Little Sprouts Playschool Parent Policy Handbook

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[www.littlesproutsplayschool.org](http://www.littlesproutsplayschool.org/)

Welcome to Little Sprouts Playschool! I am so happy to have your little one here. The purpose of the Parent Policy Handbook is to ensure that every parent has a full understanding of my policies and procedures. These policies have been created to prevent any miscommunication, so please read them carefully. These policies are subject to change at my discretion with a two-week written notice. I as the owner and operator of Little Sprouts Playschool comply with all applicable licensing regulations and standards through the Department of Health and Human Services. These standards relate to my home, household members, animals, health and safety procedures, caregiver to child ratios, nutrition and record keeping. The latest inspection report will be in the entryway above the light switch. A copy of the current minimum standards is kept on my website or [www.dfps.state.tx.us/childcare/](http://www.dfps.state.tx.us/childcare/) .

*REGISTRATION CHECKLIST*

Before your child(ren) can start at Little Sprouts Playschool I need the following documents. Your spot is NOT guaranteed until I have all forms and first week/ month's tuition.199925

* Signed copy of Parent Policy Handbook
* Completed Contract
* Admissions Form
* Immunization Record or Notarized Waver of Immunizations Form
* Discipline and Guidance Form
* Parents Rights Form
* Food Program Enrollment Form
* Allergy Form If Needed

*REPORTING TO CHILDCARE LICENSING, DFPS, CHILD ABUSE HOTLEINE & DFPS WEBSITE* To file a complaint by phone please call 800-252-5400 or by website for Texas Abuse/Neglect at [www.txabusehotline.org](http://www.txabusehotline.org/)

*DISCIPLINE AND GUIDANCE*

Discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try to teach the children in my care manners, kindness and to be respectful of others while maintaining self-respect. My goal is to lead by example. For preschool children and older, most of the time acknowledgment of the situation, listening and deep breathing will bring a child back to a position of being able to voice their concern and make good choices going forward. Children have a right to express their feelings in my home. However, I do use time outs, when necessary, followed by eye level conversation to help children understand what behavior made it necessary for them to receive one. With toddlers, redirection is all they need most of the time. All children receive positive reinforcement. Often when we take notice and compliment the good things they do or the good choices they make, they continue to do just that. I am also known for putting toys on time out. Said toy will go in the storage closet and not come out to the following Monday.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SUSPENSION AND EXPULSION* Reasons for termination of care on my side may include:

* Lack of compliance with ANY policy in the Parent Handbook
* Lack of compliance with enrollment documents. Not keeping documents up to date and/or false information on documents.
* Lack of respect for the illness policy in the Parent Handbook. Sending a child who is sick or has any form of rash other than a diaper rash. This also includes not letting me know when you and your child have had exposure to contagious illnesses, rashes, ect. Sending your child to daycare medicated "drug and drop"
* Failure to pay tuition on time or failure to pay late fees when tuition is late.
* Parents asking about/ judging other parents on parental, medical, religious or political decisions of their life/family/ child(ren). Parents have the right to parent their child(ren) as they see fit.
* Children who bite, hit, or otherwise get physical and put themselves and or other children in danger will be put on notice. There will be three warnings given. On that third warning I will be giving parent(s) a last date of enrollment. This is about safety, not punishment. I am responsible for multiple children at one time. I must keep all children safe.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*EMERGENCY PLANS*

It is especially important for parents to keep all their contact information up to date. For a child that has a major injury or illness I will take the following steps:

* Any life threatening or severe injury will be handled with CPR & First Aid as needed, along with a call to 911.
* I will not be going with your child to the nearest local hospital. I cannot leave the other children unattended. A red envelope will be given to EMT with a copy of the first two pages of your admissions form inside. If you would like to put a copy of your child's insurance card and or your driver's license inside the envelope along with the admissions forms, please bring me a copy.
* I will call the parents and let them know what happened and where your child is going.
* A required injury/illness report will be filled out. A copy will be given to the parents.
* I will call the Department of Health and Human Services to notify them of the situation.

For a child with a minor illness or injury that may require medical attention, I will use the following steps:

* First Aid will be administered, as necessary.
* Parents will be contacted to pick up their child and take them to their doctor or receive emergency services.
* If parents and emergency contacts do not answer, then 911 will be called and the child will be sent to the emergency room with a red envelope containing a copy of the child’s admissions form.

For a child who has minor injury that does not required medical attention, IE: minor cuts, scrapes, child bite, ect.

* First aid will be administered.
* I will take a picture to document and text it to parent(s).
* The situation will be discussed at pickup.

Shelter in place for weather or dangerous persons is the hallway bathroom. I keep a cabinet full of water, snacks, activities, and fully stocked EMT kit along with a wind-up flashlight and radio.

 If we must evacuate, please meet us at the Elgin Library 404 Main St Elgin TX 78621.

*Closures due to severe weather*: We will follow the ISD school district for closures due to weather. If roads are dangerous or it has been advised to shelter in place, I expect everyone to keep their children home safe.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEALTH CHECKS

As your provider I need to know if any minor or major injuries happened during non-daycare hours. Scratches, cuts, falls, head “bonks” are just a few of the normal things that can occur while children are participating in normal family activities. Open communication with parents is the best way to accomplish keeping children healthy.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PROCEDURES FOR DISCUSSING CONCERNS*

Parents are encouraged to speak with me directly. If you feel more comfortable, please contact me via text or email.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PROCEDURES FOR PARENT PARTICIPATION/ PROCEDURES TO VISIST WITHOUT SECURING PRIOR APPROVAL*

 I have an open-door policy for all parents. This means you can stop by during business hours unannounced to observe your child, program activities, the home, the premises, and equipment without having to secure prior approval. Of course, for safety purposes, my door will be locked. Please note, if your child should become upset upon your unannounced visit, either during or upon you leaving, you will be taking your child with you, and I will see you at drop off the following day.

Parents also have the right to access their own child’s record at a scheduled time. As stated before, parents can also ask to review a copy of the child-care home’s most recent Licensing inspection report and/or access online at [www.dfps.state.tx.us/](http://www.dfps.state.tx.us/) child\_care/. I keep them posted above the light switch by the front door. You may also contact the local licensing office at 940-381-3400. To file a complaint by phone 800-252-5400 or by website for Tx Abuse/Neglect at [www.txabusehotline.org](http://www.txabusehotline.org/)

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PROCEDURES FOR SIGNING IN & SIGNING OUT OF CHILDREN*

Dropping children off should be a quick process. No more than a couple minutes. Give your child hugs and a kiss, sign them in and be on your way. Parents may not stay, just to hang out and watch their child play or ease their child into the classroom. This in fact will make the process of your child acclimating to daycare and build trust in me as the provider take a lot longer.

Each time you drop off and pick up you are required to sign your child in and out with the specific time and your initials on the clipboard near the coatrack. This allows me to keep track of who drops off/ picks up the child and keep proper attendance to maintain Minimum Standard requirements as well as know who is here in case of an emergency.

Please do not block anyone’s driveway, including my own. If you park in my driveway, that's fine, but pick a side. Please do not linger in my driveway or let your children play in my front yard. Also, PLEASE do not leave other children unsupervised in your car. My inspector could show up at any time during my operating hours. I am registered through DHS.

The cut off time for morning drop off is 9:30 AM. There will be no children accepted after that time unless I have agreed due to a doctor's appointment or therapy appointment at least 24 hours ahead of time. I will only accept one drop off per day so early morning appointments or afternoon appointments work best.

Please wear appropriate clothing while dropping off and picking up. If you wouldn’t walk into another business that involves children without a specific item of clothing on or covered, do not come into my home that way.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ILLNESS AND EXCLUSION CRITERIA*

Due to the health and well-being of each child at Little Sprouts, I will strictly adhere to the following illness and exclusion criteria: Fever as measured by a temperature of 100 degrees Fahrenheit or higher, Anything but a clear runny nose, Vomiting, Swelling/Redness of the throat, Constant cough, Extreme fatigue/lethargy, Reddened/ Draining eyes, Skin rash, Bumps on hand, feet and/or throat, Diarrhea, Mouth sores, Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious.

Do NOT send your child to daycare sick. Do not give your child medication while they are sick and bring them to daycare. That is called a “Drug and Drop” and is immediate grounds for terminating care.

If your child has been exposed to any rashes, strep, etc. by a third party, you NEED to tell me immediately. I will then post “we have been exposed to... Watch for these symptoms...”

If anyone in your household has any contagious condition, especially if they have not been separated, please keep your child home. If you have more than one child enrolled and are keeping one child home, the second will not be accepted into daycare. It's not a matter of if they contract it but when.

I take am under arm temperature and add one degree. I will send you a picture of the thermometer and explain the symptoms.

Constipation and Diarrhea: Please inform me if your child is having constipation and if your child has been given any medication to alleviate said constipation. If your child has more than two diarrhea episodes they will be sent home.

Head-lice: I am not a public school, your child will be separated and sent home immediately. Your child may not return until they have been treated and are completely free of eggs and lice.

If you are contacted due to your child having any of the above symptoms/ illness, a parent or authorized pick-up person must arrive as soon as possible, but not to exceed one hour after being called. Your child may return to care once they are 24 hours symptom free without the aid of medication.

Please understand I have a right to assess any situation and refuse a doctor's note if I feel your child is still contagious.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PROCEDURES FOR DISPENSING MEDICATIONS:*

I do not give over the counter medication such as Tylenol, Ibuprophen, nasal sprays, ect. If your child needs those, they should be at home. I will administer prescribed medication when parents give prior authorization. Parents must complete and sign a medical authorization form. Medication must have a complete label naming the specific child. Authorization to administer medication expires on the first anniversary of the date the authorization is provided. I am not authorized to administer medication more than the medication’s label instructions or the directions of the child’s health care professional.

Handling: All medication will be stored out of reach of children. Medication will be stored so it does not contaminate food. I will refrigerate medication (if applicable).

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*IMMUNIZATION REQUIREMENTS FOR CHILDREN*

If you are a family that chooses to immunize your child, please bring me a copy of your child's immunizations to keep in their file. Each time your child gets a vaccination I need an updated copy.

If you are a family that chooses not to immunize, please upload the notarized Affidavit that will be kept on file for 2 years. You can request formal forms here: <https://co-request.dshs.texas.gov/>

Please note, I take extreme exception at defending parent choice. We are a supportive, judgment free zone. It is never okay to question immunizations status, religion or political affiliation in my home. Care will be terminated if I find out a parent is/has made disparaging comments in person or on-line.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*MEALS AND FOOD PRACTICES*

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions. Meals and snacks are served at scheduled times. My home is NOT a peanut free zone. We also use coconut oil for cooking and personal products. If you should arrive after a scheduled snack or mealtime, it is your responsibility to feed your child that meal or snack before you bring them into daycare. Do NOT bring food into daycare. Feed your child at home or have them finish eating in the car.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SCHEDULE*

Little Sprouts Playschool runs on a traditional Monday through Friday 7 AM to 5:30 PM Schedule. However, I am permitted for 24/7 care. It is at my discretion if/when I open for additional hours, other shifts (2nd or 3rd/overnights) and/or weekends. No matter the schedule, tuition rates and policies still apply.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TUITION/ FEES*

Tuition is based on enrollment, not attendance. You are paying for your child’s spot in my daycare regardless of how many days they attend. Tuition is due all 52 weeks per year.

Tuition is due upon enrollment and every Friday thereafter by 6 PM.

There is a $25 fee per day for paying tuition late starting at 6:01 PM on Friday.

Tuition and fees are non-refundable.

Tuition covers your contracted hours.

There is a late pickup fee of $1 per minute you are late picking up after your scheduled pickup time.

Parents agree to a two week notice to terminate care. Once you terminate care you will have 24 hours to pick up your child’s belongings.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*LIABILITY*

 I have liability insurance through my homeowner's insurance with Allstate. Proof of insurance hangs in the entry way with the other mandated postings.

Parent Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*DIAPER POLICY*

It is the parent's responsibility to provide diapers/ pull-ups and diaper cream with the child's name labeled on the container/package. If you child is not in the process of potty training, 360 diapers and pullups are not allowed. Diapers are checked frequently. Diapers that contain #2 are changed immediately. The diaper changing pad is kept clean and disinfected after each use. I also wash my hands as well as the child’s hands after each diaper change. I provide Parents Choice or HEB wipes.

Parent Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*POTTY TRAINING*

Parents must be consistent for at least two weeks at home before I will start the process of potty training at daycare. We will need to discuss and plan to achieve this goal. Consistency and teamwork are key to potty training. I do not charge an extra fee to potty train. If parents are not being consistent, then I as the provider will stop assisting in the potty-training process.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ELECTRONICS AND TRACKING/ RECORDING DEVICES*

I do not allow children to bring electronics to daycare. There is no need for it. We are allowed to watch 1 hour of television per day. I will split that time between transition times or use it on bad weather days when we can't go outside. On bad weather days its usually music and movement videos I have saved on YouTube specifically for toddlers and preschoolers.

Tracking and recording devices are not allowed in my daycare. Yes, Texas is a one-party state. However, I speak with parents about personal things regarding themselves, their finances and their children. If you feel like your child is not safe or have cause for concern, please terminate care. I do not want anyone enrolled in my daycare that is not 100% sure of their decision. If I find a tracking/recording device, I will call you to pick up your child and terminate care immediately.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPPLIES NEEDED / CUBBIES

Each child has two bins and a place for their shoes. Top bin can hold an entire sleeve of diapers. It's also a visible reminder of when you are getting low. Bottom bin should have two complete changes of weather appropriate clothing, sweater and swimsuit. The sunblock (labeled) and bug spray (labeled) go in a bin on top of the refrigerator in the kitchen. Nap-time blanket is kept on their napping cot.

 Sweaters and jackets can be hung on the coat rack.

There are no backpacks or diaper bags allowed at daycare.

I provide cups, parents' choice wipes and other necessities. I do not usually send anything home. If clothing gets changed, I wash the dirty clothes and put them back into the cubby. Naptime bedding is washed every Friday at closing time. During the season change I will send war clothes home in exchange for cool weather clothing or vice versa. Example: If I send a pair of pants home, please send a pair of shorts back to daycare. This system works well to ensure I have everything that I need to properly care for your child as well as ensuring less stressful mornings for parents.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CUSTODY ISSUES*

I cannot legally restrict the non-custodial parent from visiting the child, reviewing the child’s file, or picking the child up unless I have been furnished with legally filed, executed and current documents. Copies of all court documents must be kept on file, as it is my only means of protection for your child. My purpose is to protect the interests of the child and not to mediate differences. In the case of conflict, the proper authorities will be contacted.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PAID Holidays and Provider Sick/Personal/Training Days*

I allow myself up to 10 sick/personal/training days per year. It's not very often I use them, but I am human. I get sick, my kids get sick, my kids need to go to the doctor and dentist. I also have a certain amount of training hours I must complete each year. I will always give as much notice as I can.

All holidays are on the Calander in the entry way. I also have a printable list of holidays. If I am taking a day off for appointments or anything to do with my children, they are listed on the right-hand side of the Calander. I give as much notice as possible.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ANIMALS IN OUR FAMILY*

My daughter has a dog, Dozer. He will be three years old Halloween 2025. His vaccinations are posted in the entry way. At no time will Dozer have any interaction with daycare children. He has his own area of the yard fenced off to "do his business" and is well kept/spoiled, in my daughter's bedroom. Our family also has chickens. They have extensive fencing that prohibits contact with the children but allows them plenty of free-range space. Minimum Standards section 747.3705: Children must not have contact with chickens.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NAPTIME*

Naptime is from 12 to 2/2:30 PM. Naptime is nonnegotiable. If you child doesn't nap or outgrows taking a nap, they are or have outgrown my program. The children sleep on napping cots located in the in-law sweet with attached bathroom. Each cot has a fitted sheet. Each pillow has a waterproof anti-allergen pillow protector. I have several changes of sheet for each cot. There is a nightlight kept on all night in the attached bathroom. I use a projector nightlight in the room itself. I also have a Hello Baby night vision camera/ baby monitor that does not go through the wireless Internet. It allows me to see, hear, check the temperature of the room and speak to the children if I need to. Napping bedding gets washed every Friday after closing.

I ask that you respect nap time (12-2/230 PM) and try to avoid pick up at that time.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SAFETY*

I take safety very seriously. There are alarms on my doors, so I know when they are opened. My doors stay locked. My cleaning products are kept in a locked closet in the hallway. All medications, personal products, etc. are kept in my room either locked up in a cabinet or up on the top shelf of my closet. We do not even leave toothpaste on the counter in the bathroom. Sharp "things" as well as sunblock and bug spray are kept on top of the fridge. All cabinets and drawers have locks on them as well. Every outlet in my entire house has a safety plug in it. The door going into my garage is locked from the inside by the deadbolt and again from inside the garage by the bottom lock. My big garage door also stays locked and all cabinets in my garage have child locks on them as well. My back gate is also locked. I not only have a "no soliciting" sign on my front door but a "no trespassing" sign as well. Please do not leave other children unattended in your vehicle while you pick up. Please do not let your child touch my front door. Please hold your child's hand when you walk back to your vehicle.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ENGAGING ACTIVITIES*

Engaging Activities: These activities not only keep children engaged but also promote their cognitive, physical, social and emotional development.

Creative activities

Arts and Crafts: painting, drawing, coloring and making simple crafts using safe non-toxic materials

Play Dough: homemade or storebought play dough for sculpting and creativity

Story Time: reading books aloud, followed by discussions or art activities related to the story.

Educational activities

Alphabet games: letter matching, alphabet puzzles and flashcards to build literacy skills

Counting games: simple counting games using everyday objects like blocks, beads or toys

Science experiments: safe simple experiments like baking soda and vinegar reactions or growing beans in a jar.

Physical activities

Obstacle Course: setting up a simple obstacle course using pillows, chairs tunnels and other items found in our classroom.

Ance party: playing music and encouraging children to dance and move around

Outdoor play: Safe outdoor area where children can run, jump, dig, throw and play.

Sensory Activities

Sensory Bings: filled with rice, beans and sand that have scoopers and toys inside.

Texture exploration: Materials like fabrics, sponges and brushes.

Water Play: Safe water play activities using items for pouring and measuring.

Social Activities

Group games: Duck Duck Goose, Simon Says and other simple games

Role Playing: Pretend/Dramatic play with costumes, play kitchen, doctor/vet kits encourage imagination and social skills.

Quiet Activities

Puzzles: Age-appropriate puzzles that can be done individually or in small groups

Quiet Reading: Our cozy reading corner is set up with a variety of books and pillows

Nap Time: Ensuring a restful environment for napping with comfortable cots, pillows and blankets

Routine Based Activities

Circle Time: Routine songs, greetings and going over the day's events

Snack Preparation: Simple cooking or snack preparation activities to teach basic kitchen skills

Clean Up Games: We make clean up fun by turning it into a silly song, game or competition of who can clean up the most.

Parent Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_