

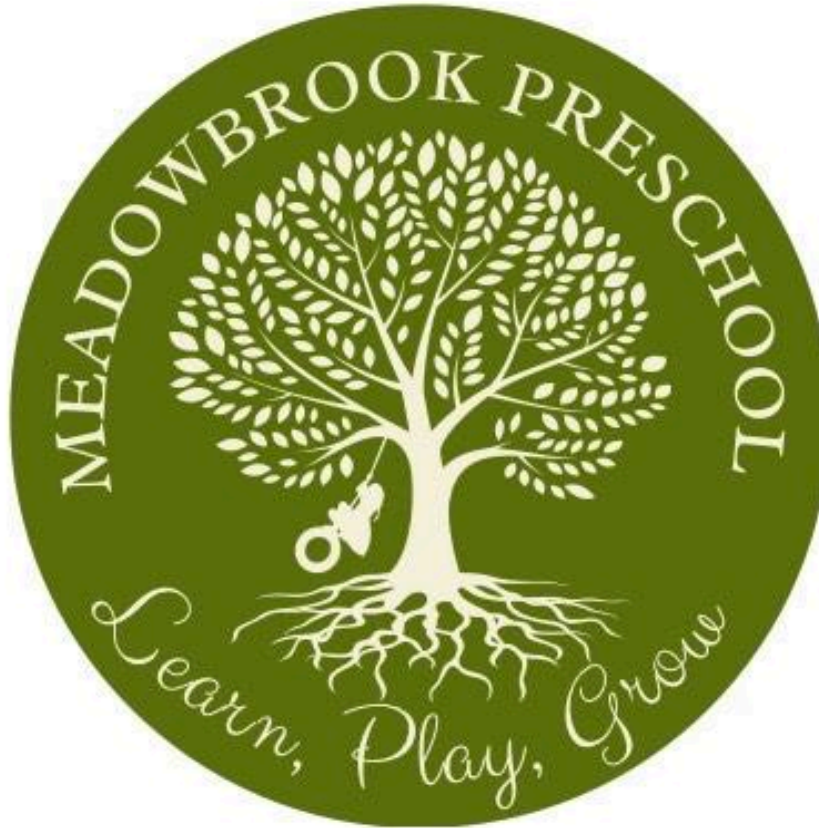
PARENT HANDBOOK

Meadowbrook Preschool & Children's Center (CCR License No. 868238)

Meadowbrook Preschool at Grace (CCR License No. 1788013)

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This handbook is intended to familiarize family members with current Meadowbrook Preschool at Grace policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.meadowbrookpreschool.org. A print copy of the handbook is given at time of enrollment. Family members will be notified of updates to the parent handbook as they occur.

PHILOSOPHY AND MISSION

At *Meadowbrook Preschool & Children's Center* and *Meadowbrook Preschool at Grace*, hereby collectively referred to as "Meadowbrook Preschool", we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. Children at Meadowbrook Preschool will have a safe, loving, respectful environment with the greatest opportunity to grow and develop. It is our belief to go above and beyond safety, love and respect. We, as educators, strive to create an environment that is filling, enriching, and supportive of all possible learning and growing opportunities. We believe the best environment for learning is a balance of both cognitive lessons and lessons embedded in developmentally appropriate play. The time your children spend at the center is an important part of their lives. It is beneficial if all persons concerned work as a team to provide your child(ren) with the opportunity to explore, discover, create and to learn.

CURRICULUM GOALS

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles are established from Texas Core Competencies for Early Childhood Practitioners and serve as the foundation for our curriculum. We provide an environment that nurtures in each child a love of learning. The curriculum includes developing social interaction, intellectual stimulation, spiritual direction, physical and emotional growth, through the five senses - seeing, hearing, smelling, tasting and touching. Foundation of learning are listed below:

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Texas Learning Standards with appropriate supports and instruction.

DAILY SCHEDULES

Each Meadowbrook Preschool classroom follows an individual schedule. Please check the parent board in your child's room for information about daily schedule, planned activities and daily curriculum for your child.

INDOOR/OUTDOOR PHYSICAL ACTIVITY

Weather permitting; children will participate in outdoor play daily. Daily physical activity is a requirement by Texas State Licensing. Meadowbrook Preschool also believes it is extremely important for your child to participate in such activities as it gives the children an ability to create, learn and develop relationships. Classes will spend an average of 60-90 minutes per day outdoors, weather permitting. Below are a few things encouraged during outdoor time. If weather does not permit, we will spend time doing physical activities indoors.

Outdoor Physical Activities:

- Provide a variety of fun activities such as riding tricycles or pretend cars, playing tag, scavenger hunt games, balancing games, changing direction games, obstacle course, follow the leader, dancing, freeze tag, or parachute games

- Encourage children to use their senses outside by exploring the natural world around them; all the different colors, textures, shapes, sizes, and smells.
- Model enjoyment for physical activity outdoors by joining with children in play, running, dancing, games, and other activities.
- Encourage children to use their imaginations to create their own games and toys using the natural elements outdoors.

Indoor Physical Activities:

- Music and movement, Hide and Seek, Bowling, Dance Party, Indoor Obstacle Course, Yoga, Stretching
- Encourage Children to work together to create their own games and activities

Please remember that if your child is not well enough to go outside, they are not well enough to be here.

POTTY TRAINING

Children who are potty training should come to school with underwear (NOT PULL UPS), NO onesies, pants with an elastic waist, and NO BELTS. Please send an abundance of underwear, shorts, socks, and if possible a change of shoes for changing due to accidents. **We will ONLY enforce potty training at school if it is being enforced at home.** **Children must be completely potty trained by the time they enter the three-year-old class**

HOW TO LOVE YOUR CHILD'S TEACHER

- **Label EVERYTHING!**
 - Please put your child's name on everything that comes to school. Many children have items that are identical. Substitute teachers are unfamiliar with children's personal items. It is in the best interest of your child's health and safety to keep items labeled all year.
- **Pack a Happy Lunch**
 - Remember that your child's teacher will have a whole group of children to help during lunch. If the teacher has to open multiple containers for each child, everyone is very tired of waiting. Please try packing your child a divided container that can be opened and served in one action. Opening crackers, string cheese, chips, etc. for each child can take up the entire lunch time! Have all items open and cut to small size.
- **Short and Sweet Goodbyes!**
 - When dropping off please give your child a hug and a kiss and pass them along to the door greeter. Most children will calm down as soon as you leave. Be assured that if your child is unable to adjust, we will let you know! Prolonged goodbyes are difficult for the child, and you, and create traffic in the foyer/entry.
- **Messages from the teacher**
 - Please check the app frequently as the teachers will send messages when they are in need of supplies, changes of clothes, diapers, etc. The director will also send important information and updates through the app messaging service as well. It is important to stay informed and to return supplies that are needed promptly.

CHARACTERISTICS OF THE CLASSROOM

There is always a busy hum of activity in the classroom. All activity, however, is guided by respect for the teachers and children, respect for the work of others, and a respect for the materials themselves.

The classroom offers the child the opportunity to choose from a wide variety of materials. Having children of mixed age groups together at different points of the day provides the younger children with a series of models for imitations, and the older students an opportunity to reinforce their own knowledge by helping the younger children.

The teachers are very keen observers of the individual interests of and needs of each child. Preschool children mature at very different rates and their periods of readiness for academic subjects vary a great deal. We believe that learning experiences should occur naturally and joyfully at the prepper moments for each individual child.

HAPPY BEGINNINGS

Everyone likes a happy beginning! To facilitate this, please be positive when talking to your child about school. If your child will be coming to Meadowbrook Preschool for the first time, make a special effort to drive by the school several times. Talking about meeting new friends, learning new things, and having lots of fun will also help. Remember, if you are anxious or unsure about your school, your child will sense those feelings, so please be positive!

WATER ACTIVITIES

Infants (up to 12 months of age) may participate in age-appropriate water play activities designed to be safe, sensory-based, and closely supervised. These activities may include splashing with small amounts of water, using damp cloths, or exploring water with hands and soft toys. All water play for infants is done with strict safety measures and constant staff supervision.

Water activities begin more fully in the Wobbler Class, which includes children 13 months and older. These activities may include:

- Sprinkler play
- Baby pools (with shallow water and constant supervision)
- Age-appropriate water sensory games and activities

All water play activities follow state licensing regulations and are designed to promote safe exploration, sensory development, and fun.

ACCREDITATIONS AND LICENSING

TRS Program:

Meadowbrook Preschool is part of the Texas Rising Star Program. Texas Rising Star is a quality rating and improvement system for Texas early childhood programs. The TRS program is a voluntary rating system for providers choosing to meet standards above minimum CCL standards. For a provider to meet and maintain TRS program standards, the provider must demonstrate consistent compliance with minimum CCL standards. Accordingly, as set forth in new §809.131, providers placed on corrective or adverse action by CCL are automatically found not to have demonstrated consistent compliance with minimum licensing standards and, therefore, are not eligible to participate in the TRS program. A child care facility is not eligible to apply for TRS certification if, during the most recent 12-month CCL licensing history, the provider had:

- any critical licensing deficiencies, as listed in the TRS guidelines (below);
- five or more high or medium-high licensing deficiencies, as listed in the TRS guidelines (below); or
- 10 or more total licensing deficiencies of any type.

Texas Rising Star conducts various types of on-site visits to assess and monitor ongoing quality of TRS providers.

Initial Certification Assessment -The Initial Certification Assessment is a full, on-site assessment of all TRS measures. Required measures such as written policies regarding nutrition and parent engagement are verified. Points-based measures involving teachers, such as caregiver-child interactions, are assessed in observation blocks (typically one to one and a half hours per classroom). TRS assessors will assess these classrooms using the Facility and age-appropriate Classroom Assessment Record Forms and the scores will be calculated to determine the overall star level designation. Scores are not calculated on-site; TRS assessors enter assessment ratings into the online TRS Assessment tool, which generates the final score. The online system then uses the scores to generate and refine technical assistance plans.

Annual Unannounced Monitoring Visit - During the unannounced on-site visit TRS staff will observe 50% of the classrooms, including at least one classroom for each age group, plus any new classroom added since the previous visit. Priority for observations will be classrooms with caregiver turnover. TRS staff will also complete the appropriate TRS Screening Form prior to the visit. TRS assessors will assess these classrooms using the full TRS assessment tool and the scores will be calculated; however, the results of the annual monitoring will not affect the provider's star level rating. Rather, the scores are used to generate and refine technical assistance plans, or, if deficiencies in TRS standards are found, are used in service improvement agreements.

Annual monitoring can also result in the observation of significant improvements in the provider's quality of care. TRS staff will work with the director to determine if a full assessment to increase the star level is appropriate in these cases. If, during the on-site visit, TRS staff discovers that a change in director was not reported immediately as required and the current director does not meet the providers' current star level, then the star level will be determined at the on-site visit using the current director's qualifications.

Recertification Assessment -The Recertification Assessment will occur no later than three years to the month of the previous full site assessment and certification. This assessment mirrors the Initial Certification Assessment in that 100% of classrooms are assessed, all required measures are verified, and all points-based measures are scored. The provider's star level designation prior to the Recertification Assessment does not affect the assessment result; providers may lose, gain, or maintain a star level rating and its respective reimbursement rate.

LICENSING & MINIMUM STANDARDS

Meadowbrook Preschool is a public program voluntarily licensed by the Texas Department of Human Services. A copy of the licensing rules is available for review in the office, the foyer, and on the web Licensing Website: <https://hhs.texas.gov/>.

Minimum Standards:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

PARENT ENGAGEMENT "PROCARE" APP

WHAT IS THE PROCARE APP?

Meadowbrook Preschools ProCare App has been formulated to help build meaningful connections with parents and families. ProCare allows our center to share milestones, photos and videos, newsletters, daily activities, and more through our easy-to-use app. ProCare empowers our center to track in-class activities and developmental milestones that can easily be shared with parents.

The ProCare app comes with lots of perks as far as communication goes. Parents will have access to pictures and videos of activities, incident reports, and lots more!

The ProCare App will be the ONLY source of communication. Although, please understand that we will not always be able to immediately respond to messages. If there is an emergency or a question/concern needing immediate attention, we ask that you call the front office (the respective phone number for your facility can be found on the cover page of the Parent Handbook). **We also ask that parents/guardians do not message ANY of our staff through social media, call or text, especially during working hours. ANY communication regarding your child, or the care of your child received from Meadowbrook Preschool should be through the ProCare App.**

HOW TO SIGN UP

In order to give parents/guardians access to the ProCare App, at least ONE email must be provided for EACH family. If both parents/guardians would like access, both emails will need to be provided. No more than two emails can be added. You will provide these emails during registration.

Once you have returned your registration packet, our system will send you an invitation email. This email will have a 10 digit code that you will need to copy, then click the link in the email, and follow the prompt.

Tip: It is so very helpful if you can make sure the contact and pickup list is correct once you have logged into your account! You may also add profile pictures for your child(ren) and for contact/pickup list persons.

FAMILY ACCOMODATIONS

NON-DISCRIMINATION POLICY

Applications for enrollment are accepted without regard to race, color, religion, sex, national and ethnic origin, disability or presence of any physical, mental, or sensory handicap. We accept children in compliance with the American with Disabilities Act (ADA) according to all implanting regulations.

LANGUAGE/THERAPY ACCOMMODATIONS

Meadowbrook Preschool is committed to making the needed accommodations for our families. Be reminded that we offer literature and parent resources in various language translations. We also offer diversity labeling in our classrooms and outdoor play areas. If your child may need a form of therapy, occupational or speech, we also offer a quiet and private place for services to be rendered. Please let us know if there is any other way that we can accommodate you and your family.

INCLUSIVE CARE FOR CHILDREN WITH SPECIAL CARE NEEDS

We are committed to providing inclusive care that meets the needs of all children, including those with special care needs. In accordance with the Texas Minimum Standards, our center will take all reasonable and necessary measures to support and accommodate children with special needs in a respectful and developmentally appropriate manner.

Specifically, we will:

- **Provide Accommodations** as recommended by:
 - A licensed health-care professional, or
 - A qualified professional affiliated with the local school district or an early childhood intervention (ECI) program.
- **Utilize Adaptive Equipment** that has been provided for a child's use, as recommended.
- **Support Access to Services** by allowing qualified service providers to deliver early intervention or special education services at our center, with parental approval and coordination.
- **Encourage Inclusive Participation** by ensuring that activities are designed to integrate children with and without special care needs.
- **Adapt Equipment and Procedures** as necessary so that children with special needs can participate in daily routines and activities in a natural and inclusive environment.

Our goal is to work closely with families and professionals to create a supportive and inclusive environment where every child can thrive.

FEE STRUCTURES

REGISTRATION FEE

Meadowbrook Preschool registration fee is listed per family. This fee is non-refundable, and reserves enrollment for up to two weeks, after that, enrollment cannot be guaranteed and the fee remains non-refundable.

Registration Fee:

- \$100.00 per family (non-refundable)

SUPPLY FEE

Quarterly supply fees are listed per child and are not discounted with the exception of children enrolled through CCS. Supply fees must be paid even if the child enrolls in the middle of the corresponding supply fee month(s). Supply fees are due at the time of tuition withdrawal.

Supply Fees:

- January \$30.00
- April \$30.00
- July \$30.00
- October \$30.00

TUITION FEES/FORM OF PAYMENT

It is a requirement for each family to have a form of payment on file. Accepted forms of payment are credit/debit cards, or checking/savings accounts. ACH form must be completed prior to admission. If a credit/debit card is your choice of payment type, there will be a 3% card fee attached to each payment. Families with more than one child enrolled will receive a 10% discount off of the OLDEST child's tuition. Tuition is pulled by automatic withdrawal on the 1st of each month. Families with more than one child enrolled will have two automatic withdrawals each month equaling half of the total tuition amount, one on the 1st and the second on the 15th. *There are no exceptions in the automatic withdrawal dates.*

Tuition Fees:

- \$ 750.00 per month children 6 weeks to 35 months
- \$ 725.00 per month children 3+ years and fully potty trained

Child(ren) must be fully potty trained by the time they enter the three-year-old classroom to acquire the break in tuition.

REFUNDS/CREDITS

NO refunds or credits will be given for days missed due to illness, holidays, bad weather days, vacations, early withdrawal, dismissal, failure to comply with the drop-off policy, etc. NO EXCEPTIONS.

Child(ren) who are withdrawn or dismissed from Meadowbrook Preschool will not receive a refund of any fees.

RETURN/LATE FEES

Tuition payments returned (not paid) for any reason (insufficient funds, wrong account information, etc.) will assess a \$30.00 late fee *per each returned payment*. Tuition not paid by the 10th of each month for families with one child enrolled, will accrue a \$30.00 late fee *per each late payment*. Tuition not paid by the 10th and the 25th of each month for families with 2+ children enrolled, will accrue \$15.00 late fees *per each late payment*. ANY payments not paid by the last day of the corresponding month will result in dismissal of the child(ren).

MISSING MEAL AND REPLACEMENT FEES

Children who do not have lunch 30 minutes prior to their designated lunch time (11:00am) will be provided a 911 lunch and their account will be charged a \$5.00 fee per lunch.

MISSING DIAPERS/WIPES FEE

Any parent who has been notified that their child(ren) is in need of diapers or wipes and does not provide the teacher with the diapers will be charged \$5.00 per diaper change used from the facilities supply.

LATE PICK-UP FEES

Meadowbrook Preschool closes promptly at 6:00pm, occasionally an emergency arises causing a parent/guardian to arrive after 6:00pm to pick up their child(ren). If this should occur, a late fee is assessed \$25.00 per child, for the first 15 minutes and \$1.00 per additional minute after 6:15pm **with payment required by the end of the following business day**. *Late fees will be added to your account and pulled via the ACH payment form on file the following business day.* Please make prior arrangements if you know you will not be able to pick your child up by 6:00pm.

Your child will not be allowed admission if the late fees are not paid by 6:00pm the following day.

If late pick-ups become an ongoing issue, it is terms for dismissal.

ENROLLMENT AND WITHDRAWAL PROCEDURES

ENROLLMENT

Meadowbrook Preschool is required by the state of Texas to have admission forms and immunization records complete and on file upon enrollment date.

The following forms must be in your child's file on or before his/her first day:

- Admission Information including:

Child's name, birthdate, home address and telephone number, date of admission; Parents' name, address, telephone number where they can be reached during childcare hours; Names and phone numbers of persons to whom the child may be released; Transportation, Field Trip and Photo permission; Authorization to obtain emergency medical care and transport if necessary; Health Statement (physical) indicating your child is able to take part in the childcare program; Hearing and Vision Screening verification Disciplinary and Guidance Policy (Signatures required)

Immunization Requirements:

We are required by the state of Texas to have immunization records on all children; therefore, your child will not be allowed to attend without updated records on file. We ask that you keep this up to date and bring a copy for the center to keep on file. The only exception is with an up-to-date and correctly completed affidavit for exemption of immunizations. Immunization schedules may be found at

<https://www.dshs.texas.gov/immunizations/school>

As part of our employment pre-requisite, employees are not required to receive immunizations prior to employment. Flu and Whooping Cough Vaccines are encouraged but not required.

Hearing and Vision Screening:

By the state of Texas all children over the age of four are required to have a hearing and vision screening. These can be obtained at your child's check up with his/her physician. We are required to keep a copy of these screenings on file.

Health Requirements: By the state of Texas all immunization records, as recommended by the local medical office of health, must be up to date at the time of registration and must be maintained as a condition of continued enrollment. A physical is required prior to enrollment.

CHANGES IN FAMILY INFORMATION

Families frequently have changes-new homes, new jobs, or new telephone numbers. Please keep CCS and Meadowbrook Preschool informed of these changes. Accurate information is critical for efficient, professional handling in emergencies.

SEPARATION/WITHDRAWAL POLICY

Parents/Guardians are required to submit a termination notice at least 2 weeks prior to the withdrawal date. If 2 weeks notice is not given, tuition will be charged for 2 weeks.

Child(ren) who are withdrawn or dismissed from Meadowbrook Preschool will not receive a refund of any fees. Balances not paid in full within 90 days after withdrawal will be turned over to a collection agency.

OPERATIONS

HOURS OF OPERATION (ARRIVALS & DEPARTURES)

Center opening is at 7:00 am.

Meadowbrook Staff is required to sign children in upon arrival through our ProCare app. To limit the spread of any illnesses, and to ensure the safety of our staff and children, we ask that you do not enter past the foyer of the main building, and the classroom door of the modular buildings. Please wait at the door with your child, and a staff member will take your child(ren) to class.

Young children depend on a routine for their own sense of security. We recommend that you establish fixed hours for drop off and pick up of your child. Please have your child here by **8:00am** for them to receive breakfast and be here for the learning portion of the day. **We will not allow any child to enter past 8:15am**, without previous notification from parent or guardian (doctor appointments, dentist appointments, etc.) and a doctor's note AT the time of arrival. *We do not allow faxed or emailed return to school notes. Doctor's notes must be IN HAND to allow entrance.*

Center closure is at 6:00pm.

At departure, please allow a few minutes for your child to clean up and check their mailbox. **Children will not be released to any person not listed on the authorized pickup list.** A driver's license or other picture identification is required when picking up any child. For this reason, please have your identification with you when picking up your child. Please understand this is for the protection of your child.

If a child goes home with another student or parent, a note granting permission must be sent through the ProCare App. No student will be released without prior permission from the parent.

Attendance

Regular attendance in school is very important if your child(ren) is to benefit from the program at Meadowbrook Preschool. It is equally important that they arrive by 8:15am each day to learn and to adjust to daily routines.

APPOINTMENTS

Children who leave before lunch/rest time for medical related appointments will not be permitted to return, *even with a return to school note*, after 11:30am or before 2:00pm. They must have eaten lunch if returning between 11:00-11:30am. Drop off during this time makes things difficult in the classroom as we are preparing for or in the middle of nap/rest time. **Please make every effort to make your appointments in the early morning or late afternoon.** *Children will only be permitted to return during the designated times for MEDICAL RELATED appointments.*

CLOSINGS AND HOLIDAYS

INCLEMENT WEATHER POLICY/SCHOOL CLOSINGS

Meadowbrook Preschool will follow local ISD closings. Monitor local news stations and center Facebook to view the most up-to-date changes. Meadowbrook Preschool will close at the discretion of the Administrator. If Meadowbrook closes early or cancels care, parents will be contacted through the ProCare App and/or via phone call. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during inclement weather closings.

HOLIDAYS

Meadowbrook Preschool will be closed for the following holidays, please have prior arrangements made for your child(ren) on the below dates:

- (1) New Year's Eve & New Years Day (if falls on a Saturday, closed Friday and Monday, if falls on Sunday closed Monday and Tuesday)
- (2) Martin Luther King Federal Holiday (January)
- (3) Good Friday
- (4) Memorial Day (May)
- (5) 4th of July (if falls on Saturday, closed Friday before, if falls on Sunday, closed Monday following)
- (6) Labor Day (September)
- (7) Thanksgiving (November, closed Thursday and Friday)
- (8) Christmas Eve & Christmas Day (if falls on Saturday, closed Friday and Monday, if falls on Sunday closed Monday and Tuesday)

If these holidays should fall on the weekend, we will observe the holiday on the Friday prior to or the Monday following.

HEALTH AND SAFETY

CHILD ABUSE & NEGLECT

Your child's safety is Meadowbrook Preschool's number one concern. For that reason, all staff members have background checks prior to employment. In addition, our staff members have extensive training in the identification, reporting and prevention of child abuse. We maintain an open-door policy and parents are

encouraged to visit the Center at any time. **All staff members are mandated to report all suspicions of child maltreatment to the state of Texas Department for Family Protective Service. No one** may use any form of physical punishment while on Center grounds.

Health Checks:

Meadowbrook Preschool will perform a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

ILLNESS POLICIES

If your child displays symptoms of illness such as: elevated temperature, flu like symptoms, rash, pink eye, vomiting, diarrhea, green discharge from the nose, we ask that you please keep them home. In the event that these symptoms are observed while in our care, Meadowbrook Preschool staff will contact you and temporary care will be provided until your child is picked up. Please have an alternative designated person for pick up to make sure the process is completed in a timely manner. The Center Director must consider the health and welfare of all the children in our program.

If your child will not be attending due to illness, etc. please notify the center by 8:00 am.

Children may return to care after they are fever free (without Tylenol or other fever reducing medications) and/or symptom free for a full 48 hours. Rashes, sores, etc. require a doctor's note stating the child is not contagious. All medications must be administered by the parent for the first 24 hours.

When a child may return to the center following illness:

Illness

Chickenpox

48 full hours after antibiotic medication has been given and discharge has stopped

When diarrhea has subsided and no fever present.

Cold Sores

Absent for 48 full hours without fever reducing medication

Pink Eye (conjunctivitis)

48 full hours after antibiotics has been given

Diarrhea

5 days after rash break out

Fever

9 days after swelling starts

48 full hours after treatment has been given, area must be covered at all times

Impetigo.

Strep Throat

Measles

Vomiting

Mumps

Whooping Cough

Ringworm

When To Return

Six days after rash breaks out or when all the blisters are scabbed over, whichever is sooner

48 full hours after antibiotics have been started

48 full hours after vomiting has subsided

5 days after antibiotics have been started

When Sores are dry and crusted

If your child is diagnosed with ANY contagious illness, PLEASE inform your facility Director/child's teacher via the app so we can look for symptoms in other children/staff.

MEDICATIONS

Meadowbrook Preschool can only administer medications prescribed by a physician under the following guidelines:

Medications must be in the original container with following information:

- Child's full name (cannot be a siblings name)
- Name of medication
- Start date
- Stop date

- Dosage
- Times
- Doctor's name

A medication authorization form must be properly and completely filled out and the child's teacher has been informed via the app that the medication is in the office.

Medications will ONLY be administered per the container instructions. Meadowbrook Preschool staff will not administer any medications that require less than 3 doses a day. Meadowbrook Preschool staff will not administer medications more than once daily.

Rescue medications (inhalers, breathing treatments, epi-pens, and rescue medications for allergic reactions) will be administered as needed *per the physician's orders*.

Medication may NOT be administered after the expiration date.

NO over the counter medications will be administered by Meadowbrook Preschool staff with the exception of ALL NATURAL, non-numbing teething tablets/drops, and diaper ointments. These must be in the original containers and labeled with the child's first and last name.

INJURIES

In case of accidental injuries (boo-boo's, bites, etc.), an incident report will be filled out and signed by the caregiver attending to the child and sent through the activity log in the ProCare App where a parent/guardian signature will be required. When the accident is of a serious nature, parents will be notified immediately by phone and 911 will be called, and/or your child will be transported to Good Shepherd Medical Center unless specifically requested by a parent/guardian to do otherwise.

GANG FREE ZONE

PLEASE NOTE THAT MEADOWBROOK PRESCHOOL IS A GANG FREE ZONE, WHICH MEANS THAT ANY CRIMINAL OFFENSES RELATED TO ORGANIZED CRIMINAL ACTIVITY THAT OCCURS WITHIN 1000 FEET OF THE SCHOOL ARE SUBJECT TO HARSHER PENALTY UNDER THE TEXAS PENAL CODE.

ALLERGIES

If a child has an allergy of any kind, you must provide an Emergency Action Plan in any case (Mild or Severe) of an allergic reaction while in care. The EAP can be obtained from your child's physician.

SAFE SLEEP

Babies up to 12 months of age must be placed in a crib on their backs for sleep. The cribs are within all national standards and the mattresses are firm. A tight fitted sheet is used on the crib mattresses. Babies are placed in the crib with a sleep sack, and optional pacifier only. Babies are placed in the crib free of blankets, bibs, stuffed animals, toys, bumper pads, pillow, bottles, etc. Each crib is labeled with the child's name for the use of that specific child only. We do not share cribs with other children. Sheets are changed daily, or throughout the day as needed to provide a clean and sanitary crib.

ANIMALS ON CAMPUS

There may be times that animals will visit our campus for learning experiences. All animals will be clean and vaccinated. Children will not have direct contact with animals that have any risk of spreading disease. Children will be taught to wash their hands after handling any animals.

WEATHER SAFETY

Outdoor play is an important part of each day, but the safety and well-being of the children always come first. We will use the **Child Care Weather Watch chart**, along with **local weather apps and alerts**, to determine when weather conditions pose a significant health risk and may limit or prohibit outdoor play.

Outdoor time may be adjusted or canceled in the following situations:

- Extreme heat or cold as indicated by the Child Care Weather Watch chart
- Poor air quality (e.g., wildfire smoke, pollution alerts)
- Severe weather warnings (e.g., thunderstorms, high winds, lightning, or heavy rain)

- Icy or unsafe playground conditions

Decisions will be made with caution and with the best interest of the children's health and safety in mind.

PLAYGROUND SAFETY

The following safety net has been incorporated into our daily playground schedule. A teacher will lead the children onto the playground while another teacher holds the door to ensure that no child runs into an unsafe area. Our playground gates have latch locks that are secured after each entry/exit to ensure no child is able to escape. Teachers are to be spread out along the playground to ensure proper visibility of each child. There will be no less than two teachers on the playground at all times. Playground equipment is inspected daily to ensure the safety of each child.

Benefits of playing outside in all-weather include:

- Helping to stimulate a child's immune system
- Building stable sleeping patterns
- Provoking the senses with new sights, smells, textures, and sounds which stimulate brain development
- Encouraging creative thinking and gross motor movement skills such as running, jumping, rolling, walking, etc.

Children can use resources in their environment to create play experiences with very little help from adults. They just need to be given the freedom and permission to experience outdoor play during the cold and rainy weather.

USE OF SUNSCREEN/REPELLENT

Meadowbrook Preschool allows the use of insect repellent and sunscreens, however, parents provide either of these products for their child and these products can only be applied according to the product label instructions. The full name of the child receiving the repellent/sunscreen must be clearly labeled on the bottle.

EMERGENCY PREPAREDNESS

The emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation, relocation, and sheltering/lockdown.

- Monthly Fire Drills/Inspection: Monthly fire drills are conducted where we practice safely exiting the building within 3 minutes. Meadowbrook Preschool facilities have an annual fire inspection conducted by the local fire marshal.
- Severe Weather Drill: A drill in the event of severe weather is conducted four times per calendar year.
- Lock-Down Drill: This is a drill for a volatile or endangering person on the premises that is conducted four times per year.
- Emergency Evacuation or Relocation: the first responsibility of staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents, and volunteers
 - Meadowbrook (Houston Street): First Christian Church 609 E. Main St, Kilgore, TX 75662
 - Meadowbrook at Grace: First Baptist Church Liberty City 4714 FM 1252 W, Kilgore, TX 75662

Evacuation and Relocation Procedure for Children in Emergency Situations

In the event of an emergency requiring relocation to a designated safe area or alternate shelter, the following procedure will be followed to ensure the safe and efficient transport of all children:

General Evacuation Process:

- Staff will quickly and calmly gather all children and account for each one using the attendance roster.
- Children will be loaded into staff and facility vehicles as safely and efficiently as possible.

- While car seats are not required during emergency evacuations, children will be seated securely with adult supervision and, where possible, appropriately restrained.
- Multiple trips may be made if needed, prioritizing the safety and supervision of children during transport.
- Staff will travel directly to the designated emergency meet-up location/alternate shelter.

Children Under 24 Months of Age:

- Infants and toddlers will be carefully carried and seated securely in vehicles with staff supervision.
- Staff will ensure these children are comforted and supported during the trip.

Children with Limited Mobility:

- Children with mobility challenges (e.g., wheelchair users or those who require physical assistance) will be supported by assigned staff to safely transfer into vehicles.
- Necessary equipment will be transported if possible or retrieved once relocated.

Children Requiring Additional Assistance:

- Children with mental, visual, or hearing impairments will be assigned to a staff member who is familiar with their specific needs.
- Communication methods appropriate to each child's abilities (e.g., visual cues, gestures, calm verbal reassurance) will be used to reduce stress and confusion.

Arrival and Check-In:

- Upon arrival at the safe area, staff will immediately conduct a headcount and verify attendance using the roster.
- Parents or guardians will be notified via the ProCare app of the children's location and condition as soon as it is safe and feasible to do so.

This procedure is designed to prioritize the safety and emotional well-being of all children during emergency transport, including those with special needs or limited mobility.

PEST CONTROL

Texas Pest Services out of Longview, TX performs quarterly pest control services. These services are provided after hours. Pest control services are also rendered on an as needed basis in between the quarterly services.

TRANSPORTATION

If Meadowbrook Preschool provides transportation, each child being transported must wear a seat belt. All children must wear a nametag or school shirt with the preschool's name and phone number printed on it. The Meadowbrook Preschool staff must load and unload children at the curbside of the vehicle or in a protected parking area or driveway. The Meadowbrook Preschool staff must ensure that children do not cross a street unaccompanied. We will also keep first aid supplies, fire extinguishers and each child's emergency information in all vehicles transporting children.

PARENT/GUARDIAN INCLUSIVITY AND RESOURCES

PARENT INVOLVEMENT

Parents and family are the single most important influence in a child's life. They are a child's first teachers and role models in how to act and experience the world around them. By nurturing and teaching children during their early years, families play a significant role in making sure children are ready to learn when they enter school. Our program welcomes parent participation, and we want you to feel free to visit as often as you wish.

during our hours of operation to observe your child, our daily operations, and program activities. Seasonal activities will be scheduled throughout the school year. Activity sign-up sheets will be found in your child(erns) classrooms prior to the activity. There are multiple holiday parties that parents are welcome and encouraged to join such as: Valentines party, Easter party, Pre-K Graduation, Mothers Day Celebration, Fathers Day celebration, Halloween party, Christmas party, etc. These events/parties can also be located in the ProCare App calendar.

Meadowbrook Preschool asks all parents to complete an annual parent survey to ensure the center is meeting all parent expectations. We also have placed notecards in the foyer of the main building for comments/concerns/suggestions to be brought forward at any time! We welcome all suggestions as we constantly strive to improve the quality of our program for your child. An open-door policy is also in place at Meadowbrook Preschool, our goal is for all our parents and families to feel comfortable and connected with all the staff and families.

If you want to visit the center and bring something for the children to look at or do, please schedule a time through the office. Any hobbies or special interests you have and would like to share with us would be greatly appreciated. We encourage

PARENT CONFERENCES & ASSESSMENTS

Students are assessed quarterly on developmental milestone growth using a formal assessment. During your conference time, your child's teacher will review the assessment and discuss further goals you would like to see your child achieve. ASQ3 assessments forms will also be provided for you to help aid in the participation of your child's education. Conferences are scheduled twice a year in January and May to discuss assessment results. Dates, times, and sign-up sheets will be located in the main building foyer. Conferences are also available throughout the year upon request.

If any developmental red flags are identified, we will take the following steps:

- Provider Referrals: Families will be given referrals to appropriate specialists ,such as speech therapists, occupational therapists, or other early intervention services, as needed.
- Adaptations to Lesson Plans: Our staff will make necessary adaptations to lesson plans and classroom activities to better meet the individual needs of the child. This may include providing additional support, modifying tasks, or offering alternative materials and approaches.
- Continued Communications: We will maintain ongoing communication with the families to monitor the child's progress, reassess needs, and make further adjustments as required.

Our goal is to work in partnership with families to ensure that each child receives the support they need to thrive. We encourage open dialogue and welcome any questions or concerns throughout this process.

PARENT RESOURCES

Meadowbrook Preschool welcomes open communication between parents and teachers and wants to offer as much support as we can. Through the parent board, parents will find information concerning your child's programs and daily education. You will find menus, information on child growth and development, community resources, CCS information, comment box, parent surveys, conference information and signup sheets in this area. Community resources and event calendars are also posted in the parent board area, and in the ProCare App. Communication will be delivered by email, teacher notes, newsletters, phone calls, daily reports and other means of communication.

PARENTS RIGHTS

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;

- Receive Inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:•
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

TECHNOLOGY AND COMMUNICATIONS

CELL PHONE POLICY

Meadowbrook Preschool is a **NO CELL PHONE ZONE!** Out of respect for your children and our staff, please refrain from cell phone use while in the center. Thank you for complying.

TECHNOLOGY POLICY

Meadowbrook Preschool has plenty of fun and educational activities for your child(ren) to do while in the center. Therefore, we DO NOT have computers or TVs in our classrooms. Depending on classrooms some aspects of technology may be available for use with specific learning activities. Special occasions such as holidays some movies may be viewed.

CHILDREN'S ESSENTIALS

CLOTHING POLICY

Footwear Requirements:

- Children must wear **closed-toe and closed-heel shoes** at all times for safety.
- **Tennis shoes are the best option.**
- **NO boots, Crocs, flip-flops, or heels** allowed.
- **All walking children are REQUIRED to wear shoes.**

Clothing Guidelines:

- Children should be dressed **appropriately for weather conditions and active play.**
- Clothing should never be an obstacle to a child's participation or enjoyment of activities.
- **All children must have at least two full changes of clothing, including socks and underwear.**
- Please **label all clothing items** with your child's name.

Outdoor Play & Weather Considerations:

- Weather permitting, children will play outside daily — please dress them accordingly.
- During cold weather, children must arrive with **adequate warm clothing**, including:
 - **Coat, snow pants, mittens or gloves, boots, and hat**

Potty Training Children:

- Children in potty training should ONLY wear **bottoms with elastic waistbands**.
- **No belts, overalls, rompers, or onesies** — these items make toileting more difficult.

PERSONAL ITEMS

Meadowbrook Preschool does NOT allow children to enter the center with favorite toys, necklaces, rings, money, etc. Having items present like these only causes heartaches when they are broken, or other children take them. A special travel sized blanket or pillow for naptime is acceptable.

NAP TIME

Children have a rest period following lunch each day. Children are encouraged to nap or engage in some other quiet activity. **Infants sleep on demand**. Please provide a 1-inch Kinder-mat (no roll up mats), and travel sized blanket or pillow for child(ren's) nap/quiet time period. Torn or ripped mats are not permitted as stated in Child Care Licensing Minimum Standards. Please mark all items with your child(ren's) name in a permanent marker that can be clearly seen. No dolls, stuffed animals, or pacifiers are permitted.

BIRTHDAYS

Birthdays are big events at Meadowbrook Preschool, we celebrate each child's birthday during afternoon snack only. If you want to provide special refreshments or party favors, please notify the child's teacher and office at least one week in advance. (We ask that you try nutritional foods without a lot of refined sugar) Please be aware of children's allergies by contacting office staff in advance.

LOST AND FOUND

Whenever your child loses items at Meadowbrook Preschool, please ask to see the lost and found items. PLEASE LABEL EVERYTHING you send from home to alleviate this problem and assist in identifying lost items. All items left unclaimed after 30 days will be donated to a charitable organization during the month of June.

NUTRITION

NUTRITION POLICIES

Meadowbrook Preschool participates in the United States Department of Agriculture (USDA) food program. Meals and snacks served to the children are nutritionally balanced and meet program guidelines. Parents are not charged extra for meals as the center receives partial reimbursement for all meals served. Monthly menus are posted at the parent board and in each classroom.

If your child is allergic to any foods, please let the center director know immediately during the enrollment process. *A physician's note stating your child has an allergy must be on file in the office and student folder.* Special dietary needs and allergies will be posted in the cooking, service and classroom areas and our staff will work with you to provide the proper nutritious substitute foods for your child.

Meadowbrook Preschool Nutritional Mission:

- Create a healthy eating environment.
- Increase children's healthy eating by promoting consumption of a variety of nutritious foods.
- All staff are educated on food allergies, and they take precautions to ensure children are protected.
- Staff will keep all liquids and food hotter than 110 degrees F out of reach of children.
- Kitchen is inspected by local health officials.
- Meal/snacks vary by age group.
- Lunches from home, parents are encouraged to provide meals with adequate nutritional value. Meal ideas are available.

-Menus are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and meet the Dietary Guidelines for Americans guidelines established by the USDA.

<https://fnic.nal.usda.gov/dietary-guidance/dietaryguidelines>

Breakfast will be served each morning between 8:00am and 8:30am, and afternoon snacks will be served to each child after rest/nap time. *ALL children must bring lunch in a labeled lunch kit- siblings are NOT permitted to share lunch kits.*

Microwaves are available for warming foods, however we ask that any heat up lunches do not exceed 3.5 minutes of heating time.

We do not have refrigerator space for meals, so please include reusable cold packs.

Utensils are not needed as we will provide them.

Any child who does not have a lunch by 10:00am (1 hour prior to the scheduled lunch time) will be charged \$5 for a 911 lunch.

*****Please ensure that your child is dropped off WITH their lunch to ensure a stress free day*****

INFANT MEALS/BOTTLES

It is the responsibility of the parent/guardian to provide the appropriate formula/milk per their child's needs.

- We require up to one week's supply of formula/milk (or one can). Bottles are measured out accordingly by the teachers
- Each infant must have at least one bottle that is left at the facility at all times. Bottles are properly sanitized after use
- Once the child(ren) are eating baby food or table food, we ask that meals are sent daily in a labeled lunch box. We do not have the storage for multiple days of meals.

HEALTHY PRACTICES

Meadowbrook Preschool is not only devoted to educating your children in their curriculum but also in several health practices. Not only does Meadowbrook Preschool participate in the CACFP but we also provide a 4-week menu rotation to sustain the nutritional guidelines that are required by the Department of Agriculture. The center is also involved in encouraging your children to engage in oral health practices. Once a year we have a local dentist visit the center and educate the children on proper dental hygiene. We also offer dental resources and community dental information at our Parent Resource center.

Throughout the school year you will also be given resources and education on Screen Time Usage, Farm-to-Table Practices and Health Benefit Resources. Please see below for healthy meal planning ideas:

Nutritional Meal Planning

- #1 – Turkey + Cheddar Roll-up, fresh berries, yogurt, trail mix
- #2 – Hummus, Pita bread grape tomatoes, cucumbers, orange slices
- #3 – Cheese Quesadilla, guacamole, red pepper slices, apples
- #4 – Hard boil Egg, baby carrots + ranch, pretzels, applesauce
- #5 – Pasta salad, yogurt, granola bar, raspberries
- #6 – PB + J, string cheese, fruit cup, chips
- #7 – Bagel + cream cheese, yogurt, baby carrots, fruit snacks
- #8 – Veggies wrap, snap peas, orange, granola bar
- #9 – Meat + cheese Kabob, strawberries, cucumbers, graham crackers

BREASTFEEDING

Based on WIC resources, human milk is the best source of milk for infants. For this reason, mothers needing to breastfeed will be provided a comfortable place to breastfeed. You will be provided with a pillow for support

and water to help with hydration. Please let the director or any staff member know, and we will assist you. Breastfeeding resources are available at the parent board and upon request. Meadowbrook Preschool will store breast milk in the freezer for use in the event the mother cannot make a specific feeding.

EXTRA CURRICULARS

SCHOOL PICTURES

Individual school pictures are taken each fall. Class pictures are taken in the spring outside on the school grounds. Other picture opportunities may be offered throughout the year. Packages are available and payable to the photographer *at the time of services*. Meadowbrook Preschool does not handle any payment or order issues. All communication regarding photos must go through the perspective photographer.

SPECIAL ACTIVITIES

We are pleased to offer activities such as Tumble Bus Gymnastics, dance, soccer and computer class through our program at Meadowbrook Preschool. Highly qualified instructors from the private sector have been selected to provide these special activities to those choosing to participate. Information concerning enrollment is available through the office. All outside vendors are required to have background checks and a staff member stays with them during the activities.

There are additional fees payable to those outside vendors. Meadowbrook Preschool is not responsible for making payments to or communicating with these vendors on your behalf.

STAFFING

AFTER HOURS CHILDCARE BY MEADOWBROOK STAFF

Meadowbrook Preschool discourages after hours childcare services outside of the facility for any of the students that attend Meadowbrook Preschool unless the employee is related to the student or if the employee and the parent were friends prior to their encounters at Meadowbrook Preschool.

MEADOWBROOK PRESCHOOL WILL NOT BE HELD LIABLE FOR EMPLOYEES THAT PROVIDE CHILDCARE SERVICES ON THEIR OWN TIME AT ANOTHER LOCATION OTHER THAN MEADOWBROOK PRESCHOOL.

ANNUAL TRAINING

All employees of Meadowbrook Preschool are required to receive 24 hours of annual training. Training include topics in:

- Abuse and Neglect
- Sudden Infant Death Syndrome
- Age-Appropriate Activities
- Guidance and Discipline

And many other topics for early childhood educators. We also hold staff meetings in which training is given to keep our staff up to date on minimum standards.

EMPLOYMENT REQUIREMENTS

Employees must remain CPR and First Aid trained during their employment at Meadowbrook Preschool.

Employees are FBI Background Checked and Fingerprinted.

DISCIPLINE AND GUIDANCE

GUIDANCE & DISCIPLINE POLICY

Discipline Policy

We believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our discipline policy is an organized classroom and prepared staff members. At Meadowbrook Preschool we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging

program is offered to the child, discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

- a) Our personnel will discipline in a consistent way, based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.
- b) Discipline will be constructive in nature, including such methods as diversion, separation of child from situations, praise of appropriate behavior; or gentle physical restraint such as holding.
- c) According to Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapter L, Discipline and Guidance;
 - Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
 - Discipline shall be reasonable, appropriate, and in terms the children can understand.
 - Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
 - Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
 - Punishment shall not be related to food, rest, or toileting.
 - Spanking or any other type of corporal punishment is prohibited. ("Corporal Punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves")

The following is considered unacceptable behavior:

Running in the classroom

Leaving the area or group without permission Becoming disruptive

Removing shoes or other articles of clothing

Throwing toys, rocks, sand

Using toys and materials inappropriately

Aggressive behavior

Abusive or inappropriate language

Lack of cooperation

Arguing with team members or other children

Behavior determined by the Director to be unacceptable

Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

We have a variety of steps we take to prevent/resolve **challenging behavior** issues such as but not limited to:

Biting: Staff stays close to child and tries to be ready to intervene quickly before a biting incident occurs, keeping children separated during times when teacher is changing diapers or preparing meals by put in them in a high chair with a toy, at the table with a puzzle, in a bouncer, or making them a special helper, timeout, providing duplicates of favorite toys, teaching them sign language if they are too young to use words so they can communicate their needs (we will provide parents with sign language information as well). We understand sometimes biting may just be because of teething. In those cases, we will try Orajel, teething tablets, cold teething rings, Tylenol or Ibuprofen if accompanied with a note from the child's doctor.

Foul language: Talking to the child to make sure they understand it is an unacceptable word, timeout, asking parent to talk to the child over the phone or at time of pickup.

If behavior persists after these steps have been taken the steps listed below will be taken.

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) Redirection - Encourage a child's good behavior and/or redirect his or her activity.

2) "Think time" within their area

- A) If a problem still exists, the child is then removed from the situation
- B) One minute per year of age, no more than three minutes after the child has regained control or composure.
- C) "Think time" shall be defined as an area away from the group or activity yet within their area.
- D) The child will be allowed to return to the group as soon as possible.
- E) The teacher will not only decide if the child is ready to return but will encourage him/her to be ready.
- F) If redirection and "think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
- G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives

3) "Think time" away from the group

- A) If the child continues in the inappropriate behavior
- B) "Think time" within the area becomes either inappropriate or ineffective

4) Behavior Report

- A) If the child's behavior continues to be inappropriate
- B) OR the severity denotes an unresolved problem.

5) Behavior Intervention Meeting

- A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
- B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
- C) This may be called by any of the individuals listed above.

6) Sending a child home

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the
- C) This is at the discretion of the most senior leadership team member present

7) Suspension

- A) Three written behavioral reports within a nine-week period constitute the child's being suspended from the childcare program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child's space in the
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30-day period, termination of services may occur.

8) Termination of services

When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare

Termination may be effective immediately after consulting the most senior leadership team member present

The parent or guardian will be notified. The Center considers this to be a drastic measure and will not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members, and that threat cannot be eliminated.

DEVELOPMENT

DEVELOPMENTAL MILESTONE SCHEDULE

By 6 months:

Rolls both ways (front to back, back to front), Sits without support, Responds to own name, Explores toys with hands and mouth, Looks for partially hidden objects, imitates sounds you make, Transfers objects from one hand to the other, and Makes "happy" and "sad" noises

By 12 months:

Scoots or crawls, Walks with or without support, Babbles and says "Momma" and "Dada"; Responds to simple requests, Pokes and points with index finger, Uses thumb and index finger to pick up small items, Has strong preference for primary caregiver, Imitates gestures like a wave or kiss

By 18 months:

Climbs onto and down from furniture assisted, Points to pictures in a book with index finger, Stacks items such as blocks, Knows three body parts, Uses several words including "no" and "mine", Plays with toys by their function (phone, comb, cups), Tries to activate a toy (winding, flipping a switch, pushing), Does things for attention and looks for a reaction

By 24 months/2 years:

Kicks a ball and can walk on tiptoes, Begins to run, Uses simple sentences of 2 or more words, Follows simple directions ("hand me your book), Sorts items by color, shape, or size, Learning to share and take turns, Scribbles and may begin to copy vertical lines and circles, Recites repeated phrases from well known books

By 36 months/3 years:

Catches a ball against chest, Undresses and unties shoes, names actions in pictures (running and crying), Answers "what and where" questions, Categorizes by group (trucks, animals, food), Completes 4 to 5 piece puzzles, When looking at books, can tell difference between words and pictures, Starts to make friends

By 4 years:

Steers a tricycle or pedal car around objects, Colors within lines and can draw a face, Knows opposites (hot/cold, big/little), Asks "when and why" questions, Uses regular past tense words, Correctly counts out 10 items (1 to 1 correspondence), Recognizes name in print, Pretends by role playing

By 5 years:

Balances on one foot, skips and jumps forward, cuts out shapes with scissors, understands 13,000 words, Answers questions about a story, Compares amounts using words like "more, less, or some", Plays simple board games, Acts out play and stories, Understands rules

Review of Minimum Standards

Meadowbrook Preschool has a copy of minimum standards on file in the office for your review.

Licensing Inspections

Meadowbrook Preschool is licensed by the state of Texas Department of Health & Human Service Commission and is inspected on a regular basis. You may obtain information about licensing standards or procedures by calling toll free 1-800-862-5252 or visiting the website.

A copy of the latest inspections will be kept on the Parent Board. In case of abuse or neglect the hotline number is 1-800-252-5400.