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Precious Kargo Academy
OPERATIONAL POLICIES AND
PROCEDURES

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AND
PARENT HANDBOOK**

Mission Statement: Our mission at Precious Kargo Academy is to foster intellectual, academic, social, emotional and physical growth through developmentally appropriate curriculums. We will meet and community as a partners' in education. Together, we will expand opportunities for our children to become responsible adults and life-long learners in our diverse changing world.

Curriculum: Precious Kargo Academy curriculum is designed with the child in mind and provides a variety of activities to stimulate the child to make choices. It offers hands on small and large group experiences and developmentally age appropriate. Special attention is given to social and emotional growth of each child.

Hours of Operation: Precious Kargo Academy is open all year long, Monday-Friday, 4:30 am-12:00 am for children aged 6 weeks to 13 years.

Trial Period: Precious Kargo Academy understands that every child may not be a fit for our program; therefore, a two-week trial period will be allowed from the date child care begins. If the child care arrangements are not mutually satisfactory, either the parent or the Center may terminate this agreement with a 24-hour notice. All fees paid are non-refundable.

Enrollment Forms: Precious Kargo Academy must have all necessary documents complete and on file before any child can be admitted. No exceptions will be made. Enrollment is contingent upon receipt of the complete enrollment application, including the signed fee agreement and signed parent hand book/ operational policy receipt and registration fee. Immunization records and health statements must be received within the first 30 days from the child's start date in order to continue care. This will not only assist in keeping your child safe, but it also helps us to comply with state regulations. All enrollment papers must be approved by the Director for any information that might be up to date and current for your child's safety.

Parent can apply for enrollment of their child at Precious Kargo Academy by completing the Enrollment Application and paying the \$60.00 enrollment fee. The application is non-refundable.

Continued enrollment at Precious Kargo Academy is contingent upon the parent's, emergency contact persons', child's adherence to the policies and procedure of Precious Kargo Academy as outlined in this handbook of policy and procedures including, but not limited to, timely payments of all fees and tuition.

Procedures for Release of Children: For the safety of the children at Precious Kargo Academy a picture ID must be valid when picking up children. Children are signed out and allowed to leave Precious Kargo Academy ONLY when their parent or a person designated in writing by the parent. The parent or designated person will sign out the child along with the time the child is leaving Precious Kargo Academy and place their initials on the appropriate line following the child's name. At the time of enrollment, the parent completes an Emergency information form. This form contains the pertinent information for all authorized individuals that are allowed to pick up your child. In the event of an emergency, and a designated person is not authorized to pick up your child on the emergency form, the parent must make arrangements with Precious Kargo Academy staff or Director and give relevant information regarding the authorization for us to release your children prior to the person picking up. Proper identification MUST be presented to staff or the child will not be released.

Illness and Well Child Policy: Precious Kargo Academy will conduct daily health checks with each child every morning when they arrive. The checks are necessary to ensure your child is healthy and safe. We will also monitor and observe children when they arrive at the center and throughout the day. Our goal is to determine whether any child is sick and should not attend daycare that day. Sick children may need medical attention and their illnesses could be contagious. Another reason Precious Kargo Academy conduct health check is to add to our observational data about each child. With the daily records, we chart children's behavior and physical symptoms over time. Precious Kargo Academy will keep a record of these daily health checks for a month at a time. We will use a checklist or record of these daily health checks for a month at a time. We will use a checklist or record notes on paper or electronically. Maintaining a healthy center, monitoring children's health records, and conducting daily health checks are necessary steps for promoting children's health.

Illness and Exclusion Criteria: Children who appear ill upon arrival shall not be admitted. When children become ill at the center, the parents will be notified to make arrangements for the child to be picked up from the center. Children with diarrhea, vomiting (extra attention to hand washing and sanitation) or temperature of 99.4 (armpit) or 100.4 (orally) cannot remain at the center. Parents have one hour from the time they are contacted to arrive to the center and pick up their child. Staff will give appropriate attention and supervision until the parent picks the child up.

Children must be free of all symptoms of illness without medication for at least 24 hours before they are allowed to return to the center (some illnesses require a physician document not allowing them to return). The staff will make every effort to ensure safety of children while in our care. Unfortunately, minor accidents do occur (Incident report generated and signed by Director and parent). We will notify parent in the event of illness or serious accidents. Parents are responsible for medical bills that may arise from minor accidents. In case of serious injury, we will contact parents after we have called 911. If we cannot reach parent, we will notify the person that parent have indicated on the emergency contact form to make medical decisions for the child.

Parents are required to notify the daycare whenever a child has been exposed to a communicable disease and we will notify all staff and parents and the child will not be able to return until the physician release them. Some communicable disease are reportable to Dept Health Services and Childcare Licensing.

Medication: Precious Kargo Academy will only dispense medicine with written parental permission. Medicine must be signed in daily and all paperwork must be filled out properly including the medication name, dosage, time and date the medicine is to be given. This information must be consistent with the labeling on the medication; this includes breathing treatments and inhalers. Medication will be kept in the front office in a locked drawer or refrigerated if needed and out the reach of children. Prescription medications must have the original label attached; we will only administer medication to the child whose name is printed on the label. Expired and unused medication will be returned to the parent. The center will document distribution of the medicine, including the name of the medication, the amount given, the time given, and the name of the person administering it. Designated employees will give out medicine. The center will notify you in case of any adverse reaction to any medication.

Medical Emergency: Precious Kargo Academy will take all precautions to ensure the safety of your child while in our care. Unfortunately, minor accidents do occur. Precious Kargo Academy staff is required to be certified in First Aid and CPR. In case of emergency, a qualified staff member may administer first aid or CPR to your child. If a severe emergency does occur, we will contact 911 and the parents to discuss the extent of any injuries or illnesses. If we cannot reach parent, we will notify the person that you have indicated on your Emergency medical or enrollment forms to make medical decisions for your child. Please note that anytime a child is sent home with an illness or injury, an Incident/Illness Report will be filled out by the witnessing staff member. We require that the parent and Director sign the form and a copy will be kept for our records. A copy will be provided to parents upon request. Precious Kargo Academy will check annually to make sure that all parents have an up-to-date Emergency Medical Information on file.

Parents will be notified immediately in the event children are exposed to a communicable disease while in our care. We ask that parents notify us immediately as well if your children are exposed or diagnosed with a communicable disease outside of our care, so that we may make others aware.

Injuries: The Staff will make every effort to ensure the safety of your child while in our care. Unfortunately, minor accidents do occur. We will notify you in the event of illness or serious accidents. Parents are responsible for medical bills that may arise from accidents.

In case of serious injury, we will make every attempt to contact you. If we cannot reach you, we will notify the person that you have indicated on your enrollment forms to make medical decisions for your child. Otherwise, we will take your child to the nearest hospital for treatment.

Parent Notification: In the event of policy changes, an email and notes in procare, will be sent out to parents notifying them of any changes. A document will be attached to the email of the actual policy change. Once you receive the email, an acknowledgement form will be given to you to ensure that you understand the changes and sign your agreement prior to the changes taking place. In addition, for any information regarding activities and other parental notifications, email and procare will be the form of communication, as well as postings on the parent information board located in the front foyer area.

Information Updates: Please update any changes to your contact information as soon as a change occurs. We will conduct an annually update on all enrolled children, as well, however if you have changes prior to the updates, please notify the Office.

Discipline and Guidance Practices: Precious Kargo Academy approach to discipline and behavior management is to solve behavior concerns using modeling, redirection and positive reinforcement. We let children know the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition. Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out (1 minute per year of the child's age). This allows the child time to calm down and consider an alternate behavior.

Expulsion and Suspension: When necessary, we work with parent to resolve behavior issues. If the behavior concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior.

Safe Sleep: All infants, ages birth to 12 months will follow the safe sleep policy. They will be assigned a crib for napping. During this time, they are allowed unattached pacifiers and a crib sheet only. We do not allow any toys, blankets or other items in the crib. All infants will be placed on their backs to sleep in loose fitting clothes. Infants are not allowed to sleep in any restrictive devices; such as car seats/swings/bouncers etc..

Nutrition: Precious Kargo Academy is enrolled with the CACFP Food and Nutrition Program. We will provide breakfast, lunch, dinner and snacks for the children. We are also a peanut free facility. We do not allow any outside foods unless your child has a specialized medical diet. If your child has an allergy, please provide a physician allergy action plan and have it updated annually. Formula and baby food for infants and toddlers not yet eating table parent must provide, unless participating in CACFP. Please note that a copy of menus will be posed near your child's classroom door.

Immunization: Immunization records must be updated each time your child has new immunizations. State law requires that we have an updated immunization form or state affidavit waiver. This form must be signed, notarized and dated and updated every 2 years. Please send a copy of any new immunizations that your child receives throughout the year to be added to your enrollment packet.

You must show proof of the appropriate immunizations BEFORE your child can attend Precious Kargo Academy. Your physician must sign a Health Statement stating your child is healthy and can be in a daycare program. It is the parent's responsibility to provide Precious Kargo Academy with an updated copy of the immunization records every time a child receives any kind of immunizations or medical updates. The children immunization record will be checked semi-annually by the Director. Your child can be terminated from enrollment at any time if:

1. They are not current immunization
2. We do not have a current immunization record on file
3. If the child has not received needed immunizations 2 weeks from the date of enrollment
4. If the child cannot receive immunization due to illness, we must have a signed doctor's note explaining why and when it will be received

A copy of the Texas Minimum State Vaccine requirements for child care facilities will be posted and given to the parents.

Tuberculin Testing: Testing for children is not currently mandated by the State of Texas. However, tuberculin screenings are required for staff in child care facility.

Hearing and vision: All children, ages 4 years old are required to have a hearing and vision screening with their well child check-up. Please schedule the appt, prior to their birthday so we have the results in our office, no later than the 2 weeks of their 4th birthday.

Transportation: All staff members are required to follow Precious Kargo Academy vehicle operation procedures and comply with all state and federal ordinances regulating road safety. Drivers are required to maintain a perfect driving record and will be periodically tested by administration for knowledge of safety procedures. The driver must have an electronic device such as a two-way radio or cellular phone. A fire extinguisher and first aid kit are readily available on every Precious Kargo Academy vehicle, a list of the children being transported, emergency medical forms, treatment authorization for each child being transported, parent's names and telephone numbers for each child being transported and permission to travel form. Children must use their "inside" voices on vehicle. No food items or beverages are allowed in the vehicle. All children must remain seated while vehicle is in motion. Children will have to be securely fastened in seatbelts before vehicle moves. No one is allowed on the vehicle. Precious Kargo Academy will have the electronic child care safety alarm on all vehicles.

Water Activities: Precious Kargo Academy has many activities involving water. Which includes the following: water sensory table, water balloons, swimming pools, sprinkler play and water slides. Please inform the director if your child/children are not allowed to participate.

Field Trips: Precious Kargo Academy will notify parents 48 hours in advance of the upcoming field trip. The notice will provide the date of the event, when we will leave, the location where we are going, when we will return and any additional information.

All parent will be required to sign permission slips to transport child and the staff will carry emergency medical consent form information for each child, written or typed list of all children (check often), first aid kit, copy of food allergy emergency plan and allergy medication, each child have a t-shirt or a wrist band with the centers name and phone number, all employees will be CPR and first aid trained and cellular phones and back up van will be available just in case of an emergency.

Precious Kargo Academy adheres to field trip ratios and rules per our childcare licensing Minimum Standard.

Animals: Precious Kargo Academy will not have animals on the premise.

Over the counter medication: All children receiving non prescription or over the counter medication will be required to complete an authorization form. All Staff will complete the medication log for medication administered. This includes insect repellent and sunscreen; please provide all over the counter medication you would like your child to have and leave in the office.

Open Door Policy: All parents and guardians are welcome to visit the child care center at any time during our hours of operation to observe their child and our daily operational activities, without having to secure prior approval. You are welcome to visit with the Director for any questions or concerns.

Questions and concerns: Parents are welcome and encouraged to visit with the Director if you have any compliments, questions or concerns about the policies and procedures.

Parent Participation: Parent participation is a vital part of the success of Precious Kargo Academy. Parents are always welcome to volunteer. If you wish to volunteer, please see the Director and pick up a volunteer form. As a safety precaution for your child and all children attending Precious Kargo Academy, ALL volunteers are required to be screened and are required to have a criminal background investigation conducted.

NOTE: As a safety precaution for your child and all children attending Precious Kargo Academy ALL volunteers are required to be screened and are required to have a criminal background investigation conducted.

Minimum Standards: Parents are welcome to review a copy of the Minimum Standards rules for licensed Child Care Centers. A copy is located in the reception area or online at www.dfps.state.tx.us. A copy of the most recent licensing inspection report is posted on the informational board in the front foyer area. Also, it can be reviewed online at www.txchildcaresearch.org

Precious Kargo Academy is regulated by the Texas Department of Family and Protective Service. Parents may contact Child Care Licensing (CCL) at any time by the following methods:

Contact our Local Child Care Licensing office:
8700 N. Stemmons Freeway, Dallas, Texas 75207
214 583-4253; 800-583-4253; 800-582-6036

www.dfps.state.tx.us or www.txchildcaresearch.org

Abuse/Neglect Hotline: 800-252-5400; this number is available 24 hours a day, seven days a week

Emergency Preparedness Plan: Our Emergency Preparedness Detailed Plan is posted on our Parent Board and provided in this handbook.

Emergency Drills: Precious Kargo Academy makes every effort to provide a safe environment for your child. Precious Kargo Academy is properly equipped with fire and smoke alarms, fire extinguishers and trained staff. Children and staff also participate in monthly fire drills every month to ensure that we are acquainted with emergency situations. In the event of an emergency, parents will be notified of the situation as soon as possible. Monthly, we will have fire drills and quarterly, we will have severe weather and log down drills. This information will be logged and maintained in our office.

Emergency Relocation: If we have to leave the location for an emergency, we will relocate to: Kirby's Creative Learning Center, 330 S RL Thornton Freeway Dallas, TX 75203

Breastfeeding Policy: Breastfeeding mothers are welcome to come nurse your infant and provide breast milk for their child while in our care. We will provide a rocker/glider in the infant classroom to enable a mother to breastfeed her child.

Child Maltreatment: All staff will be have child maltreatment training annually.

Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse/neglect/maltreatment, include, but not limited to: all employees will receive annual training addressing the issues regarding child abuse and neglect; including the warning signs that a child may be a victim of abuse or neglect; employees will conduct a regular assessment of children overall appearance and health to identify warning signs of abuse or neglect; Parent education events will include training or meetings to address the awareness and identification and the warning signs that a child may be a victim of abuse or neglect.

Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect include, but not limited to the following: parenting classes along with parent involvement meeting and events; Employee and parent training for appropriate discipline; Provision of a center- based computers to access the website (www.txabusehotline.org) for from the Texas Department of Family and protective services.

Strategies for coordination between the center and appropriate community organizations: the center will coordinate training and intervention, addressing the recognition, prevention for child abuse and neglect; the employees will maintain a strong working relationship and communication with child care licensing to ensure that we are up to date on required trainings and additional resources,

Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention included but not limited to: the child abuse hot line toll free number (800) 252- 5400 will be posted at Precious Kargo Academy for parents or community members.

Child Abuse Reporting: Precious Kargo Academy will follow all state rules and guidelines regarding child abuse reporting. If child abuse is suspected, Precious Kargo Academy is required by law to notify the appropriate authorities.

Telephone: You may call the Texas Abuse Hotline at 800-252-5400 to report abuse or neglect. The hotline is answered by DFPS Intake Specialists (who are all degreed professionals) 24 hours a day, 365 days a year. If the child is in immediate danger, call 922 or your local police first, then all the Texas Abuse Hotline to make a report.

Internet: You may also report your allegation to DFPS through the internet at <http://www.txabusehotline.org>. If you choose to submit an internet report, you must provide your name and a valid email address. The Internet Reporting System should not be used in urgent or emergency situations.

Daily Health Check:

1. If child can talk, ask them questions like "How are you today?" and "How are you feeling?"
2. Ask parents questions like: How is Emerson today?" "Did he sleep well?" "Are there any changes in his behavior?" and "Is there anything new I should know about?"
3. Hold children or kneel down to their height to observe them. Do they seem different somehow? Listless or clingy? Usually irritable?

Check their breathing

Listen for coughs

Are there any rashes or swelling on their skin?

Are they scratching scalps?

Does their skin look yellowish or pale?

Are their eyes watering, swollen or crusty?

Are they pulling at their ears?

Does their breath smell fruity or odorous?

Gently touch children's forehead or cheeks with the back of your hand. Do they feel feverish or clammy?

Employees:

Timeline Exemptions: Within the six weeks of employment or the first day of class, staff is required to provide an exemption from a health care professional based on medical condition or an exemption based on reasons of conscience which includes religious beliefs.

Exempt Employees: Employees that are exempt from the vaccine must follow the following procedures to protect children in care from exposure to disease. Use of gloves and masks when caring for children when they are sick and washing hands before and after handling children.

Discrimination: Employees that are exempt from vaccines will not be discriminated against.

Compliance: Employees will be added to ProCare Software and immunizations and exemptions will be tracked.

Noncompliance: Employees that do not comply with the requirements of immunization or obtain an exemption will be referred to Precious Kargo Academy Human Resource department and noncompliance may affect an employees' evaluation.

Open Door Policy: All parents and guardians are welcome to visit the child care center at any time during our hours of operation to observe their child and our daily operational activities, without having to secure prior approval. You are welcome to visit with the Director for any questions or concerns.

Weapons Policy: At no time any firearm, darts, knives, or any tool used to inflict injury be allowed on the premises of Precious Kargo Academy.

Gang Free Zone: Precious Kargo Academy is a child care center, and therefore, under the Texas Penal Code, any area within 1000 feet is deemed gang free, where criminal defenses related to organized criminal activity are subject to harsher penalty.