

Friedens Early Learning Academy

Operational Policy Manual

- 1. Hours of Operation-**Friedens Early Learning Academy is open throughout the year, Monday through Friday from 7:15am to 6:00pm.
- 2. Release of Children-**Children will be released to the parents or their designee from the classroom or playground. The teacher will assure that the child has all his/her belongings and that the child is signed out. If any FELA staff feels that a parent who is picking up a child is intoxicated or under the influence of drugs, they will notify local law enforcement. We are obligated to report any such occurrences.
- 3. Illness-**Any child who appears ill will not be admitted to school unless his/her attendance has been approved in writing by a doctor. Any child with fever or who has vomited or had diarrhea before school should not attend that day. If a parent feels that a child is too sick to play outdoors, he/she should be kept at home. Children may return to school when they have a normal temperature and have been without vomiting or diarrhea for 24 hours. If a child becomes ill during the school day, he/she will be taken to the office where a staff member will take the child's temperature. Should the child have a temperature of 100.4 degrees or greater, the parent will be notified to pick up their child. The child will remain in the office until the parent arrives.
- 4. Medications-**Administration of medication at school will be considered on a case by case basis. If sunscreen or insect repellent is to be applied, it must be applied by the parents before school. At some time we may have a child enrolled who has not had immunizations. If parents choose not to have their children vaccinated, they must supply FELA with a signed Affidavit from the Health Department.
- 5. Medical Emergencies-**If a child is critically ill or injured, the school will implement emergency procedures which may include CPR, first aid, or a call for an ambulance. Parents will be notified as soon as the emergency occurs. Steps will be taken by staff members to insure the safety and supervision of the other students. A First Aid kit will be in each classroom. The kit will be clearly labeled, kept clean and sanitary, stored in a designated and known location easily accessible to all employees, and kept out of the reach of children. Each First Aid kit will contain the following: a guide to first aid and emergency care, adhesive tape, antiseptic solution or wipes, cotton balls, multi-size adhesive bandages, scissors, sterile gauze pads, thermometer, tweezers, and waterproof disposable gloves. The first aid supplies must be kept complete and up to date.

6. Notification of Parents-Parents will be called immediately in case of a medical emergency. They will be notified if their child has a fever of 100.4 or greater, or if the child appears sick or in distress and cannot be consoled or calmed by the school staff. Parents may also be called if the school becomes aware of impending dangerous weather such as a thunderstorm, flooding or freezing temperatures and road closures.

7. Discipline and Guidance-We believe that every child is different and will be corrected in a manner that best suits his/her situation. Discipline measures used at FELA are talking to the child about the incident and what can prevent its reoccurrence, taking away a privilege, cleaning the area, or time out. Time out must not exceed 1 minute per year of the child's age. The following will NOT be used as a consequence: cruel, harsh or unusual punishment, spanking, withholding food or bathroom privileges. Biting and injury to other children may require a conference with staff, director, and parents to discuss a plan of action. Child care staff will be trained in appropriate ways to encourage positive behavior and will speak to the children in a kind and supportive manner.

8. Meals and Food Service-Meals and snacks are provided by the parents. FELA does not provide any food services.

9. Immunization Requirements-Documentation may be the original immunization record or a photocopy of the record. The immunization record must include: the child's name and date of birth; vaccine type and number of doses; the date the child received the vaccination; and the signature or stamp of the physician or other health care professional that administered the vaccine. If parents choose not to have their children vaccinated, they must supply FELA with a signed Affidavit from the Health Department.

10. Hearing and Vision Screening Requirements-All children age four and older are required to have a vision and hearing screening. One of the following must be kept on file on children requiring vision and hearing screening: individual visual acuity and sweep check results or an affidavit that states that the vision/hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is a member.

11. Enrollment Procedures-FELA does not practice racial or religious discrimination and offers care to children ages 18 months through pre-kindergarten. The directors will provide prospective parents with information about enrollment, school policies and any other information they may request. The enrollment packet must be entirely completed and returned before the child may attend classes. This includes the child's shot record, physician statement and vision/hearing form if required.

12. Transportation-FELA does not provide any transportation services.

13. Water Activities-FELA does not provide any water activities. During the summer we may have an occasional water day with sprinklers or other water toys. Parents will be notified in advance so that appropriate clothing, towels, etc. may be sent with the child.

14. Field Trips-FELA does not provide field trips.

15. Animals-If animals visit the school, parents will be notified in writing when animals will be present. The staff will insure that the animals will not create unsanitary or unsafe conditions. The animals will be examined by a veterinarian and will be deemed healthy and current on required vaccinations prior to the visit. All staff and children who handle the animals will practice good hygiene and hand washing after handling the animal or its accessories. The children will NOT have contact with the following: chickens, ducks, and reptiles such as snakes, turtles, lizards, iguanas and amphibians, such as frogs and toads. The child care staff will keep the playground free of animals unfamiliar to the center and will not allow the children to play with animals unfamiliar to the center or animals that could be dangerous.

16. Parent Concerns-If parents have any concerns or questions regarding the center's policies and procedures, they are encouraged by all staff to schedule an appointment with either or both directors. If parents require further clarification or are not satisfied with the outcome of the meeting with the director, they will be referred to the center's board president. If parents need to discuss their child's progress or any concerns with the teacher, a scheduled conference is encouraged. During school hours teachers are busy supervising children and need to have their focus on the classroom.

17. Parent Visitation-Parent visitation is encouraged by all staff. Parents are informed in the Parent Handbook that they are welcome to visit, unannounced, at any time during the day.

18. Parent Participation-Parents are encouraged to share any special talents or interests on the admission forms. All special activities are scheduled and shared in advance with a monthly newsletter and calendar. Parents are encouraged to arrive early and participate in Chapel time. Parent/teacher conference may be requested by either the parent or the teacher.

19. Parents Review of Standards-Parents are informed in the Parent Handbook of a Parent Information bulletin board and of a copy of the Minimum Standards and most recent licensing inspection reports.

20. Parent Contact of Local Licensing Office- Information on how a parent may contact the local Licensing Office, the Department of Family and Protective Services child abuse hotline and website will be on the Parent Information bulletin board.

21. Parent Information of Gang Free Zone-Parents will be informed through the Parent Information Bulletin Board of the Texas Penal Code, that any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized crime are subject to a harsher penalty.

22. Parents Provided Copy of Operational Policies-Parents will be provided with a copy of FELA's operational policies along with the Parent Handbook. A signed document will be in the child's record to record that parents have received the policy manual and handbook. Parents will be notified in writing of any policy changes or enrollment agreement. A signed and dated update must be kept in the child's record.