



## Operational Policies and Procedures

**PHILOSOPHY:** Mini Scientist Group Child Care philosophy is to enrich the minds of our children by developing their social, emotional, physical, and intellectual skills. Our goal is to advance our children so that they may become future leaders of tomorrow.

The curriculum includes dramatic play, creative art activities, music, math, science activities, technology, engineering, block play, sensory experiences, daily outdoor activities, the celebration of birthdays, and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

**HOURS:** Our hours of operation are: Monday – Friday 7:00 am to 5:00 pm. Overnight: Sunday - Thursday 8 pm to 6 am. Saturday care: 8 am -1:00 pm. Saturday hours are 8 am to 1:00 pm.( Saturday's are not included in regular care unless agreed upon in contract) Each parent is allowed 10 hours a day. Parents agree on the following days \_\_\_\_\_ through \_\_\_\_\_. Parents agree on the following times Full-time hours are \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m.

**DAILY SIGN IN AND OUT:** Parents are required to sign the attendance sheet during pickup and drop off each day

**RELEASE OF CHILDREN:** Upon enrollment, we will discuss the authorized pickup persons for your child. All emergency contacts may be permitted to pick up, however, any additional persons picking up your child that is not listed on the enrollment form, we request advance phone calls from the parents or guardian. The pickup person must present their drivers license and obtain advance approval from the director, prior to releasing the child to their care.

**PARENT VISITS:** We welcome parents to come visit your child, while enrolled in our childcare, during operational hours. You are welcome to participate in activities, observe your child, the childcare center, premises and equipment without prior approval.

**Questions or concerns:** If at any time parents have any questions or concerns please feel free to contact our Director.

**LICENSING INFORMATION AND REVIEW INSPECTION REPORTS:** Parents are welcome to review the childcare inspection report posted on the licensing board in the childcare room. You can also review our inspection report or contact child care licensing or review minimum standards at:

Texas Health and Human Services-Child Care Licensing  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

214-583-4253 or 1-800-582-6036  
8700 North Stemmons Freeway, Suite 104  
Dallas TX 75247

Abuse Hotline: 1-800-252-5400 or Texas Abuse Hotline

***Under the Texas Penal Code any area within 1000 feet of the child-care center is a gang-free zone. Where criminal offenses related to organized criminal activity are subject to a harsher penalty.***

**Meals:** Children will be taking to the restroom before each meal to wash their hands before they begin to enjoy each meal. Each child will have their own cup for water and milk. No food is shared. All let over food will be discarded. Trash is removed once children are done eating. Breakfast is served at 8:30 to 9:00, Lunch is served at 12:05 to 12:35 and snack is served at 3:15 to 3:45

**PARENTS PARTICIPATION IN CENTER ACTIVITIES:** Parents are always welcome to participate in activities that we have the center. ( During covid parents are not allowed in our indoor events at this time) Activities that parents could not participate in will be sent home for our students' families to enjoy. Parents will receive a letter or email about all upcoming events.

**Immunizations requirements:** All children are welcome to attend Mini Scientist Group Child Care. Children that are immunized must have all required shots up to date. Children that are not immunized must give the director a Affidavit for request for Exemption of immunizations form.

**DISCIPLINE AND GUIDANCE:** Our childcare home utilizes positive strategies for discipline and guidance. We will verbally redirect, encourage positive choices and implement positive reinforcement. Each family will receive the discipline and guidance form.

**SAFE SLEEP:** All infants ages birth to 12 months will be placed on their backs to sleep, in a pack and play that does not have any toys or blankets inside. The baby can have an unattached pacifier to use. Infants will not sleep in any restrictive devices.

**ANIMALS:** Our childcare home does not have any animals on the premises.

**HEALTH CHECKS:** Each day we will check to see that your child is healthy and safe.

**MEDICATION:** Our Childcare does not administer medications; however, we will administer life threatening medications such as an epi pen or breathing rescue medication. All medication will be in the original package, with the contact information of the pharmacy and the physician. This includes medical facility name, address, city, state, zip, phone number and physician and pharmacist name. We will follow all instructions outlined on the medication and only administer to the child listed on the label. Once the medication is expired or no longer needed, we will return the medication to the parent and have all parents sign an authorization form indicating they received the medication.

**SUSPENSION AND EXPULSION OF STUDENT:** If a child is suspended from child care it will be the directors decision on how long the child will be suspended. Suspension term is based on severity. If a child is Expelled, the parent must pick up the child within one hour and take all belongings with them. The director or assistant director will give the parent a letter or send an email stating why the child was expelled. The parent may request a meeting during a time that works best for both parties.

**MEDICAL EMERGENCIES AND NON-EMERGENCIES:**

If a child is ill or injured in our childcare, we do the following:

- If the child has a minor injury, we will handle the care of the injury onsite and notify the parents, at pickup and provide them an incident report and place a copy of the report in the child's file.
- If the child has a major injury, we will call 9-1-1, contact the parents, contact child care licensing, complete an incident report and maintain a copy of the information in the child's records.

**ILLNESS AND EXCLUSION:**

- If a child becomes ill, we contact the parent immediately and they have one hour to pick the child up. The child will be supervised and kept separate from other children. We will give additional attention to handwashing, sanitizing and disinfecting.
- Illness includes, but not limited to, fever above 100 degrees, rash, hives, lice, hand foot and mouth, viral or bacterial illness. We require the child to stay home 24-48 hours symptom free before returning to care. Other illnesses will require the child to stay home for 14 days. If child has any of the following symptoms: Child must stay home if he/she is experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, stomach

ache or loss of taste or smell. Some illnesses will require a physician statement and the director approval prior to returning.

- If there is an outbreak of a communicable disease, we contact the parent to come pick up their child, we notify the State Health Department (if applicable) and report the disease and then we provide each family, caregiver and household member a verbal and written notification of the outbreak.

## **EMERGENCY PREPAREDNESS PLAN:**

### **Fire:**

We will have fire drills with the childcare monthly and make sure we all follow the procedures in under 3 minutes. The children will form a line and walk with us to the designated location. Non-walkers will be carried by the teachers. Once we arrive, the teacher will call each child's name and look at the child to make sure they are all present. Once they are accounted for, we return into the classroom and recheck the list to make sure each child is present and we all return safely. (This also includes a plan for infants/non-walkers/children with special needs).

### **Severe Weather:**

We will have severe weather drills every 3 months. We will have the children line up and we all go into the designated area. Non-walkers will be carried by the teacher. Once we arrive, the teacher will call the children names and look at them to make sure they are present. We will all duck and cover on our knees with our hands at the back of our head and the teacher will check to make sure each child is covered up correctly. Smaller children will be next to the teacher and held close.

Once we are in a proper position, the drill will end, we will all line up and return to the childcare room and we verify all the children are there. (This also includes a plan for infants/non-walkers/children with special needs).

### **Lock Down:**

We will conduct lock down drills every 3 months. We will have the children line up and we will go to the designated area. Once we arrive, the teacher will call the children names and look at them to make sure they are present. We will remain in the designated location until the director or administrator notify everyone all is clear. We will proceed to the classroom and take attendance to verify all the children are present. (This also includes infants/non-walkers/children with special needs).

## **Evacuation and Community Evacuation:**

If there is an emergency where we are required to vacate the childcare, we will call 9-1-1 then get all the children together to take them, the sign in roster and the childcare binder with the parent admission forms, emergency contact phone numbers and authorization for emergency care forms with us to the car.

Toddlers ages 14-36 months will be taken by the teacher in the teacher's arms or grab the child by the hand and lead to the teacher's car.

Preschoolers 36 months- 5 years will follow each other in a straight line with one hand on the shoulder of the next out the back door to each teacher's car.

School age children will follow each other down the stairs and out the back door to the teacher's car.

When we get in the car, we will call attendance to make sure every child is present and leave the premises to go to: Baylor Hospital Outpatient Surgery/Cafeteria Area, 2400 I 35 E, Waxahachie TX .

When we arrive at the designated location, we will contact the parents and the licensing rep to notify them of the emergency and the approximate time we will be away. Each child will be supervised and accounted for by the classroom teachers and the administrators will supervise the group. We will have the children participate in activities until we are able to return to the child care center. We will follow the same release of children policy for offsite pickup and our goal is the successful reunification of parents and children. When we arrive back at the child care, we will call each child's name and verify they are present. We will start them working an activity while the administrator contacts the parents and child care licensing to notify them we have returned to the child care.

\*Our plan also includes infants, they will place them in a crib or pack and play and push them to the designated relocation. For children with special needs, they will grab the teacher's pant leg and walk beside them to each relocation destination.

### **Items to bring with your child:**

16 months-2 years old: Blanket, change of clothes(Season appropriate), Diapers, Wipes, Water bottle(3) sippy cup and a backpack

3-4 years old: Blanket, Water bottle, change of clothes and a backpack

**\*I certify I have read, I agree and understand all the requirements of the Handbook, Contract and Operational Policies and Procedures. I agree to abide by all the requirements. (Revised August 2021)**

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

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

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

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

Director: \_\_\_\_\_

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