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Parent Handbook

2022-2023

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WWW.BAYSHORELEARINGCENTER.COM

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“Proclaim to the next generation the praises of the Lord,

and His strength and the wondrous works He has done…

then they will put their trust in God and will not forget the

works of God but will keep His commandments.”

Psalm 78:4, 7

Dear Parent or Guardian,

The Bible tells us in James 1:17 that “Every good gift and every perfect gift is from above…” Your child is an incredible gift given directly from God to you. Your child is so very special. Here at Bayshore Baptist Church we very much value children, parents, and the incredibly difficult task of parenting children. Thank you so much for trusting our church’s Bayshore Learning Center and staff with your God given blessing!

It is our hope that your children and your family have an incredible year this year. The truth is that each and every day of our lives we are making deposits in the memory banks of our children. With that said, BLC’s staff will be spending an incredible amount of time with your children over the next year or possibly even more. Please remember to partner with us as we pray often for your children this upcoming year, and please commit to pray for your child or children’s teachers as well. Each of our teachers will be spending a very large amount of time with your children and will be making so very many deposits in their memory banks. The BLC is excited to play an important role in assisting with your children’s growth this coming year. Thank you again for letting us do so.

Finally, I hope that you and your family have found a church home to plug into – a place where you are being challenged to grow, inspired to be more Christ-like, and a place where you are able to serve the greater community and beyond. We would of course love for you to join our church family here at Bayshore if you haven’t yet found a church home. Feel free anytime to come try us out. Your personal ever-growing relationship with God is so very important for not only yourself but also for your children’s maturity.

If there is anything we can do to help you and your family, please let us know!

Sincerely,

Ben Rosenberger

Former Pastor of BBC

# Philosophy

We believe that children learn best through hands-on experiences that promote development of the whole child: physical, mental, social, emotional, cognitive, and spiritual. We encourage the development of a positive self-concept by providing opportunities to make choices and succeed. We accept and respect each child as an individual creation of God. We are committed to preparing children for life, not just for the next phase of education. We also believe that the relationship between staff and parents is paramount in nurturing and protecting the child.

# Goals

* To honor Jesus Christ
* To provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially, and emotionally
* To encourage parent and teacher partnerships
* To have a committed staff whose desire before God is to do their best to ensure a whole learning experience
* To look for opportunities to minister to families

# Staff

Our teachers are hired for their love of children as well as their experience and training in early childhood education. All our staff keeps up to date on current ideas and teaching techniques by attending at least 24 hours of training sessions each year. Each staff member has their criminal background checked, has been FBI fingerprinted, and is certified in CPR/First Aid/AED Training.

# Parent Involvement

Bayshore Learning Center Preschool and Academy has an open-door policy and encourages parents to become actively involved in their child’s preschool program by participating in classroom parties, as volunteers in our classrooms, and by sharing special interests, talents, or professions in the classroom. Our center offers opportunities throughout the year for parents to come together to learn, exchange ideas and give and receive support as parents.

Please keep in mind the privacy of others when taking pictures of children who are not your own and when talking about specific experiences that may have occurred at our center. A big concern of our society is confidentiality. We want all our children and their families to be respected and unharmed in every way.

Some expectations for BLC Parents:

* Have your child(ren) in class on time every day, signing them in daily.
* Pick up your child(ren) on time every day, signing them out daily.
* Use positive, uplifting words. Gossip leads only to destruction. No profanity or threatening tones.
* Be involved in school activities/fundraisers to the best of your ability.
* Control your child(ren) before and after class.
* Do not address another child or another parent about any incidents that may have occurred.
* Dress modestly and neatly any time you enter the building
* Put away your cell phones before entering the building and while at the center.
* Smoking is not allowed within 50 feet of the building

Please talk with your child about his/her experiences at school. A parent’s attitude and interest about school will help your child adjust and realize that school is a fun place. To help younger preschoolers adjust, we encourage parents to talk to their child about school before you arrive to drop them off at school, give them a short good-bye, and tell them you will return shortly. The longer parents linger at the door, the harder it is for children to say good-bye.

Parents are always welcome to observe their child, the child-care center’s operation, and program activities at any time. However, observations/visits should be kept to a reasonable amount of time. **Every parent must sign in at the front desk upon entering the school during school hours other than drop off and pick up times.**

# Curriculum

Our Mother Goose curriculum incorporates appropriate Bible stories and verses throughout the daily activities. We strive to lay a foundation for the development of a biblical worldview in the mind and heart of each child. We provide opportunities for each child to explore, wonder, question, create and play while engaging in age-appropriate learning centers. Language skills, social skills, and listening skills are also encouraged. Our curriculum is based on monthly themes that the whole center follows.

# Non-Discriminatory Policy

Bayshore Learning Center admits boys and girls of any race, color, nationality, ethnic, or religious origin who can benefit from the program.

# Admission/Tuition Policy

A child must be 3 months of age by September 1st to register. A non-refundable registration fee tuition must be paid at the time of enrollment to reserve your child’s place in the appropriate class.

The yearly tuition is divided into ten equal payments, from August (pymt #1) through May (pymt 10). Tuition is due on the 5th day of the month, of each month. Cash, personal check, cashier’s check, or money order can be paid at the center. Debit card can be used online at our website (via Square) no processing fee. Tuition is considered late if it is not paid by the 5th day of the month. A $20.00 late fee will be added to your monthly statement. If tuition is not paid at the end of three weeks, the child will be dismissed unless the parent/guardian takes the initiative to make definite arrangements for payment. A $25.00 fee will be charged on all returned checks. After two NSF checks, cash (exact amount) or money orders only will be accepted. We do not keep petty cash in the office. All checks and money orders need to be made to *Bayshore Learning Center* or *BLC.*

Tuition Payment Schedule:

Pymt #1 August

Pymt #2 pays for Sept 1 – 29

Pymt #3 pays for Oct 1 – 31

Pymt #4 pays for Nov 1-30

Pymt #5 pays for Dec 1 – 31

Pymt #6 pays for Jan 1 – 31

Pymt #7 pays for Feb 1 – 30

Pymt #8 pays for Mar 1 – 30

Pymt #9 pays for Apr 1 – April 30

Pymt #10 pays for May 1-29

(Ten equal payments due on the 5th of the month)

In the event of an emergency closing, such as hurricane recovery, the daily rate for those days will be credited to your account. Depending on how many days BLC is closed during that time, the credited amount may be split into several payments over several months.

You will be notified, in writing, of any policy changes in enrollment procedures.

# Pickup/Drop off procedures

Children should not be eating breakfast in the classroom unless they are enrolled in Early Care. For those children who arrive at 9:00 am, breakfast must be finished before entering the building. **Children who arrive after 9:45 a.m., without late arrival notification, may be asked to stay home. Bayshore Learning Center reserves the right to decide at its sole discretion regarding the late arrival of children, as this may make the classroom out of state mandated ratios.**

* When picking up and dropping off your child, parents/guardians may enter the building to walk the child to their classroom.
* Children with any of the following symptoms will not be allowed to attend:
  + Temperature of >100.0
  + Headache
  + Cough
  + Sore throat
  + Shortness of breath or difficulty breathing
  + Loss of taste or smell
  + Chills
  + Diarrhea
  + Repeated shaking with chills
  + Know close contact with a person who is lab-confirmed to have COVID-19
  + Muscle pain
* We recommend that you designate ONE family member to drop off and pick up your child(ren), if possible.

# Late Pick-Up Fee

For children not enrolled in Late Care, a $10.00 late fee will be charged for the time within the first 5 minutes a child is picked up past 2:15 p.m. and $1.00 per minute thereafter. For children who are enrolled in Late Care, a $10.00 late fee will be charged for the time within the first 5 minutes a child is picked up past 5:35 p.m. and $1.00 per minute thereafter. This fee will be added to the next month’s statement.

# Court Orders

If there is a court order affecting the life of your child, you must provide a CERTIFIED copy of the court order to be kept in the child’s permanent file. It is the responsibility of the parent/guardian to provide updated court orders as they are issued. If there is no court order, both parents have equal rights to the child.

# School Closings (Coincides with LPISD Calendar) Please check monthly calendar as dates are subject to change.

September 5th (Labor Day)

October 10th (Columbus Day)

November 8th (Election Day)

November 21st-25th (Thanksgiving)

December 19th – Jan 3rd (Christmas Break)

January 16th (Martin Luther King Day)  
February 6-10th (Student Holiday)

March 13-17th- (Spring Break)

April 7th - (Good Friday)

May 25- Last day of school/No Late Care

In the event of an emergency closing, such as hurricane recovery, BLC will follow LPISD’s school closing and re-opening dates or will re-open pending completion of any BLC repairs.

All students MUST have an Out-of-Area Emergency Phone Number listed on the Admissions Form in case of an evacuation/emergency closing. The Director/teacher needs to be able to contact you, if necessary.

**BLC may deny childcare services for the following reasons**:

* Natural disasters
* Staff shortages
* Illness/health threat
* Violent threat

If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you via the HiMama app and email. You may follow our social media page at [Bayshore Learning Center Preschool and Academy | La Porte TX | Facebook](https://www.facebook.com/bayshorelearningcenter) for the latest updates.

# Medical and Health Policy

The health and safety of your children, your families and our staff are our top priority. Our pledge is to do even more to prevent the spread of any infectious disease within our program. Please read through these protocols carefully.

In order to maintain the healthiest environment at our program, it is vital that children and staff who display symptoms of illness should remain at home. A health screening will take place before anyone is allowed to enter the program each day.

All students entering school must have a Health Care Professional’s Statement stating that the child is able to participate in the program and have all medical history forms completed, with current information. A record of each child’s immunizations will be kept by the school. Immunizations records must be kept up to date. If you have any objections to this policy, you may contact the Texas Department of Health at 1-800-252-9152 or [www.immunizetexas.com](http://www.immunizetexas.com). Please keep us up to date if any changes are made in emergency or doctor’s names or telephone numbers.

# Hearing and Vision Screening

Hearing and Vision Screening is required, by law, for all 4 and 5-year old. This must be performed by a registered screener or registered physician. Screening results must be in the child’s file by January 1 or at the time of admission, if after January 1.

# Illness/Incident

Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, green nose discharge or a suspicious-looking rash) **MAY NOT ATTEND**.

* If your child becomes ill or exhibits symptoms during the day:
  + He/she will be isolated to a safe, secure, and caring environment until he/she is picked up. Parents should pick up a sick child within 30 minutes of being notified (If you are unable to pick up within this time, an alternate person should be called for pick up).

We will follow health and safety guidelines from the State of Texas and the CDC to determine when a return to the program is appropriate for children.

The following are guidelines for returning to the center:

* Your child can return when he/she has been free of fever for one full day without the aid of fever reducing medication.
* Your child can return when presence of rash can no longer be seen. (Fifths Disease, Allergy, etc.) or blisters show drying, such as scabbing (Hand Foot and Mouth, Chicken Pox, etc.)
* Your child can return when he/she is free of vomiting and/or diarrhea for one full day.
* Your child can return when the cold/flu is over and only a minor clear nasal discharge remains.
* Your child can return when the contagious period has passed, or he/ she has been on antibiotics for at least 24 hours and submits a doctor’s note to the center director.
* Your child can return when he/she is able to participate in the regularly scheduled activities, including outside play.
* In the case of Covid19 – we will follow current CDC recommendations
* Bayshore Learning Center reserves the right to make a determination at its sole discretion regarding when a child may return to childcare.

The following are reasons to keep your child home if:

* Your child has a fever of 100.0 in the past 24 hours
* Vomiting and/or diarrhea in the past 24 hours.
* Has a heavy nasal discharge
* Has a constant cough
* Rash
* Has symptoms of a possible communicable disease. Which may include but not limited to:
  + Headache
  + Cough
  + Sore Throat
  + Shortness of breath or difficulty breathing
  + Loss of taste or smell
  + Chills
  + Diarrhea
  + Repeated shaking with chills
  + Muscle Pain
  + Known close contact with a person who is lab-confirmed to have COVID-19

A child who contracts a communicable disease will not attend school while his/her health or the health of others can be endangered. If a child is diagnosed with a communicable disease while away from school, a doctor’s note MUST be presented to the Director at the return of the child.

The following is a list of some (but not all) communicable diseases:

COVID-19 Athletes Foot Chickenpox

Diphtheria Fifths Disease Flu

Hand, Foot and Mouth Head or Body Lice Herpangina

Impetigo Infectious Hepatitis Measles

Meningitis Mumps Pink Eye (Conjunctivitis)

Ringworm Rotavirus RSV

Salmonella/Shigellosis Whooping Cough

In the event of exposure to a contagious disease within the group, a written notice will be sent home.

In case of a serious accident or injury, the physician or hospital noted on the emergency medical form will be notified. A member of the staff will accompany the child to the doctor or hospital and remain until the parent arrives and is informed of the situation.

Written reports of illness/incidents will be submitted to the Director and be put in the child’s file. Parents will be notified of such reports upon arrival.

# Head Lice

In the event that head lice are discovered that child will be isolated, and the parent will be notified. The parent will need to pick up that child and treat the child’s hair as soon as possible. A letter will be sent home with the other children in the group notifying parents that their child may have been exposed. After one medicated treatment has been given and ALL nits (eggs) are removed the child may return to class. **All live lice and nits must be removed before returning to class.** If the child is sent home twice in a 30-day period, a letter from a physician will be required to return. A second treatment is recommended 7-10 days later. Treatment of vehicles and household fabrics, carpets, bedding, toys and clothing are important to stop infestation. Teach the importance of not sharing combs, brushes, hats, and coats.

# Medication

It is preferred that medications be administered at home by the parent. However, we understand that sometimes medication must be given during school hours. If this is the case, you must complete an Authorization for Dispensing Medication form and leave all medication with the teacher or Director. **Do not put any form of medication in your child’s backpack (this includes cough/throat drops, diaper rash creams, teething medication).** The medication must be in its **original container clearly marked with the child’s full name** and the date brought to the center. Medication is administered in amounts according to the label directions or as amended by a physician. Medication is not administered after its expiration date.

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# Security

Every visiting person/parent must sign in at the front desk or the school office upon entering the school throughout the day. The front entrance will remain locked Monday through Friday during the hours of 6:30 a.m. through 8:50 a.m., 9:15 a.m. through 1:45 p.m., and 2:05 p.m. through 5:30 p.m. To enter the building during those times, ring the bell and a staff member will open the door. Please be prepared to show i.d. if asked.

# Gang-Free Zone

Bayshore Learning Center is a Gang-Free Zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of BLC. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

# Emergency Response Plan

# *Volatile Threat/Person*

1. If a volatile threat/person approaches or enters the building, as much warning as possible will be given to the staff using a code word/phrase to prompt them to take action.
2. If threat is violent 911 will be called as soon as safe to do so.
3. When hearing the “code word” the staff person will realize there is a threat and immediately take action to get the children to a safe place.
4. If threat is violent, staff will attempt to calmly move the children to the inside wall away from the door, blocking as much visual evidence that anyone is in the room. The children should be urged to be still and quiet. If possible, without calling attention, the door should be shut and the light turned off.
5. As the situation allows, the children will be evacuated as soon as possible from the building to a safer environment until the threat has been removed.
6. After the situation is over, the Director and assigned staff will contact all parents by written notice and/or phone call to inform them of the events.

## Medical Emergency Response

In the event of a medical emergency, the attending staff will:

1. Stay calm
2. Assess the severity of the injury or illness
3. Assign someone to call 911 if need immediate help
4. Start rescue breathing or CPR if the child is not breathing
5. Apply continuous pressure to the site of bleeding with a clean cloth
6. If suffering from a seizure, place the child on the floor with his/her head and body turned to the side
7. Not move an injured child unless they are in immediate danger
8. Stay with the child until help arrives

## Hurricane Preparedness

1. The Director will make the decision on when to begin evacuation procedures, usually following LPISD.
2. Evacuation procedures
   1. Notify parents by written notice, if possible, that BLC will be closed, following LPISD’s closing and re-opening dates or until BLC repairs are completed.
   2. Return any medications to parents.
   3. Secure valuable, irreplaceable items as best as possible.
   4. Computer backups will be made by the Director. Backups and Emergency Records binder will be taken by Director to a secure location.
   5. Teachers will take emergency information for each child in their class, including all phone numbers and an out-of-area phone number, in case they need to contact parents throughout the school closure. This information will be kept in a safe place and still be kept confidential.
   6. Items in classrooms, resource rooms, office, kitchen, laundry room that are stored low to the ground will be secured on higher surfaces as much as possible.
   7. Playground toys and unsecured equipment will be brought indoors.
   8. Utilities (electric, gas, water) will be turned off.
   9. Updated information will be posted on the City of La Porte Information Line at 1-866-642-4153

## Severe Weather

1. The Director will give the order to move to the designated safe areas.
2. Teachers will take the children and the sign-out sheet/emergency numbers to their designated safe area.
3. Teachers and children must sit on the floor quietly with their heads tucked down and their arms protecting their head as much as possible.
4. Teachers and children must stay in the designated safe area until the “all clear” signal is given.

## FIRE Evacuation

1. When the building’s fire alarm sounds, the teachers and children will calmly line up and exit the building following the evacuation route posted in their classroom
2. The teacher will take sign-in/out sheets and emergency contact information for each child
3. The teacher will close the classroom door as they exit
4. The teachers and children will meet outside at the designated area; obtain a headcount and keep written log
5. Re-entry into the building will occur only after the “all clear” signal is given

## Shelter-In-Place Procedures

In the event of a chemical emergency, the campus will be notified through the city’s emergency procedures either to 1) Shelter in Place or 2) evacuate.

In the event of a call to Shelter in Place the campus will:

1. Bring children and personnel indoors and report to the classrooms immediately.
2. Close and lock all windows, doors, and other openings to the outside.
3. Account for all children and staff.
4. Turn off air conditioning and heating systems.
5. Seal vents, windows, and doors throughout the building with plastic and duct tape.
6. Place damp towels at the bottom of the doors throughout the building.
7. Post sign at the front door stating the Shelter-In-Place procedures.
8. Not allow anyone to leave the shelter until the “all clear” is given.
9. Await further instructions from the local authorities.

NOTE: It is important that our phones be used only for emergencies during Shelter in Place. We ask that parents adhere to the Shelter in Place procedures. For the safety of the children, campus outside doors will not be opened while the campus is under Shelter in Place alert.

## OUTAGE Evacuation – Gas, Water, Electricity

1. In the event of an outage, class will proceed as usual for a reasonable period of time (2 hours)
2. If the situation does not resolve after a reasonable time period (2 hours), the Director will make the decision to close the school until the issue is resolved.
3. At this time, staff will call each parent to pick up their child.
4. Communication with parents will continue until the issue is resolved and the children are able to return.

## IMMEDIATE Evacuation (i.e. gas leak, bomb threat)

1. If evacuation is necessary, each class will evacuate the facility immediately when instructed to do so according to the evacuation route posted in the classroom.
2. Staff will bring the portable emergency supply kits, set of emergency records, and a copy of emergency evacuation plan.
3. A nametag with the BLC information will be attached to the inside of each child’s clothing.
4. The evacuation notification sign will be posted on the front door of the facility.

In case of an evacuation the occupants of the center will meet:

* Location directly outside of the center for a head count: The sidewalk area in front of the gym and the field to the west
* Primary evacuation location: Bayshore Baptist Gymnasium
* Backup evacuation location: Bayshore Baptist Sanctuary

## Official Emergency School News

TV: KHOU – Channel 11, KPRC – Channel 2, KTRK – Channel 13

RADIO: KILT 610 AM/100 FM, KTRH 740 AM, WPED 830 AM

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# Fire and Disaster Drills

Fire drills are held monthly. Disaster drills are held every three months.

# Parent/Teacher Communication

Notes and letters will be sent home as needed, but email will be used whenever possible. A newsletter and calendar will be emailed monthly. Please check your child’s bag/backpack, folder, and/or cubbies daily for notes and children’s masterpieces. Most communication is sent through our app. For help downloading the app please see the Director. Please read all communications sent home to you. Please do not have extended discussions with the teacher at arrival or departure time. If you wish to have a conference, please ask your child’s teacher to schedule one. The Director is also available for conferences if a parent feels the need.

# Child Release Policy

Your child will not be allowed to leave the school premises with anyone other than a person listed on the Admissions Form. If other arrangements need to be made, please notify the Director or teacher. The person must be prepared to show picture identification to verify. A copy of their i.d. will be made and signed by the Director or teacher. This is for the safety of your child. The Director will then check them out.

# Nutrition

We believe that mealtime should be a social time together by creating a pleasant, relaxing atmosphere in which a child fulfills his or her nutritional needs. Our staff never forces a child to eat something he/she does not want, but we do encourage them to develop a taste for many different foods. Lunch boxes, cold packs, reusable bowls, plates, silverware, etc, MUST be labeled with child’s name.

Parents shall send a nutritious lunch for their child to eat. Since the parent is providing the child’s lunch from home, Bayshore Learning Center is not responsible for its nutritional value or for meeting the child’s daily food needs. For nutritious lunch ideas please see the Director. However, we **do not allow carbonated drinks, red/blue/purple punches, or candy**. We also encourage no sugary cookies or candies items at lunch. It makes it difficult for children to relax at rest time. If found in the lunch, they will be sent home with a reminder of the policy. Please limit sugary items to no more than one. All students will provide their own snack for snack time during class. A snack will be provided for Late Care. A Late Care snack calendar will be posted in or outside the classroom.

Due to some children having food allergies, certain foods may be banned from a classroom or eating area. **We are a nut/nut butter/tree nut free school** (this include but are not limited to: peanut and almond butters, almond milk and hazelnut spread). If your child brings a “nut” item, it will be returned in the lunchbox with a reminder of our policy. See the Director for acceptable alternatives.

# Classroom Parties

Christmas, Valentine’s Day, Easter, and End-of-the-Year parties are scheduled and planned through the teacher with the help of parents. As a faith-based program we ask that the items brought in for Christmas and Easter keep with the celebration of the birth of Jesus and with the resurrection. We do not acknowledge Halloween.

Birthdays: Parents may provide simple refreshments to celebrate their child’s birthday to be distributed at an appropriate time during the day, making arrangements with your child’s teacher ahead of time. Personal party invitations may be handed out but must include every child in the class.

# Field Trips

Off-campus field trips usually do not occur at BLC. We prefer to have enrichment opportunities/activities come to our facility.

# Fundraisers

Fundraisers are held periodically throughout the year, and we encourage all parents to participate. The funds enable us to expand, improve, or replace our facilities and equipment while maintaining reasonable tuition rates.

# Records

Attendance, health, and identification records for each child are kept confidential. All information and forms are required in writing prior to enrollment.

# Personal Items

**No personal toys, books, games, or money may be brought from home** unless requested by the teacher in writing. BLC will not be responsible for damages or loss of personal property.

# Animals

Visiting pets need to be approved in advance by the teacher and director and require a statement of health from a local veterinarian and a current vaccination record. No fowl or reptiles of any kind are allowed.

# Clothing/Shoes

Children should bring MULTIPLE changes of clothing as new guidelines recommend more frequent clothing changes. Washable, comfortable play clothes are recommended. BLC will make every effort to care for your child’s clothing; however, BLC is not responsible for clothing damage from daily activities. Shorts MUST be worn under dresses. If it happens to snow, please send a warm coat, warm shoes, gloves/mittens, and some type of head covering. **Parents are expected to send an extra set of clothes, including socks and underwear, in a resealable bag labeled with the child’s name to keep in the classroom in the event of an emergency. We do not keep extra clothing on hand to keep the spread of communicable diseases at a minimum.**

**Closed-toed and closed-heeled rubber-soled shoes with socks are required**. Athletic shoes allow stability, mobility, and protection needed to play safely both in the classroom and on the playground. **Shoes such as, sandals, flip-flops, Crocs-style shoes, rain boots, or shoes with squeakers or lights are not permitted. Open shoes are permitted ONLY if medically necessary and with a written notice from a physician.**

# Infants

The center provides cribs, sheets, and age-appropriate toys and equipment for babies. Parents provide bottles, formula/food, disposable diapers, wipes, and other diapering needs. All items must be labeled for the individual child and not shared. Parents should make sure that bottles, caps, lotions, and creams brought to the center are **LABELED** with the child’s first name and initial of the last name. Written authorization is required to use any prescribed medications on an infant’s skin, or anything given orally.

Mothers have the right to breastfeed or provide breast milk for their child. A comfortable place with seating will be provided to enable mothers to breastfeed their child.

# Infant Safe Sleep

Infants will always be placed on their backs to sleep unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant’s crib and the waiver filed in the infant’s file. When babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep. Childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

Sleeping infants will be visually checked every 10 minutes. The infant will be observed to verify that the infant’s skin color is normal, and the infant’s chest is rising and falling as he/she breathes.

Infant Sleep Practices and Environment

* Room temperature will be kept between 68° to 75° F.
* Infants’ heads will not be covered with blankets or bedding. Infants’ cribs will not be covered with blankets or bedding.
* No loose bedding, blankets, pillows, bumper pads, etc. will be used in cribs.
* Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infants’ cribs while they sleep.
* Infants may be offered a pacifier when they are in the crib if parents offer a pacifier at home. Pacifiers will not be attached by a string or to the infant’s clothing. Pacifiers will not be reinserted if they fall out after the infant is asleep.
* A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
* Only one infant in a crib at a time, unless we are evacuating infants in an emergency.
* Awake infants will have supervised “tummy time” to allow for the development of strong back and neck muscles and prevent the development of flat areas on the head.

# Diapering/Toilet Learning

Children must be dry and soil (bowel movement) free when entering the classroom. Diapers will be changed as needed. Teachers will check diapers hourly. Parents should provide 5 - 6 diapers per day for their child.

A child learns to use the toilet when he/she exhibits physical and intellectual readiness. Parents and teachers work together in this significant stage of development. Please discuss potty-training schedule and techniques with your child’s teacher to enable consistency between home and school.

All children enrolled in the three-year-old and Pre-K classes must be *fully* potty-trained and be able to use the toilet with little or no assistance. Do not send a three-year-old or a Pre-K child to class in a diaper or pull-up. If a child in the three-year-old or Pre-K class begins to have frequent potty accidents, the teacher will work closely with the parent for a reasonable period of time to help the child through this process. If after a reasonable amount of time the child is still having potty accidents, the child may be placed in the two-year-old class until the potty training process is complete. If at that time there are no openings in the two-year-old class, the parent may be asked to keep their child at home until the potty training is complete.

# Discipline

The staff of Bayshore Learning Center is committed to provide a positive learning environment and will use discipline procedures set by the Texas Department of Family and Protective Services to achieve this goal.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child’s level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirection behavior using positive statements; and
4. Using brief supervised separation from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, toilet training, or outside time;
3. Pinching, shaking, pulling, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child’s mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abrasive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Any on-going behavior that the Director deems inappropriate will be handled on an individual basis in conjunction with the parents.

# Rest Periods

Texas State Licensing requires all children be given a rest period daily. Children are not required to sleep but must rest their bodies for an appropriate time period (1 hr.) for the child’s age. After a sufficient amount of time, quiet activities will be available for those who do not sleep or who awake before the others. Parents may furnish a small blanket, small pillow, or a small nap roll labeled with child’s name. No sleeping bags please. Children will be provided a sanitary cot. It is the parent’s responsibility to take blankets and pillows home each Friday to launder and return them on the following school day.

# Biting

BLC recognizes that biting can be expected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Our program does not focus on punishment for biting, but on techniques that address the specific reason for the biting.

When biting occurs, we have five main responses.

1. Do not mention the word “bite” or “biting” to the child or in class. The more the child hears mention of that behavior the more it will be reinforced.
2. When biting occurs, care/pay attention to the victim. Again, do not mention “biting”.
3. Observe the situations when biting occurs. Tell them to use their words. Give them the words to say. (i.e.: “Tell them, ‘move, don’t do that.’”)
4. “Shadow” the child. Staff keeps close to that child as much as possible to help prevent unacceptable behavior.
5. Work with the parents of the child who bit and examine our program for ways to stop the biting.

When children bite, their parents are informed personally and privately the same day. Under no circumstances will the identity of the biter be given to other parents.

A child will be sent home for the day if:

* The child bites the same child twice in the same day.
* The child bites three times in the same day.
* The child bites another child on the face.

# Outdoor Play

Children will go outside every day, morning, and afternoon, except in adverse weather or high mosquito activity. Adverse weather includes heavy rain with lightning, temperature over 100 degrees, temperature under 24 degrees, and orange or higher ozone level. Dress your child appropriately to enjoy God’s beautiful world. If your child is not able to participate in outdoor activities, you may be asked to keep your child home.

Note: If it happens to snow, please send a warm coat, warm shoes, gloves/mittens, and some type of head covering. We will play outside as much as possible to enjoy the snow while it’s here.

# Child Abuse

It is our obligation to report suspicion of child neglect or child abuse in accordance with House Bill Number 141, Acts of 63rd Legislature, 1973, Amended Article 695-2. Vernon’s Texas Civil Statue, Section 9. It is not our job to investigate or to render judgment. The Child Abuse Hotline number is 1-800-252-5400.

# Dismissal of a Child

The program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, behavior is deemed dangerous to other students and staff or if tuition/fees have not been paid.

If you have any questions regarding the school policies or the state minimum standards contact the Director.

Sara Caron, Director

[scaron@bayshorebc.org](mailto:scaron@bayshorebc.org) or

[blc@bayshorebc.org](mailto:blc@bayshorebc.org)

BLC Office 281-471-0940

*The Texas Department of Family and Protective Services, Licensing Division*

Local Licensing Office: 713-940-5200. 713-940-3009, 1-866-467-4902

Texas Dept of Family and Protective Services Website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

PRS Child Abuse Hotline: 1-800-252-5400

AUTHORIZATION FOR DISPENSING MEDICATION

PARENT’S AUTHORIZATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Child to Receive Medication | | Name of Medication | |
| Prescribing Physician | Prescription No. | | Expiration Date |
| Dosage | When to Give | | Continue Medication Until (date) |

Note: Medication must be in its original container and labeled with your child’s name and the date medication is left at the facility. Medication can only be administered in amounts according to the label directions.

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Signature – Parent or Guardian Date

CAREGIVER’S RECORD OF ADMINISTERING MEDICATION

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| --- | --- | --- | --- | --- | --- |
| Child’s Name | Name of Medication | Date Given | Time Given | Amount Given | Full Name of  Caregiver or Employee |
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Disposition of Left-over Medication

|  |  |  |
| --- | --- | --- |
| [ ] Returned to Child’s Parent/Guardian | [ ] Thrown Away | Date: |

Notice of Cameras Recording

BLC Staff and Families -

This notice is to inform you that as of 4/20/22 there are cameras recording in every classroom as well as the front entrance, the lobby and both playground areas.

-The cameras and recording device are password protected and accessible to the Director only.  
   
-Recordings will **not** be shared to the public, posted on any social media or to the HiMama app.

-In the instance that a serious injury or event occurs, available footage of the incident will be provided to the guardian(s), state licensing, and law enforcement agencies.   
  
-Cameras are only located in public areas that maintain reasonable expectation of privacy for both children and staff. Changing tables and restrooms are not in direct view.

Please sign and return to acknowledge that you have received this notice.

Thank you,   
Sara Caron  
Director  
[281-471-0940/scaron@bayshorebc.org](mailto:281-471-0940/scaron@bayshorebc.org)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_