

# IABC Policies and Procedures

**Hours: M-TH, 8:45am till 2:30pm (8:30 early drop-off)**

**Days of Operation: September 3rd – May 19<sup>th</sup> (11:30 dismissal)**

2019-2020 Student Holidays : November 11<sup>th</sup>, November 25<sup>th</sup> - 28<sup>th</sup>, December 19<sup>th</sup> -Jan 8<sup>th</sup>, January 20<sup>th</sup>,  
February 3<sup>rd</sup>, February 17<sup>th</sup>, March 16<sup>th</sup>-19<sup>th</sup>, March 30<sup>th</sup>.

**Arrival/Dismissal** – Texas State licensing mandates children be checked in and out each day. Computers are located in the foyer for check-in and check-out. Computer printed out labels are given to the teachers at drop-off and pick-up. Any person, other than parents, picking up a child will need to show a valid photo ID and be listed on the Admission Form.

**Illness:** We follow Health guidelines set forth by the CDC. We ask parents keep children home if:

- |  |                          |  |
|--|--------------------------|--|
| *temperature of 100 or higher            | *sore throat             | *skin infections such as ringworm              |
| *Symptoms of unusual childhood diseases  | *active lice infestation | *mouth sores with drooling                     |
| *difficulty breathing                    | *difficulty breathing    | * inability to participate in class activities |
| *vomiting or diarrhea in the last 24 hrs | *croup/severe coughing   | *eye infections such as pink eye               |

**Health Check Procedures:** Children will be watched while in our care for any of the symptoms listed above. If needed, parents will be notified and the child sent home for 24 hours and/or a doctor's note is provided.

**Medication:** Authorization must be filled out by parent and medication in original packaging. The office staff are the only individuals allowed to give medication. Medication will be given only as prescribed.

**Medical Emergencies:** The parent will be called, then the emergency contact. If required, First Aide/CPR or an AED will be used. If deemed necessary, 911 will be notified or the child transported by the director.

**Parent Notifications:** The following forms of communication will be used to keep parents informed.

*daily sheets in folders	*notes sent in folders	*text messages
*phone calls	*signs	

Please be sure and check your child's folders daily. This is our main line of communication.

**Discipline and Guidance:** IABC Preschool /PDO will not allow corporal, cruel, harsh or unusual punishments. Any form of physical punishment will not be allowed. Positive Discipline and Redirection will be used at IABC Preschool. An appropriate "cool down" may be used not exceeding 1 minute per child's year of age. Teachers will encourage appropriate behavior in the classroom by praising students who are behaving and practicing appropriate behaviors.

**Suspension/Expulsion** - A child whose actions place themselves or others at risk of injury, will be removed from the program. Children who run from IABC staff or teachers are at risk of expulsion. If a child bites another child/staff member they may be suspended or released from the program.

**Safe Sleep for Infants** – Children 12 months or younger must sleep in a crib, on their backs, without blankets with only a pacifier without any attachments. Babies are not allowed to sleep in a restrictive device, use a sleep positioner, or be swaddled. If your child requires to sleep differently, due to health, please see the office. (See Safe Sleep DFPS Operational Policy)

**Meals/Snacks** - Children under the care of IABC Preschool between the hours of 8:45 and 12:00, will be provided and offered one snack. Lunch is provided by parents, should be well balanced and kept cool using a cool pack. Microwaves are not available for student use.

**Immunization Requirements** - Children must be current on immunizations or have a waiver from the State.

**Hearing and Vision Screening** - Children enrolled in our 4 year old program must have a vision and hearing screening within 90 days of attendance. This will be done by a certified IABC staff member.

**Enrollment Procedures** - IABC accepts enrollment applications for the current school year, year round depending on availability. Children 6 months – 5 years, ages as of September 1<sup>st</sup> may participate in the program.

In order to enroll your child a registration form must be completed and a non-refundable registration fee collected. All other forms (listed below) must be completed and on file before the first day of school.

- |   |                                    |
|---|------------------------------------|
| *Completed Enrollment Forms                 | *Physician's Statement             |
| *Safe Sleep Form (infant -18months)         | *Copy of Immunization Records      |
| Feeding Schedule (if not eating table food) | *Food Allergy Plan (if applicable) |

**Notification of Changes in Policies** – Parents/Staff will be notified through letter/memo. Parents/Staff will need to sign that they received the notification.

**Field Trips** – Preschool classrooms are allowed Field Trips. Parents will be notified 2 weeks in advance. Permission must be given from parents in order for children to attend. Parents bring and install car seats for all field trips.

**Water Activities** - Children may have sprinkler play or water table activities. Wade/splashing pools are not allowed.

**Animals** – Animals are not allowed to visit the facility without permission and required documentation.

**Sunscreen/Insect Repellent** - Parents should apply before school. If need to reapply, send it with your child along with directions on how and when to apply.

**Review/Discuss Procedures with Director** - Please call 806-748-8800 or stop by the office.

**Parent Participation** – Parents are welcome anytime. If you want to help in the classroom please make arrangements with the office/teacher.

**IABC Preschool/PDO Licensing and Abuse/Neglect Information** - The latest inspection of our facility performed by the Texas Licensing board is hanging on our Preschool/PDO board located in the foyer.

A copy of Minimum standards is kept in the office and is also available online at:

[http://www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

You may contact the Childcare Licensing Office at:

Lubbock Childcare License Office  
5121 69th Street A4  
Lubbock, Texas 79424  
(806) 698-5510

You may contact the TX Abuse Hotline or DFPS at:

DFPS Child Abuse Hotline  
1-800-252-5400  
DFPS Website  
<http://www.dfps.state.tx.us/>

If you ever suspect or have questions regarding training or ways to identify child abuse or neglect visit the DFPS website or ask the office for more information. Warning signs of abuse can be (but are not limited to): frequent injuries, burns/bruises, malnourishment, sexual comments/behavior/play, and severe anxiety/depression/aggression. Factors that place a child at greater risk of abuse/neglect can be (but are not limited to): social isolation, high stress situations, parental substance abuse and the child's and caregivers temperaments. The Keeping Children Safe poster on our Preschool wall has more information. If you ever suspect abuse/neglect please call the abuse hotline. The Preschool office can assist you in getting more information or getting help for a child if they are ever the victim of abuse/neglect. More information such as classes and community assistance can be found through *Prevention and Early Intervention* at [http://www.dfps.state.tx.us/prevention\\_and\\_early\\_intervention/](http://www.dfps.state.tx.us/prevention_and_early_intervention/). Parents will receive a flyer at open house with information on Child abuse and neglect. Our facility is in constant contact with our State Licensing Representative which serves as a representative to the Department of Family and Protective Services. Our facility is required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

**Teacher Training** - Teachers are required to obtain 24-48 hours annual training in childcare. Teachers must have CPR/First Aide training, SIDS/Shaken Baby Yearly, Reducing the Risk of Abuse and Neglect yearly which includes recognizing signs of, reporting and preventing Child Abuse, Hazardous Materials yearly, Allergy/Anaphylaxis training yearly, Emergency Procedures yearly and Facility Orientation.

**Staff Vaccinations** - We ask our staff to be vaccinated against flu and pertussis. Lubbock County does not require childcare staff to have a tuberculosis shot. None of these are required.

**Emergency Action Plans** - The safety of the children is our number one concern. We have our emergency action plans in place to ensure your children will be safe in any situation. Children unable to move quickly as a group will be moved using a Fire Safety baby bed. Fire/Fire Drills - The teacher will count the children then exit through their preferred exit and continue to the designated area. The director checks to see that everyone is out of the building. No one will re-enter until the "all clear" is given.

Inclement Weather/Inclement Weather Drills – Teachers will be notified if a severe storm is approaching. Children and staff will report to Green 12/13. Lock-Down – Teachers will count children and shelter them in designated locations. Toxic Spill – Follow Fire Procedures and walk to Alternative Pick-up Site. In the event evacuation is not possible, windows and doors will be kept closed and blankets, rugs and any cloth pushed against door bottoms and window sills to prevent contaminated Alternate Pick-Up Site - Wildlife Center (3308 95<sup>th</sup> Street) Teachers will carry their roll and enrollment forms. Teachers and staff will care for the children until parents/guardians are reunited with their children. In the event of an emergency, parents/guardians identified on the child's admission forms will be notified via text message of the type of emergency and any additional details specific to the emergency as soon as all children are safely sheltered. Notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement. The school number is 806-748-8800.

**Nursing Mothers** - Mothers who are nursing are welcome to nurse on campus. There is a nursing mother's room next to the check in computers. If you need help finding it, please ask a staff member. Nursing mothers may provide breast milk for their children to be given during the day.

**Gang Free Zone** - Under the Texas Penal Code, any area 1000 feet from a childcare facility is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.



## OPERATIONAL POLICY ON INFANT SAFE SLEEP

### Purpose:

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

### Directions:

Parents will review this policy upon enrolling their infant and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents->

Guide-to-Safe-Sleep.aspx

### SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].