

PARENT HANDBOOK FOR CHILD'S WAY CREATIVE LEARNING CENTER  
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## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian)	A
Authorization for Emergency Care of Children With Severe Allergies	B
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CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: Goals and Program

POLICY NO.: 1

EFFECTIVE DATE: 08/01/2016

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## GOALS

We strive to enrich the life of each and every child entrusted to our care. It is the goal of Child's Way C.L.C. to provide a safe, healthy, loving and positive environment for children. We endeavor to supplement and reinforce a good home life providing a warm, child-centered environment. Teachers design a wide variety of positive learning experiences, which further the emotional, social, cognitive, physical/motor, and language development of each child. Within this framework of the "whole child," our program focuses on fostering self-image, independence, and self-reliance. Child's Way involves the family and community in its program as we feel that learning is best developed by offering children a variety of experiences.

## Program

Child's Way has a nurturing and developmental approach to meeting the needs of young children. Our program provides integrated, planned activities, taking into consideration each child's individual level and style of learning. Recognizing that children come to us with different levels of readiness, we provide experiences that encourage children to learn at their own rate and develop patterns of achievement and success. In our program, special care is taken to nurture each child's view of him/her-self as being a competent person and an important member of the group. Child's Way offers a developmentally appropriate curriculum. Our flexible and balanced daily program provides opportunities for interesting, varied, and rich experiences. Large and small group activities on the playground, in the learning centers, and at mealtimes, balance one-on-one attention. Unstructured free play aims at fostering spontaneity, creativity, and fun. The children share in the responsibility of daily living, learning self-help and care-taking routines and social responsibility toward their companions.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: WELCOME

POLICY NO.: 2

EFFECTIVE DATE: August 1, 2016

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Dear Parents,

Hello and Welcome to Child's Way! We thank you for choosing our center and for putting your trust in us for your child and family. We are excited to have you join our Child's Way family and look forward to fun and rewarding experiences together.

Our center has been established since 1995. The philosophy and policies that were initially created, are still in place today. We hope to provide a safe, loving and nurturing learning environment for your child. The key to your child's success depends on the team effort between teachers, administration and parents. We value and welcome your opinions and desires for your child. Our goals are to expand, implement and support your child's growth and development.

Our website at [childsway.com](http://childsway.com) will be an important tool for communication. Teachers will frequently post classroom newsletters, pictures and events. A monthly letter from the director will be included, the monthly calendar and event updates. We want to keep you informed, so please visit our site frequently. A lot of information can be found there which is needed for continued communication.

We strive to meet all your expectations for your child. If you have any questions or concerns, please speak directly to your child's lead teacher or the director. We are planning for a great school year with your family!

Respectfully,  
*Cindy Garland*, Director  
*Judy Haverlah*, Owner  
*Rebecca Galindo*, Owner

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

EFFECTIVE DATE: 08/01/2016

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STATEMENT OF PHILOSOPHY

The philosophy of our program is to provide a safe, loving and nurturing environment in which children can learn and play. Our program is based upon principles of growth and development that provide guidelines for age-appropriate activities suited to the needs of the individual child. By offering developmentally appropriate experiences, children are able to achieve a feeling of success, thus motivating themselves to explore the world in which they live. We believe that children of every culture can benefit from the opportunity to learn from one another. It is through working and playing in a setting in which each child is valued, that children learn to appreciate ideas, cultures, and people.

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POLICY: LICENSING INFORMATION

POLICY NO.: 4

EFFECTIVE DATE: 08/01/2016

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4.1 Child's Way Creative Learning Center is licensed by Texas Department of Family and Protective Services Child-Care Licensing Division.

Child's Way C.L.C, at 7212 Oak Meadow Dr., Austin, Texas 78736 is a Licensed Child Care Program caring for: Total Capacity 95

- Ages: Infants (0-17 months old)
- Toddlers (18 months - 2 years)
- Pre-Kindergarten (3 years - 4 years)
- School (5 years and older)

License Number: 514589

This LICENSE is hereby issued: November 15, 1995

This License is valid until revoked or surrendered

4.2 THE TEXAS WORKFORCE COMMISSION Workforce Solutions

Texas Rising Star Certification: Be It Known That:

Child's Way Creative Learning Center

Is hereby certified as meeting the Child Care Program Criteria for

\* \* \* \* Texas Rising Star Provider: for the care of children from

Infants to School-age.

Certification Date: 12/17/2013

Original assessment date: 01/10/2008. This certification will expire on: 01/10/2017

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: ENROLLMENT

POLICY NO.: 5\_\_\_\_\_

EFFECTIVE DATE: 08/01/2016

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Enrollment at Child's Way C.L.C. is open to children from 8 weeks to 5 year olds. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, or gender; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Child's Way by completing the Enrollment Application and paying the \$150.00 Registration Fee. The Registration Fee is a non refundable fee.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, immunization records and signed Parent Handbook receipt.

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

Child's Way reserves the right to dismiss any parent or child at any time with or without cause.

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

Parents are required to notify Child's Way immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

Addendum to Enrollment: Orientation is offered in Spring and Fall.

Parents enrolling their child after or before scheduled orientation have a personal orientation that include: (1) Tour of the facility (2) Introduction to teaching staff (3) Parent visit the classroom (4) Overview of the parent Handbook (5) Policy of arrival and late arrival see p. 14, 15 of the handbook) (6) we encourage parents to bring their child for an extended visit in the classroom to allow both to be comfortable (7) An explanation of Texas Rising Star Quality Certification is provided is provided (8) Encourage parents to inform the center/provider of any elements related to their CCS enrollment that the provider may be of assistance (9) We offer an over view of family resources available in the center (ex. books, online resources) and activities in the community (9) Child development and developmental milestones or provided. Parents/families are encouraged to inform the center of milestones happening at the

home and of course any concerns parents may have. (10) Parents are informed of the significance of arrival time: a. before educational portion of the school readiness program begins b. importance of consistent routines in preparing children for the transition of kindergarten (11) Statement about limiting technology in site to improve communication between staff, children, and families (e.g., refrain from cell phone use). In order to facilitate better communication between the parent(s) and teacher and the parent and child it is best if parents are not distracted by electronic devices while at the center. (12) Families and their children are an intricate part of a successful child care transition from home to the center environment. A positive word about a wonderful day can mean so much for a positive day at school.

## CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: TUITION

POLICY NO.: 6

EFFECTIVE DATE: 08/01/2016

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Child's Way. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$5.00 per page copying fee will be charged accordingly.

### 6.1 Monthly Rates

Refer to Rate form for days and cost

Tuition rates are based on the school year, (August to May) divided into 10 equal monthly payments, Thus, Tuition shall not be reduced for months with holidays. Tuition is due on the first day of each month.

We also offer a summer camp program June to August.

Cash, check, or money order may pay tuition. Receipts will be given for tuition payments made by cash by request of Parent or Guardian . All cash payments must be handed directly to the Director or Owners. Your canceled check will serve as your receipt for payments made by check. There will be a \$45.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order .

### 6.2 LATE TUITION PAYMENTS

Tuition is due on the first day of each month. If tuition is not paid by the 10th day of the month, a late fee of \$45.00 will be charged to your account the following day.



There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Child's Way C.L.C., however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

- 6.3 Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Child's Way C.L.C.. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.
- 6.4 Child's Way C.L.C. does not offer a scholarship program to families, at this time.
- 6.5 Child's Way C.L.C. does not offer a multiple child discount, at this time.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: CONFIDENTIALITY

POLICY NO.: 7

EFFECTIVE DATE: 08/01/2016

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Within Child's Way C.L.C, confidential and sensitive information will only be shared with employees of Child's Way who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Child's Way strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Child's Way.

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

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

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

EFFECTIVE DATE: 08/01/2016

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Child's Way are considered mandated reporters, under this law. The employees of Child's Way are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Child's Way take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Child's Way can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

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

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

EFFECTIVE DATE: 08/01/2016

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

9.1 SWEARING/CURSING:

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

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Child's Way :

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

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Child's Way C.L.C.:

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

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an

inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

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

#### 9.4 SMOKING:

For the health of all Child's Way employees, children and associates, smoking is prohibited anywhere on the property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Child's Way. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

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

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Child's Way:

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

#### 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

EFFECTIVE DATE: 08/01/2016

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

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

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

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Child's Way will accompany visitors at all times, throughout the center.

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: DISMISSAL

POLICY NO.: 11

EFFECTIVE DATE: 08/01/2016

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Child's Way reserves the right to dismiss any child at any time, with or without cause.

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

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

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

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: WITHDRAW

POLICY NO.: 12

EFFECTIVE DATE: 08/01/2016

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Thirty days written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for thirty additional days.

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

Parents who wish to change their child's days or times of enrollment at Child's Way, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.



CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 13

EFFECTIVE DATE: 08/01/2016

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

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

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

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

EFFECTIVE DATE: 08/01/2016

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Upon arrival at Child's Way, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the parent information area. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Child's Way discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Child's Way believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Child's Way are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

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

Child's Way does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Child's Way. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:00 a.m. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Child's Way will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:00a.m. so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

#### 14.2 CHILD'S WAY RIGHT TO REFUSE ADMISSION

Child's Way reserves the right to refuse admission to any child at any time with or without cause.

Child's Way strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

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

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child is too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Child's Way, if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

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

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

EFFECTIVE DATE: 08/01/2016

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Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the parent information area. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the center's premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

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

15.1 LATE PICK-UP:

If your child is scheduled to be picked up at 2:00 p.m. you are considered late at 2:05p.m. At 2:05p.m a charge of \$1.00 per minute will be charged to your account. If your child is scheduled to be picked up at 3:00p.m. you are considered late at 3:01p.m. There is no grace period for stay and play and a \$1.00 charge will begin at 3:01p.m. Therefore, if your child is scheduled to be picked up at any time in the afternoon, be it 4:00p.m., 5:00p.m. or 6:00p.m. one minute after the time arranged, you are considered late and a \$1.00 per minute charge will be added to your account. INCLUDE ALL HALF DAY AND FULL DAY DISTINCTIONS IF NECESSARY. All measurements of time are to be according to the Child's Way Director's computer clock located in the Director's office.

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

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Child's Way will contact local police and/or the other custodial parent should a parent appear to the staff of Child's Way to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Child's Way staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

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

### 15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Child's Way. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

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

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

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide their driver's license, Government issued photo ID, Password, or Government issued photo ID prior to Child's Way releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Child's Way reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: TRANSPORTATION

POLICY NO.: 16

EFFECTIVE DATE: 08/01/2016

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The only time a Child's Way C.L.C. Director, Staff, or Owner would transport a child would be for emergency reasons only.

Child's Way Creative Learning Center

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

EFFECTIVE DATE: 08/01/2016

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# CHILD'S WAY 2016-2017 CALENDAR

**1-5** Last week of Summer Camp

**8-12** Center Closed  
Teacher Planning and Prep

**11** Open House

**15** First Day of School

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**20** Presidents' Day  
Center Closed for  
Professional Development

**5** Labor Day  
Center Closed

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**10** Columbus Day  
Center Closed for  
Parent/Teacher Conferences

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**14** Good Friday Holiday  
Center Closed

**28** Center Closed for  
Parent Conferences

**11** Veterans Day  
Center Closed for  
Professional Development

**23-25** Thanksgiving Break  
Center Closed

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**25** Graduation

**29** Memorial Day  
Center Closed

**22-26** Christmas Break  
Center Closed

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**1** Last Day of School

**2** Center Closed  
Teacher Planning and Prep

**5-16** Summer Camp Begins  
Session I

**19-30** Session 2

**2** Holiday Break  
Center Closed

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**4** Independence Day  
Center Closed

**3-14** Session 3

**17-28** Session 4

**31-Aug. 4** Session 5



CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION

POLICY NO.: 18

EFFECTIVE DATE: 08/01/2016

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking our website, T.V. or radio station, message on schools machine etc.

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

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduction as per the following schedule: Depending on your child's schedule, a daily rate will be evaluated and calculated for the number of days missed and that amount will be credited on your account for following month.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

EFFECTIVE DATE: 08/01/2016

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19.1 DAILY SCHEDULE OF ACTIVITIES

Sample of Pre-Kindergarten Class (each class has their schedule posted)

7:30 a.m. to 9:00a.m.

Meet and Greet

Well Check

Open Centers and/or Art

9:00a.m. - 10:00a.m. - Meet outside/big playground

10:00a.m. - 10:15a.m. - Inside and wash hands

10:15a.m. - 10:30a.m. - Snack

10:30a.m. - 10:45a.m. - Circle Time

10:45a.m. - 12:15p.m. - Centers and Art time

12:15p.m. - 12:30p.m. - Clean up/wash hands

12:30p.m. - 1:15p.m. - Lunch

1:15P.M. - 1:30p.m. - Smart tubs and Puzzles

1:30p.m. - 2:00p.m. - Outside time and say goodbye to half day children

2:00p.m. - 3:00p.m. - Stay and Play

3:00p.m. - 3:15p.m. - Afternoon snack

3:15p.m. - 4:00p.m. - Rest time for all ages

4:00p.m. - 6:00p.m. - Open centers and outside time

Screen Time: Each classroom encourages each child to enjoy creativity with our Smart Board (provided by TRS) at least 15 minutes twice a week. We do not support screen time in the form of movies, DVD's or cartoons. The only exception would be on a special occasion such as Week of the Young Child.

Physical Fitness Policy: We encourage quality physical activities out on the playground for all classes. In addition classrooms include in their curriculum music, dance, balance beam, yoga, and parachute fun.

Addendum to Policy # 19.1

Date: August 17, 2015

19.2 CLASS ASSIGNMENTS

Please see the posted Staff Roster on the bulletin board in the front foyer.

19.3 STAFF TO CHILD RATIOS

Infant Room - Two teachers to Eight children

Toddler Room - One teacher to Six children

Young Two's Class - One teacher to Eight children

Older Two's / Young 3's Class - Two teachers to Sixteen children

Older Three's / Young 4's Class - Two teachers to Eighteen children

Pre-Kindergarten Class - Two teachers to Twenty children

#### 19.4 NAP/REST TIME

Infant Room on demand

Older Infant - 2 Year Olds - 12:30-2pm

After school children - 2pm-3:30pm

#### 19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Families are required to supply diapers, wipes, change of clothes and lunch daily.

Infants will also need pacifier, breast milk or formula, and any special food needed.

#### 19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Birthdays are a special time for every child. If you wish to celebrate your child's birthday at school, please follow these suggestions.

- 1.) Plan your date and refreshments with the school a week prior to the day you want.
- 2.) Furnish a simple treat for each child (nut cups, popcorn in a bag, cookies, fruit kabobs, etc.
- 3.) Do not pass out party invitations at school unless everyone is invited. Your child's teacher can help you with invitations if you are inviting only certain children.
- 4.) Please, no gifts at school.
- 5.) "Unbirthdays" are celebrated in May for children with summer birthdays.

Holiday Celebrations: At Child's Way C.L.C. we do celebrate many special days. Parents are encouraged to attend and participate in all activities.

1. September 16 - Mexican Independence Day
2. Fall / Halloween Games
3. Thanksgiving
4. Christmas / Winter
5. Martin Luther King
6. Valentine
7. Rodeo Week
8. Easter / Spring
9. May 5 - Cinco de Mayo
10. Art Show
11. Graduation

Plus any other occasion we think would be fun.

#### 19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

We will have two arranged parent-teacher conference during the school year, usually around October and April. Please arrange with your child's teacher for any other conference time during the school year, if you feel it is necessary. *Do not* try

to conference with the teachers at drop off and pick up time. It is imperative that the teachers be available for the children at those times.

#### 19.8 GRADUATION

Graduation will be held on the Thursday before Memorial Day.

We do have a big celebration / graduation with diplomas, songs, teachers and Director all being involved. Parents may help with decorating, refreshments and anything else the families would like to do.

POLICY: DISCIPLINE

POLICY NO.: 20

EFFECTIVE DATE: 08/01/2016

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## Discipline and Guidance Policy

- 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) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out 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, or toilet training;
  - (3) Pinching, shaking, 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, abusive, 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  
 My signature verifies I have read and received a copy of this discipline and guidance policy.

TDPRS-CCL

### In addition to Discipline and Guidance Policy

#### Behavior Management / Discipline

Teachers at Child's Way C.L.C. are empathetic and understanding in dealing with each child as he/she learns to play and work with others. Our teachers know that a large part of early learning allows that children will learn from their mistakes. Teachers are trained in the technique of re-direction in order to manage behavior. Children are encouraged to talk through their inappropriate behavior with adult guidance and prompting. If children are unable to manage themselves in a particular activity or classroom center, teachers may remove them from that area and provide them with something else to do. Occasionally, if re-direction is ineffective, or the child is emotionally out of control, children are asked to take a "time out" for a brief period of time so that they may collect themselves before re-joining the group. This "time out" or cooling off period, is usually in the alone spot of the classroom, and is closely monitored by the teacher. Children are encouraged to re-join the group as soon as they are ready. "Time out" is not

used as a punishment, but instead, a form of re-direction that gives a child an opportunity to manage their feelings and emotions.

Parents are key to the success of any behavior management of young children. Teachers will talk with parents by phone or conference, should inappropriate behavior become an ongoing concern. Our goal is to become a team with parents, working together for the benefit of the child. Parents are encouraged to talk with teachers should they feel that their child is having difficulties at school, or if they can provide insight into their child's behavior. Teachers address challenging behavior by assessing the function of the child's behavior, developing individualized plans, and using positive behavior support strategies. If a conference is needed, it is requested that the parent call the school and ask that the teacher return a call to set up a conference. Please refrain from discussing confidential matters at drop off and pick up times.

Parent resources: A list of community resources and resource books can be checked out through the Director upon request.

Addendum to Policy # 20

Date: August 17, 2015

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: TOYS FROM HOME

POLICY NO.: 21

EFFECTIVE DATE: 08/01/2016

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

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

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Child's Way staff for safety and appropriateness, and may be prohibited at the sole discretion of Child's Way Director or Staff.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: DRESS CODE

POLICY NO.: 22

EFFECTIVE DATE: 08/01/2016

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22.1 CHILDREN

Clothing:

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

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

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

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

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Child's Way will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.



Hair beads and bobby pins, etc. are not to be worn by children but barrettes and head bands are okay. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Child's Way.

Child's Way is not responsible for damage or loss of articles of clothing.

## 22.2 PARENTS

### Clothing:

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

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

### Jewelry:

While volunteering in the classroom or at any Child's Way sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: FIELD TRIPS

POLICY NO.: 23

EFFECTIVE DATE: 08/01/2016

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Child's Way C.L.C *rarely* supplements the in class curriculum with off premise field trips. In the event Child's Way does have a field trip these are the rules: Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Parents will be required to attend the trip with their child.  
Parents will not be permitted to transport any child, other than their own, on a Child's Way sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, that is not a problem. A parent will need to accompany their child and required documentation has been filed.

CHILD'S WAY CREATIVE LEARNING CENTER

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

EFFECTIVE DATE: 08/01/2016

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Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

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

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

Child's Way reserves the right to make Volunteer assignments. Child's Way does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

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### 25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Child's Way. This is per our licensing regulations. If you have chosen not to have your child immunized, or want to delay some immunizations, you will need to provide the center a immunization waiver form, acquired through the State of Texas. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Child's Way. The Physical Examination Form, indicating the child's fitness to attend Child's Way, must be completed by a licensed healthcare professional and returned to the Center Director within the first 14 days of enrollment.

### 25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the director. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Child's Way from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Child's Way exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

Child's Way follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC). Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Child's Way reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101.4 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Child's Way will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## 25.4 BITING

Child's Way recognizes that biting is a developmentally appropriate behavior for children in the Infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Child's Way.

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

## 25.5 DISPENSING MEDICATION

Child's Way will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Child's Way will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found In the office. Please ask the Director for a copy. Medication Forms, doctor's notes and medication are to be turned into the Director.

Child's Way will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent can not be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

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

## 25.6 FIRE/EMERGENCY DRILLS

Child's Way conducts a monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

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

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

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

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of Child's Way or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Oak Hill United Methodist Church located, at 7815 Hwy. 290 W., Austin, Tx. 78737, phone number (512)-288-3836. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby.

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

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

## 25.9 FOODS

Every child needs to have received a nutritious breakfast before arriving at Child's Way. Parents are asked and/or to serve milk, fresh fruit and vegetables for children who bring lunches from home. Please provide an additional item for morning snack. You may mark it as "snack" or just allow the teacher to choose an item from your child's lunch box. Child's Way will provide the afternoon snack for full time children.

As per Texas Health department water and food are NEVER hotter than 110 degrees Fahrenheit.

Staff are educated on food allergies and they take precautions to ensure that children are protected. A posted ALLERGY list is in each classroom as deemed necessary.

Note: A sample menu can be found as a separate attachment to the addendum at the end of the handbook or can be found at [www.cacfp.org](http://www.cacfp.org).



All age groups:

All food items must be labeled with your child's name. Child's Way does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

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

Child's Way never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby to be enjoyed at home.

Infant through 2 ½ year old age groups:

Children enrolled in the infant through 2 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your

desire to come to the center to breastfeed your child with the classroom teacher. For more information refer to [www.mymilkcounts.com](http://www.mymilkcounts.com)

*Addendum to Policy # 25*

*Date: August 17, 2015*

3 year and older classrooms:

Child's Way offers children a morning snack at approximately 9:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m. for after school children only. Child's Way DOES NOT serve breakfast.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will not be allowed.

Child's Way curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Child's Way will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. When preparing your child's lunch please refer to the Peanut Free Policy that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Child's Way does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

Child's Way prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should have an ice pack placed in your child's lunch box. Infant, Toddler Room, and the Pre-K classroom, do have a refrigerators, so those items needing refrigeration, should be placed, by the parent, in the refrigerator designated for your child's classroom's use. To locate which refrigerator is designated for each classroom, ask your child's teacher.

Lunches may be heated for children, all classrooms are equipped with a microwave.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

The Parents will provide a healthy morning snack for all children in their child class. A list of the daily snacks will be posted in the classroom on a weekly basis.

## 25.10 PEANUT FREE CENTER (At this time Child's Way is not a Peanut Free Center) In the future these rules will take effect as needed

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, prohibits peanuts and/or foods containing peanut products on Child's Way property, and/or at Child's Way sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

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

Since Child's Way is a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Child's Way utensils, bowls, and bakeware may be used to prepare these foods.



## PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cherrios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

## 25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on Child's Way C.L.C. property for any reason. Violation of this policy will result in immediate dismissal from the program.

Child's Way Creative Learning Center

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

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The staff of Child's Way is prohibited from being employed by any client (current or former) unless the client has filled out the "Wavier of Liability" and returned it to the director .

Without the "Wavier of Liability" Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Child's Way staff without the " Wavier of Liability" will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Child's Way without submitting a copy of "Wavier of Liability" will have their employment with Child's Way terminated.

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

Child's Way Creative Learning Center

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

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Child's Way Creative Learning Center

Address: 7212 Oak Meadow Drive

Austin, Tx. 78736

[www.childsway.com](http://www.childsway.com)

Phone number: 512-288-0802

Fax number: 512-288-2282

Director: Cindy Garland

Email address: [directorchildsway@gmail.com](mailto:directorchildsway@gmail.com)

Owner: Judy Haverlah

Owner: Rebecca Galindo

## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C





Child's Way Creative Learning Center  
7212 Oak Meadow Drive  
Austin, Tx. 78736  
512-288-0802

SIGNATURE PAGE:

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of Child's Way C.L.C. Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Child's Way C.L.C. and the parents. Child's Way C.L.C. reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Complete and return this page to the Director

AUTHORIZATION FOR EMERGENCY CARE OF  
CHILDREN WITH SEVERE ALLERGIES

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in Child's Way C.L.C. and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Child's Way so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Child's Way.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of administration): \_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions  
(explain recreational activity restrictions): \_\_\_\_\_

HEALTH CARE PROVIDER INFORMATION:

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By Signing this form, I/We authorize Child's Way C.L.C. to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Child's Way C.L.C. on (date) \_\_\_\_\_. This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between [CENTER NAME] and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Child's Way C.L.C. provides child care services and the Parent(s)/Legal Guardian(s) have engaged Child's Way C.L.C. to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, Child's Way C.L.C. has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Child's Way C.L.C.'s policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Child's Way C.L.C. and its employees or agents from any liability arising in law or equity as a result of Child's Way C.L.C.'s employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that Child's Way C.L.C. has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the Child's Way C.L.C. facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby

incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Child's Way C.L.C. shall include Child's Way C.L.C. its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Child's Way C.L.C.:

Center Address: 7212 Oak Meadow Drive, Austin, tx. 78736

\_\_\_\_\_

\_\_\_\_\_  
Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

\*Addendum to Parent's Handbook. Effective March 24, 2016

1. Childs Way operating hours are 7:30 a.m. through 6 p.m. daily. The pre-school hours are 9 a.m. through 2 p.m. daily. As of August 15, 2016, the center will OPEN at 7 a.m.
2. Complaint Procedures: Any complaint from a parent or staff member NEEDS to be directed to the Director of the school. For whatever reason you are NOT satisfied, please see either or both owners regarding the situation.
3. Challenging Behaviors: Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line an overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control. Childs Way has a biting policy, which parents can request from the office at any time. Refer to policy 25.4 in the Handbook.