

Please complete the following form and return to the front office.

I, _____, have read the

Early Bird Learning Center Manual and agree to abide by all of the policies and procedures found within the manual.

Child's name: _____

Parent/Guardian (print name): _____

Parent/Guardian's Signature _____

Date: _____

**Aubrey ISD
Early Bird Learning Center
2021-2022**

“Superheroes in Training”

**415 Tisdell Lane
Aubrey, Tx. 76227
(940)668-0066**

**Hours of Operation (August – May)
Monday-Friday**

6:50-4:45 M, T, Th
6:50-5:15 W
6:50-4:15 F

Mission Statement

Our goal is to partner with families to help nurture every child to help them to reach their full potential. We want to grow the “whole” child in Social/Emotional, Gross Motor, Fine Motor, Cognitive, Language, Self-help, and Functional Skills.

Policies and Procedures

Behavior

Continued defiant or aggressive behaviors that impede the learning of self or others will not be tolerated. Such behaviors can result in expulsion for the center.

Calendar

The Early Bird Learning Center programs will operate with the Aubrey I.S.D. school calendar. EBLC will be closed for the holidays marked on the school calendar. If there is a bad weather day, the child care staff will operate just like the district. The tuition-based classes will be open on staff development/work days designated on the district calendar. We will not be open for staff development/in lieu of days. If school is cancelled or delayed due to inclement weather, the center will do the same. We will announce any early closings in advance when possible.

Classrooms

Infants turning 18 months of age before January will move up to a toddler class if child is developmentally ready. Other children will stay in an assigned classroom for the duration of the year. If spots are available, a child can be moved up if staff feels it is in the best interest of all.

Clothing

EBLC does not follow the district dress code. However, for safety reasons, we would like for the children to wear shoes with backs on them that are appropriate for running and playing. Your child should have an extra change of clothing that is weather appropriate (with name or initials) left at school in case of an accident or spill. Parents will be contacted if clothes are not available and given an hour to supply them. Late fees will be implicated after an hour. Please label your child's jacket and all personal articles. You may check the Lost and Found section by the time clock for missing items.

Conferences

Please feel free to call the child care center at any time to set up an appointment for a parent/teacher conference.

Confidentiality

Early Bird Learning Center respects the confidentiality of each person employed and each family enrolled. A professional attitude regarding any personal information will be maintained, both on and off the work site. Each child is a unique individual with specific needs. The teachers are trained to observe and plan for the individual child. Our environment will be supportive of each child's growth and each parent's own development as a parent. Therefore, every adult visiting our school will be asked to respect the needs of the individual and the ability of the child care staff to plan an appropriate program for the child. It is not appropriate to discuss the children or incidences in the school with anyone other than your child's teacher or the school administrator. The Early Bird staff is interested in discussing your concerns, but will not allow this to take place in the presence of the children or other adults. Your child's teacher will schedule a private meeting with you to discuss any concerns you have about the classroom.

Day Care Licensing

Parents can view a copy of the minimum standards by asking to see the director's copy or by accessing it at http://www.dfps.state.tx.us/documents/child_care Parents may also have access to view the center's most recent licensing inspection report. The state required reports and documents are displayed in the entrance.

Discipline

Our students are learning to be a part of a social group. Juggling his or her own needs with that of a group is sometimes difficult for the young child. For this reason, the staff views discipline as a time to help your child learn new social skills. It is a teaching time, a time to remain positive and supportive of your child, offering him or her words/actions to use in solving the problems and a chance to try again, as well as modifying the environment or routine to better meet your child's needs. Only after the teacher has tried other techniques will your child be removed from the group and placed in another area of the room until he or she is ready to return to the activity. At no time will physical punishment or a harsh, raised voice be used to correct the child.

Fire Evacuation and Safety

A fire evacuation plan and alternative evacuation plan will be posted in each classroom. Monthly fire drills along with other safety drills will be held at the center. Some of the other drills that can be conducted are: Lock Down, Reverse Evacuation, Shelter-in- Place, Total Evacuation, and Tornado. The fire alarm system and fire extinguishers are checked monthly for proper function. All staff will be

trained on the fire evacuation procedures, drills to be conducted, the EBLC Emergency Operations Plan, and how to use a fire extinguisher. The doors to the center are locked during the school day, except for during arrival time and sometimes at the end of the day. Doorbells are at the entrance to signal for admittance. We have playground safety checks that follow the State and Public School guidelines.

First-Aid

The guide for First-Aid is posted at all times. Teachers in our center have been trained in the first-aid and CPR program. If a medical emergency arises, the staff will respond by evaluating the situation to see if they are able to render care solely or are in need of emergency assistance. Emergency contacts and/or 911 will be called if needed.

Food

Students that attend our toddler and/or Pre-K programs are provided snacks in the morning and afternoon. Please send a lunch daily with proper utensils. Food may be heated, but not cooked (ex. macaroni and cheese cups need to be cooked ahead of time).

Each child needs to bring a water bottle with their first name and last name initial filled with water each day.

Guidance Guidelines

These provide boundaries for positive, safe, and healthy behavior expectations.

- Soft voices are for inside. Loud voices are for outside.
- Walking is for inside. Running and rolling are for outside.
- Use words to tell others what you like or don't like (encourage specific description).
- Hitting, kicking, name calling, and other hurtful behaviors are not acceptable.
- Respect others' personal space and need to engage in solitary play.
- Listen to instructions and follow them.
- Help pick up what you play with.
- Wash hands thoroughly with soap at appropriate times.

How to Review and Discuss Questions or Concerns

If a parent has a question or concern, they should first talk to the classroom teacher about it. If the problem or question continues, an appointment can be made with the director to address the issue. If the issue is still unresolved, a meeting can be made with the parent, classroom teacher, director and administrator to discuss at greater length. A parent also has the right to contact Child Care Licensing at www.dfps.state.tx.us or use the Child Abuse hotline at 1-800-252-5400.

Illness

If your child has a contractible illness (viral) and it cannot be treated with antibiotics, please notify the center and keep your child at home so he until well. If a child is sent home or develops a fever, he or she cannot return to school until 24 hours fever free without medication and 24 hours on antibiotics if prescribed. Please notify the child care center if your child has any contagious disease or has been exposed to a disease. Your child will not be admitted to the center or allowed to remain at the center with the following signs of an illness: An underarm temperature of 100 or more, vomiting, diarrhea (defined as loose, watery stools), or any other signs of an apparent illness. At the onset of illness, immediate notification will be made to the parent and the child must be picked up within one hour of notification. Late fees will apply after an hour.

Inclement Weather

In the event of a tornado warning, the children will be evacuated to a designated area and remain there until the threat of a tornado has passed. All staff will be trained on tornado drill procedures. Tornado drills will be held at the center at least 3 times a year.

Infants

All food must be provided daily. A refrigerator is available to store all food items. Bottles must be prepared prior to arrival (pre-made). Please label all bottles, pacifiers and food containers with your child's name (first name, last initial). Diapers and wipes must be provided. Cloth diapers are not permitted at our center. Creams are permissible with a note. Extra sets of clothing should be provided in case of accidents. Parents will be contacted if clothes or diapers are not available and given an hour to supply them. Late fees will be implemented after an hour. Please take car seats with you at drop off.

Late Fee

A late fee of \$8.00 will be charged for the first minute and an additional \$1.00 a minute after designated center hours of operation. If possible, please let the child care center know if you will be late picking up your child. However, this does not exempt you from late fees. Multiple late pick-ups can result in expulsion from the center.

Leaving/Picking up Children

All drop offs and pick-ups need to be done at the east entrance (playground entrance). There is a computer located at the entrance of the building. You will be issued a pin number for your child/children. Please be sure to clock your child *IN* and *OUT* daily. At the end of the month, you will receive a printout of the dates and times your child was in attendance. These need to be signed and returned. Please call to let us know if your child will be late or not attending that day. Each child will be released only to the parents or one of the alternates listed on the registration form. Please let a staff member know when an alternate person will be picking up your child. We must have a copy of the driver's license on file for every person that may bring or pick-up students. Also, please share your PIN with them. If they do not have it, we will need to notify you for clearance.

Medical Immunizations

Your child's current medical record is required the first day of attendance. A copy of current immunizations must be maintained on file. We must also have a "Health Statement" from the doctor stating that your child is healthy and able to participate in daycare.

Medication

If possible, arrange all medication to be given at home. If any medication is sent to the center, it must be in the original prescription container, with your child's name, doctor's name and dispensing instructions clearly visible. The center will not administer any medication in any other type of container. We can administer medication under doctor's orders.

Monthly Tuition

Tuition has been prorated in 12 monthly installments for teachers and staff. Others will accrue weekly charges and will be responsible for balance by the end of the school year in May. Personal holidays, illness, and vacation are not exempt from tuition. If payments are not received by the designated time frame, your child's spot may be withdrawn. Receipts will be provided for payments for tax purposes.

Pacifiers

Due to health concerns for all of our students, the use of pacifiers are not allowed past the infant room.

Parent Participation

We encourage and welcome parent involvement at our center. We have an open door policy. However, if you would like to volunteer at Early Bird, you will need to fill out the appropriate volunteer paperwork and complete a background check prior to your visit. Parents are encouraged to join in whenever they can. Educating children is a team effort.

Pest Control

Services for pest control will be taken care of through the district.

Policy Changes

If any changes are made to the policies at EBLC, a notification will be sent home.

Potty Training

Children in our toddler class are not required to be fully potty-trained in order to participate in our center. If a child is not fully potty-trained, we ask parents to provide us with baby wipes, extra diapers or pull-ups, and extra changes of clothes. Parental help and caregiver reinforcement is needed in the toilet training process as new levels of readiness develop. It is essential that both the home and the center follow the same procedures. Consistency and cooperation will lead to toilet training success. Pre-K students should be potty-trained and diapers and pull ups are not permissible. Make sure your child has extra clothing in case of an accident.

Protocol

Early Bird plans to continue to operate during health emergencies. We are implementing plans to offer a safe, caring and learning environment for every child. However, we will follow protocol, and plans are subject to change.

Rest Time

The general rest time guideline for children who sleep on a cot is from 12:00-2:00. Your child will be provided a cot to use during nap time, but should bring their own small pillow and blanket. These will be sent home every Friday to be washed and returned on Monday.

School/Home Communication:

Please be sure to check your child's classroom folder for important notes. You can use this folder as a way to communicate between home and school as well.

Special Treats

Parents may choose to provide a special cake, cupcakes, cookies or treat to be served during the afternoon snack time. If an alternate time needs to be arranged, discuss the time with your child's classroom teacher. Special cups, plates, napkins, hats, or party favors are welcome.

Vision/Hearing Screenings:

All 4 yr. old children at the center will be required to have a vision/hearing screening. Our district nurse will conduct this for us.

Website

You can visit our webpage at www.aubreyisd.net and find "campuses" at the top. Scroll down to Early Bird Learning Center. You will find information about the center, upcoming events, staff information, etc.

Contact Pam Bloedel, EBLC Director, with any questions or concerns at 940-668-0066 or pbloedel@aubreyisd.net.