

Policy Handbook for Parents

January 1, 2022-December 31, 2022



The Schools at Children's Tree House Early Learning Campus
5016 Trimmier Road
Killeen TX, 76542
(254)680-8377

Days and Hours of Operation
Monday-Friday
5:30 am-6:00 pm

Introduction

Welcome to Children’s Tree House Learning Center. We are delighted you have chosen us for your child care and Preschool needs. This handbook has been developed to serve as a resource to provide general guidance about the procedures and guidelines governing Children’s Tree House Learning Center, Tree House Primary, and Little Sprouts Early Learning Center.



Mission Statement

To provide learning and social experiences based on individual learning styles and needs that will result in the acquisition of confidence and a love for learning.

Table of Contents

Page 5

Our Story

Our Executive Director

Page 6

Philosophy Statement

Children's Tree House Learning Center Program

Academic Branch

Enrichment Branch

Placement

Children Are Placed According to the Following Guidelines

Page 7

Little Sprouts Program (Infants, Toddlers and Twos)

Infant Care

Play and Development

Page 8

Infant Nutrition

Milk

Baby Food

Diaper Changes

Nap and Rest Periods

Page 9

Cleaning and Sanitation

Toddlers and Twos

Play and Development

Page 10

Potty Training

Common Potty Training Tips and Techniques

Personal Toys

Nap and Rest Periods

Touch

Friday Folder

Page 11

Tree House Primary Program (Pre-Kindergarten 3, Pre-Kindergarten Four, Kindergarten and First Grade)

Field-Based Learning Experiences

Daily Folder

Nap and Rest Periods

Seasonal Programs

Page 12

Nutrition/Toddlers and Twos and Children's Tree House Primary

Meals and Menu

Meal Component Substitutions due to Dietary Limitations

Meal Schedules

Snack

Page 13

Behavior Management

Social Learning

Stems to Success

Permissible Consequences

Prohibited Consequences

Page 14

Biting

Discipline Referral

Expulsion

Page 15

Attendance

Late Arrival

Months and Hours of Operation

Check-in, Check-out Release of Children

Authorized Dismissal

Page 16

Enrollment and Withdrawal Procedures

Anti-Discrimination Policy

Enrollment

Withdrawal

Page 17

General Fee policies Applicable to all Programs

Tuition Due Date

Late Tuition Payment Fee

Late Pick Up Fee

Acceptable Forms of Payment

Dishonored Check Fee

Sick Leave

Anniversary Credit

Page 18

Health and Safety Policies

Daily Health Checks

Illness and Exclusion Criteria

Page 19

Courtesy Call

Boo Boo Bulletin

Incident/Illness Report

First Aid and Emergency Care

Page 20

Medication

Medication Administration

Immunization Records

Vision and Hearing

Hand Washing

Page 21

Toy Sanitation
Building Cleanliness

Page 22

General Communication - Smartcare
Newsletter and Monthly Menu
Family Participation
Birthday Acknowledgement
Bad Weather
Emergency Preparedness

Page 23

Smoking
Child Abuse Neglect
Licensing and PRS

Page 24

School Closings 2019

Our Story

Children's Tree House Learning Center was founded in 2005 by John and Enka Cole. As the working parents of three children, John and Enka had experienced a wide variety of child care services. So when John and Enka learned that child number four was on the way, they decided to create for their unborn child, and the community, a child care center and preschool that represented the best of their experiences- sprinkled with love and safety and slathered with programs designed to enhance development and foster positive self- esteem in children.



Our Executive Director

Enka Cole, the Executive Director of Children's Tree House Learning Center, founded the school on the principles of fundamental education. Her extensive career in education has given her the background and wisdom to help shape the curriculum that governs the Children's Tree House Program. Mrs. Cole obtained a Bachelor of Science in Interdisciplinary Studies from the University of Mary Hardin-Baylor, a Master of Education in Education Administration through Tarleton State University, and an Education Specialist through Georgia College & State University. Her career in the education profession is represented by her experiences as a classroom teacher, campus principal, collegiate adjunct faculty member, and Region Director of the Teacher and Principal Preparation and Certification at Education Service Center Region 12. Her formal education and experiences have culminated into an early childhood education program of the highest standard.

Philosophy Statement

The staff of Children's Tree House Learning Center is committed to providing parents and their children the utmost experience in child care and Preschool services. Children are provided with an environment that is not only clean, but nurturing, stimulating, and appropriate for the cognitive, physical, and social development of young children.

The Children's Tree House Learning Center Program

Children's Tree House Learning Center utilizes the Children's Tree House Curriculum, which is comprised of two branches: the Academic Branch and the Enrichment Branch.

Academic Branch

The Academic Branch has two developmental levels: Little Sprouts (Nursery-Twos) and Tree House Primary (Pre-Kindergarten Three – First Grade). Each level has been designed to enrich the academic skills of children in such a way as to build confidence and knowledge in a developmentally and age appropriate manner.

Enrichment Branch

The Enrichment Branch is designed to enhance the Academic Branch through social, fine art, physical, problems solving, higher order thinking, and technology-based learning experiences.

Little Sprouts Program

- Nursery
- Toddlers
- Twos

Tree House Primary Program

- Pre-Kindergarten Three
- Pre-Kindergarten Four
- Kindergarten
- First Grade
- Before and/or After School Care

Placement

Children are placed according to the following guideline:

- Nursery A- 6 weeks-crawling
- Nursery B- Crawling-12 months (must be walking, eating table food, and weaned from the bottle to promote to the Toddler class)
- Toddler- 12 months of age, walking, able to eat table food, and weaned from the bottle
- Twos- age two by September 1
- Pre-Kindergarten Three- age three by September 1
- Pre-Kindergarten Four- age four by September 1
- Kindergarten- age five by September 1
- First Grade- age six by September 1

Little Sprouts Program (Infant, Toddlers, and Twos)

For children ages 6 weeks through 24 months the following services are provided: care for up to 13 hours daily during regular business hours; crib or cot; age appropriate equipment, and the Children's Tree House curriculum for Little Sprouts.

Through the Children's Tree House curriculum, we jump start your child onto the path to learning through developmental play with age-appropriate equipment and cognitive learning tools. We provide a nurturing environment in which infants can explore and grow at their own pace.

Infant Care

Infant care takes place in the two nurseries. Nursery A is quiet, sanctuary for newborns through crawling and Nursery B is a busy and active nursery designed for infants who are crawling and are ready to tackle more developmental milestones. Each nursery is designed to meet the amazing growth and changes infants experience in the first year.

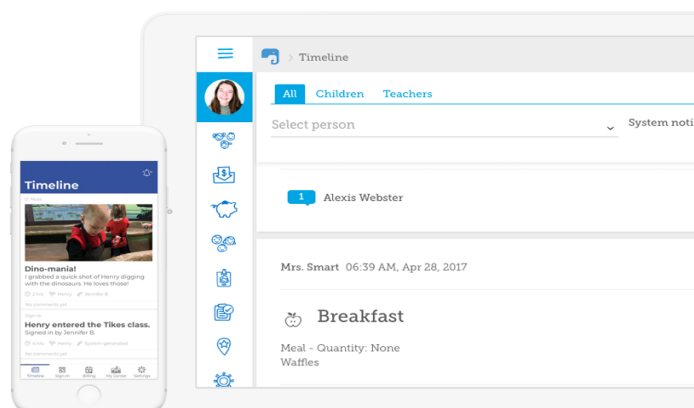
Play and Development

Infants spend their day by participating in the following activities:

- Tummy Time
- Assistance with walking
- Interactive toys and equipment
- Story time
- Music
- Socialization with caregiver
- Socialization with other children
- Instructional toys and equipment



Communication

Children's Tree House utilizes Smartcare software to inform parents about their child's day. Through Smartcare, parents will be provided information such as a description of activities, length of nap, behavior, milestones, nutrition, requested supplies and teacher comments. Parents with students in Nursery will receive complete and accurate notifications of their child's activities throughout the day.



Infant Nutrition

Upon enrollment, parents of infant children are asked to complete an Infant Nutritional Schedule. This form serves to communicate the infant's nutritional needs. Parents will be asked to either update the form or validate the accuracy of the information on the form on a monthly basis.

Infant Nutritional Schedule

Child: _____
Month of Enrollment: _____
Formula: _____ Breast Milk: _____
Brand of Formula: _____
Powder _____ Ready Feed _____
Rice Cereal _____ Oatmeal _____

Time of Scheduled Feeding	Formula (number of ounces)	Preparation Instructions for Bottle	Time of Scheduled Feeding	Formula (number of ounces)	Preparation Instructions for Bottle

Milk

- Parents are welcome to provide the formula, breast milk, milk substitute or milk they would like their child to be fed.
- Breast milk is a bodily fluid. If providing breast milk, please send the breast milk in individual bottles labeled with the child's first name and last initial and filled to the amount appropriate for each feeding.
- Parents who choose to breast feed on premises will be provided a place to do so.
- Cow milk (2%) will be provided once the child has reached 12 mos., and has been transitioned from formula or breast milk.

Baby Food

- Parents may provide the baby food they would like their child to be fed.
- Ensure the child is tolerant of the food item and shows no allergic or physical reaction upon ingestion of the food item.
- Please label each baby food container with your child's first name and last initial.

Diaper Changes

Diaper changes commence every two hours from the time of check-in unless the child requires more frequent changes. Powders, diaper creams, and ointments must be provided by the parents along with directions for usage. Please label each diaper, cream, ointment with the child's first name and last initial.

Nap and Rest Periods

Infants are permitted to sleep as needed in their assigned crib. The cribs are dressed each day with a clean sheet, and the sheet is changed throughout the day as needed. The infant's crib will

remain empty when the infant is absent. Children's Tree House Learning Center does not share cribs among multiple infants.

Infants who are unable to roll over independently are to sleep on their back unless the parent submits medical documentation from the child's physician that the child is to sleep in a position other than on the back.

Items made of soft material, such as a blanket, snuggle toy, pillow, or wedge are prohibited from being placed in the crib of children twelve months or younger. These items can cause suffocation or Sudden Infant Death Syndrome.

Cleaning and Sanitation

Several precautions are in place to facilitate a clean and healthy environment.

- Guests are not permitted in the infant room.
- Parents are not permitted to hold their child's classmates.
- Shoes worn outside of the Infant Room are not permitted to be worn inside the infant room.
- Highchairs, bouncers, swings, changing table and toys are sanitized after each use.
- Cribs rails are sanitized daily and as needed
- Gloves are worn during diapering

Toddler and Twos

Children's Tree House Toddler and Twos Program transition your child from Infant Care to the curious, independent, social, and active world of toddlers. The toddlers and twos continue to learn through developmental equipment and enrichment courses such as sign language, music, and socialization. These programs support a traditional classroom management model wherein the day is structured around a class schedule while still responsive to the individual needs and interest of each child.

Play and Development

Toddlers and Twos spend their day by participating in the following activities:

- Interactive equipment
- Story time
- Music
- Socialization with caregiver
- Socialization with other children
- Instructional equipment

Communication

Children's Tree House utilizes Smartcare software to inform parents about their child's day. Through Smartcare, parents will be provided information such as a description of activities, length of nap, behavior, milestones, nutrition, requested supplies and teacher comments. Parents with students in Toddlers and Twos will receive a completed and accurate "Our Day" notification each day of attendance.

Potty Training

Children's Tree House commences toilet training upon request of the parent. When a parent requests assistance with toilet training, it is important for staff to understand the methods of toilet training used at home along with terminology the child is using and/or may recognize as associated with toilet training. Staff will continue to use the same phrases used at home so the child will feel comfortable with continuing the potty training process at school.

As the child continues to potty train, parents will be notified through Smartcare in an accurate manner. Success is celebrated through "Milestone" notifications and attempts are encouraged, but children are not forced to potty or remain on the toilet for inappropriate amounts of time.

Common Potty Training Tips and Techniques Include:

- Use of Pull-Ups
- Use of Pull-Ups at naptime only; underwear during awake times
- Limited fluid intake at bedtime
- Frequent offers to use the restroom
- Incentives

Personal Toys

Please refrain from permitting your child to bring toys from home except in the case of a favorite stuffed animal to help your child adjust or rest. Sufficient quantities of educational materials that encourage appropriate development are provided and available.

Nap and Rest Periods

Appropriate rest periods will be provided according to the age and need of the child. A minimum of 1.5 hours of nap and rest time will be scheduled for all children under the age of 5 years.

Children are not required to sleep during nap and rest period. If a child is unable to sleep during nap or rest period, the child will be encouraged to engage in a quiet, independent activity.

Touch

Children's Tree House Learning Center recognizes the need for safe, quality care. Physical contact is important, yet staff respects the personal privacy and space of children.

Examples of appropriate touch used by direct care staff include:

- Gentle hugs
- Holding hands
- Soft pats on the back
- High fives

Friday Folder

Each child will receive a Friday Folder each Friday. The Friday Folder will include completed schoolwork, activities, and notifications for parents. The Friday Folder should be reviewed over the weekend and returned empty to your child's teacher the following school day.

Tree House Primary Program (Pre-Kindergarten Three, Pre-Kindergarten Four, Kindergarten, and First Grade)

The Tree House Primary Program is a rigorous full-time, school-age program available to children age 3 (Pre-Kindergarten Three), age 4 (Pre-Kindergarten Four), age 5 (Kindergarten), and age 6 (First Grade). This program is designed to challenge children through academics and continue to support their learning through our enrichment programs. These programs provide daily work and homework to help prepare your child for their continued education. Discipline and behavior are also key factors in success with these programs. Daily behavior charts are placed in each of our students take home folders to update the parents on behavior, homework, and upcoming events.

Field-Based Learning Experiences

Field-Based Learning experiences are offered through Children's Tree House Learning Center. In such cases, parents will be provided a permission form and details of the Field-Based Learning Experience no less than three days prior to departure. Company vans are used to transport children.

Daily Folder

Each child will receive a Daily Folder. The Daily Folder will include completed schoolwork, homework, activities, and notifications for parents. The Daily Folder should be reviewed each evening and returned to your child's teacher the following school day.

Nap and Rest Periods

Appropriate rest periods will be provided according to the age and need of the child. A minimum of 1.5 hours of nap and rest time will be scheduled for all children under the age of 5 years. Children are not required to sleep during nap and rest period. If a child is unable to sleep during nap or rest period, the child will be encouraged to engage in a quiet, independent activity.

Seasonal Programs

Before School and/or After School Program (Academic School Year Only)

The Before School and/or After School Program are designed to assist families with the transportation and supervision of children who attend school away from Children's Tree House Learning Center. Children are transported from Children's Tree House in company vans to their designated school and picked up from school upon dismissal to return to Children's Tree House for a fun and productive afternoon.

Tree House Campers Program (Spring Break, Summer Break, Christmas Break)

The Tree House Campers Program is a fun-filled camp program designed for our Tree House Primary and school age friends. Tree House Campers is offered during Thanksgiving Break, Christmas Break, Spring Break, and Summer Break.

Nutrition Toddlers, Twos and Children's Tree House Primary

Meals and Menu

A balanced and nutritional breakfast, lunch, and snack are prepared and provided on site each day. Children's Tree House Learning Center practices restaurant-style dining, which allows children to enjoy communal style dining as they are served the components of their meal. Children in the Toddler Class and older are served breakfast and lunch in the dining room; snacks are served in the classroom.

Our balanced meals are prepared by our culinary trained kitchen staff. We prefer to provide fresh fruits, vegetables and healthy protein options on our menu so that our friends are provided a delicious, well balanced, and wholesome diet while in attendance.

The monthly menu will be distributed to parents at the beginning of each month, and will be posted in the lobby and in each classroom. In the event of a meal item substitution, the substitution will be made on the menu posted in the lobby by 5:30 a.m. on the day of the change.

Meal Component Substitutions Due to Dietary Limitations

Meal component substitutions are provided upon submission of medical documentation stating the necessity of the dietary substitution, and must list the recommended replacement food.

Meal Schedules

Breakfast:

7:00 am-7:30 am: Toddlers

7:30 am-8:00 am: Twos A and Twos B

8:00 am-8:30 am: Pre-Kindergarten Three

8:30 am-9:00 am: Pre-Kindergarten Four, Kindergarten and First Grade

Lunch:

10:00 am-10:30 am: Toddlers

10:30 am-11:00 am: Twos A and Twos B

11:00 am-11:30 am: Pre-Kindergarten Three

11:30 am-12:00 pm: Pre-Kindergarten Four

12:00 pm-12:30 pm: Kindergarten and First Grade

Snack

1:30 p.m. - light snack for Toddlers, Twos A, and Twos B

3:00 p.m.-3:30 p.m. - snack for all classes

**children enrolled in the Before and After School Program will receive their snack upon arrival*

Behavior Management

Positive discipline and guidance are important to the development of a young child. Consistent and appropriate social interactions, combined with engaging and stimulating activities, positive reinforcement, redirection, and parent support, result in an environment that fosters desirable behavior.

Social Learning


“Social Learning” is the phrase used to describe the socialization training employed for children ages birth through twos (Nursery, Toddlers, and Twos). Discipline will be constructive in nature, and will include methods such as diversion, separation of child from the situation, reminders of expected behavior, and praise of appropriate behavior.

Stems to Success

“Stems to Success” is the Behavior Management Plan for Children’s Tree House Learning Center students enrolled in the Pre-Kindergarten Three, Pre-Kindergarten Four, Kindergarten or First Grade classes. “Stems to Success” is based on three expectations for behavior: Be Kind to Others; Try Your Best; and Follow Instructions. Each child’s daily performance in response to the three behaviors is represented on the “Stems to Success” sheet located in the child’s Daily Folder.

Permissible Consequences:

- Verbal Warning
- “Think About It” Time (starting at age 2)
- Conference with child
- Loss of privilege
- Note home to parent
- Conference with parent
- Discipline referral
- Suspension
- Expulsion


 Tree House Primary Stems to Success
 Name _____ Month _____

Monday	Tuesday	Wednesday	Thursday	Friday
		1 ☺ ☹ ☹ ☹ Initials	2 ☺ ☹ ☹ ☹ Initials	3 ☺ ☹ ☹ ☹ Initials
6 ☺ ☹ ☹ ☹ Initials	7 ☺ ☹ ☹ ☹ Initials	8 ☺ ☹ ☹ ☹ Initials	9 ☺ ☹ ☹ ☹ Initials	10 ☺ ☹ ☹ ☹ Initials
13 Spring Break ☺ ☹ ☹ ☹ Initials	14 Spring Break ☺ ☹ ☹ ☹ Initials	15 Spring Break ☺ ☹ ☹ ☹ Initials	16 Spring Break ☺ ☹ ☹ ☹ Initials	17 Spring Break ☺ ☹ ☹ ☹ Initials
20 ☺ ☹ ☹ ☹ Initials	21 ☺ ☹ ☹ ☹ Initials	22 ☺ ☹ ☹ ☹ Initials	23 ☺ ☹ ☹ ☹ Initials	24 ☺ ☹ ☹ ☹ Initials
27 ☺ ☹ ☹ ☹ Initials	28 ☺ ☹ ☹ ☹ Initials	29 ☺ ☹ ☹ ☹ Initials	30 ☺ ☹ ☹ ☹ Initials	31 ☺ ☹ ☹ ☹ Initials

Key: Classroom Rules 1. Use kind words 2. Try our best 3. Follows instructions 4. Respect school property

Prohibited Consequences:

- Corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting child
- Hitting a child with hand or instrument
- Putting anything in or on the child’s mouth
- Humiliating, ridiculing, rejecting or yelling at child
- Subjecting a child to harsh, abusive or profane language
- Requiring a child to remain silent or inactive for inappropriately long period of time for the child’s age
- Any other consequence that may be considered harsh, cruel or unusual

Biting

Children’s Tree House Staff, while understanding that biting can be a normal childhood habit, seeks to collaborate with parents and guardians regarding the most expedite, positive, and proactive approach to ending a biting habit. After sufficient measures to stop the biting have been exhausted, repetitive biters may be expelled.

Discipline Referral

The purpose of the Discipline Referral Form is to document and to communicate on-going or severe behavior violations. When a child has severe or on-going behavior violations, parents will be notified and solicited for input on how to adjust the child’s behavior.

Expulsion

Children’s Tree House, takes the success of every child enrolled very seriously. We will exhaust all efforts to help each child integrate into the discipline and learning structure of our program. If all

efforts have been exhausted expulsion may be necessary. When possible, parents will be given notice to allow for the selection of a new school.

Attendance

Late Arrival

Parents are asked to have their child in attendance by 9:00 a.m. If the child is going to arrive after 9:00 a.m. or will be absent, please call to report the late arrival or the absence. The telephone number at Children's Tree House Learning Center is **254-680-8377**.

Months and Hours of Operation

The Children's Tree House is open twelve months a year. The Academic Year includes the months of September through May; the months of June, July and August are the Summer Enrichment Program months. The hours of operation are 5:30 a.m. to 6:30 p.m., Monday through Friday.

Sign-In, Sign-Out, Dismissal

Entering Children's Tree House

Each family is provided with a 5-digit access code by which to enter the building through the front set of doors during the hours of operation. The access codes have been programmed with each family's name, and usage of the code will create a record of each family's entrance. Parents are asked not to "tailgate" or to allow others into the building. Doing so can compromise the security of the building and misrepresent the attendance activity recorded under the code assigned to the family.

Sign-In

As an additional measure of security and documentation, each family will be provided step by step instructions to download, install, and utilize the Smartcare app, where parents will be signing in their child on a day to day basis. By signing in the student, this will allow the teacher to communicate with the parent in an accurate manner.

Sign-Out

As per signing in, parents are to sign out students at the end of the day to ensure security for both, the staff and the child.

Dismissal of Children

Children enrolled at Children's Tree House Learning Center will be dismissed to individuals authorized by the parent or guardian and to individuals authorized under the laws governing the state of Texas. As deemed necessary, an individual may be asked to present identification to confirm authorization to sign-out a child.

Enrollment and Withdrawal Procedures

Anti- Discrimination Policy

Children's Tree House Learning Center admits children of any race, color, national and ethnic origin and extends to all children the rights, privileges, programs, and activities available through Children's Tree House Learning Center. Furthermore, Children's Tree House Learning Center does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies or practices.

Enrollment

To enroll your child at Children's Tree House Learning Center, several documents must be completed and submitted. These documents include:

- the Enrollment Application
- the Discipline and Guidance Policy Statement
- the Child Nutrition Program Application
- a health statement from your child's doctor confirming that your child is able to participate in the day care environment
- a current immunization record

Withdrawal

A paid two-week written notice must be submitted to withdraw your child from Children's Tree House Learning Center. Failure to submit notice will result in an outstanding tuition balance for the two-week period and, if necessary, collection action.

Severe and/or continuous behavioral infractions may result in expulsion. In such cases, no refund of tuition will be provided.

General Fee Policies Applicable to all Programs

Tuition Due Date

Monthly tuition is billed to each family's account on the first of each month. On the first, the family may pay either the full monthly tuition or half of the monthly tuition. If half of the monthly tuition is paid on the first of the month, the remaining half is due by the 15th of the same month. If the first or the 15th fall on a Saturday or Sunday, the payment will be due on the preceding Friday.

Late Tuition Payment Fee

Ten dollars (\$10.00) per day, per child may be assessed to parents who fail to submit tuition payment by close of business on day tuition is due.

Late Pick-Up Fee

Business hours are Monday-Friday, 5:30 a.m.-6:30 p.m. Parent building access codes automatically disabled at 6:30 p.m., and at that time a late pick-up fee of dollar (\$1.00) per minute, per child may be assessed to parents who pick up children after 6:30 p.m.

Acceptable Forms of Payment

Acceptable forms of payment include cash, money order, personal check, bank check. Debit/credit card payments are also acceptable forms of payment, however a 3% bank charge will be added to the total amount being paid by debit/credit card.

Dishonored Check Fee

A returned check fee of \$40.00 may be assessed on all returned checks, regardless of the reason.

Sick Leave

Tuition will not be reduced or credited for absenteeism due to illness/injury. Parents may request an exception to the policy due to hospitalization and/or illness/injury that results in absenteeism of five or more consecutive days. Such requests must be submitted in writing and must include medical documentation of illness and/or hospitalization.

Anniversary Credit

Upon the first year anniversary of continuous enrollment, and each anniversary thereafter, the family is eligible to receive credit equal to one week of tuition. Unredeemed anniversary credits will expire December 31 of each year. Anniversary credits may not be accumulated. Please notify administration two weeks prior to request application of the anniversary credit.

Health and Safety Policies

The health of your child is very important to us. An expansive set of procedures are practiced throughout each day to ensure the health and safety of children and of staff.

Daily Health Checks

Daily health checks are performed on an informal basis. As children enter, staff will observe the child's exposed areas, such as neck, face, arms, legs, and feet. Children who wear diapers or who require assistance with toileting are inspected for marks during the first diaper change. If the staff member observes a mark on the child, it will be reported to administration, and the parent may be questioned about the mark.

Illness and Exclusion Criteria

Children who appear to be ill or show visible signs of illness will be monitored closely. If the illness or signs of the illness are such that the child must be excluded from the center, the child may be

isolated from the other children, and parents will be contacted. If contacted, it is very important to pick-up the child from the center as soon as possible. Center staff cannot care for ill children and a child who is ill may not remain in the building.

Common symptoms that may require exclusion (not an exhaustive list):

- Three or more episodes of diarrhea and/or vomiting
- Cough due to an unknown or contagious condition
- Rash from an unknown or contagious condition
- Swelling on any part of the body due to an unknown or contagious condition
- Irritated, discolored eyes due to an unknown or contagious condition
- Discharge from the eye, nose, or ear due to an unknown or contagious condition
- Lethargic behavior from an unknown or contagious condition
- Signs of distress, such as inconsolable crying or complaints from the child
- Secreting open wound, cut, or blister from an unknown or contagious condition
- Loss of appetite due to an unknown or contagious condition
- Armpit temperature of 100 degrees or greater **and** accompanied by another symptom of illness from an unknown or contagious condition

Children dismissed early for any of the symptoms listed may not attend the center for 24 hours after the last sign of the illness and upon the discontinuation of medicine designed to reduce fever, diarrhea, and/or vomiting.

For illnesses resulting in exclusion, written authorization from a medical physician indicating that the child is no longer contagious and approval by Children's Tree House Administration will be required before attendance is permitted.

Courtesy Call

The purpose of the courtesy call is to alert the parent or guardian of the onset of a minor injury or sign of illness during care. The courtesy call does not require immediate pick-up.

Boo Boo Bulletin

The purpose of the Boo Boo Bulletin is to document and communicate to the parent or guardian any minor injury, such as a skinned knee, bite without broken skin, or splinter.



Boo Boo Bulletin

Date _____ Time _____ Location _____

Child's Name _____

What Happened?

What was done? _____

Teacher(s) Present _____

Director's Signature _____

Incident/Illness Report

The purpose of the Incident/Illness Report is to document and communicate to the parent or guardian any major injury or the onset of illness, particularly those requiring medical attention.

INCIDENT/ILLNESS REPORT Form 12/08 July 10/07

Fill in all applicable areas. Use additional sheets as necessary.

Complete a Change of Child:		Operator Name:	Operator Title:	Time of Incident:
Child's Name:	Date of Birth:	Reporting Center/Department:	Center Name:	Child's Room:
Child's Address:	Code of Incident/Event:	Time of Day/Shift Work:		
Parent's Name:		Parent's Telephone:	Child's Parent's Mailing Address:	
Did the child have a prior incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the incident reported? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was medical attention required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the child taken to a hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the child taken to a doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's Injury:	Child's Address:	Child's Phone #:	Child's Email:	Child's Gender:
ICD-9-CM Diagnosis:	ICD-9-CM Procedure:			ICD-9-CM External Cause:

A. Details of Incident That Caused Injury or Placed Child at Risk:

Describe what occurred which resulted in this incident.

Staff who witnessed the incident:

Describe what occurred in the time of the incident/injury.

B. Details of Onset of Illness While in Care:

Type of Illness:	Onset of Illness (Date/Time):	ICD-9-CM External Cause:
Location where child became ill/injured: <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Care Facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Transported to a Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:	

Verify that this report information was reviewed and accurate as of the date and time reported on this form.

Signature of Director/Staff: _____ Date/Time: _____

Verify that this incident/injury or illness appropriately reflects the information concerning the incident/injury concerning my child. Please include a copy of this report.

Signature of Parent: _____ Date/Time: _____

First Aid and Emergency Care

First aid supplies are provided. They are accessible to staff members and are stored outside the reach of children. If a child receives an injury requiring immediate medical attention, first aid will be administered, parents will be notified, and if necessary, 911 will be contacted and instructed to transport the child to the medical facility indicated on the child's enrollment application.

Medication

Medication Administration

Children's Tree House Learning Center staff will administer prescribed medication. Any medication administered by staff must meet the following qualifications:

- The medication must be prescribed to the child to whom the medication is to be administered
- The medication must be in the original packing with the prescription label attached

- The medication must not be expired
- The first dose of medication must have already have been administered

Once it has been determined that the medication meets the above criteria, an Authorization for Dispensing Medication Form must be completed by the parent or guardian before staff can administer medication.

The form is titled "AUTHORIZATION FOR DISPENSING MEDICATION" and includes a header with "Form 1001 MAY 2009". It is divided into several sections:

- PARENT'S AUTHORIZATION:** Includes fields for "Prescribing Physician", "Prescription No.", "Date of Medication", "Patient's Age", "Dose", "When to Give", and "Continue Medication (YES/NO)".
- NOTICE:** A statement that medication must be in its original container and labeled with the child's name and date.
- GABGIVER'S RECORD OF ADMINISTERING MEDICATION:** A table with columns for "CHILD'S NAME", "NAME OF MEDICATION", "DATE GIVEN", "TIME GIVEN", "AMOUNT GIVEN", and "FULL NAME OF GABGIVER OR EMPLOYEE".
- PROPERTY OF TREE HOUSE LEARNING CENTER:** Includes checkboxes for "Delivered to Child's Parent/Guardian" and "Returned to Agency".

Immunization Records

An up-to-date immunization record is required at the time of enrollment. All immunizations must be kept current and a copy of the most up-to-date immunization record must be kept on file.

Vision and Hearing

Parents are required to provide documentation of annual vision and hearing test for children age four years and older.

Hand Washing

Hand washing is a very important practice to maintaining the health of the children and staff of Children's Tree House Learning Center. Hand washing with soap and warm water takes place several times throughout the day, and time is built into the daily schedule to allow for hand washing. Children's Tree House Learning Center does not use diaper wipes or hand sanitizer in place of hand washing with soap and warm water.

Toy Sanitation

Toys are sanitized daily using the four-step sanitation of 1) submersion in soap and water, 2) submersion in water, 3) soak for 10 minutes in bleach and water, and 4) air dry. Each day, each class begins the day with a sanitized set of toys. If a toy becomes soiled or "mouthed" throughout the day, the toy will be removed until it is re-sanitized.

Building Cleanliness

Children's Tree House holds the health of your child and our staff members in high importance. We maintain a very high standard for the cleanliness of our building. Our facility is deep cleaned nightly, by a professional cleaning agency.

General Communication

Newsletter and Monthly Menu

The Children's Tree House Learning Center Newsletter is called "Tree House Times." The "Tree House Times" is generated monthly and is made available to parents at the beginning of each month. The newsletter serves as a courtesy communication to inform parents of menu selections, curriculum themes, announcements, and events. The "Tree House Times" is also posted in each classroom.

Family Participation

Family members are encouraged to participate in the activities and programs of Children's Tree House Learning Center. Input, suggestions, and comments are encouraged and welcome at all times. Complaints and concerns should be submitted to the director where they will be addressed with sincerity, fairness, and discretion.

Parents are permitted to view a copy of Texas Minimum Standards for Child Care Centers and the licensing reports at any time.

Birthday Acknowledgement

Birthdays are special milestones that should not go unnoticed. Parents are welcome to send store bought cupcakes in acknowledgement of their child's birthday. The birthday cupcakes will be served as an addition to the snack planned for that day.

Bad Weather

Closings due to inclement weather will be posted on Channel 10 KWTX.

Emergency Preparedness

Children's Tree House Learning Center practices a proactive approach to emergency preparedness. Fire and severe weather drills are practiced regularly to ensure that staff and children know how to respond in the event of an emergency.

If evacuation of the building is necessary, children will be walked next door to the Clements Boys and Girls Club- Woody Hall Unit, located at 5100 Trimmer Road, Killeen, Texas 76542. Parents will be notified by telephone once children have been safely evacuated and transported.

Smoking

Children's Tree House Learning Center is a smoke-free property. Smoking is prohibited both in the building and on the grounds.

Child Abuse Neglect

By law, Children's Tree House Learning Center staff is required to report to the Department of Children and Family Services any suspicions of child abuse or neglect.

Licensing and PRS

To communicate with a licensing representative, report possible child abuse or view inspections of any Texas Child Care facility, please see contact information below:

Local Licensing office:	254-526-9011
PRS Child Abuse Hotline:	800-252-5400
PRS hotline	www.txchildcaresearch.org



School Closings for 2022

- New Year's Day
- Martin Luther King Jr. Holiday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Break-
 - November 23, 2022 close at 12:00 p.m.
 - November 24, 2022
 - November 25, 2022
- Christmas Break-
 - December 23, 2022 close at 12:00 p.m.
 - December 26-30, 2022