communicated through email, and in some cases, require a parent signature confirming receipt of the updated policy/procedure. In most cases, a 30-day notice will be given for a policy/procedure update unless a sooner time frame is required.



## **Tuition Policy No. 5**

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Hive Academy. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

### **5.1 Payments**

Payment is due on Monday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not the child attends. All parents must complete the Tuition Express Application and be set up on ACH or credit card draft for tuition payments.

Tuition does not include fees for field trips and/or extracurricular activities.

### **5.2 Late Fees**

A \$10 per day late fee will be added starting Monday night at 6:00pm for all non-payments. If tuition and/or late fees are not paid by Friday, then the child cannot return to care the following Monday until paid.

### **5.3 Subsidized Care**

Hive Academy currently does not accept childcare subsidies.

### **5.4 Discounts**

Hive Academy offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted \$10 per child. Hive Academy also offers a \$10 discount for parents who have served in the military, are a first responder (police officer, EMS, firefighter) as well as parents who are actively employed with an Independent School District. Parents will be required to provide a copy of identification such as a military ID, EMS badge, or ISD badge to receive the discount. Hive Academy also offers a \$10 discount for parents set up on ACH draft. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees, will be charged when tuition payments are late as per the late tuition policy stated above. **Only one discount may be applied per child.**

### **5.5 Absent/Vacation Credit**

After your child has been enrolled for 90 days, you are eligible for an absent/vacation credit. If your child is absent for five consecutive school days, you may request an absent credit equal to one-half of your weekly tuition. **Parents must request an absent credit in writing by email three school days prior to the absence.**

**5.6 Illness Credit**

If your child is absent due to illness exclusion for three or more consecutive school days with a health care professional's note stating the absence is necessary, you may request an illness credit equal to one half tuition for the days absent. **Parents must request an illness credit in writing by email. Illness credits are not automatically given when the child is absent.**

**5.7 Parent Referrals**

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will give you a \$100 account credit after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program by writing the referring families name on the Hive Academy Inquiry Form.

**5.8 ACH Returns/Credit Card Declines**

All families are required to be set up on ACH or credit card draft for tuition payments. These drafts are automatically run on any account with a balance on Monday mornings at 9:00am. If a draft is returned, a \$15 insufficient return fee will be automatically added to the account. Upon notification of the return, the family will be notified, and payment will be immediately due. If payment is not received upon notification of the return, then a \$10 per day late payment penalty will be added to the account for each day the balance is not paid starting with the day tuition was originally due. Families will be unable to return to care on Monday following the notification of the return until the account is paid in full.

If the family has three or more ACH returns and/or credit card declines in a 12-month period, a deposit equal to two weeks tuition will be required to continue care. If the family has five ACH returns and/or credit card declines in a 12-month period, enrollment at the school will be terminated.

**5.9 Extended Closure Tuition Policy**

Should the school be required to close for unexpected reasons, full tuition will be due unless the school is closed for five consecutive school days or longer, in which case tuition would not be due.

**5.10 Non-Payment**

Non-payment of tuition five school days after the original due date is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Hive Academy, however, if you anticipate difficulty with paying on time, please discuss the matter with the School Director immediately. If alternative arrangements for payment are approved, you will be notified by the School Director.

**5.11 Registration Fee**

A registration fee is required upon enrollment with Hive Academy. Registration fees are \$100 per child. Registration fees are non-refundable.



## **Confidentiality Policy No. 6**

Within Hive Academy, confidential and sensitive information will only be shared with employees of Hive Academy who have a “need to know” to most appropriately and safely care for your child. Confidential and sensitive information about employees, other parents, and/or children will not be shared with parents, as Hive Academy strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to, names, addresses, phone numbers, disability information, or other health related information of anyone associated with Hive Academy.

Outside of Hive Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Hive Academy, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Hive Academy are strictly prohibited from discussing anything about another child with you.



## Mandated Reporting of Suspected Child Abuse and/or Neglect Policy No. 7

*Minimum Standards 746.501(26)*

All Hive Academy staff receive a minimum of 2 hours of annual training covering Child Maltreatment (preventing and responding to abuse and neglect of children).

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Hive Academy are considered mandated reporters under this law. The employees of Hive Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors, or conditions prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Hive Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the employees of Hive Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

If parents/employees feel they need prevention techniques and/or assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit <https://parentsanonymous.org/helpline/sample-helpline/> or <http://www.getparentingtips.com>

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Hive Academy will coordinate with local community organizations in regard to preventing and responding to abuse and neglect of children to discuss strategies and current needs.



## **Parent Code of Conduct Policy No. 8**

Hive Academy requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Hive Academy is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Hive Academy but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

### **8.1 Swearing/ Cursing**

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express frustration or anger using non-offensive language. At NO time shall inappropriate language be directed towards employees of Hive Academy.

### **8.2 Threatening of Employees, Children, Other Parents, or Adults Associated with Hive Academy**

Threats of any kind will not be tolerated. In today's society, Hive Academy cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### **8.3 Physical/Verbal Punishment of Your Child or Other Children at Hive Academy**

While Hive Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare center. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's



inappropriate behavior. All behavioral concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### **8.4 Smoking/Vaping**

For the health of all Hive Academy employees, children, and associates, smoking (including e-cigarettes and vaping) is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Hive Academy. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### **8.5 Violations of the Safety Policy**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Hive Academy. Please be particularly mindful of Hive Academy entrance procedures. We all like to be polite; however, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the School Director.

#### **8.6 Confrontational Interactions with Employees, Other Parents, or Associates of Hive Academy**

While it is understood that parents will not always agree with the employees of Hive Academy or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### **8.7 Violations of the Confidentiality Policy**

Hive Academy takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Hive Academy. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

#### **8.8 Cell Phone Usage**

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department



of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. **Please end all calls prior to entering the building so that our teachers and directors can properly communicate with you.**

#### **8.9 Questions or Concerns**

*Minimum Standards 746.501(20)*

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and work as partners in the child's education. From time to time, the School Director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.

**Parent's Right to Immediate Access  
Policy No. 9***Minimum Standards 746.521(1)*

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Hive Academy, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Hive Academy must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The court orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are awarded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

**In the absence of a court order** on file with Hive Academy, **both** parents shall be awarded equal access to their child as stipulated by law. Hive Academy cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Hive Academy suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Hive Academy employees will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the School Director and are allowed in the childcare center only at the discretion of the School Director. An employee of Hive Academy will accompany visitors at all times, throughout the center.

Hive Academy will dismiss any child whose parent is prohibited from entering school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Hive Academy cannot have a child at the school when the child's parent is prohibited from access. Hive Academy will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.



## **Dismissal Policy No. 10**

Hive Academy reserves the right to dismiss any child at any time, with or without cause. Anytime a child is dismissed from Hive Academy, any and all other children on the account are dismissed as well.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balance remaining after the 30-day period will be referred to the school's legal counsel for collection.

The School Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. Hive Academy will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Hive Academy.



## **Withdraw Policy No. 11**

A 30-day written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will not be able to enroll any child/children in the future at Hive Academy.

Any child withdrawn from Hive Academy is subject to a 30-day waiting period before being eligible for re-enrollment.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the School Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following the last day of enrollment at Hive Academy. Appointments are made at the discretion of the School Director and are not the right of the withdrawn child or parent.

### **11.1 Change in Schedule**

Parents who wish to change their child's times of enrollment at Hive Academy must submit a request to do so 30 days in advance of the proposed change.

The School Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new Tuition Agreement is signed. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date of the request that the School Director receives the schedule change will be used to toll the 30-day notice required for withdrawal.



## **Court Orders Affecting Enrolled Children Policy No. 12**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Hive Academy must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The court orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are awarded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

**In the absence of a court order on file with Hive Academy, both parents shall be awarded equal access to their child as stipulated by law.** Hive Academy cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Hive Academy suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Hive Academy is obligated to follow the order for the entire period it is in effect. Employees of Hive Academy cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Hive Academy will report any violations of these orders to the court.



## **Arrival Procedures Policy No. 13**

Parents are required to sign children in utilizing the Procure Check In Station. Children must be escorted to their classroom by a parent/guardian as children must be supervised at all times. In order for all enrolled children to benefit from the curriculum and activities planned, **all children must arrive by 9:00am**. Children will not be admitted into care after 9:00 am. Children who are late due to a scheduled appointment with a healthcare professional or with prior permission from the School Director may be allowed after 9:00 am; however, a child may not be dropped off during the classroom's scheduled nap time or after 3:00pm. Late arrivals are a disruption to the classroom and other children and may break the established routine of the classroom. Parents are to drop off their child at the door of the classroom as we do not allow entry into the classroom, except for special events, as a means for illness control and reduced distraction to the class.

### **13.1 Health Checks**

*Minimum Standards 746.501(27)*

Parents are required to notify the child's teacher or School Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers and directors should be aware of to best meet the needs of your child throughout the day.

### **13.2 Notification of Absence**

Parents are required to inform the center in writing via email by 8:30 am (2:00pm for a school age child on a school day) if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the parent does not notify the school of a child's absence, the school will contact the parent. A \$5 No-Call fee will be charged anytime a parent fails to notify the school of an absence. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the School Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with employees on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director and provide documentation of the diagnosis from a healthcare professional, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will



be shared. Hive Academy will take all measures necessary to protect your child's confidentiality.

### **13.3 School's Right to Refuse Admission**

Hive Academy reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Child Care Regulations.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, employees, or other children enrolled at Hive Academy if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed for tuition for days when their child is refused admission to the program.

**Pick Up Procedures  
Policy No. 14***Minimum Standards 746.501(a)(2)*

Once a parent signs their child out and the child is handed over to the parent, the parent is then solely responsible for supervising their child while on school premises. Parents are to pick up their child at the door of the classroom as we do not allow entry into the classroom, except for special events, as a means for illness control and reduced distraction to the class. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated as stepparent are required to sign any incident/accident reports from the day at time of pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the school during the course of the day.

Parents and/or persons designated as stepparents are granted access to the back of the facility. All other persons are required to remain in the front lobby unless accompanied by a parent or person designated as a stepparent as this is a school safety policy. A parent or person designated as a stepparent accompanying another person (or persons) to the back of the facility must remain with that person (or persons).

**14.1 Late Pick Up**

Our schools are licensed to care for children from 6:30 am to 6:00 pm. Parents must pick up their children no later than 6:00 pm. A parent is late picking up their child at 6:00pm. All measurements of time are to be according to the Hive Academy clock located at the front desk.

A late fee of \$35 for the first minute per child plus \$1 for each additional minute per child will be charged for late pick-ups. Late fees must be paid at the time of pick up. The child will not be allowed to return to care until all late pick-up fees are paid in full.

A child's care will be terminated should the child be picked up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

**14.2 Persons Appearing to be Impaired by Drugs/Alcohol at Pick Up**

The employees of Hive Academy will contact local police and/or the other custodial parent should a parent appear to the employees of Hive Academy to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from



denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Hive Academy employees will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the employees of Hive Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The employees of Hive Academy will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

### **14.3 Emergency/ Alternative Pick Up**

At enrollment, parents will complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick up their child from Hive Academy. In an emergency situation the child's parents will be called first. If they cannot be reached employees will call the persons listed on this form until someone can be reached.

Should the employee contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the emergency contact list. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list are designated as a stepparent. Stepparent status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation, the people on the emergency/alternate pick-up list are only afforded the right to pick up the child. Teachers are not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

**All changes and/or additions to the emergency/alternate pick-up list must be made in writing, in person, and be dated and signed. No changes and/or additions to the emergency/alternate pick-up list may be made via email or phone. Only custodial parents have the right to make changes or additions to this form. A person designated as a stepparent cannot make any changes or additions to this form or any other enrollment form.**

Employees of Hive Academy are prohibited from being listed on the emergency/alternate contact list.



**HIVE ACADEMY**

**Parent Handbook  
Updated June 01, 2025**

Hive Academy reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.



**Transportation  
Policy No. 15**

*Minimum Standards 746.501(14)*

School-age children will be transported to and from public school and during the summer on field trips. Hive Academy does not transport children under the age of 4, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

**School Calendar  
Policy No. 16***Minimum Standards 746.501(1)*

Hive Academy is open from 6:30 am - 6:00 pm, Monday - Friday, year-round. We close on the following days: New Year's Day, MLK Day, President's Day, Friday of CISD Spring Break, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, and Columbus Day. Full tuition is due for these weeks. Hive Academy will not provide care for children on MLK Day, President's Day and Columbus Day, as these days are utilized for the Professional Development of our employees.

NOTE: In some cases, Hive Academy may close early on certain days during the holiday season. Policy 14.1 Late Pick-Up will apply for late pick-ups on these designated days.

Hive Academy is closed for two weeks in July, the week of Thanksgiving, and for one week at Winter Break. There are no charges for tuition for these weeks.

Parents will be updated on each year's holiday schedule in January.



## **Emergency Closings and Inclement Weather Information Policy No. 17**

Hive Academy is required to follow the ruling of its local school district regarding emergency closings. Therefore, Hive Academy will follow Conroe ISD regarding emergency closings. If Conroe ISD delays opening by two hours, then Hive Academy will delay opening by two hours as well.

In some cases, where CISD is closed due to loss of power, water, etc., Hive Academy may be open if unaffected and able to provide appropriate care.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a text message, postings on the school's social media page, and/or by email.

Should the school need to close in the middle of the day, the director will attempt to reach the child's parents first to arrange for pick up. Should the director be unable to reach the parents, the persons listed on the emergency/alternative contact form will be called until pick-up arrangements can be made. The director will notify the parents or emergency/alternative contact person, at the time of the call, of the pickup location should the children need to be evacuated from the childcare center. Parents or emergency/alternative contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five consecutive school days.



## Curriculum Information Policy No. 18

Hive Academy uses the Frog Street curriculum for our infants, toddlers, and pre-kindergarten classrooms. This curriculum believes that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Hive Academy is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! This program provides developmentally and age-appropriate activities and materials for exciting and wonder-filled environments. To learn more about the Frog Street curriculum visit <http://www.frogstreet.com/>.

Hive Hub, our school age program for children kindergarten through sixth grade, implements S.T.E.A.M (science, technology, engineering, art, and mathematics) based activities that correspond with weekly curriculum themes throughout the school year. Hive Hub also utilizes the Life Is Good Superpower activity kit that empowers students to meet the world with resiliency, joy, and optimism through core competencies of social and emotional learning.

Hive Academy uses Conscious Discipline as a positive method of discipline and guidance. Conscious Discipline is utilized in all our classrooms throughout the day by implementing rituals and routines, breathing techniques, and structures that promote safety, connection, and problem solving. See Policy 19 Discipline for additional information and visit <https://consciousdiscipline.com/>.

### 18.1 Sample Daily Schedule of Activities (for 18 months – 5 years)

Hive Academy classrooms follow a daily schedule designed specifically to meet the children’s developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a **sample** of your child’s typical day:

|                   |                                                                                                 |
|-------------------|-------------------------------------------------------------------------------------------------|
| 6:30am – 8:15am   | <b><i>Honey, it’s School Time!</i></b><br>Arrival of Students/Good Morning Rituals and Routines |
| 8:15am – 8:30am   | <b><i>Bee Prepared</i></b><br>Restrooms and Transition to Breakfast                             |
| 8:30am – 9:00am   | <b><i>Nectar Break</i></b><br>Breakfast, Family Style Dining                                    |
| 9:00am – 9:15am   | <b><i>Sweet Stretch</i></b><br>Stretching and Yoga                                              |
| 9:15am – 9:45am   | <b><i>Morning Hive Time</i></b><br>Morning Greeting Circle and Social Studies Lesson            |
| 9:45am – 10:15am  | <b><i>Bee Active!</i></b><br>Morning Outside Time                                               |
| 10:15am – 11:00am | <b><i>Busy Bee Building</i></b>                                                                 |



|                   |                                                                                                                           |
|-------------------|---------------------------------------------------------------------------------------------------------------------------|
|                   | Literacy Lesson, Art, Centers (Rotate one group into lesson every 5-10 minutes)                                           |
| 11:00am – 11:15am | <b><i>Bee Social</i></b><br>Social and Emotional Development                                                              |
| 11:15am – 11:30am | <b><i>Bee Prepared</i></b><br>Restrooms and Transition to Lunch                                                           |
| 11:30am – 12:00pm | <b><i>Nectar Break</i></b><br>Lunch, Family Style Dining                                                                  |
| 12:00pm – 12:15pm | <b><i>Honeycomb Cuddles</i></b><br>Cuddle Up for a Read Aloud                                                             |
| 12:15pm – 2:15pm  | <b><i>Honeycomb Dreams</i></b><br>Quiet Time/Nap                                                                          |
| 2:15pm – 2:30pm   | <b><i>Bee Prepared</i></b><br>Restrooms and Transition to Snack                                                           |
| 2:30pm – 3:00pm   | <b><i>Nectar Break</i></b><br>Snack, Family Style Dining                                                                  |
| 3:00pm – 3:30pm   | <b><i>Bee Active!</i></b><br>Afternoon Outside Time                                                                       |
| 3:30pm – 4:15pm   | <b><i>Busy Bee Building</i></b><br>Math and Science Lesson and Centers (Rotate one group into lesson every 10-15 minutes) |
| 4:15pm – 4:45pm   | <b><i>Afternoon Hive Time</i></b><br>Afternoon Reflection Circle to Review the Lessons of the Day                         |
| 4:45pm – 5:00pm   | <b><i>Sweet Stretch</i></b><br>Dance Break!                                                                               |
| 5:00pm – 5:30pm   | <b><i>Bee's Choice</i></b><br>Child Centered Activities                                                                   |
| 5:30pm – 6:00pm   | <b><i>Wind Down Hive Time</i></b><br>Calming Play and Gentle Activities                                                   |

## 18.2 Classroom Assignments

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Hive Academy typically will transition children under 3 years of age to new classrooms twice a year and once a year for those 3 years and up. However, from time to time, we may request a transition sooner based on the individual child's needs.

## 18.3 Teacher to Child Ratios

Hive Academy follows the teacher-to-child ratios established by the National Accreditation Commission and Texas Rising Star, which are lower than the state licensing ratios. From time to time, due to staffing shortages or other operational challenges, the school may default to state designated ratios. Hive Academy will never run higher ratios than established by the Texas Department of Health and Human Services Child Care Regulations unless a significant event or emergency arises.

**18.4 Nap and Rest Time**

Supervised rest periods are provided for all children 18 months of age and older who remain at Hive Academy for five or more consecutive hours, and for all other children who show a need for a rest time. Your child will be provided with a cot to rest on and blanket to be kept at the school for naptime. Nap and rest times are required by the Texas Department of Health and Human Services Child Care Regulations. Due to these regulations, parents cannot request that their child be exempt from nap or rest time.

**18.5 Personal Care Supplies Needed**

All children must have a complete change of clothing, **clearly marked with the child's name**, left at Hive Academy. Accidents can happen, even for the older children, or if they get wet on the playground. Children need to be dressed appropriately for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. For safety reasons, boots, sandals, and flip flops are prohibited. Only sneakers and Crocs with a fully closed front and strap around the back are allowed to be worn.

Parents must supply all bottles for their child. Please label everything with your child's first and last name. Hive Academy provides blankets, toddler training cups, diapers, and wipes.

We use washable crayons, markers, and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Hive Academy cannot be responsible for broken or lost items.

**18.6 Birthday and Holiday Celebrations**

Most children enjoy celebrating special events with their friends (birthdays, new babies, and holidays). Parents may send a store bought, nut-free treat to share with the class. Treats must be in the original store-bought packaging and are to be unopened. These celebrations take place during afternoon snack time only, and parents are welcome to attend, but must take their child with them upon leaving. Please make arrangements with the teacher three days in advance when planning a special occasion.

Hive Academy believes in inclusion and celebrating each child's beliefs and important days. If a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.

**18.7 Parent/Teacher Conferences and Communication**

*Minimum Standards 746.501(6)*

Open communication with parents is very important to children's success. Hive Academy has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not



an admission or agreement in any way, yet acknowledgement that communication took place. Failure to sign documents is grounds for immediate dismissal from the program.

Listed below are ways that Hive Academy may communicate with parents:

- Our electronic monitor located in the main hallway
- Through email notifications
- Written memos posted on the classroom door
- Social media sites such as Facebook
- Smartphone notifications through the Procare app
- Verbal communication with the child's teachers and director

Parents will be offered a Parent/Teacher conference twice each year. This is a formal conference with your child's teacher to discuss academic and developmental progress in the classroom. Parents will be asked to sign up for a date and time for their conference. Parents will be required to sign acknowledging that they are unable to attend or do not wish to attend a Parent/Teacher conference.

### **18.8 Screen Time**

Hive Academy does not allow children under two years of age to use any screens (iPad, tablet, computer, or phone) for any reason. Screen time for children over two years of age is limited to no more than 1 hour per day in compliance with the Texas Department of Health and Human Services Child Care Regulations Minimum Standards; with the exception of school aged children who are on a field trip.

**Discipline  
Policy No. 19***Minimum Standards 746.501(7)*

Hive Academy employees are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear positive statements, and redirecting behaviors. Hive Academy does not use "time out" as a form of managing behavior. Hive Academy employees will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aims to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Hive Academy reserves the right to terminate care for a child's discipline problems at any time.

Hive Academy employees are trained in Conscious Discipline. Conscious Discipline techniques and beliefs are used at all times in the classroom. These techniques and beliefs include:

- Our role is to teach behavior, not stop behavior.
- Adults seeing themselves as role models in the classroom. Adults are to behave in the same manner expected of the children.
- Using active calming techniques for both children and adults
- Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not punish.
- Meeting the needs of the children so that they can meet the needs of their peers.
- Allowing children to express their emotions while supporting and comforting children in distress.
- Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our program.
- Greeting each child every morning in a positive and impactful way.

**19.1 Suspension and Expulsion of Children***Minimum Standards 746.501(8)*

Hive Academy is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

Hive Academy will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. Hive Academy is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

Hive Academy will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Hive Academy employees to meet the needs of the child. The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

Hive Academy will, at all times, provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay, or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports, and letters, Hive Academy will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child, and notifications that the child will not be able to return to the program until support services are in place.



## **Items from Home Policy No. 20**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones, watches, and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the School Director should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the director will call the parents and require that they come to the school and remove the item.

All items brought in for use as part of the curriculum will be inspected by Hive Academy staff for safety and appropriateness and may be prohibited at the sole discretion of Hive Academy.



## **Dress Code Policy No. 21**

### **21.1 Children's Clothing**

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Children are not permitted to wear open-toed and/or open-backed shoes. Children may only wear rubber-soled, sneakers/tennis shoes (preferred footing) or Crocs that are closed-toed and have a strap around the back. Boots, sandals, and flip-flops are strictly prohibited.

Children over 3 years of age are required to have at least one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have at least two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. Coats must be provided in the winter months.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, and scarves. Hive Academy is not responsible for lost or damaged items of clothing.

### **21.2 Jewelry/Accessories**

Children are not permitted to wear jewelry of any kind except for stud earrings limited to no more than two in each ear. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Hive Academy will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than three violations per school year) violations of this policy are considered to be a violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children three years of age and under. These accessories are considered to be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Hive Academy.

Hive Academy is not responsible for damage to or loss of any articles of clothing.

### **21.3 Parents' Clothing:**



Parents are required to be dressed in appropriate clothing while at Hive Academy or involved in any Hive Academy sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language/images is prohibited.



**Field Trips  
Policy No. 22  
(Hive Hub Families ONLY)**  
*Minimum Standards 746.501(16)*

Hive Academy frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately before a child can attend the field trip.

For safety and confidentiality purposes, parents are not allowed to attend field trips.

If you choose for your child to not participate in a field trip, they will not be allowed to attend school on that day. No reduction in tuition or fees will be granted in these situations.

Due to safety risks and child tracking procedures, children may not be dropped off or picked up on a field trip. Parents must schedule appointments around the field trip schedules.

**Parent Participation/Volunteers  
Policy No. 23***Minimum Standards 746.501(21)*

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, assist at home with cutting out class projects/assembly of projects, or assist in the front office. These volunteer opportunities will be emailed out each month with our monthly newsletter.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or any Hive Academy sponsored event.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Hive Academy reserves the right to make volunteer assignments. Hive Academy does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.



## **Health and Safety Policy No. 24**

### **24.1 Pre-Enrollment Requirements**

#### *Minimum Standards 746.501(11,13)*

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office 3 business days prior to the child's first day of attendance. All children (except those that attend a public school with a statement to verify compliance) are required to have a complete up to date immunization record on file at Hive Academy. This is per our licensing regulations. If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician. Immunizations may be waived for certain reasons. Please discuss this with the School Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children (except for those that attend a public school) are required to have a Physician's Statement form filled out by a licensed medical professional, in order to attend Hive Academy. The Physician's Statement Form, indicating the child's fitness to attend Hive Academy, must be completed by a licensed healthcare professional and returned to the School Director 3 business days before enrollment.

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

### **24.2 Children with Severe Allergies and/or Asthma**

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parents or legal guardians, and must be updated at least once annually or as needed. This form can be obtained by request from the School Director. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

As well, for the safety of your child, parents are required to provide an Asthma Action Plan detailing all asthma information from which their child suffers, at the time of enrollment or when asthma is discovered. This form must be completely filled out by the child's physician and parents or legal guardians and must be updated at least once annually or as needed. This form can be obtained by request from the School Director. Any medication required to be used according to the asthma action plan must be provided in accordance with the Medication Policy detailed herein.



### **24.3 Communicable Disease /Illnesses** *Minimum Standards 746.501(3)*

Hive Academy follows, and in some cases exceeds, all health/communicable disease policies in compliance with the local and state health department guidelines.

Children will be excluded from participating in the program if they exhibit any one or more of the following:

- Abnormal breathing, such as shortness of breath or difficulty breathing
- Repeated shaking with chills
- Two or more occurrences of diarrhea within a 24-hour period OR diarrhea that cannot be contained in the child's diaper
- Two or more occurrences of vomiting within a 24-hour period
- Temperature measuring greater than or equal to 100.0 degrees
- Unexplained rash or sores
- Lethargy
- Inability to participate in all program activities comfortably, including outdoor play
- A greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious
- Any other reason the staff deems the child to be ill

**Parents are required to pick up an ill child within 1 hour of notification by phone.** If a parent is reached but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The director will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the director will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and/or CDC. Children must be symptom-free without the use of medication for 24 hours. **At a minimum, a child sent home must be excluded the following school day.** In some cases, a child may be required to present a healthcare professional's statement that the child is no longer contagious and can return to the program. Hive Academy has the right to supersede a healthcare professional's statement. Some examples of this include, but are not limited to, Hive Academy requiring a three-day exclusion for any child diagnosed with the Flu, and excluding a child with hand, foot, and mouth until all blisters scab over. Hive Academy reserves the right to refuse to allow a child to return if the director believes the child to be too ill to participate in the program.



Parents will be notified immediately if their child has the presence of head lice. Parents of the affected child must treat the child for head lice and pass a lice inspection to be performed by a member of the administration team before they can return to care.

If your child will be absent due to illness, we request that you notify the School Director. This enables our administration to keep track of any illnesses, which may occur at our school. This information will only be shared with employees on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director and provide documentation of the diagnosis from a healthcare professional, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Hive Academy will take all measures necessary to protect your child’s confidentiality.

#### **24.4 Biting**

Hive Academy recognizes that biting is a developmentally appropriate behavior for children in the infant through three-year-old classrooms. Parents with children in these classrooms should expect that their children may be bitten or will bite another child. The teachers and directors understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the teacher is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The teacher will not punish or harshly discipline children for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with teachers and directors to identify methods and strategies to curb this behavior. Uncooperative parents will have their child’s care terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the teacher will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with teachers and directors to help their child control this behavior. Uncooperative parents will have their child’s care terminated. Furthermore, children, in the older age groups (three years old and up), who bite 3 times in a school year will have their care terminated since the safety of all the children in the program is of the utmost concern of Hive Academy.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The teacher and director may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The employees of Hive Academy cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

**24.5 Dispensing Medication***Minimum Standards 746.501(4)*

Hive Academy will only dispense over the counter and/or prescription medication that is in its original, labeled container and is accompanied by a doctor's note or prescription label with explicit dosage and administration instructions. Hive Academy will only give medication to the child for whom the doctor's note or prescription label is written and for whom the medication container is labeled. One doctor's note or prescription label per course of treatment is required. The initial dosage of medication must be administered by the parent unless written permission from a doctor for life-threatening situations such as administration of an Epi-Pen.

**Hive Academy will only dispense prescription medication that is prescribed three or more times in a day. Medication prescribed once or twice a day must be given by the parent at home. Hive Academy does not administer nebulizers unless it is part of an Asthma Action Plan as a means of emergency rescue use. Medication administration times at Hive Academy are 10:30am and/or 2:30pm.**

Hive Academy does not provide any medication for children. Any medication needed for life-threatening situations such as an Epi-Pen must be provided by the child's parent with the appropriate documentation.

Parents are required to complete a Medication Form each occurrence that medication is to be dispensed. Medication Forms can be found at the front office. Medication Forms, doctor's notes, and medication are to be turned into the School Director.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Medications delivered by a device such as Epi-Pens, inhalers, and nebulizers must have written documentation from the doctor indicating when it is appropriate to administer such medication; including signs and symptoms that the medication is needed. The parent must also demonstrate to employees who will be administering medication through a device the proper use and any special care after use of the device. It is the responsibility of the parent to ensure that life-saving medication is replaced prior to the expiration date and an updated doctor's note is on file.

In the event of a medical emergency, Hive Academy may administer medication without prior parent authorization. The medication would be administered as prescribed, directed, or intended.

**24.6 Fire/ Emergency Drills***Minimum Standards 746.501(5)(24)*

Hive Academy conducts monthly fire and emergency/evacuation drills. Parents, employees, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.



During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the ill child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the employees as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the teachers and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all employees and children and gives the employee permission to release children. Once again, it is important for parents and employees to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Parents may review the complete Hive Academy Emergency Preparedness Plan posted in every classroom and on the Parent Communication Board.

**24.7 Alternative Safe Locations**

*Minimum Standards 746.501(24)*

Should the administration of Hive Academy or any emergency services personnel determine the building which houses the childcare center to be too dangerous to be occupied, the employees and children will be taken to an alternate location detailed in the Hive Academy Emergency Preparedness Plan. Once the children are assembled here, the director will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

**24.8 Incident/Accident Reports**

Should your child be involved in an incident/accident during the course of the school day, the teacher will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher.

Parents or persons designated as a stepparent are required to sign any incident/accident reports from the day at pick-up time. The classroom teacher will be able to briefly discuss the



matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated as a stepparent pick up the child, a parent or person designated as a stepparent must sign the Incident/Accident Report and return a copy to the School Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the report is returned signed.

## **24.9 Food**

*Minimum Standards 746.501(10)*

### **All age groups:**

For the safety of your child, parents are required to provide notification, in the form of a FARE form or other Allergy Emergency Plan, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification from a health care professional of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Hive Academy never uses food as a punishment. Children will never be denied participation in breakfast, lunch, or snack time for behavior reasons.

### **Birth through 17 months of age:**

Parents will provide breastmilk and/or formula for their child until their child reaches 18 months or transitions to milk provided by Hive Academy. Parents are to provide the number of bottles appropriate for the day already pre-made and ready to go. These bottles are to have each piece labeled with the child's first name and last name and come in a bottle bag each day that is also labeled with the child's first name and last name. Hive Academy will provide organic, freshly prepared foods for infants starting at 6 months of age, unless otherwise noted by the parent, through 12 months of age. Beginning at 12 months of age, infants will be provided with breakfast, lunch, and snack following Hive Academy's table food menu. Each meal and snack will meet the guidelines set forth by the USDA food program to ensure that each child is provided with a healthy, nutritious, and balanced meal.

Parents are required to complete a feeding schedule for their child monthly, or as the child's feeding requirements change, until the child transitions onto the table food menu. Teachers



will complete a daily sheet for each child detailing for the parent what the child ate, when, and how much.

**Breastfeeding/Bottle feeding**

*Minimum Standards 746.501(25)*

Breastfeeding mothers are welcome to come to the center during the day to feed their infant. Appropriate, private feeding locations (such as our on-site nursing room) will be made available. Parents are welcome to come to the center during the day to bottle feed their infant. Please discuss your desire to come to the center to breastfeed and/or bottle feed your infant with the classroom teacher and director.

**18 months of age and older classrooms:**

Hive Academy provides children ages 18 months of age and older with healthy, nutritious, and balanced meals and a snack that meet the USDA food program guidelines. Hive Academy offers children a morning breakfast at approximately 8:30 am, a half-hour lunch at approximately 11:30 am and an afternoon snack at approximately 2:30 pm. Children must be present at the indicated times to receive the indicated meal and/or snack. For school-age children on days when CISD is in session, Hive Academy offers a morning breakfast at 6:45am and an afternoon snack at 3:30pm (or upon arrival at Hive Academy from their school).

All children are required to follow Hive Academy's menu unless they have a documented food allergy by a health care professional, and the required documentation and items are on file as stated herein. Hive Academy will strive to provide substitute options for those with a documented allergy.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Teachers will encourage children to eat their main entrée first, followed by healthy snacks.

**24.10 Nut Free Center**

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, Hive Academy prohibits nuts and/or foods containing nut products on Hive Academy property, and/or at Hive Academy sponsored events. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath or touching nut oil residue left on a countertop, not only from consuming nuts or nut products. This includes, but is not limited to, milk made with nuts such as almond milk.

Due to the possibility of cross-contamination (this occurs when one food is prepared with items previously used to prepare food with nuts, or nut products), Hive Academy does not allow homemade snacks at the center. While Hive Academy understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Hive Academy.

**24.11 Firearms and Weapons**

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapons on school property for any reason. Violation of this policy will result in immediate dismissal from the program. *\*Exception: peace officers and security officers commissioned by the Texas Private Security Board that are trained and certified to carry a firearm on duty may have firearms and ammunition on the premises of Hive Academy.*

**24.12 Infant Sleep Safety**

*Minimum Standards 746.501(9)*

Hive Academy follows the Infant Sleep Safety Guidelines as listed in the Child Care Regulation Minimum Standards and as outlined by the Consumer Product Safety Commission. All infants will be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Sleep positioning devices are prohibited. All cribs at Hive Academy meet the CPSC safety guidelines. Crib compliance documents are on file in the front office. Pacifiers are allowed, however straps that are attached to the child's clothing and pacifiers with stuffed animals attached are prohibited.

**24.13 Hearing and Vision Screening**

*Minimum Standards 746.501(12)*

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Hive Academy will schedule annual screenings at our school. Parents may also bring in screening proof from their local healthcare professional.

**24.14 Water Activities**

*Minimum Standards 746.501(15)*

Parents will be notified in advance of water play activities, except for water table play which takes place daily in most classrooms. Splash/Sprinkler Play is offered during the summer months for fully potty-trained children ages three years and up. Parents are asked to bring in a swimsuit, water shoes and a towel on their child's assigned splash day.

**24.15 Animals**

*Minimum Standards 746.501(17)*

From time to time, Hive Academy may have classroom pets that meet the requirements by Child Care Regulations. A notice to parents will be posted outside any classroom door when a pet is present.

**24.16 Insect Repellent and Sunscreen**

*Minimum Standards 746.501(19)*

Hive Academy will apply sunscreen and/or insect repellent as needed for afternoon outside time (Sunscreen and/or insect repellent for morning outside time needs to be applied by the parent prior to drop off). Sunscreen and insect repellent must be provided by the parent, must be in the original container unopened, be labeled with the child's first and last name, and must



not have expired. A Sunscreen/Insect Repellent Permission Slip must be completed by the parent before these items can be applied. Hive Academy will not apply any insect repellent that contains oil of lemon eucalyptus as recommended by the American Academy of Pediatrics.

**24.17 Health Checks**

*Minimum Standards 746.501(27)*

Hive Academy employees will do a visual check of the children upon arrival each morning. If a teacher or director notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify the teacher and director when dropping off so that we can assist in watching the child for side effects. Hive Academy teachers may complete an Incident Report to document these situations.

**24.18 Vaccine-Preventable Diseases**

*Minimum Standards 746.501(28)*

All Hive Academy employees are encouraged to receive an annual flu shot and the Covid-19 vaccination.

**24.19 Gang-Free Zone**

*Minimum Standards 746.501(b)(2)*

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

**24.20 Parking Lot Safety**

Hive Academy is committed to providing a safe, healthy, and productive environment for all persons occupying our school. Considering the significant risk posed by vehicle exhaust emissions, especially to children, we ask that vehicles in our parking lot avoid idling for any longer than 5 minutes. Vehicle exhaust is linked to increases in asthma, allergies, and heart and lung disease. Children are especially at risk because their lungs are still developing, and they inhale more air per pound of body weight than adults.

When entering and exiting school property parents should drive slowly and avoid distractions as young children are present while parents are loading and unloading children from their vehicles.

Hive Academy cannot be held liable for damages that occur in our parking lot. It is the responsibility of each individual to ensure that their vehicle is secure before entering the building, and that no valuable property such as purses or brief cases are left in plain sight. Please understand that it is your personal responsibility to be proactive with your vehicle and personal belongings. Our cameras will only monitor certain areas of the parking lot and could act as a deterrent to criminal activity. Our primary focus remains with your children and their safety within our school.



The drive thru lane located under the awning is only to be used for drop off/pick up during severe weather events. On these days, Hive Academy staff will transfer children to/from the school so that the driver may remain with their vehicle. Hive Academy staff cannot buckle children into vehicles for liability reasons.

**24.21 Indoor and Outdoor Physical Activity**

*Minimum Standards 746.501(18)*

Hive Academy strongly believes and supports the need for physical activity each day.

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

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

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

Hive Academy will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

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



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

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

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

Examples of inappropriate clothing/footwear include:

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

Outdoor Play may be limited or prohibited due to the following criteria/conditions:

- Temperature/feels like temperature of 40 degrees or below – prohibited
- Temperature/feels like temperature of 105 degrees or above – prohibited
- Lightning within 10 miles of Hive Academy – prohibited
- Temperature/feels like temperature 40 – 50 degrees – limited
- Temperature/feels like temperature 90 – 100 degrees – limited
- Any other situation that poses a health and/or safety risk for the children and/or staff may result in limited or prohibited outdoor play

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

#### **24.22 Supporting Inclusive Services to Children with Special Care Needs**

Hive Academy is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. If your child has a special care need, Hive Academy is required to have a statement from a healthcare professional that includes the following:

- Any limitations or restrictions on the child's activities
- Special care the child requires, including:
  - Any reasonable accommodations or modifications
  - Any adaptive equipment provided for the child, including instructions for how to use the equipment



- Symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care
- Any medications prescribed for continuous, long-term use

Upon receipt of the healthcare professional's statement, Hive Academy will determine if enrollment/continued enrollment for the child is able to be reasonably accommodated without fundamentally altering or changing the program.

When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupational, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Hive Academy will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting. Hive Academy will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. Hive Academy is not required by law to fundamentally alter or change the services provided for a child, including but not limited to any of the following: special care needs, displaying dangerous/inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

Hive Academy will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Hive Academy employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Hive Academy will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

Hive Academy does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

**24.23 Medical Emergencies**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. All children must have an emergency medical release on file in case of such an emergency.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center 1-800-222-1222.

**Staff Employment by Clients Policy  
Policy No. 25**

The staff of Hive Academy are prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Hive Academy staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who become employed by current or former clients of Hive Academy will have their employment with Hive Academy terminated.

Employment refers to any relationship outside of the school's services which involves an employee of Hive Academy to interact with current or former clients of Hive Academy. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees of Hive Academy are prohibited from participating in social networking relationships with clients of Hive Academy. This includes, but is not limited to accepting or requesting a friend request on social media sites such as Facebook, X, Snapchat, or Instagram.



## **Cameras and Photographs Policy No. 26**

Hive Academy has closed circuit cameras in all classrooms, hallways, outside areas, the lobby, and the parking lot that capture video and audio (Audio may be captured on phone calls as well for training purposes). There is a monitor located in our main hallway for parents to view. Cameras are for surveillance purposes only and parents may not request to see recorded footage. \*Exception: parents may request to inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

### **26.1 Photographs**

Hive Academy believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school-owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note, during certain parent events, such as Pre-K graduation, holiday parties, and Carnivals, photographs may be taken. If you wish for your child not to be photographed, you may want to remove them from these events. Hive Academy requires a photo release for every child in order to be enrolled in our program.



**HIVE ACADEMY**

**Parent Handbook  
Updated June 01, 2025**

**School Contact Information  
Policy No. 27**

*Minimum Standards 746.501 (1)*

**Hive Academy, LLC**

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