



Day School

"Their Home Away, From Home"

**Operational Policies & Procedures
Parent Handbook**



517 S. Bowen Road, Arlington, TX 76013
817-275-1291 www.bowenroad.com

Jennifer Froh, President

Tracie Smith, PAC/Director

Dear Parent:

We are pleased that you have chosen BOWEN ROAD DAY SCHOOL for your child/children. BOWEN ROAD DAY SCHOOL is privately owned and operated by Bowen Road Day School, a family owned corporation. Developmental programs for all age groups are offered. You may rely on our qualified and well-trained staff to provide exciting learning activities for your child.

We offer programs for children from eighteen months through school age. Each learning experience is designed to be appropriate for the age of the children in each class. There is an extensive before and after school, as well as summer program for schoolers.

Each parent and each child is a vital part of BOWEN ROAD DAY SCHOOL'S program. We encourage parents to visit and participate in the activities provided.

We welcome you to BOWEN ROAD DAY SCHOOL.

GOALS AND PHILOSOPHY

It is the goal and desire of BOWEN ROAD DAY SCHOOL (BRDS) to provide a high quality Early Childhood Program for young children enrolled.

- ◆ Encourage and build each child's imagination and creativity
- ◆ Provide a curriculum that is developmentally age appropriate
- ◆ Instill a greater sense of self-worth and encourage self-confidence
- ◆ Provide activities and an environment to encourage social development
- ◆ Each child is guided with positive reinforcement in all activities
- ◆ Encourage parent involvement

BRDS recognized that children are unique individuals. All aspects of their growth follow a pattern, but all development is at the individual's own rate. Children learn best through play. Therefore, our task is to provide an environment and a curriculum, which is developmentally appropriate for young children, yet flexible enough to meet each individual's needs. This type setting will provide opportunities for children to develop to their full potential physically, socially, emotionally, and intellectually.

FACILITIES

BRDS occupies approximately 1.15 acres. The building totals approximately 6,400 square feet and includes separate rooms for each age group, containing bathroom, hand washing, and drinking fountains; gymnasium; kitchen; resource areas; and offices. There are 4 separate playgrounds- one for toddlers, one for pre-school and pre-kindergarten, and one for school age children. These three playgrounds are well shaded. The fourth playground is a large field used by all groups for field games. The facility is licensed by the Texas Department of Protective and Regulatory Services to accommodate 165 children, but at the option of the owners, enrollment has been limited to 150 children thereby limiting classroom sizes for most age groups.

HOURS OF OPERATION

BRDS is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Pre-school activities begin at 8:30 a.m. BRDS is operation twelve months each year.

HOLIDAYS/CLOSINGS

The staff and children of BOWEN ROAD DAY SCHOOL observe the following holidays: New Year's Day
Memorial Day
Independence Day (4th of July)
Labor Day
Thanksgiving Day and the day after
Christmas Eve (close 12noon) and Christmas Day

In the case of Independence Day being on a Saturday or Sunday, Bowen Road Day School will observe this day on Friday or Monday.

If Christmas falls on:

Tuesday, we will also close Christmas Eve (Monday)

Thursday, we will close on Friday, the day after Christmas

Friday, we will close on Thursday (Christmas Eve) and Friday

Bowen Road Day School will be closed for inclement weather days with accordance with the Arlington Independent School District. Closings for AISD will be announced on local new stations.

PARENT/STAFF COMMUNICATIONS

Parents are an important part of Bowen Road Day School. We welcome you to visit and participate in our activities as your work schedule may permit. Parents are encouraged to attend conferences and meetings called by the Director or teachers.

The Toddler, Pre-school and Pre-k teachers send home a weekly newsletter and also post it on the front foyer bulletin board. These newsletters contain information on the activities of the class each day. Please take time to read the information for the activities in which your child is involved. In the summertime, there are many special planned activities, therefore, monthly calendars are provided to you so that you may plan accordingly.

Although parent/teacher communication is on going throughout the year, formal conferences are scheduled as needed, for children in all age groups, except school age children. Conferences provide an important opportunity for parents and teachers to share information.

POLICIES

PAYMENT OF FEES & TUITION

A new TUITION & FEE SCHEDULE list is published each year in January. This list includes most applicable charges that may occur. Please refer to this list or ask the Director about questions concerning prices.

A non-refundable enrollment and supply fee is required to secure available space. Among other things, this fee will cover all educational supplies for your child for the year. For those children already enrolled at BRDS, this fee is due by the date that the Arlington Independent School District starts the new academic year.

Students enrolled on a four or five-day per week basis will be charged full weekly tuition. If a child is absent for a **full calendar week** the tuition charge will be 50% of the normal weekly rate. **You are allowed three (3) weeks of the 50% rate per twelve (12) months of attendance calculated from the date of enrollment.** The credit for the family discount where more than one child from one family is enrolled will be charged at 50% when one child is present and the other is absent all week.

ENROLLMENT POLICIES

Children to be enrolled in our program must be at least 18 months of age or older, not to exceed 12 years of age and meet all of the eligible requirements listed.

- ◆ Completed enrollment forms
- ◆ Completed immunization forms
- ◆ Completed physician information
- ◆ Signature on Permission forms
 - ◆ Medical attention
 - ◆ Field trip
 - ◆ Bus
 - ◆ Photographs
 - ◆ Water activities
 - ◆ Transportation

Parents will be notified in writing of policy changes.

ARRIVAL

It is mandatory that a designated person responsible for the delivery of the child must accompany the child into the facility and sign the child in. If your child will be absent for any reason, please call BRDS no later than 9:00 a.m.

DEPARTURE/RELEASE OF CHILDREN

BRDS staff, in order to comply with **Texas Minimum Standards for Day Care Centers**, will not release any child to a person whose behavior or health appears to endanger the health or safety of the child. This includes persons under the influence of alcohol or other drugs. In the event the above occurs, the staff will call the other parent or another authorized person.

The procedure for the release of the child requires the authorized adult to enter the facility and sign the child out. You are responsible for your child until he/she is delivered to a BRDS staff person in the morning and your responsibility resumes when the child is picked up. Parents are responsible for getting children to and from the automobiles safely.

Always notify BRDS if anyone other than a parent is to pick-up a child. BRDS staff must release the child only to a parent or an adult ("person 18 years or older") designated by the parent. Written authorization will be required if persons other than those previously designated by the parent are to pick up the child. In the event that an adult not on the parent's authorized list is to pick up the child, the following procedure will be used:

- 1) The parent is to notify the Director or a Staff Supervisor of the name of the individual who is to pick up the child along with some identifying information (such as Driver's license #, physical characteristic, etc) The BRDS staff person may require the caller to positively identify themselves by calling them back or asking for their SS#
- 2) The adult who picks up the child will recite the last four digits of the parent's SS#
- 3) BRDS staff will take a picture of the adult, which the adult will sign. In the event this occurs there will be a \$3 charge to the parent

LATE PICK-UP

Late pick-up is a problem for both parents and BRDS staff. Our staff members are off duty at 6p.m. A fee for the late pick-up of a child will be charged in accordance with the price list, which is published periodically. Unless other arrangements have been made, this fee will be collected at the time the child is picked up.

Consistent late pick-up will result in the child's **dismissal** from BRDS. If there is a problem please talk to the Director

MEALS

Bowen Road Day School is a Peanut/Nut Free Zone. (no nuts of any kind allowed)

Morning and afternoon snacks, as well as a nutritious lunch meal, are served to the children daily. To comply with the State Minimum Standards, no other food is allowed into BRDS, with the exception of parties. (See Birthdays & other celebrations in this handbook). In the case of special dietary needs or allergies as prescribed by a physician, the items must be furnished by the parents. Please notify the Director or Staff Supervisor of any food allergies your child has. The menu for the week is posted near the kitchen.

Children are encouraged to take at least one bite of each food offered; however they are not forced to eat. We have two-scheduled lunch times during the school year and three when our school age

children are in attendance. Our meals are served family style. (Foods are set at the table). If the child takes milk or seconds of milk or any food items, the child is expected to complete those items.

An optional breakfast is available for purchase prior to 7:30 a.m. each day. See the fee schedule for the cost of the breakfasts. Breakfast is to be completed by 7:30 a.m. to allow enough time for the preparation of our morning snack. Outside breakfast foods are highly discouraged.

BIRTHDAYS & OTHER CELEBRATIONS

Birthdays are important days for young children and we share your desire to make your child's day special. However, birthday celebrations are often stimulating to young children and we ask that some limitations be respected. We celebrate birthdays during regular snack times. Parents may provide a special snack and participate in the celebration. We request that snacks of high sugar content not be sent.

Special observations of other events such as a holiday or unusual event may occur. When such an event is to take place, ample notification will be given to you so that you may participate. An example of this is an annual 4th of July parade in which the children dress in self made costumes and parade around our blocked off parking lot. Afterward, special snacks, which the children may bring, are shared. Teachers will post sign up sheet for other goodies needed for parties.

CLOTHING

Activities at BRDS include running, climbing, playing, painting, eating, resting and many other creative experiences. For safety, closed-toe shoes with rubber soles are recommended as well as clothes, which are designed for comfort, play and durability. One extra set of clothing should be kept in the child's cubby for changing, when accidents happen. Party clothes need to be planned only for special school days. Labeling of all clothing with your child's name is important.

Clothing should be: 1) simple enough for the child to put on and take off themselves; 2) loose enough to provide comfort and freedom of movement; 3) large enough to pull up or on easily; 4) suitable to the weather for outdoor play; and 5) washable. The time spent at BRDS will be enhanced for both the child and the staff if there is no worry about ruining new and/or good clothes. BRDS is not responsible for lost, stolen or damaged clothing.

Parents of our toddlers/not potty-trained children, must provide disposable diapers or pull-ups and wipes for their children. Occasionally, we will need to use clothes belonging to BRDS. If your child wears some of these home, please wash and return them promptly for use again.

PHOTOGRAPHS

We often photograph our children in the classrooms during our program. Sometimes these photographs are displayed. Some photographs may be taken by BRDS staff, professional photographers, news media or other parents. If you would not want your child to be photographed, please check the proper box on the enrollment form. Should any photographs need to be used for media publicity purposes, parents will be notified.

WATER ACTIVITIES

Permission for water activities is located on each enrollment form

Water Table

We will provide the following water activities:

- ◆ Water centers in the rooms to enhance sensory, small motor and math skills
 - Water tables are 21 inches high and have an inserted plastic container.
 - Tables are emptied, cleaned and sanitized daily
- ◆ Outside water activities such as sprinklers in the summer, slide, water relays, etc.
 - Wading pools are drained, cleaned and sanitized after use
 - Wading pools are stored in a locked shed

Swimming Pools

Bowen Road Day School (BRDS) does not have an on site swimming pool. Bowen Road Day School utilizes the Arlington Parks and Recreation City Pools.

- ◆ The pools meet the safety guidelines.
- ◆ Certified lifeguards are on duty at all times
- ◆ All BRDS staff are counted in ratios and are able and required to swim and are ready to rescue a child
- ◆ Life saving devices are located at the recreation center pools
- ◆ BRDS caregivers are able to clearly see the entire swimming area
- ◆ The bottom of the pool is visible at all times- no swimming in lakes, ponds, etc.
- ◆ Children are not able to reach pool chemicals, pumps or machinery
- ◆ Swimming pools are well maintained and drains are covered with grates which are in good condition
- ◆ Recreation pool staff are able to immediately shut down the pump and filtering system when a child is in the pool
- ◆ No furniture or equipment is accessible for children to be able to scale a pool fence or release a lock
- ◆ BRDS does not have and on site swimming pool
- ◆ BRDS ratios for swimming activities are 7/1

FIELD TRIPS

The parent of each child who will on the field trip will be notified of when and where the child will be going, and when the child is expected to return to the child-care center. The notice will be posted at least 48 hours in advance of a field trip. Notice will be posted on front foyer board and will remain until all children on the field trip have returned to the center.

Bowen Road Day School Staff will insure:

- ◆ Signed permission from the parent to take a child on a field trip, including permission to transport the child, if applicable
- ◆ One or more caregivers to carry emergency medical consent forms and emergency contact information for each child on the field trip
- ◆ Caregivers have a written list of all children on the field trip and must check the list frequently to account for the presence of all children

- ◆ Caregivers must have a first-aid kit immediately available on field trips
- ◆ Each child must wear a shirt, nametag, or other identification listing the name of the child-care center and the child-care center's telephone number
- ◆ Each caregiver must be easily identifiable by all children on the field trip by wearing a hat, child-care center tee-shirt, brightly-colored clothes, or other easily spotted identification
- ◆ Each caregiver supervising a field trip must have transportation available, or a communication device such as a cellular phone, message pager, or two-way radio available or an alternate plan for transportation at the field-trip location in case of emergency
- ◆ Caregivers with training in CPR and first aid with rescue breathing and choking must be present on field trip

TRANSPORTATION

Children will be transported to and from school and any other activities planned by Bowen Road Day School. Trips will involve to and from, in a van/bus/auto driven by a member of the Bowen Road Day School staff. Should an accident occur, parents will be notified as soon as practical. If necessary, child/children will be taken to the nearest hospital for emergency care by Bowen Road Day School staff or other emergency staff.

Public School Drop-off/Pick-up

Children transported to schools will be dropped off at the front entrance to the school and driver will remain at school until all children have entered the building.

Children picked up from school will be checked-in on the roll book. It is imperative that Bowen Road Day School be notified if your child/children will not need to be picked up from school. Drivers will make every effort to confirm that child/children do or do not need to be picked up, by calling contact numbers in the bus files for the children or confirming with office staff of the school, that the child/children were not in attendance for the day. Buses are checked upon returning to Bowen Road Day School, to insure no child remains on bus.

BREAST FEEDING MOTHERS

Our library, with an adult size chair, or restroom, is provided for mothers needing to breast feed their child. Parents have the right to breast feed or provide breast milk for their child while in care.

HEALTH

The health of each child is of major importance to BRDS. Medical information in accordance with state requirements for immunization must be submitted on the form provided by BRDS. This form will become a part of the child's file and any additional immunizations will be recorded as the parent informs the school by way of procuring a signed form from the doctor. It is expected that all immunizations will be kept current and BRDS informed.

IMMUNIZATIONS

(Immunizations required by local and state health)

Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2009 For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age							3-6 yrs	4-6 years
Hepatitis B ¹	HepB	HepB	<i>see footnote 1</i>	HepB					
Rotavirus ²		RV	RV	RV ²					
Diphtheria, Tetanus, Pertussis ³		DTaP	DTaP	DTaP	<i>see footnote 3</i>	DTaP			DTaP
<i>Haemophilus influenzae</i> type b ⁴		Hib	Hib	Hib ⁴		Hib			
Pneumococcal ⁵		PCV	PCV	PCV		PCV			PPSV
Inactivated Poliovirus		IPV	IPV	IPV		IPV			IPV
Influenza ⁶				Influenza (Yearly)					
Measles, Mumps, Rubella ⁷						MMR			MMR
Varicella ⁸						Varicella			Varicella
Hepatitis A ⁹						HepA (2 doses)			HepA Series
Meningococcal ¹⁰									MCV

Range of recommended ages
 Certain high-risk groups

[HB1,2,3] is given during the first year of life. If missed, then the 3 dose series must be given at 4-6 years or 11 years

[VAR] One dose required, or statement signed by the parent or doctor indicating that the child has had chickenpox.

VISION/HEARING SCREENING

It is required by the Texas Department of Health that all four year olds enrolled in a child care center have a vision/hearing screening. BRDS will have a certified person available one time each year to perform this screening for those parents who so desire at a nominal fee. Other parents may opt to have this screening done elsewhere and submit the proper form to BRDS for the child's file.

ILLNESS

No child, who is apparently ill, will be admitted to BRDS. Parents are asked to keep a child home when the child has:

1. Signs of a fresh cold, sore throat, runny nose, bad cough, or frequent sneezing
2. A temperature of at least 100.4 degrees
3. An upset stomach, vomiting or diarrhea
4. A rash, open/oozing sores or blisters

5. Pink eye/Red eyes/matted eyes (children can be readmitted to the center if;
 - a. Child has been by a physician and documents that the results are not from *Pink Eye*
 - b. Child has been on drops for 24 hours
6. Lice/Nits; Once child has been treated and nits removed, child will be readmitted to center
7. Communicable disease

If a child becomes ill or has any of the above symptoms or seriously injured after arrival at the school, the parents will be notified. The child will be isolated from the other children and supervised until arrangements can be made for removal of the child from BRDS. Requirements of the Texas Department of Family & Protective and Services dictate that ill children cannot remain at BRDS until symptoms subside. A chart establishing these guidelines provided by the Texas Department of Health is available for review at BRDS.

BRDS policies concerning illness are designed to maintain a healthy environment. We encourage you to have a back-up child care arrangement in the event your child cannot attend BRDS due to illness. Your cooperation is appreciated.

MEDICATIONS

Medication shall be given at BRDS to a child only upon the written authorization of the parent. This applies to all prescription medications as well as non-prescription medications taken internally or topically. All prescription medications must be in the original containers and clearly marked with the child's name, doctor's name and date. All non-prescription medications must be clearly marked with the child's name and date, No antihistamines will be administered without a doctor's statement of authorization, except for emergency purposes. Forms for the purpose of authorizing the giving of medicine to a child are available on the kitchen counter. Please place the signed, completed form along with the medicine in a paper bag (also available on the sign-in/out table) with the child's name clearly written on the paper bag. Place the bag on the counter or give to a staff person in that area. Medication is given at BRDS at 12:00 noon, 2:30 p.m., and 4:00 p.m. Medication will then be logged in our medication logbook. Medications will be given by an authorized staff and documented with a signature. If for some reason child was not given medication at the specified time, a reason or time will be stated in the logbook next to the log- in information.

EMERGENCY PROCEDURES

MEDICAL

Parent will be notified immediately and informed of the type of accident or injury. An Emergency Release form will need to be signed in the event BRDS staff will need to seek emergency medical attention. If necessary, child will be taken to the nearest hospital for emergency care (Arlington Memorial, if in Arlington) by BRDS staff.

EVACUATION

In the event of an emergency evacuation, BRDS will follow the directions of the Tarrant County Office of Emergency Management. Information on the relocation center to which the children have been taken will be posted on the BRDS door and will be released to the media. BRDS staff will remain in charge of the children in their care during evacuation and while at the relocation site. Children will only be released to those persons authorized under normal BRDS guidelines.

DRILLS

Fire and tornado drills are practiced on an unscheduled periodic basis at BRDS. Emergency exit routes are posted in each classroom. Every staff member is responsible for knowing the primary/secondary exit routes. Children are closely supervised during drills and each drill is treated as though it were an actual emergency until the "all clear" signal is given.

New Requirements Regarding Gang-Free Zones For Child Care Centers

As a result of House bill 2086 that passed during the 81st Legislature, Regular Session, chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information will be posted at the center and copies will be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does it mean for the center?

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-

related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

What can we do?

As parents, we need to be aware of our surroundings and if we suspect a gang or drug related activity is occurring, please call 911.

DISCIPLINE & GUIDANCE

- ◆ Discipline is:
 - 1) Individualized and consistent for each child
 - 2) Appropriate to the child's level of understanding
 - 3) Directed toward teaching the child acceptable behavior and self-control

- ◆ Staff will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - 2) Reminding a child of behavior expectations daily by using clear, positive statements
 - 3) Redirecting behavior using positive statements
 - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

- ◆ Staff will not be harsh, cruel or subject child to unusual treatment. The following types of discipline and guidance are prohibited:
 - 1) Corporal punishment or threats of corporal punishment
 - 2) Punishment associated with food, naps or toilet training
 - 3) Pinching, shaking or biting a child
 - 4) Hitting a child with a hand or instrument
 - 5) Putting anything in or on a child's mouth
 - 6) Humiliating, ridiculing, rejecting or yelling at a child
 - 7) Subjecting a child to harsh, abusive or profane language
 - 8) Placing a child in a locked or dark room, bathroom or closet with the door closed
 - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

WITHDRAWAL OR DISMISSAL OF CHILDREN

A two-week notification is required when withdrawing your child from BRDS. If this notification is not received, you will be charged for the time in which your notification failed to reach two weeks.

The determination that the needs of a child cannot be effectively met by BRDS or lack of cooperation by parents with BRDS policies is reason for dismissal of a child from the program. All dismissals are at the discretion of the Director.

◆ **Parental/Administration Concerns**

You or the Director may set up a time convenient for both to discuss concerns

- ◆ A copy of Minimum Standards for Child Care and latest Licensing inspection is available for your review at the center. If you would like a copy of the Minimum Standards, you can contact the Licensing office at 1-800-582-8286 (TDFPS) Contacts pertaining to Child Care:

- ◆ TDPRS Office-1-800-862-5252
- ◆ Child Abuse Hotline-1-800-252-5400
- ◆ TDPRS website- www.tdprs.state.tx.us

Emergency Preparedness

1. Evacuation

- a. **Building fire:** In the case of building fire, staff will be notified by alarm system or by verbal notice to evacuate the building. Staff is to move the children to the designated area, which is located at the furthest back fence area of school-age playground.
Area fire: In the case of neighbor fire, children will be transported by Bowen Road Day School buses and/or staff vehicles to Brennan Academy, located at 2614 W. Arkansas Lane, Arlington, Texas 76013.
Tornadoes/ hurricanes: Children are to be moved to enclosed rooms without windows. (Interior restrooms)
- b. **Catastrophic fire/Gas Leak/Floods/Explosion/Chemical Spills:**911 called: City Fire Departments will notify us if further distance of designated evacuation area is needed and where area is. Children will then be transported in Bowen Road Day School buses/staff vehicles to designated area. Bowen Road Day School will be responsible for Preschool/PreK children during normal hours of operation and School Age children while in our attendance. AISD will be responsible for School Age children while in public school attendance.

2. Communication

- a. Information on the relocation area to which the children have been taken, will be posted on the BRDS door and will be released to the media. An emergency phone number will also be posted.
- b. 911 services will be notified immediately. Parents will be notified as soon as possible to the designated area children have been safely transported to. City Health Department and TDPRS will be also be notified as soon as practical.
- c. Communicable disease outbreak/medical emergency: As soon as the center is aware of a disease outbreak or medical emergency, parents will be notified as to the severity of the emergency. 911 will be called in the case of medical emergency.
- d. Intruder with weapon; activate fire alarm and evacuate children

3. Each class is provided with a notebook containing class attendance records, Belinda Page 13 2/20/15parent emergency contact numbers and emergency medical care forms. These notebooks shall be kept with each staff member caring for the children.