

Key Learning Child Development Center Policies are in alphabetical order

Affirmative Action Statement:

Key Learning Child Development Center will try to serve all children, who request our services without regard to sex, race religion, disability, or special needs. If Key Learning Child Development Center is not able to provide all the services a child requires, we will refer the child to outside agencies or to another child care facility that can meet the child's needs.

Key Learning Child Development Center will ensure that we communicate to all children and their parents regardless of their language or other special needs they may have. We will do this through the use of community resources if necessary.

Absences:

Please call the school office by 9:00 a.m. if possible to notify us if your child will be absent from school. If your child is ill or absent, full tuition is expected unless you have contacted the Director concerning special circumstances. Circle time begins at 8:30 a.m. so please be prompt. **Children will not be accepted after 9:30 AM** unless there are extenuating circumstances; such as: doctor's appointment, emergency or transportation. (All CCS clients must call the office if your child is going to be absent.)

Absences

Allergies:

As with any other medical condition, please discuss any allergy problems your child may have with the Director and your child's teacher. Also, please list allergies on your child's enrollment form. If your child has any food allergies, we are required to have a doctor's statement on file. Please give the Director and the teacher any special instructions concerning the care of your child so that necessary precautions and procedures can be initiated to ensure your child's health and safety.

Admissions:

Children who are two (2) years through six (6) years of age are eligible to attend Key Learning Child Development Center. Those children who attend public school up to fifth grade (10 years old) may attend before and/or after school day care at Key Learning Child Development Center. Each child is given an orientation period of 3 weeks in order to ascertain if Key Learning and the child are appropriately matched. This is important for the child, the parent as well as Key Learning.

When classes are filled, a waiting list will be maintained. A nonrefundable \$35.00 registration fee (per family) and completed enrollment packet is required in order to place your child on the waiting list.

Arrival and Pick Up:

For the safety of your child, he/she **must** be walked into the school and **signed** into daycare or their class. Dropping your child off outside and having them walk in by themselves will **not** and **cannot** be tolerated per state law. Your child can be released only to those persons designated by you in writing. Proof of identification will be required, like a driver's license or state issued ID. Key Learning Child Development Center has no legal authority to refuse the release of a child to either parent, except in the case of legally served court papers. We must have a notarized court order on file regarding all parental custody matters.

Bad Weather/Emergencies:

Key Learning Child Development Center will close or delay opening for bad weather when conditions do not permit safe passage on streets and roads. We will **no longer go by Sherman ISD's decision to close**. We at Key Learning understand that even though the ISD may close due to bad weather, most of the time parents still have to work. We want to give you every opportunity to leave your children in a safe and caring environment while you work during bad weather; and, at the same time keep our employees safe. If, in fact, the roads are not safe to travel, we will not open.

In order to find out if we are open, we will list the information on Channel 10 and 12 news.

Bad Weather

Key Learning Child Development Center has monthly fire drills and twice a year tornado drills per state regulations. Should any emergency requiring evacuation of the center occur, the children would be taken to Crutchfield Elementary to await your arrival. You will be notified as soon as possible in such an emergency. It is our policy to keep the center open unless safety of the children would be compromised.

Birthdays:

A birthday is a very special event in the life of a child. You are welcome to provide treats or plan a party for your child at the school; please make arrangements with their teacher. We've found the best time for these parties is after the children are up from nap during the afternoon snack time between 2:00 – 2:15.

Bus:

We pick up school children at elementary schools. Please notify the school if your child will not be riding the bus in the morning by 7:00 a.m. If your child attends public school and does not need to be picked up in the afternoon, please notify Key Learning Child Development Center no later than 1:00 p.m. All children must obey the bus rules in order to ride the bus. The rules to review with your child are:

- *Seat belts **must** be worn at all times, it's the law.
- *Children eight years or under 4' 9" tall and under must ride in child safety seat which is provided by the parent. (*Parent provides the child safety seat*)
(*If a child is eight years of age and is under 4'9" tall they are NOT legally required to be in a child safety seat system.*)
- *Children must remain seated and face forward until the bus comes to a complete stop and the bus driver signals them to get up.
- *No food, drink, or gum chewing is allowed on the bus.
- *Keep your hands and feet to yourself.

BUS

For the safety of your child(ren), please review these rules with them. If your child's weight/age requires that they be in a car seat or booster seat, the parent must provide it in order to stay in compliance with the law.

Car Pool:

All children departing by car will be picked up at the main entrance of Key Learning between 2:15 and 2:45 p.m. For your convenience, please pull up to the door, stay in your vehicle, and your child's teacher will walk them out to your vehicle, and ensure they are buckled up. You will be asked to sign them out. Please remember, if you arrive after 2:45, carpool will have ended and you will be charged a \$7.00 late pickup fee. If you should need to talk with your child's teacher, please park your car in the parking lot so you do not hold up the car-pool line.

Calendar Year:

Please see our school calendar for days of operation. We are a year-round program. You will be provided with a calendar that shows holidays the school will take each year as well as *teacher in service* days. Kindergarten holidays and closing will coincide with Sherman ISD.

Changes to contact information:

Families frequently have changes: new addresses, jobs, new telephone numbers, etc. In order to reach you in an emergency we **must have current information.** Please keep us informed in the office, as well as your child's classroom. Please put any changes in written form and turn into the office. If a child is ill and the contact information is incorrect, you are risking Child Protective Services becoming involved in the well-being of your child. If we absolutely cannot reach you by any of the numbers you have provided us, we will have no other choice but to contact Child Protective Services.

Changes

Child Abuse:

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency. The hotline number is #1800-252-5400 or access on the web at:

<https://www.txabusehotline.org>.

Clothing:

Your child should come to school dressed in comfortable, washable, and easy to manage clothing. No, flip flops or backless shoes, please. Every child needs a **complete change of clothing, including socks and shoes, in their cubbies.** Please label all clothing, jackets, blankets, backpacks, etc. with your child's name. The teachers cannot be responsible for lost articles of clothing. If an item of your child's (clothing, backpacks) turns up missing, please get with his/her teacher as soon as possible. **Blankets should be taken home EVERY Friday and washed for the following week.**

Communicable Diseases:

Children absent due to contagious diseases or illness may return to the center when a physician provides a signed statement indicating that the child may return to school. Please notify the school when your child has a communicable illness so that we may alert other parents of symptoms to look out for. Please keep your child home according to the following guidelines provided by Childcare Licensing.

These guidelines are provided by the Minimum Standards for Childcare Centers.

AIDS / HIV Infection

Incubation Period: Variable

Signs and Symptoms: Weight loss, generalized swelling of the lymph nodes, failure to thrive, chronic diarrhea, tender spleen and liver. Individuals may be asymptomatic.

Exclusion from Attendance: No, unless child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chicken pox outbreaks in school. These may pose a health threat to the immunosuppressed child.

Readmission Criteria: N/A

Reportable Disease: Yes, but schools are not required to report.

Prevention, Treatment and Comments: Teach importance of hand washing. When cleaning up spills of blood or body fluids, wear gloves and use a suitable disinfectant. Educate adolescents about viral transmission through sexual contact and sharing of equipment for injection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Amebiasis

Incubation Period: Commonly 2-4 weeks

Signs and Symptoms: Intestinal disease may vary from asymptomatic to acute dysentery with bloody diarrhea, fever, and chills. Parasite may disseminate to other internal organs.

Exclusion from Attendance: Yes

Readmission Criteria: After treatment is initiated.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Adequate treatment is necessary to prevent/eliminate extraintestinal disease. Teach importance of hand washing. Relatively uncommon in the United States, but can be acquired in developing countries. Spread by personal contact or through food and/or drink.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Campylobacteriosis

Incubation Period: Range 1 – 10 days, Commonly 2 – 5 days

Signs and Symptoms: Sudden onset of diarrhea, abdominal pain, fever, malaise, nausea, and vomiting.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea and fever subside.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Teach importance of hand washing. Frequently a foodborne infection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Chickenpox (varicella)

Incubation Period: Range 2 – 3 weeks, Commonly 13 – 17 days

Signs and Symptoms: Fever and rash that may appear first on head, then spread to body. Usually two or three crops of new blisters that heal, sometimes leaving scabs.

Exclusion from Attendance: Yes

Readmission Criteria: Seven days after onset of rash. Immunocompromised individuals should not return until all blisters have crusted over.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Shingles is a reactivation of the varicella virus. Since contact with the virus may cause chickenpox in a susceptible child, it is recommended that a case of shingles be treated similar to a case of chickenpox. Vaccine available.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Common Cold

Incubation Period: Range 1 – 5 days; Commonly 2 days

Signs and Symptoms: Runny nose, watery eyes, fatigue, coughing, and sneezing.

Exclusion from Attendance: No, unless fever is present. (see Fever)

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of washing and covering mouth when coughing or sneezing. Colds are caused by viruses; antibiotics are not indicated.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Conjunctivitis, bacterial or viral (Pink Eye)

Incubation Period: Bacterial: 1 – 3 days. Viral: 12 hours to 12 days

Signs and Symptoms: Red eyes, usually with some discharge or crusting around eyes.

Exclusion from Attendance: Yes

Readmission Criteria: Until effective treatment and approval by HCW.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of hand washing. Allergic conjunctivitis is not contagious and may be confused with bacterial and viral conjunctivitis.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Coxsackie virus diseases (hand, foot, and mouth disease)

Incubation Period: Commonly 3 – 5 days

Signs and Symptoms: Rash in mouth, hands (palms and fingers), and feet (soles).

Exclusion from Attendance: No, unless fever.

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Promote hand washing and universal precautions.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Cryptosporidiosis

Incubation Period: Range 1 – 12 days, Commonly 7 days

Signs and Symptoms: Diarrhea, which may be profuse and watery, preceded by anorexia and vomiting in children. The diarrhea is associated with abdominal pain. Malaise, fever, nausea, and vomiting occur less often. Infection may be asymptomatic.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea subsides

Reportable Disease: Yes. Call (800) 705-8868.

Prevention, Treatment and Comments: Teach importance of hand washing

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Cytomegalovirus (CMV) infection

Incubation Period: Unknown under normal circumstances

Signs and Symptoms: Usually asymptomatic. Congenital CMV infections may result in hearing loss, pneumonia, eye inflammation, and growth and/or mental retardation.

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of good hand washing. Avoid direct contact with urine, saliva, or other infectious secretions.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Escherichia coli (*E. coli*) infection

Incubation Period: 10 hours to 6 days in most cases; for *E. coli* 0157:H7, commonly 3-5 days

Signs and Symptoms: Profuse, watery diarrhea, sometimes with blood and/or mucus, and abdominal pain. Fever and vomiting may occur. Some strains (such as *E. coli* 0157:H7) may cause hemolytic uremic syndrome (HUS), resulting in kidney damage.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea and fever subside

Reportable Disease: Yes, if *E. coli* 0157:H7 strain. Call (800) 705-8868

Prevention, Treatment and Comments: Teach importance of hand washing. Usually a foodborne infection. Also spread by hand to mouth contact.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Fever

Incubation Period: N/A

Signs and Symptoms: Oral temperature of 38°C (100.4°F) or greater. Measure when no antipyretics (an agent that reduces fever) are given.

Exclusion from Attendance: Yes

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments:

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Fifth Disease (erythema infectiosum) Human Parvovirus

Incubation Period: Variable: 4 – 20 days.

Signs and Symptoms: Redness of the cheeks and body. Rash may reappear. Fever does not usually occur.

Exclusion from Attendance: No, unless fever.

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Individual should be seen by a physician to rule out a diagnosis of measles or rubella. Pregnant women who have been exposed should consult their physician.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Gastroenteritis, Viral

Incubation Period: Variable, usually 1 – 3 days

Signs and Symptoms: Nausea and diarrhea. Fever does not usually occur.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of good hand washing.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Giardiasis

Incubation Period: Range 3– 25 days or longer, Commonly 7 – 10 days

Signs and Symptoms: Gradual onset of nausea, bloating, pain and foul-smelling diarrhea. May recur several times over a period of weeks.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Treatment is recommended. Teach importance of good hand washing. Can spread quickly in child-care facilities. Check household contacts for evidence of infection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Head lice (Pediculosis)

Incubation Period: Eggs hatch in 7 – 10 days

Signs and Symptoms: Itching and scratching of scalp. Presence of pinpoint-sized white eggs (nits) that will not flick off the hair shaft and live lice.

Exclusion from Attendance: Yes, with live lice.

Readmission Criteria: After one medicated shampoo or lotion treatment has been given.

Reportable Disease: No

Prevention, Treatment and Comments: Second shampoo or lotion treatment is recommended in 7 – 10 days. Teach importance of not sharing combs, brushes, hats, and coats. Check household contacts for evidence of infestation.

Hepatitis A

Incubation Period: Range 15 – 50 days, Commonly 25 - 30 days

Signs and Symptoms: Most children have no symptoms; some have flu-like symptoms or diarrhea. Adults may have fatigue, nausea and vomiting, anorexia, and abdominal pain. Jaundice, dark urine, or diarrhea may or may not be present.

Exclusion from Attendance: Yes

Readmission Criteria: One week after onset of illness.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Vaccine available. Teach importance of hand washing. Immune globulin should be given to household contacts. If more than one case occurs in a child-care facility, immune globulin should be considered for all contacts at the facility.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Hepatitis B

Incubation Period: Range 1^{1/2} – 6 months; Commonly 2 – 3 months.

Signs and Symptoms: Gradual onset of fever, fatigue, nausea, or vomiting, followed by jaundice. Frequently asymptomatic in children.

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Vaccine available. Teach importance of hand washing and not sharing toothbrushes or razors. Wear gloves and use a suitable disinfectant when cleaning up spills of blood or body fluids. Educate adolescents about viral transmission through sexual contact and sharing of equipment for injection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Herpes Simplex (cold sores)

Incubation Period: First infection, 2 – 17 days

Signs and Symptoms: Blisters, on or near lips that open and become covered with a dark crust. Recurrences are common.

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of good hygiene. Avoid direct contact with sores. Anti-virals are sometimes used.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Impetigo

Incubation Period: Variable, usually 4 – 10 days

Signs and Symptoms: Blisters on skin, commonly hands and face, that open and become covered with yellowish crust. Fever does not usually occur.

Exclusion from Attendance: Yes

Readmission Criteria: After treatment has begun.

Reportable Disease: No

Prevention, Treatment and Comments: Keep lesions covered. Teach importance of hand washing and keeping fingernails clean.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Influenza (Flu)

Incubation Period: Commonly 1 – 3 days

Signs and Symptoms: Rapid onset of fever, headache, sore throat, dry cough, chills, lack of energy, and muscle aches.

Exclusion from Attendance: Yes

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Vaccine available and recommended for children age 6 – 24 months and with certain chronic diseases. Anti-viral therapy available for patients with influenza type A.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Measles (rubeola)

Incubation Period: Range 7 – 18 days; Commonly 8 – 12 days

Signs and Symptoms: Runny nose, watery eyes, fever, and cough. A blotchy red rash, which usually begins on the face, appears between the third and seventh day.

Exclusion from Attendance: Yes. In an outbreak, unimmunized children should be excluded for at least two weeks after last rash onset.

Readmission Criteria: Four days after onset of rash.

Reportable Disease: Yes, immediately call (800) 705-8868.

Prevention, Treatment and Comments: Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician. Vaccine available.

Meningitis, bacterial

Incubation Period: Commonly 2 – 10 days

Signs and Symptoms: Sudden onset of high fever and headache, usually with vomiting.

Exclusion from Attendance: Yes

Readmission Criteria: Until effective treatment and approval by HCW.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Prophylactic antibiotics may be recommended for family members and close contacts at a child-care facility. Vaccine available.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Meningitis, viral

Incubation Period: Commonly 2 – 10 days

Signs and Symptoms: Sudden onset of fever and headache, usually with vomiting.

Exclusion from Attendance: No, unless fever is present.

Readmission Criteria: When fever subsides.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Teach importance of hand washing.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Meningococcal infections (meningitis, meningococcemia)

Incubation Period: Range 2 – 10 days, Commonly 3 – 4 days

Signs and Symptoms: Sudden onset of fever, intense headache, nausea and often vomiting, stiff neck, and frequently a reddish or purplish rash on the skin or mucous membranes.

Exclusion from Attendance: Yes

Readmission Criteria: Until effective treatment and approval by HCW.

Reportable Disease: Yes, immediately call (800) 705-8868.

Prevention, Treatment and Comments: Prophylactic antibiotics may be recommended for family members and close contacts at a child-care facility. In an outbreak, vaccine may be recommended for persons likely to have been exposed.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Mononucleosis, infectious (Epstein Barr virus)

Incubation Period: Commonly 30 – 50 days

Signs and Symptoms: Variable. Infants and young children are generally asymptomatic. Symptoms, when present, include fever, fatigue, swollen lymph nodes, and sore throat.

Exclusion from Attendance: Yes

Readmission Criteria: When a physician decides or after fever subsides. Some children with fatigue may not be physically able to return to school (child care) until symptoms subside.

Reportable Disease: No

Prevention, Treatment and Comments: Minimize contact with saliva or nasal discharges. Teach importance of hand washing. Sanitize surfaces and shared items.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Mumps

Incubation Period: Range 12 – 25 days. Commonly 16 – 18 days

Signs and Symptoms: Swelling over jaw in front of one or both ears. Pain in cheeks made worse by chewing.

Exclusion from Attendance: Yes

Readmission Criteria: After nine days from the onset of swelling.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Vaccine available.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Otitis Media (earache)

Incubation Period: Variable

Signs and Symptoms: Fever, ear pain. May follow respiratory illness.

Exclusion from Attendance: No, unless fever.

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Antibiotics are only indicated for acute otitis media.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Pertussis (whooping cough)

Incubation Period: Range 6 – 21 days. Commonly 7 – 10 days.

Signs and Symptoms: Low-grade fever, runny nose, and cough lasting about two weeks, followed by paroxysmal coughing spells and “whoop” on inspiration.

Exclusion from Attendance: Yes

Readmission Criteria: After completion of five days of antibiotic therapy

Reportable Disease: Yes, immediately call (800) 705-8868.

Prevention, Treatment and Comments: Vaccine available. Un-immunized contacts should be immunized and receive antibiotic prophylaxis. Adults with persistent cough greater than 2 weeks should be evaluated.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Pharyngitis, nonstreptococcal (sore throat)

Incubation Period: Variable

Signs and Symptoms: Fever, sore throat, often with large, tender lymph nodes in neck.

Exclusion from Attendance: No, unless fever.

Readmission Criteria: After fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Nonstreptococcal pharyngitis is caused by a virus; antibiotics are not indicated.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Pinworms

Incubation Period: Variable, 2 weeks – 2 months or longer.

Signs and Symptoms: Perianal itching

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Treatment recommended. Teach importance of hand washing. Check household contacts for infestations.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Ringworm of the body

Incubation Period: Commonly 4 – 10 days

Signs and Symptoms: Slowly spreading, flat, scaly, ring-shaped lesions on skin. The margins may be reddish and slightly raised.

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Treatment is recommended. Keep lesions covered. A fungal infection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Ringworm of the scalp

Incubation Period: Commonly 10 – 21 days

Signs and Symptoms: Slowly spreading, balding patches on scalp with broken-off hairs.

Exclusion from Attendance: Yes

Readmission Criteria: After treatment has begun.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of not sharing combs, brushes, hats, and coats. A fungal infection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Rubella (German measles)

Incubation Period: Range 14 – 23 days. Commonly 16 – 18 days

Signs and Symptoms: Cold-like symptoms. Swollen, tender glands at the back of the neck. Fever. Changeable pink rash on face and chest.

Exclusion from Attendance: Yes

Readmission Criteria: Seven days after onset of rash. In an outbreak, un-immunized children and pregnant women should be excluded for at least three weeks after last rash onset.

Reportable Disease: Yes, call (800) 705-8868 within one working day.

Prevention, Treatment and Comments: Vaccine available.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Salmonellosis

Incubation Period: Range 6 – 72 hours. Commonly 12 – 36 hours.

Signs and Symptoms: Sudden onset of fever, abdominal pain, diarrhea, and sometimes vomiting.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea and fever subside.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Teach importance of hand washing. Frequently a foodborne infection.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Scabies

Incubation Period: First infection: 2 – 6 weeks. Repeat infection: 1 – 4 days

Signs and Symptoms: Small, raised, red bumps or blisters on skin with severe itching. Often the thighs, arms, and webs of fingers.

Exclusion from Attendance: Yes

Readmission Criteria: After treatment has begun.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of not clothing. May have rash after treatment, but will subside.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Sinus infection

Incubation Period: Variable

Signs and Symptoms: Fever, headache, greenish to yellowish mucous for more than one week

Exclusion from Attendance: No

Readmission Criteria: N/A

Reportable Disease: No

Prevention, Treatment and Comments: Antibiotics are only indicated for long-lasting or severe sinus infections.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Shigellosis

Incubation Period: Range 1 – 7 days. Commonly 2 – 3 days.

Signs and Symptoms: Sudden onset of fever, vomiting, and diarrhea which may be bloody.

Exclusion from Attendance: Yes

Readmission Criteria: After diarrhea and fever subside.

Reportable Disease: Yes, call (800) 705-8868.

Prevention, Treatment and Comments: Teach importance of hand washing. Can spread quickly in child-care facilities.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Streptococcal sore throat and scarlet fever

Incubation Period: Commonly 1 – 3 days

Signs and Symptoms: Fever, sore throat, often with large, tender lymph nodes in neck. Scarlet fever-producing strains of bacteria cause a fine, red rash that appears 1 – 3 days after onset of sore throat.

Exclusion from Attendance: Yes

Readmission Criteria: Twenty-four hours after antibiotic treatment has begun and fever subsides.

Reportable Disease: No

Prevention, Treatment and Comments: Teach importance of covering mouth when coughing or sneezing. Streptococcal sore throat can only be diagnosed with a laboratory test.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

Tuberculosis, Pulmonary

Incubation Period: Commonly 2 – 12 weeks

Signs and Symptoms: Gradual onset, fatigue, anorexia, fever, failure to gain weight, and cough.

Exclusion from Attendance: Yes

Readmission Criteria: After antibiotic treatment has begun, AND a physician's certificate or health permit obtained.

Reportable Disease: Yes, call (800) 705-8868 within one working day.

Prevention, Treatment and Comments: All classroom contacts should have TB skin tests. Antibiotic prophylaxis recommended for newly positive reactors. Call the TB control program at your local health department for contact testing.

Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

End of Communicable Diseases

Communication:

Please be sure to check your child's FOLDER for all correspondence from staff, permission slips, upcoming events, etc.; AND your child's BACKPACK on a daily basis for complete change of clothing, Besides information on Holidays, Events and School Closing that is given to each parent upon enrollment of their child(ren), information of closings, Holidays and Events is posted on our website at www.keymemorialumc.org and on the Parent Bulletin Board and on the Entry to Key Learning Center. Please provide your email address to the office as well as the teacher so that we may communicate by email as well.

Conferences:

Parents are welcome to visit our center at any time, and are urged to consult with the teacher or Director whenever any concerns arise regarding their child at home or school. Any time you wish to have a conference with your child's teacher or the Director, simply call the office at 903-892-9162.

Curriculum:

At Key Learning Child Development Center, we feel that a Christian environment is the essential part of our program. We hope children will learn that God loves them, and that Jesus really lived, loved children, helped people, and taught of God's love and care for all of us. We want to help children to think, feel, and act in Christian ways. Through Bible stories, prayer, songs, art, science, math, language, and games they will learn about the world God created. We hope through the attitude of Christian love and concern that their Christian education will not be separate, but an integral part of their daily life.

Day Care:

Day care services are available from 6:30 a.m. until 8:00 a.m. and from 2:15 p.m. until 6:00 p.m. If you are in need of daycare services please notify the office and mark that you need daycare on your enrollment papers. If space is available, arrangements can be made for your child. **If anything other than preschool is needed it is considered full day care.**

Discipline:

At Key Learning Child Development Center discipline is viewed as a positive tool used to help all children develop a healthy relationship with peers and adults, as well as learn self control. Our teachers have basic rules in the classroom and use positive reinforcement, natural or logical consequences and redirecting. We also request parental involvement to reinforce our teachings at home. **Unacceptable behavior such as using profanity or kicking, biting or hitting other children or teachers on more than 2 occasions may result in your child being suspended from Key Learning for a period of time not to exceed 1 week.** This kind of behavior cannot be tolerated for obvious reasons.

Key Learning Child Development Center does not practice corporal punishment (spanking). The State does not allow a child to be spanked on school property. Please review the following school rules with your child:

- *Keep your Hands and Feet to Yourself
this means no touching our friends in private places
- *Touch your friends gently and be kind to others
this means no hurtful behavior like kicking, biting, or hitting
- *Use your words/Use kind words/Say what you need or want
this means no cuss words are allowed, no disrespectful words or words that hurt God's ears

Children who cannot follow these rules will be asked to leave the school.

Per the Minimum Standards for Childcare Centers:

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

Minimum Standards for Childcare Centers requires the following methods of discipline and guidance from a caregiver.

A caregiver may only 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; and
- (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.

Enrollment:

Upon receiving a registration fee of \$35.00, a completed enrollment package, most recent immunization (shot record) history and health statement from your doctor, your child may be enrolled into Key Learning Child Development Center. **(Any child 3 1/2 years and above must have a hearing and vision screening upon enrollment, or when offered in the fall of each year.)**

Enrollment

Your child will be placed in the classroom most suited to his/her age and the classroom the director chooses for ratio purposes. Parents may not choose a classroom because of their preference of teacher. The Director must maintain state ratios at all times and she must put the child in the classroom based on their age and where she may maintain state ratios, not based on the teacher who is in the classroom.

Pacifiers, sippy cups, toys, blankets: The children at Key Learning Child Development Center are not permitted to have pacifiers (*except at naptime*), **sippy cups** (*unless there is a medical condition that requires your child to drink from a sippy cup*), **toys**, or **blankets** (*unless used only for naptime*). We realize the importance of these items to some children, but for sanitary reasons, and controlling the spread of sickness or diseases we cannot risk the children sucking on another child's pacifier or drinking from another child's cup. We request that your child **not** bring toys from home because we cannot be responsible for the toy. If a child arrives with a pacifier, sippy cup or toys, they will be removed and put into the child's cubby.

Field Trips (4 years and older only):

Field trips and nature walks are an integral part of our pre-school program. Field Trip Permission slips will be passed out prior to the event. The permission slip should be signed and returned as soon as possible to your child's teacher. Occasionally there will be additional fees for some trips. Children under 4 years of age will not be participating in field trips for obvious reasons; however, there will be outside activities planned for them on school property. All children under the age of 8 must have a booster seat provided by the parent in order to be transported by school bus to field trips. A set field trip fee (to be determined after director has scheduled all field trips in advance for summer) will be invoiced to the parent along with regular tuition invoice during summer months to cover cost of field trip, fuel and additional food if required. Field trips fee should be paid along with regular tuition in order for your child to attend the weekly field trip(s). Additional field trips during school year for 4 year old and Kindergarten classes and amounts will be invoiced along with regular tuition invoices to cover cost of field trip, fuel and additional food if required.

Funding:

Key Learning Child Development Center is a mission of the Key Memorial United Methodist Church whose goal is to provide a Christian education to pre-school children. Funds are received from donations and tuition.

We also accept Childcare Service clients through Workforce Texoma, which helps parents with tuition as needed.

www.workforcesolutionstexoma.com or call 903-463-9997.

Gang Free Zone:

Any area within 1000 feet of Holy Family School is a Gang Free Zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Holy Family School is a violation of this law and is therefore subject to increased penalty under state law. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. Parents may contact their local municipality or court house for information about obtaining a copy of a map if you choose to do so.

Gang Free Zone

Health Requirements:

Prior to admission, the school must have on file a statement from a licensed physician that your child is physically able to take part in our program. This statement is on our immunization form. Your child's immunization record must also be current and submitted prior to admission. You may submit a copy of your child's immunization record from the doctor's office or clinics. Each child 3 ½ and older must be screened for hearing, vision and speech upon entering KLCDC or when offered in the fall of each year.

Holidays:

Key Learning Child Development Center provides a list of days the school will be closed yearly and this information is posted on the website, the Parent Bulletin Board and on the entry to Key Learning Child Development Center. **Tuition is due in full unless the parent has requested vacation in advance in written form.** Keep in mind each family is allowed two weeks of vacation yearly (from August to August).

Holidays

Hours of Operation:

Key Learning Child Development Center is open from 6:30 a.m. to 6:00 p.m. Our preschool program begins at 8:00 a.m. and ends at 2:15 p.m. Childcare is available for working parents from 6:30 a.m. to 8:00 a.m. and 2:15 p.m. to 6:00 p.m. Children will not be accepted after 9:30 AM each day unless there are extenuating circumstances.

Illness:

If your child becomes ill while at school we will contact you and may ask you to pick him or her up. In the event of any serious accident or illness, an ambulance may be called. To ensure the safety of your child, we keep a file of names, addresses, and phone numbers of only those people you have authorized to pick up your child. In addition, we also ask you to supply names and phone numbers of your family doctor and preferred hospital.

Injury:

The teacher will complete accident reports after first aid has been rendered and parents are notified. Depending on seriousness, parents may be contacted to pick their child up. Parents or others who are designated for emergency notification will be contacted for any serious injury or when outside intervention is needed. Parents will receive a copy of the accident report to take home.

Late Departures:

*PRE-SCHOOL-Late pick up from pre-school is \$7.00 plus a daycare charge of \$7.00 per child picked up after 2:45 p.m. This is payable to the school.

*DAYCARE-Late pick up from daycare is \$1.00 per minute per child after 6:00 p.m. This fee is paid to the school and must be paid by the next day. If fee is not paid, your child will not be accepted into daycare.

Late Fees:

Tuition is due on Monday of each week when paying weekly; and, on the 1st day of the month when paying monthly or making CCS co-pay payments. A late fee of \$5.00 per week will automatically be charged to your account for past due balances until they are paid in full.

If an account is two weeks past due, parents or guardians will be notified in writing that the account is past due and the child may not attend school until the account is paid or arrangements are made with the Director. If payment arrangements are not made, your account will be turned over to a collection agent for payment.

Late Fees

Licensing:

Key Learning Child Development Center is licensed by the Texas Department of Family & Protective Services ChildCare Licensing Division located in Plano, Texas. They can be reached at 1-800/582-6036 or on the web at <http://www.dfps.state.tx.us/>. We are inspected to ensure we are in compliance in areas of health, safety, and children's development concerns. You may review a copy of *Minimum Standards for Child Care Centers* at the Center; or, you may obtain a copy of the *Minimum Standards for Child Care Centers* on the web at <http://www.dfps.state.tx.us/> (Click on "Child Care Licensing" in left hand column, then "Standards and Regulations" in left hand column, then choose, then chose Child Care Standards 1st item on list: *Chapter 746, Minimum Standard Rules for Child-Care Centers to review*).

Our most recent Licensing Inspection Report is posted on the parent bulletin board in the center where you pay your tuition. You may also access it on the website via <http://www.dfps.state.tx.us/>. Choose

“Child Care Licensing” in left hand column; then, Choose “Search for Texas Child Care” click on 1st link “Child Care Center or Home”; put in Key Learning Center or fill in other blanks; go to bottom of page and view most recent reports.

Meals:

Your child will be served a nutritious breakfast, lunch, and an afternoon snack each day. **Please do not bring donuts or other non-nutritional foods for breakfast.** Children may bring in a nutritional sack lunch or snack; however, according to Minimum Standards for Childcare Centers, the following applies: *“The enrollment agreement signed by the parent must include a statement that the parent is choosing to provide the child’s meals and/or snacks from home and the parent understands the child-care center is not responsible for its nutritional value or for meeting the child’s daily food needs.”*

Teachers sit at the table with the children to provide a good role model and encouraging conversation. Children are encouraged to eat a variety of foods but are never forced to eat something they don’t want. Menus are posted in the cafeteria and on the parent’s bulletin board; as well as passed out to all children monthly. Below is the schedule for meals and snacks.

Meals

2's	8:00—8:15*	Breakfast*
3's	8:20-8:35	Breakfast
4's	8:30-8:45	Breakfast
2's	11:00-11:20	Lunch
3's	11:25-11:45	Lunch
4's	11:50-12:10	Lunch
PreSchool	2:00-2:15	Snacks
Schoolers	3:45-4:00	Snacks

- **No exceptions to the schedule for breakfast** unless there are extenuating circumstances. It is not our intention that any child be denied breakfast, but our schedule must be maintained because of the children who do come and have breakfast when it is served. If you must be late for breakfast, please

have your child eat their breakfast at home or in the car before you bring them in so that other children won't see them eating when they have already eaten their breakfast.

Medication:

Your child may receive medication (prescription or non-prescription) at school under the following conditions:

- *All (prescription/over the counter) medications must be in original containers and clearly labeled with your child's name, dosage and times for dosage (i.e.) one tablespoon three times a day, or teaspoon four times a day).
- *Non prescription medication must have the correct dosage for your child's age and or weight (i.e. under 24 lb. And 2 yr. Of age consult physician, 24 to 35 lb. And 2-3 yr. of age 2 tablespoons). If your child does not meet the age and/or weight requirement we cannot give the medication to your child without a signed doctor's statement.
- *A medicine authorization form must be filled out and signed for both prescription and non-prescription medication.

Please do not send medication in your child's backpack. Always give medication to the morning daycare staff, bus driver or your child's teacher who will ask you to complete a medication form. Medication requiring refrigeration will be stored in the refrigerator in its own separate container strictly for medication and discarded if the date has expired.

Mission Statement:

Key Learning Child Development Center provides a safe, loving, Christian environment for pre-school aged children and also focusing on families with children in need of tuition assistance in the Sherman area. We strive to promote a sense of self-worth, a respect for others, and a love of learning. Our goal is to meet the needs of the whole child by addressing the social, physical, spiritual, and emotional needs of the child and family.

Notes:

Please be sure to check your child's folder and/or backpack on a daily basis for complete change of clothing, any and all correspondence from staff, permission slips, upcoming events, etc.

Parent Feedback & Problem Resolution Policy:

Each child and their family who attend Key Learning Child Development Center is a valued friend. We are concerned about our promise of quality to you and your child. Please feel free to discuss any concerns with the Director. The philosophy of Key Learning Child Development Center is that the needs of students are best served when a cooperative partnership exists among students, parents, and staff. We believe that problems are best resolved at the point nearest the problem. However when problems persist beyond that point, a mediation process will be invoked. If a parent has concerns about a situation in the classroom, he/she should ask the teacher for a conference to discuss the problem.

Parent

If the problem remains unresolved, the parent should schedule a conference with the Director. If an unresolved conflict should exist between a parent of a child in Key Learning Child Development Center and the school administration, the Key Learning Child Development Center Advisory Committee will be notified by the parent or Director, and a conference with all parties involved and two committee members, one being a mediator, will be scheduled within one week. Our goal is to resolve our problems in a Christian way.

Parent Notification:

All parent notifications will be posted on the parent board, classroom door, website and entry to Key Learning Child Development Center, as well as passed out in each child's folder.

Parent Participation:

Key Learning Child Development Center is requesting that all families participate in the schools celebrations throughout the year. School celebrations are listed on the Holiday/Event Schedule given to each parent at time of enrollment; posted in each classroom; posted on the parent bulletin board; posted on website at

keymemorialumc.org and the entry to Key Learning Child Development Center. Please contact the office to schedule times to volunteer.

Personal Hygiene:

We teach the children about good health and hygiene habits. It is an area that encourages a child's sense of independence and responsibility. Hand washing is an example where we teach the children to wash before meals, after toileting, after coughs, etc. This training helps to reduce common colds and illnesses. We ask the parents to help by encouraging their children to use good health and hygiene habits.

Policy and Procedures:

Parents are welcome to review and discuss with the director any questions or concerns about the policies and procedures of Key Learning Child Development Center.

Product Safety:

Annually, the United States Consumer Product Safety Commission (CPSC) recall list is reviewed by the director to assure that there are no unsafe products in Holy Family School. Holy Family School only provides products specified by the CPSC as safe for the childcare environment. Parents may review this list at: www.cpsc.gov or through <http://www.dfps.state.tx.us/>.

Product Safety

Registration:

Enrollment is open to all children, age 2 years through private Kindergarten. Afterschool care is available for children through 5th grade. A registration fee of \$35.00 per school year per family is due upon. **A registration fee of \$35.00 is also required if your child will be attending Key Learning Child Development Center's Summer Program upon enrollment also.**

Registration

Rest Periods:

A rest period is required for all children by State Minimum Standards. Children should bring a small blanket or large towel for nap time which will be sent home each Friday for laundering. Please label your child's blanket and all personal items.

Returned Checks:

There will be a charge of \$15.00 for any checks, which are returned to us for non-sufficient funds. The NSF check and fee must be paid by money order the following day or your child can not attend KLCDC until the NSF check is paid in full. If the NSF check is not paid within 10 days, the school will contact the Grayson County District Attorney's office for collection. After two non-sufficient checks have been received tuition payments will be accepted in money order only.

Security:

All of our playground areas are completely fenced in with gates for access. We ask that all parents ensure that gates are closed as they come in and go out so that the children cannot get out. This helps to prevent any child from walking through the gate and out into a street or unprotected area.

Staff:

All staff members are 18 years or older, have a High School diploma or GED. The lead teachers already have or are working toward their Child Development Accreditation Credential (CDA) and a minimum of one-year experience teaching. All staff receives 8 hours Basic Child Care Training, 2 hours of Orientation and a minimum of 15 hours yearly of continuing education in the area of early childhood development. All staff members have completed CPR, First Aid. A criminal history check is run on a yearly basis as well as fingerprinting.

Summer Program:

Enrollment for this program begins in March and a **NEW enrollment fee is required.** For those classrooms that will have field trip calendars, there will be an additional weekly fee to cover the field trips.

Summer

Toys:

Except for items needed for show and tell, or projects, we ask that **all toys be left a home.** Children should not bring war toys, guns, gum, candy, jewelry or valuable items to school. If these items are brought to school we cannot be responsible for them.

Transportation:

Any child under the age of 8 must have a booster seat (provided by the parent) in order to be transported by Holy Family School on Field Trips and also to and from local schools in the McKinney ISD. Each person employed by Holy Family School who drives the school bus has completed Transportation Safety Training which is required by Child Care Licensing.

Transportation

Tuition:

Tuition in **ADVANCE** is due each Monday whether the child attends classes or not. Key Learning Child Development Center is a year round school. Tuition is due each week whether your child attends school or not. Each family will be allowed ten (10) days of vacation time per year if child has been enrollment for at least 3 months. These days must be taken in increments of five (5) days and the school must have at least a two-week in writing notice that you will be taking a week of vacation. Your vacation may not carry over to the next year. Your year starts on your child's enrollment at the school.

If an account is two weeks past due, parents or guardians will be notified in writing that the account is past due and the child may not attend school until the account is paid or arrangements are made with the Director. If payment arrangements are not made, your account will be turned over to a collection agent for payment.

Tuition

Unacceptable Behavior

Unacceptable behavior such as using profanity or kicking, biting or hitting other children or teachers on more than 2 occasions may result in your child being suspended from Key Learning for a period of time not to exceed 1 week. This kind of behavior cannot be tolerated for obvious reasons. When this type of behavior is observed, you will be contacted immediately to pick up your child from Key Learning.

Vacation and Sick Policy:

Our weekly fees are averaged over the calendar year and no reductions are made for holidays, vacation, or sick days. If your child is sick or leaves for family vacation you are still responsible for full tuition. As long as your child is enrolled at Key Learning Child Development Center tuition is charged every week and you are required to pay full tuition. **Each family whose child is enrolled FULL TIME and has been enrolled in our program for 3 months will be allowed ten (10) days of vacation time per year.** These days must be taken in increments of five (5) days and the school must have at least a two-week written notice that you will be taking a week of vacation. Extenuating circumstances please call the office.

Vacation

Videos:

We show Christian educational videos and G rated videos with viewing time being limited to 30 minutes. If you have a video you would like to share, please check with your child's teacher.

Visitors:

You are welcome to visit the school at any time during the hours of operation, 6:30 AM – 6:00 PM, to observe your child, our operations and program activities, without having to secure prior approval. We do ask if you would like to join your child for lunch, to call by 9:00 a.m. Please sign in at your child's classroom when visiting.

Volunteers:

Volunteers are always needed to help us with the extras for the children. If you are able to lend a hand with bulletin boards, clean toys, attend field trips, trim grass, or share a part of your heritage with the children, just check with your child's teacher or the Director for

volunteer opportunities. Also needed is maintenance and repairs, reading stories to the class, or sharing in any area you are gifted; however, per state regulations, volunteers must have background checks as well as fingerprinting. As a parent volunteer you are welcome to participate in our activities.

There are two parent representatives on the Key Learning Advisory Committee. If you would like to be considered as a parent representative on the Committee, please let the director know. *(Volunteers are required by the Minimum Standards of Operation for Child Care Centers to obtain fingerprinting and background check from the organization authorized by the state.)*

Water Activities:

During the summer schedule children will have the opportunity to do water activities providing you have checked those boxes on their enrollment form.

Withdrawal/Dismissal Policy:

Dismissal of your child from Key Learning Child Development Center could result from failure to:

- *Complete/Keep all records current for your child
- *Pay tuition
- *Pay late fees
- *Pick up your child(ren) on time-after four late daycare pick-ups, unless you have extenuating circumstances.
- *Attend parent conferences
- *Resolve ongoing disruptive, unacceptable behavior
- *Or other reasons as determined by the Director

A two-week written notice is required when withdrawing your child during the school year in order to accommodate other families who may be waiting to enroll their child at Key Learning Child Development Center. Your cooperation is greatly appreciated. If a two-week notice is not given, your account will be charged for two weeks of care.

Worship:

All children worship in our chapel every day of the week at 9:30 AM.

Updated June 2010