

Happy Panda Bilingual Learning Center



Parent's Handbook of Policies and Procedures

“To nurture and grow every child with positive, healthy interactions, which will ensure their success in their future years”

OUR PHILOSOPHY

Children should be allowed and encouraged to grow/learn at their own pace and to learn in ways that help them to become confident in themselves as learners. We provide exciting, unique learning opportunities that will meet the intellectual, physical, emotional, social, and spiritual needs of each child as an individual. Every child will be given the opportunity to learn through differentiated instruction.

OUR MISSION

“Our Center was founded to meet the cognitive, physical, and emotional development of young children in a warm and safe environment. We provide full time care and a bilingual curriculum for infants to pre-school age children. Our goal is to provide quality education to our children and their families based on positive and healthy interactions that encourage children to acquire the necessary skills to be successful in their future years”

OUR CURRICULUM

Happy Panda Bilingual Learning Center bilingual curriculum implements daily bilingual activities based on the classroom needs. In addition to cognitive learning, we focus on choices, self-esteem, decision making, social, and interaction skills giving them the skills they need to be successful in future years. We are excited about implementing STEAM activities and lessons which are based on Science, Technology, Engineering Agriculture/Arts, and Mathematics disciplines that integrate all academic content into a cohesive investigative approach to learning.

SOCIAL DEVELOPMENT Our program is designed to help children feel comfortable in school by trusting their environment, making friends, learning to share, and being able to express themselves openly, honestly, and in a positive manner, i.e. “using our words rather than acting out”.

EMOTIONAL DEVELOPMENT To help children experience optimism, pride, and confidence by encouraging independence and self-control. To reinforce unconditional love and guide each child in paths of success.

COGNITIVE DEVELOPMENT To help children become enthusiastic learners by encouraging them to think independently and assisting them to acquire the skills necessary to be successful young men and women of our future.

PHYSICAL DEVELOPMENT To provide a curriculum which encourages daily exercise, large motor activities, outside exposure, and to provide nutritional meals / snacks to all children.

DAILY INTEREST AREAS Children work cooperatively in small groups to reach developmental milestones and school readiness through exploring, experimenting, and repetition. These centers are:

Creative Arts: Teaches your child texture, color, design, and fine and gross motor control.

Reading, Library and Language: Enhances communication, listening, and self-control. Literacy and early reading skills start here.

Math and Manipulative: Helps your child learn about numbers, problem solving, order, sequencing, and coordination.

Block Building: Teaches your child about shapes, dimensions, sizes, construction, balance and cooperation.

Music and Movement: Helps your child experience creativity, patterns, and melody as well as building large motor skills. Children will learn the basics and get to express their unique preference in music.

Science and Discovery: Is all about weights, plants, gardening, pets, magnets, measurements, and the world around us. Children will be learning the basics of plants and their life cycle. Children will be involved in cooking activities where they make measurements. The activities planned are fun ways to teach very simple aspects of plants, animals, and the world in which we live.

Dramatic Play / Life Skills: Is all about the world of pretend, self-identification, family and community. Specific life skills are presented and practiced. Examples of life skills are nutrition, sign language, cooking, healthy living, safety and family unity.

POLICIES/PROCEDURES We comply with all rules and regulations contained in the Minimum Standards and Guidelines Handbook for Child-Care Centers: (https://www.dfps.state.tx.us/child_care/). If you do not have access to the web, we have a copy of this handbook at the Center for your review.

We will post a copy of the most recent Licensing inspection reports for your review at any time at the Center or visit the website <https://hhs.texas.gov/services/safety/child-care>. Or visit the Licensing Office 1501 Circle Dr. Suite 310, Fort Worth, TX 76119 phone: 817-321-8604, 800-582-8286

REGISTRATION & ENROLLMENT REQUIREMENTS

Happy Panda Bilingual Learning Center serves children ages 6 weeks – 5 years of age. We encourage and will assist parents in potty training for children two to three years old.

Happy Panda Bilingual Learning Center does retain the right to deny admission if available slots for a particular child's age group are filled and/or if we feel that admission of your child(ren) would not be a good fit for your child(ren) or the currently enrolled children in our care.

For any child to be enrolled and attend Happy Panda Bilingual Learning Center, the following documents must be on file in the Director's office:

1. Admission Information Form (Due prior to the first day of attendance)
2. Operational Discipline and Guidance Policy form (Due prior to the first day of attendance)
3. CACFP Meal Benefit Income Eligibility Form
4. Up to date copy of your child's immunization record or Letter of Conscience from the State of Texas for all children not currently enrolled in school – Due prior to the first day of attendance
5. A written statement signed by a licensed physician who has examined your child(ren) within the past year stating that your child(ren) is able to participate in our program - Due prior to the first day of attendance
6. Parent / Guardian Contract (Due prior to the first day of attendance)
7. Hearing & Vision screening results for 4 year olds by September 1st, Kindergartners or any other first time entrant 4 years through 5 years old (Due within 120 days of admission)
8. Operational Policy on Infant Safe Sleep Form (only infants)

Classes are filled on a first come / first served basis. Siblings of currently enrolled students have priority in pre-registration. Parents of children on the waiting list will be contacted when an opening arises. Please follow us on Facebook for postings of openings as they arise.

TUITION / SUPPLY / REGISTRATION AND OTHER FEES SCHEDULE

- 1) Tuition payments are due at the beginning of the week on Monday.
- 2) Account with tuition not paid by Tuesday noon will be assessed a late fee of \$15 per day.
- 3) Full tuition payment is expected regardless of attendance. We offer a \$10.00 per family discount for any child enrolled after the first child per week. We cannot grant discounts for sickness, vacations, holidays, bad weather or other

temporary absences. In case your family or your child has to quarantine due to COVID, full payment it's still required for that time.

4) A \$100.00 pre-registration fee is due at the time your child is registered in our program. If you are enrolling two or more children, your pre-registration fee will be the initial \$100.00 plus \$50.00 for each additional child. This is an annual fee for as long as your child(ren) is/are enrolled in our program.

5) NO CASH IS ACCEPTED. We accept checks and money orders, payable to Happy Panda Bilingual. We accept online payments from checking accounts with a fee of \$0.60 per transaction and credit and debit card payments with a fee of 2.9%. There is a \$35.00 insufficient funds fee on all returned checks, regardless of the reason(s) for why it was returned.

6) You give authorization for Happy Panda Bilingual Learning Center to take any measures to collect any outstanding debt by collection agencies and court systems.

WEEKLY FEE SCHEDULE

Infants and Creepers (6 weeks to 17 months)	\$325
Toddlers (18 months to 36months)	\$275
Non-Potty trained 3-year-olds	\$275
Preschool and Pre-K (3 years old and up)	\$255
Part time Any Age (3 days per week)	\$195

*If your toddler is not potty trained by age 3 years or up, the fee will stay at \$ 275 weekly

* Late pick up fee: \$3.00 per minute, per child the first 5 minutes then \$5.00 per minute after that. The payment for this time is due within the next day.

* A \$150.00 pre-registration fee is due at the time your child is registered in our program. This is a yearly fee for as long as your child(ren) is/are enrolled in our program. (It is due the first week in August).

*Online payments from checking accounts: \$0.60 per transaction.

*Online credit and debit card payments: 2.9% per transaction.

*Late fee payment: \$15 per day

*Insufficient funds fee on all returned checks: \$35

REFUNDS AND CREDITS Credit may be given for pre-paid tuition if the center closes unexpectedly due to emergency, or another reason deemed appropriate by the center. The amount of credit will be recorded on your billing plan and should be redeemed within one month. A two-week notice is required if your child leaves the program. In case you have pre-paid more than two weeks, we'll issue a refund. Please allow 7 business days for brightwheel to return your money to your account.

HOURS OF OPERATIONS / HOLIDAYS

Happy Panda Bilingual Learning Center days and hours of operation are:

Monday – Friday 6:30 a.m. – 5:30 p.m.

Monday – Friday 6:30 a.m. – 5:00 p.m. for infants (children 6weeks to 18 months)

We will be closed on the following holidays:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth (Staff training/Daycare closed)
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving (Wednesday, Thursday and Friday)
- Christmas Eve Day
- Christmas Day

*If a holiday falls on Saturday, we will be close on Friday. If it falls on Sunday, we will close Monday.

WITHDRAWAL FROM OUR PROGRAM Happy Panda Bilingual Learning Center requires a two-week written notice to withdraw your child(ren) from The Center. This allows us to fill your child(ren) place with a child from the waiting list. If you fail to give this two-week written notice, you will leave owing two weeks on your account which will be turned over to a collection service.

PARENT COMMUNICATION AND VISITS Parents will be notified of policy changes and upcoming events through our **Brightwheel app**, Facebook and/or via email to the email on file for you. The director will contact you under special circumstances. As always, please contact the director and/or owner with any concerns or questions about the policies and/or procedures at 682-626-5236

If you need to update any student's information, please do it in our brightwheel app. Let us know if you need assistance.

Parent/teacher conferences may be held as needed to better communicate your child's needs. It is best NOT to discuss any problems or potential problems concerning your child or other children in the presence of any child, including yours. Conferences are scheduled at an arranged time that is mutually agreeable to the parent, teacher, and director. Conferences may never be during drop off or pick up times as the teacher's first responsibility is to her class. This is strictly enforced.

If Happy Panda Bilingual Learning Center staff suspects that a parent or approved pick-up contact are under the influence of drugs or alcohol, we will not allow you to leave the Center with children.

Parents are welcome and encouraged to visit the school anytime during the hours of operation without having to secure prior approval. You are not allowed to photograph children other than your own at any time.

FORMAL STUDENT ASSESMENTS AND PARENT CONFERENCES Teachers and Assistant Teachers will do formal child assessments using developmental check lists for infants and toddlers and observation checklists for preschool children. These assessments will be shared with parents every 4 months. Director will schedule parent conferences twice a year

for Parent, Teacher, and Director to share important information about the child. Parents can request a conference any time they like.

THE IMPORTANCE OF FAMILY INVOLVEMENT The lives and experiences of young children are intertwined with those of their families. Families are children's first and most important teachers, advocates, and nurturers. Strong family engagement in early childhood systems and programs is central—not supplemental—to promoting children's healthy intellectual, physical, and social-emotional development; preparing children for school; and supporting academic achievement in elementary school and beyond. 1)Research indicates that families' involvement in children's learning and development impacts lifelong health, developmental, and academic outcomes. Family engagement in early childhood systems and programs supports families as they teach, nurture, and advocate for their children, and in turn, family engagement supports and improves the early childhood systems that care for and teach children. When families and the programs where children learn work together and support each other in their respective roles, children have a more positive attitude toward school, stay in school longer, have better attendance, and experience more school success.

1)Henderson, A.T. & Mapp, K.L. (2002). A new wave of evidence: The impact of school, family and community connections on student achievement. Austin: SEDL.

EXPULSION FROM OUR PROGRAM In the event learning center should ever find it necessary to end our personal relationship and business agreement, Happy Panda Learning Center will make every effort possible to give the parent a two-week written notice with the exception, but not limited to, the following:

1. Destructive, uncontrollable or violent behaviors
2. Habitual tardiness in pick-up of a child
3. Lateness of payment or non-payment of either tuition or supply fees
4. Lack of parental cooperation in any situation
5. Failure to comply with and of The Department of Family and Protective Services requirements and/or their required enrollment and health forms

MEDICAL AND IMMUNIZATION REQUIREMENTS Several **up to date** medical records **MUST** be provided for your child's file by the first day of attendance.

Immunization records with month/day/year demonstrating the adherence of following immunizations is required: 1. Oral Polio vaccine (OPV) 2. DTP vaccine 3. Measles, Mumps, Rubella (MMR) vaccine 4. Varicella vaccine (Chicken Pox) 5. Hepatitis A 6. Hepatitis B 7. Hib 8. Pneumococcal conjugate (PCV7 or Prevnar)

AND

A written statement signed by a licensed physician who has examined your child(ren) within the past year stating that your child(ren) is able to participate in our program is required within two weeks of admission.

AND

A hearing/vision screening for all four year olds by September 1, kindergartners or any other first time entrants 4 years through 5 years old must be documented in the child(ren) file within the first 120 days of your child(ren) enrollment.

HEALTH AND ILLNESS GUIDELINES

Children are to be kept at home when they show signs of any of the following:

Fever of 100° or higher

Pink Eye (must be treated before entering the school)

Diarrhea or Vomiting

Runny nose, which is not dried up by appropriate medications.

Skin rash

For the protection of all children, no ill child will be admitted to school. Children should be free of fever (without the aid of fever-reducing medicines) and/or diarrhea and any other for at least 24 hours prior to returning to school. For any contagious illnesses, you must have a doctor's release prior to returning your child back to school. When a child becomes ill at school, they will be separated from the other children, while still supervised by staff, until they are picked up. Parents will be contacted and required to pick-up your child. Please note that you are required to pick up your ill child as quickly as possible once notified. The only exception for your child returning to the Center before a 24hour period is with a physician's release. You will be notified if your child has been exposed to a contagious disease while attending school. Likewise, please notify the director if your child has been anywhere that may have exposed them to, or has contracted a contagious disease such as pink eye (conjunctivitis), head lice, chicken pox, flu, roseola, etc.

MEDICAL EMERGENCIES In case of acute illness, injury or trauma our staff will do the following:

1. Administer CPR/First Aid
2. Call 911
3. Notify the parents and create a report.

MEDICATION POLICY Happy Panda Learning Center does NOT give any type of medication.

ACCOMMODATIONS FOR FAMILIES

This document outlines our program's policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met. Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

DISCIPLINE The purpose of discipline is to teach a child and assist them in becoming self-managing, socially responsible, and most importantly to maintain their ultimate safety. At our center, we will never ridicule or bully your child. Our discipline shall include positive guidance and re-direction that is based on an understanding of individual needs and the developmental level of the child. Discipline will be directed toward teaching the child acceptable behavior, recognizing cause and effect and will always be used as a positive learning experience and will always be with love, compassion, and

respect for your child. The children are taught to respect authority and the rights of others. We will use time-out in extreme cases when redirection is not effective.

We have three rules of acceptable behavior:

1. Each child will ensure his/her own safety and the safety of others.
2. Each child will respect the work and property of others.
3. Each child will learn so as not to interfere with another child's learning.

Your child will not be subjected to any form of corporal punishment. Texas Department of Family and Protective Services mandate that even a parent may not spank his or her child on Licensed Daycare Center's property. This is not our rule, please understand that we must require that you adhere to it. We will work together with you for the good of your child. If we cannot work together for whatever reason(s), the director reserves the right to request removal of a child from our program. This will only happen in extreme cases when a child has ongoing discipline problems in which it is not advantageous to continue care.

BITING Biting is a very serious and dangerous occurrence with little children. Our staff is trained on how to handle this very specific problem. Staff will work with the children and the family to stop the biting. If biting continues a child will be subject to dismissal from the Center. All biting will be addressed with both families. Patience is asked of all families involved when biting in the classroom occurs. Please understand we will do everything in our power to ensure your child's safety. This is an age-appropriate behavior that with consistency will usually stop.

We have attached a more detailed Discipline and Guidance Policy, please read it and sign it.

NUTRITION

1. We provide breakfast, lunch and an afternoon snack with milk and water. We will make available water to drink with all meals and snacks

2. Our meals will be served at the following times:

Breakfast: 8:30am

Lunch: 11:15am

Afternoon Snack: 3:00pm

3. Our menus are posted in the entrance on our communication board and our website HappyPandalearning.com We participate in the Child and Adult Care Food Program, so we follow the nutrition guidelines dictated by the state and go over and beyond what is required for your child's daily intake.

ALLERGIES AND INDIVIDUAL FOOD REQUIREMENTS Information regarding a child's allergy to a particular food is posted in every classroom and is accessible by all teachers and staff. The staff is educated on the child's food allergies and every precaution is taken to ensure that the child is protected. Class allergies must be observed at all times. If your child requires a Special Diet for medical purposes or Substitutions, we must have a written statement from a licensed physician or registered/licensed dietician, or the parent or guardian placed in your child's records. Any deviations from state nutritional requirements must be authorized by a parent, in writing, and kept in the child's file. We ask that all parents follow the classroom rules for allergies. Snacks and treats for the class should be store bought not homemade. Allergies are a very serious matter, and the safety of all children is our priority.

On your child's birthday you may bring a special treat, this must be store bought. Please keep it simple and check with the director in advance for allergies that other children may have.

Please do not bring food or drinks with child in the morning. You will be asked to take it with you. Keep in mind that other children may have allergies.

FOOD HANDLING Our kitchen is inspected at least once every 12 months by Tarrant County Health Department. The kitchen staff completes a Food Handler Certification course every two years. Kitchen staff do not work in food handling when exhibiting symptoms of illness.

DROP OFF, PICK UP & RELEASE

It is a requirement by The Texas Department of Family and Protective Services that you sign your child in and out each day. All children must be walked and signed in by an adult at our sign in table or using the brightwheel app on your phone. In order to minimize disruption and interruption you must have your child dropped off by no later than 9:00 a.m. each morning. In the event that you are having a late morning and will not make this 9:00 a.m. deadline, call the center prior to 9:00 a.m. and speak with the director. This should be the exception, not the rule. We will welcome kids after 9:00am only with a doctor's note.

Technology free zones – We want to limit the technology use on-site. Please don't be on the phone while pick up/dropping off your child. In order to facilitate better communication between the parents and the teacher and the parents and the child, is best if parents are not distracted by use of electronic devices while at the center.

*If your child has a dirty diaper when you drop her/him off, you may be asked to change your child's dirty diaper in case the care giver is assisting with drop off procedures.

AUTHORIZATION TO PICK-UP CHILD RELEASE The Center's staff will release your child(ren) ONLY to those persons authorized on your enrollment form. No child will be allowed to leave with any unauthorized person, NO EXCEPTION. A valid, unexpired ID will be required of any authorized individual not known to the staff member releasing the child. **If the person picking up the child is not on the enrollment form, parent please call the school in advance informing the name and driver's license number of this person.**

The center has NO legal authority to refuse either parent / guardian the right to take custody of their child(ren) unless this is COURT ORDERED and the center has a CURRENT, SIGNED COPY OF THE ORDER. It is requested that custodial parents arrange visitation pick-up and return during times other than when their child(ren) are in our care.

LATE PICK-UP POLICY The center closes promptly at 5:30 p.m. Habitual late pick-ups will result in termination of services and denial of future re-enrollment.

*Late pick up fee: \$3.00 per minute, per child the first 5 minutes then \$5.00 per minute after that. The payment for this time is due within the next day.

ABSENCES If your child will be absent for the week, payment must still be received the Monday prior to the scheduled absence in order to secure your child's space.

REST TIME The Center's rest time will be from 12:00 – 2:30. Please provide your child with a blanket to for rest time. It must be labeled and able to fit inside your child's cubby. Each Friday you will need to take your child's personal belongings home to laundry and return them the following Monday.

In order to minimize disruption during the children's rest time, we ask that you refrain from picking your child up during these hours (12:00 – 2:30 p.m.). Should you need to pick your child up for a doctor's appointment, please make sure that you are here either at or before noon or at or after 2:30, but not during this rest time.

PHYSICAL ACTIVITY AND SCREEN TIME Our physical activity policy states that children must participate in:

- a. Two to 3 occasions of active play outdoors, weather permitting.

- b. Two or more structured or caregiver/teacher/adult-led activities or games that promote movement over the course of the day—indoor or outdoor
- c. Continuous opportunities to develop and practice age-appropriate gross motor and movement skills
For outdoor play Infants (birth–12 months of age) are taken outside 2 to 3 times per day, as tolerated. There is no recommended duration of infants’ outdoor play. Toddlers (12–35 months) and preschoolers (3–6 years) are allowed 60 to 90 total minutes of outdoor play.

For the purposes of childcare standards “screen time/ digital media” refers to media content viewed on cell/ mobile phone, tablet, computer, television (TV), video, film, and DVD. It does not include video-chatting with family. Screen time/digital media is used at our center with children ages 2 and older. For children ages 2 to 5 years our digital media includes educational videos and music related to what we are learning in our monthly curriculum. Most of the time these are shown during transitions to meals, while we wash hands and bathroom breaks and last 15 minutes with no more than 45 minutes per day.

CLOTHING and PERSONAL SUPPLIES Children should wear sturdy, comfortable, washable play clothes appropriate for indoor and outdoor play. Ages 6weeks- 3 year olds, need at all times, a change of clothes at the center without regard to his/her potty training status. In the event that we have to change your child into his/her spare set of clothes, you **MUST** bring another spare set the following day of care. Kids must wear tennis shoes with Velcro straps (no laces) for safety reasons, no flip flops are allowed. All shoes must have a back. Children go outside to play every day unless there is rain and/or lightening or if the temperature is 40° or less, or 97° or higher, so please dress your child accordingly. Children’s names must be placed on all extra clothing with a permanent marker. Parent must supply sunscreen, insect spray and diaper rash cream label each with the child’s name.

TOYS/JEWELRY AND OTHER MISC. FROM HOME Please do not allow your child to bring toys, jewelry, and money to school, except if a teacher has requested it. Absolutely no guns, knives, matches or unsuitable items may be brought at any time. Should prohibited and/or dangerous items be brought to school, we will notify the police immediately and your child will be dismissed from our care instantly with no future chance of re-enrollment. The center will not be responsible for items that get lost, stolen, or broken.

LOST AND FOUND All items without names will be put in the Lost & Found closet. All items will be donated to Goodwill every three months. All blankets and extra clothes of children who have left our program will be included in these items.

FIELD TRIPS AND WATER ACTIVITIES At this time, we are not licensed to provide field trips. We are going to work on this for the near future. No swimming activities at the center. Only splash playing in the summer.

SEVERE WEATHER, FIRE OR OTHER EMERGENCIES Fire and severe weather drills are conducted monthly. Emergency exit plans are posted in hall room of the facility. The daily record of children’s arrivals and departures is used as an attendance checklist during safety drills. All classroom staff are trained in First Aid and CPR. If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make early pickups. If public schools close due to adverse weather, we would follow the Birdville ISD closing schedule. In case of severe weather please watch the local news for closing information/snow schedule or call us to find out if we are going to close.

GANG FREE ZONES House Bill 2086 of the 81st Legislature, Regular Session, 2009: Under the Texas Penal Code any area within 1,000 feet of a child-care center is considered a gang-free zone. Where criminal offenses related to organized criminal activity are subject to harsher penalty.

GRIEVANCE PROCEDURE If a problem exists, we want it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents with concerns should discuss the matter with the Director. Please talk to the Director about setting an appointment.

ABUSE AND NEGLECT POLICY All staff working at this facility must obtain annual training on the signs and symptoms of abuse and neglect, required reporting procedures, and prevention. This facility is also required to involve parents in this process as well. Parents and staff may obtain the information on signs and symptoms, the required reporting procedures and prevention from the following websites:

www.Dfps.state.tx.us

www.Childabusetexas.org

www.helpandhope.org

What Are the Signs of Abuse? Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that children are being abused, but they could be a signal that the children or their families need help.

When children talk about being abused, take them seriously. Take steps to get help!

Signs of Physical Abuse Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations.

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

Signs of Emotional Abuse

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

Signs of Sexual Abuse Physical signs of sexually transmitted diseases

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

Signs of Neglect

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

Parents and staff may obtain one hour of self-study training on the DFPS website. This facility will provide a list of resources for parents and staff to contact for further information and any assistance they may require. The list of resources may be obtained from the DFPS website or by talking with the director. If you suspect abuse and neglect, you report to the child abuse hotline at 1-800-252-5400 or www.txabusehotline.org

Our policies are reviewed annually and updated, if necessary.



INFANT'S INFORMATION

Items required for your child(ren) first day of attendance:

- Diapers (please bring enough for the week on Mondays. On Friday you will be notified if your child needs more for the following week)
- Diaper rash cream
- Baby Wipes
- Baby Formula/breast milk.- We provide gerbers, cereal and formula (similac brand) (If the baby is on baby formula, please bring at least 3 bottles with the amount of water that your baby usually drinks. If your baby drinks breast milk, please bring the milk already in the bottles, we will store them in the fridge).
- Baby Food – We provide gerbers and cereal or you can bring your baby's food.
- 2 Extra Set of Clothes (stay in the center)
- Bibs (only for infants younger than one. Please bring 5 on Mondays)
- Small blanket (Bring it on Monday, it goes home Friday) – Only for infants that sleep on a mat.
- You only need to bring the bottles and baby food in a small lunch bag. No diaper bags will be allowed at the center.

Make sure you label wipes, diapers packages, diaper rash cream, bibs and baby food with your child's name.

*A daily report will be sent to the parent via Brightwheel app regarding feedings and diaper changes for infants 6 weeks to 2 year olds.

*Caregivers will only change infant's clothes in case of an accident.

*If your child has a dirty diaper when you drop her/him off, you may be asked to change your child's dirty diaper in case the care giver is busy feeding other infants or assisting with drop off procedures.

Happy Panda Bilingual Learning Center Breastfeeding Policy

Happy Panda Bilingual Learning Center is committed to encouraging breastfeeding and providing ongoing support to breastfeeding mothers and employees. Our breastfeeding policy is as follows:

1. Breastfeeding mothers and employees will be provided a place to breastfeed or express their milk.

Breastfeeding mothers and employees shall be provided a private and sanitary place (other than a restroom) to breastfeed their babies or express milk. If a place is not available, a portable divider/partition will be used to create a place. This area will have an electrical outlet (if needed for pumping), comfortable chair, and nearby access to a "clean sink" for washing hands and cleaning breast pump equipment.

- Mothers and employees are welcome to breastfeed in the classroom as well.

2. A refrigerator/freezer will be made available for storage of expressed breastmilk.

- Breastfeeding mothers and employees may store their expressed breastmilk in the refrigerator and in the freezer.
- Bags of breastmilk will be stored separately for each child. Bags of breastmilk for each child will be placed in a separate labeled sealed plastic bag or in a separate labeled hard-sided container as bags tend to spill or leak.
- Mothers must provide their own containers, clearly labeled with the child's name and date milk was expressed. Unlabeled containers of breastmilk will not be used or accepted.

- Breastmilk will be stored in the refrigerator/freezer according to the guidelines from the Academy of Breastfeeding Medicine:

Milk Storage Guidelines

- Freshly expressed milk may be kept at room temperature (up to 77°F/25°C) for 6 to 8 hours. Temperatures greater than 77°F/25°C may not be safe for room temperature storage. Containers should be covered and kept as cool as possible; covering the container with a cool towel may keep milk cooler.
- Milk may be stored in an insulated cooler bag with ice packs for 24 hours.
- Milk may be safely refrigerated (39°F/4°C) for up to 72 hours. Store milk in the back of the main body of the refrigerator, where the temperature is the coolest.
- The type of freezer in which the milk is kept determines timetables for frozen milk. Generally, store milk toward the back of the freezer, where the temperature is most constant.
 - Freezer compartment located inside the refrigerator (5°F/–15°C): 2 weeks
 - Refrigerator/freezer with separate doors (0°F/–18°C): 3 to 6 months
 - Chest or upright manual defrost deep freezer that is opened infrequently and maintains ideal temperature (–4°F/–20°C): 6 to 12 months

3. Sensitivity will be shown to breastfeeding mothers and their babies.

- We will work with parents prior to their infant's first day in child care to transition their infant to a bottle or cup feedings.
- We will work with parents to make an emergency plan for feeding their infant in the unexpected event that there is no breastmilk available at the child care program.
- We will develop a feeding plan with each family including feeding infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother's feedings needs (either to feed or await mother's feeding), with the understanding that we will feed the infant if the infant is inconsolable and in distress.
- Infant formula and solids foods will not be provided unless requested by the mother.
- We will feed an infant in a way that mimics breastfeeding. Infants will be held closely and upright. We will switch infants from one arm to the other midway through a feeding to provide equal eye stimulation and facial muscle development, help pace feedings, and prevent infants from developing a preference for one side. Bottles will never be propped.
- We will communicate the infant's changing schedule so a mother can adjust her schedule for pumping and/or visiting to feed her infant.
- We will provide daily communication sheets for parents that document times/amounts of each feeding, along with diaper changes, naps, etc.

4. Staff will be trained in handling, storing, heating, and feeding breastmilk.

- We will follow the breastmilk guidelines from the Academy of Breastfeeding Medicine (www.bfmed.org) and the Centers for Disease Control and Prevention (www.cdc.gov):

Thawing or Warming Milk

- The oldest milk should be used first.
- The baby may drink the milk cool, at room temperature, or warmed to body temperature.
- Thaw milk by placing it in the refrigerator or in cold water.
- Heat breastmilk separately from other bottles in a container of warm water or in a bottle warmer. Microwaves will not be used.
- Milk may be kept in the refrigerator for 24 hours after it is thawed.
- Swirl the container of milk to mix the cream back in, and distribute the heat evenly. Do not shake the milk.
- Milk left in the bottle after a feeding should be discarded and not used again.
- Do not re-freeze breastmilk once it is thawed or partially thawed.

- Gloves are not required when handling breastmilk, but are recommended if staff have open wounds on their hands. Waterproof bandages can also be used to cover open wounds.
- Staff will prepare a clean work space to prepare a bottle by sanitizing the counter or by placing a clean paper towel on the counter.
- Staff will wash their hands at a **“clean sink”** before and after handling or feeding breastmilk.
- Bottles will be labeled with the infant’s name and time served to the infant.
- All containers/bags/ bottles of breastmilk will be checked closely before serving to ensure the correct breastmilk is given to the correct child.
- Infants will be held when given a bottle, or if they are able to hold their bottle themselves, they will be kept within an arm’s reach to ensure other infants do not have access to their bottle. Special attention will be given to ensure no bottle is left within reach of children.
- If breastmilk is mistakenly given to the wrong child, the program will follow the protocol recommended by Caring for Our Children: National Health & Safety Performance Standards; Guidelines for Early Care and Education Programs, Third Edition (Standard 4.3.1.4: Feeding Human Milk to Another Mother’s Child, page 167, www.cfoc.nrckids.org)
- If parents request that breastmilk is served to their child once the child is no longer bottle fed, it must be served in a controlled manner to prevent an exposure incident. Breastmilk will be served in a sippy cup and kept out of the reach of children. The cup will be given directly to the child and immediately returned to a place out of reach when the child is finished drinking.
- Breastmilk that is in an unsanitary container, is curdled, smells rotten, and/or has not been stored correctly, will not be served and will be returned to the infant’s mother.
- **Breastfeeding employees will be provided flexible breaks to accommodate breastfeeding**
Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their child(ren). The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.

5. Breastfeeding promotion information will be displayed.

- Information on breastfeeding will be provided, including the names of area resources should questions or problems arise.

- Positive promotion of breastfeeding will be displayed in the child care program.

SOURCES:

Ten Steps to Breastfeeding-Friendly Child Care Centers Resource Kit, Wisconsin Department of Health Services

Sample Childcare Center Breastfeeding Policy, Vermont Department of Health

Sample Child Care Center/Family Child Care Home Model Breastfeeding Policy, Colorado Department of Health and Environment CFOC, 3rd Edition, 2011.

Academy of Breastfeeding Medicine, Protocol #8: Human milk storage information for home use for healthy full-term infants.

USDA



Your Signature below is an acknowledgement that you have reviewed our Operational Policies and Parent Handbook and are agreeing to follow the rules and regulations of Happy Panda Bilingual Learning Center.

Child(ren) Name: _____ Date: _____

Parent or Guardian Name: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Name: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____