



Lago Vista
Independent School District

**Little Vikings
Learning Center
Parent Handbook**

Lago Vista Independent School District Little Vikings Learning Center Parent Handbook

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DISTRICT MISSION STATEMENT

Lago Vista ISD will equip students for the rigors of the 21st century by preparing them for a global-based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.

LITTLE VIKINGS MISSION STATEMENT

The purpose of the Little Vikings Learning Center is to provide Lago Vista ISD and the community with affordable and timely daycare options. Our mission is to provide exemplary learning, play, and social opportunities for all children enrolled in the Little Vikings Learning Center.

LITTLE VIKINGS PROGRAM INFORMATION

The Little Vikings Learning Center is available to all persons who are long-term employees of the District, with any unfilled spots offered to the public. Availability will be reassessed annually with District employees receiving first priority followed by current enrollees. Day-to-day substitute teachers may not utilize the learning center because they are not employed on a regular basis, and the program is such that drop-ins are disruptive. However, persons employed as a long-term substitute may utilize the Little Vikings Learning Center.

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Welcome!

Welcome to the Little Vikings Learning Center! The information contained in this Parent Handbook will introduce you to the philosophy and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning. Not all policies and procedures can be listed here. We will be happy to answer any questions you may have.

Note: The Little Vikings Learning Center policies and procedures are updated annually. Parents will receive an updated handbook describing policies prior to beginning of each school year. (Revised 07/2019)

Lago Vista ISD
Little Vikings Learning Center
Elvira Stavrowsky
Director
Email: elvira_stavrowsky@lagovista.txed.net

Getting Started

About Us

- The Little Vikings Learning Center is located in the portable building adjacent to Lago Vista Elementary School. The address is 20311 Dawn Drive in Lago Vista, Texas. To contact the Little Vikings Learning Center by phone, please call the main line at (512) 267-8300. To submit inquiries by email, please contact the Little Vikings Learning Center Director, Elvira Stavrowsky, at elvira_stavrowsky@lagovista.txed.net.
- The primary purpose of the Little Vikings Learning Center is to provide high quality childcare for the employees of Lago Vista ISD. By providing a child care program for our employees, Lago Vista ISD strives to assist our employees in building strong family lives and a solid, stable workforce. If space is available, enrollment is extended to non-employee children as a service to the Lago Vista community.
- Little Vikings Learning Center staff members are carefully selected based on their training, experience, and nurturing qualities. They will use a variety of instructional tools as part of a flexible, well-balanced curriculum, and receive continuing training on an ongoing basis.

Hours of Operation

- The Little Vikings Learning Center operates 187 days each academic year and follows the Lago Vista ISD teacher calendar (early to mid-August through late May or early June). Childcare is provided every day that teachers are required to report to work.
- The hours of operation for the Little Vikings Learning Center are 7:15am – 4:30pm, Monday through Friday.
- Children may be dropped off in the classroom no earlier than 7:15am.
- An adult must pick up children by no later than 4:30pm. A fee of \$1 per minute will be charged for children who are picked up late.
- If Lago Vista ISD cancels school, the Little Vikings Learning Center will also be closed. If Lago Vista ISD operates on a one- or two-hour late start due to weather conditions, the Little Vikings Learning Center will also operate on a one- or two-hour late start. Credit will not be offered for these days.

Enrollment Eligibility

- In order to qualify for enrollment, a child must be 0-5 years of age.
- A child must display age appropriate skills in the areas of language, social/emotional development, self-help, cognitive, and motor skills.
- A child must not display any consistent negative behaviors that would interfere with the classroom rules and procedures.
- The Little Vikings Learning Center does not offer part-time enrollment. Even if a child does not attend the program each day of operation, the full monthly tuition is required for enrollment. There is not a discount given for days not attended.

Enrollment Process & Guidelines

- Each spring, the District shall determine the minimum number of enrollments needed to operate for the following year. Space is limited and staff/child ratio must not exceed state guidelines.
- Enrollment is open primarily to children of Lago Vista ISD employees. Day-to-day substitute teachers are not considered employees because they are not employed on a regular basis and the program is such that drop-ins are disruptive. However, persons employed as a long-term substitute are considered employees for enrollment purposes in the Little Vikings Learning Center.
- If space is available after employees' children are served, enrollment will open first to returning enrollees, and then on a first come, first serve basis.
- Applications for the upcoming school year are opened in the spring and require a non-refundable fee of \$50, which is used for supplies. Applicants are placed on the waiting list upon receipt of an application and the non-refundable application fee.
- Little Vikings enrollment for the upcoming school year is finalized and parents are contacted once Lago Vista ISD hiring is completed for the upcoming year.
- If more parents request services than space allows for the upcoming school year, selection is based on the time and date that the application and non-refundable deposit are received. Lago Vista ISD employees receive priority enrollment in the available spaces. After employee children are placed, enrollment is then extended to returning non-employee students. All remaining spaces are filled on a first come, first serve basis.
- A parent wishing to enroll a child during the current school year will be advised if space is available for immediate enrollment or if the child's name will be placed on the waiting list.
- Upon enrollment, parents/guardians must sign an acknowledgement form agreeing to adhere to all rules and regulations contained in the handbook.
- The tuition rate for Little Vikings is only prorated for newborn infants entering the daycare for the first time or for students filling a vacant spot midyear. Tuition for all other students will be the full 10-month tuition rate and their spaces will be made available on the first day of operation (regardless of whether they start on that date).

Health Status Information Required for Enrollment (All Students)

- Health status information is critical to ensuring that the individual needs of children are met, while protecting the health and safety of all children in care.
- To comply with Texas Department of Family and Protective Service regulations, parents/guardians must provide a health statement within one week of entrance to the Little Vikings Learning Center. This statement verifies that a medical professional has seen the child within the last year and that the child is able to participate in a daycare program. The health statement must be signed by a health care professional. ***(See the Admission Information Form at the end of this handbook.)***
- Parents/guardians must also provide vision and hearing screening results, as well as immunization/vaccine records signed by a physician or certified healthcare professional.
- Parents/guardians who do not comply with these requirements will be asked to withdraw their child.

Hearing and Vision Screening Requirements for Enrollment (4-Year Olds)

- The Special Senses and Communication Disorders Act, as part of the Texas Health and Safety Code, requires that all four-year old children enrolled for the first time in a Department of Family and Protective Services (DFPS) licensed child-care center be screened or have a professional examination for possible vision and hearing problems. **(See the Admission Information Form at the end of this handbook.)**
- All children who are four years old by September 1 of each year must be screened within 120 calendar days by a licensed or certified screener or health-care professional. Parents who are unable to have this screening conducted may elect to have this done through the Little Vikings Learning Center. The Lago Vista Elementary School nurse provides annual hearing and vision screening to any 4 or 5 year old enrolled in the program.

Immunizations Needed for Enrollment (All Students)

- Each child enrolled in the Little Vikings Learning Center must meet applicable requirements specified by the Texas Department of State Health Services Immunization Requirements. **(See the Admission Information Form at the end of this handbook.)**
- All immunizations required for the child's age must be completed by the date of admission. The varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. Immunization records must be updated when new immunizations are given to a child. At this time, tuberculin testing is not required in our area. This status is subject to change annually.
- Information for immunization requirements and resources can be found at <http://www.dshs.texas.gov/immunize/>
- To access the 2017-2018 Texas Department of State Health Services vaccine requirements for children entering a childcare facility, please visit: <http://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>
- Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively.

Required Forms

- Once the decision to enroll is made, families must complete in full the following for each child, sign and initial where applicable, and return these to the Little Vikings Learning Center prior to the child's first day of attendance:
 - Signed Little Vikings Learning Center Parent Handbook Agreement;
 - Signed Admission Information Form;
 - Current Immunizations (on Admission Information Form);
 - Signed Health Statement (on Admission Information Form);
 - *For 4 years of age and older:* Signed vision and hearing screening information, which may be completed by the LVES School Nurse (on Admission Information Form), or an affidavit stating that the vision or screening conflicts with the families beliefs;
 - *For infants:* Infant Feeding Plan and Signed Operational Policy on Infant Safe Sleep [or an Infant-Sleep Exception Health Care Professional Recommendation if a healthcare

professional has determined that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep];

- Allergy Emergency Plan (if needed);
- Authorization for Dispensing Medication (if needed);
- Signed Little Vikings Learning Center Discipline and Guidance Policy; and
- *For non-employees:* Signed Authorization Agreement for Pre-Authorized Payments.

Tuition & Fees

- Lago Vista ISD sets tuition rates for each classroom age group. These rates are reviewed annually. Careful consideration is taken to ensure that tuition rates and fees are comparable to other high quality licensed centers in our community. Although the Little Vikings Learning Center is a non-profit center designed to offer our Lago Vista ISD staff affordable childcare rates, daily rates are set to ensure a quality of the program.
- The tuition rate for Little Vikings is only prorated for newborn infants entering the daycare for the first time or for students filling a vacant spot midyear. Tuition for all other students will be the full 187-day tuition rate and their spaces will be made available on the first day of operation (regardless of whether they start on that date).
- For children who move classrooms midyear, tuition is calculated using the number of days the student is enrolled in each classroom multiplied by the daily rate for each classroom. For example, the annual tuition for an infant who moves to the toddler class in October would be calculated as follows:

40 days at \$42.78 (\$1,711.20) + 147 days at \$34.75 (\$5,108.25) = \$6,819.45
- At the Director’s discretion, students at the higher end of a classroom age grouping *may* be considered for promotion to the next class based on the child’s social and emotional development, potty training-level/readiness, available space, and Texas DFPS Minimum Standards regulations.
- Effective 2019-2020 school year, tuition rates for enrollees are as follows:

Class	Rate	Days	Total	10 Months	12 Months (Employees Only)
Infants (6 Weeks – 23 Months)	\$42.78	x 187	\$8,000	\$800 <i>per month</i>	\$666.67 <i>per month</i>
Toddlers (2-3 Years)	\$34.75	x 187	\$6,500	\$650 <i>per month</i>	\$541.67 <i>per month</i>
Preschool (4-5 Years)	\$29.41	x 187	\$5,500	\$550 <i>per month</i>	\$458.34 <i>per month</i>

- In addition to annual tuition, each child enrolled will be assessed a total of \$100 in fees, which are used to supplement the supply budget, conduct routine maintenance, and help us keep our tuition rates as low as possible. This \$100 in fees is collected in two payments (to help spread them out):
 - The \$50 application is due with the application for enrollment for the upcoming year. Applications are not considered complete without this fee.
 - The \$50 operations fee is due annually on September 1st (or on the first day of enrollment for infants enrolling after the start of the school year).
- A fee of \$1 per minute will be charged for children who are picked up late.
- For Lago Vista ISD employees, a late fee of \$10 will be collected for tuition payments received after the 1st school day of the month.
- For non-employees, a late fee of \$10 per business day will be collected for tuition payments received after the 1st school day of the month.

Tuition Payments for Lago Vista ISD Employees

- Tuition payments for District employees are due on payday each month and are paid through payroll deduction from September to June.
- Tuition for the academic year is divided into 10 equal payments (regardless of the number of days service is offered in a given month).
- A 12-month annualized payment option is also available for Lago Vista ISD employees. While payments may be spread out over 12 months for employees, the Little Vikings Learning Center does not offer service during the dates when teachers are off contract.
- Employee tuition due dates for 2019-2020 are as follows:
 - Wednesday, September 25, 2019
 - Friday, October 25, 2019
 - Friday, November 22, 2019
 - Thursday, December 19, 2019
 - Friday, January 24, 2020
 - Tuesday, February 25, 2020
 - Wednesday, March 25, 2020
 - Friday, April 24, 2020
 - Friday, May 22, 2020
 - Thursday, June 25, 2020
 - Friday, July 24, 2020 (*for those opting for annualized payments*)
 - Tuesday, August 25, 2020 (*for those opting for annualized payments*)
- Late pick-up fees for District employees are deducted through payroll deduction.
- Unusual family circumstances may be taken into consideration for payroll deductions. In the event that an employee is not receiving a paycheck for the month, the employee shall deliver a check to Lago Vista ISD administration building.
- A fee of \$10 will be collected for payments received after the 1st school day of the month.

Tuition Payments for Non-Employees

- Parents who wish to pay the total tuition amount for the year may do so by cash or check (payable to Lago Vista ISD) by August 8th.
- Parents who wish to pay tuition on a monthly basis must agree to monthly-automated ACH withdrawals from the parent's checking or savings account for the monthly full payments. The application fee, supply fee, and late pick up fees are not included in the ACH agreement and must be paid by cash or check (payable to Lago Vista ISD).
- Tuition payments for non-employees are due on the first business day of each month from August to May.
- Tuition for the academic year is divided into 10 equal payments (regardless of the number of days service is offered in a given month).
- Non-employee tuition due dates for 2019-2020 are as follows:
 - Tuesday, August 6, 2019
 - Tuesday, September 3, 2019
 - Tuesday, October 1, 2019
 - Friday, November 1, 2019
 - Monday, December 2, 2019
 - Monday, January 6, 2020
 - Monday, February 3, 2020
 - Monday, March 2, 2020
 - Wednesday, April 1, 2020
 - Friday, May 1, 2020
- Parents who have special circumstances with pay dates may discuss these circumstances with the Little Vikings Learning Center Director to schedule a regular due date for payments to be made.
- A late fee of \$10 per business day will be collected for payments that are not received by this date.
- If full payment, including the late fees, is not received within 10 calendar days of the due date, the child will not be allowed to attend the program until payment is received.
- Late fees will not be waived for any extenuating circumstances.

Termination of Enrollment

- The Little Vikings Learning Center retains the right remove a child from the program if it is determined to be in the best interest of the child or the other children at the Center.
- If payments are received late for three (3) consecutive months, the child will be removed from the program. Removal from the program will not be waived for any extenuating circumstances.

Withdrawal

- Two weeks written notice must be submitted to the Little Vikings Learning Center Director prior to the withdrawal date. Once received, the Little Vikings Learning Center Team will contact those on the waiting list to fill your child's spot as of the last day of enrollment.

- If the child is withdrawn without prior notice, the parent/guardian will be responsible for one month's payment of tuition.
- Parents may withdraw their child from the program without monetary penalty only if a replacement is found. Unusual family circumstances will be taken into consideration for withdrawal.
- To re-enroll, normal fees and waiting list procedures will apply.

Regular Procedures

Animals

- Daycare children may have the opportunity to interact with animals in the science lab or at special school events. Parents/guardians will be notified in writing when animals are or will be present. If your child has a particular allergy to an animal, please make sure to provide documentation of this information, in writing, to the Little Vikings Learning Center staff.
- Only animals that are known to be safe and free of disease are allowed on school premises. Per Texas DFPS regulations, children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.
- Children should not bring animals to school unless approved by the Little Vikings Learning Center Director.

Arrival

- Parents should always carry or hold a child's hand while in the parking lot. All student parents and their children must enter the Little Vikings Learning Center immediately upon arriving to campus. Taking children on the main campus is not allowed without prior approval of the campus principal.
- Parents must bring their child(ren) all the way into the room and to make sure that the teacher "checks the child in".
- Individualized separation routines can be discussed with the teacher.
- Each child will have an informal health check done at the beginning of the day.

Breastfeeding Accommodations

- Mothers have the right to breastfeed and/or to provide breast milk for their child. Any mother who is nursing may utilize the Center's lactation space with a rocking chair to breastfeed her baby during the day.

Celebrations and Holidays

- We are excited to share special events and celebrations with our children, such as a birthday for a child or staff members. The Little Vikings Learning Center Director should be consulted prior to providing a special treat/snack and all food items must be store bought.
- For the protection of children with food allergies, food that is brought into the program must be commercially prepared with a list of ingredients printed.

Clothing

- Your child will need an extra change of clothing with each item labeled. Children will not be admitted each day without a spare change of clothes. This is particularly important for those children who are in diapers or are toilet training, but is also required for all children in case of accidental food, water, or messy play.
- If your child has toileting accidents, please arrange to have several changes of clothing available each day. Soiled clothes will not be rinsed out due to sanitary issues; any solids will be disposed of. The soiled clothing will be put in a bag to go home for laundering.
- Safety is our primary concern. Parents are responsible for dressing their child in weather- and activity-appropriate clothing.
- Shoes should be appropriate for running and climbing. Please do not bring your child in cowboy boots, flimsy sandals, or flip-flops as they are unsafe on the playground.
- Jewelry is not permitted, with the exception of small stud earrings that cannot catch on clothing and playground equipment.
- If any of these policies conflict with your cultural practices, please discuss this with the Little Vikings Learning Center Director.

Communication

- Parents are encouraged to discuss the child's activities at the time of pick up or they may schedule a conference with the child's teacher. Every effort will be made to meet your scheduling needs. It is important that communication is flexible.
- Regular letters of activities and happenings will be sent to parents.

Concerns

- Concerns should be addressed to the Little Vikings Learning Center Director. If you feel that your concerns are not properly addressed, you may then ask the director to set up an appointment with the Lago Vista ISD Superintendent.

Confidentiality

- Each child is a unique individual with specific needs. Our teachers are trained to observe and plan for the child. Our environment will be supportive of each child's growth and development.
- Every adult visiting our school will be asked to respect the needs of the individual and the ability of the Little Vikings staff to plan an appropriate program for that child. It will not be appropriate to discuss children or incidences in the school with anyone other than your child's classroom caregiver or the director. All staff members are interested in answering parent questions and discussing concerns, but we ask that this not be done in the presence of the children.

Curriculum & Instruction

- Based on observations and children's interests and passions, caregivers develop lesson plans, which include activities designed to facilitate individual children's growth and development.
- **Learning Centers:** These provide a variety of activities such as: books, blocks, art, math, language, puzzles, science, manipulative materials, computers, and dramatic play.

Children are provided with practice in making decisions, following directions, working independently, and learning the care and use of materials. They also have the opportunity to work and play in these centers by choice, and may use them individually, with a friend, or in small groups. Teachers will purposefully interact with children within the centers to help them achieve their learning goals.

- **Daily Group Activities:** These provide the opportunity for your child to learn in a large group setting. Group lessons include stories, music, gross motor activities, language experiences, and discussion of the current unit of study.
- **Outdoor Play:** This is also an important part of the curriculum and is essential to children's health. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc. Outdoor play occurs for a minimum of 30 minutes a day, weather permitting. Temperature conditions are considered good weather if it is above 50 degrees and below 100 degrees. We do not take children out when it is raining or an advisory has been given by the State Health Department.
- **Sensory Play, or "Messy Play":** This type of learning occurs through hands-on sensory activities that help develop children's cognitive, emotional, social, and physical skills. Sensory play also contributes in crucial ways to brain development. Think of it as "food for the brain"; stimulating the senses sends signals to children's brains that help to strengthen neural pathways important for all types of learning.
- We encourage parents to ensure that children arrive in clothing that allows for both outdoor and messy play and that a change of clothing is provided.

Daily Activities

- Parents will be asked to provide information about sleeping and eating habits for infants. Infants will participate in stimulating activities throughout day.
- Toddlers and preschoolers will participate in various structured and unstructured activities throughout the day.
- In accordance with Texas DFPS regulations, using TV/video, computer, or video games are prohibited for children under the age of two years.

Field Trips

- The Little Vikings Learning Center does not provide transportation nor does it participate in field trips. Water activities will be limited to on site water tables and splash pools.

Food & Snacks

- The Little Vikings Learning Center believes that meals and snacks are critical to a child's health and development. They are also an important part of the center's curriculum. Every effort is made to ensure that mealtime is enjoyable for children.
- Parents/guardians are responsible for providing all lunch, snacks, and formula/breast milk. The Little Vikings Learning Center is not responsible for the nutritional value of lunches and snack provided or for meeting the child's daily food needs. In accordance with Texas DFPS regulations, the Little Vikings Learning Center is prohibited from serving beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration.

- Parents/guardians must provide a nutritious lunch and two (2) snacks from home each day. All food should be cut into bite-size pieces that are easy to swallow.
- Parents/guardians of infants must provide formula/breast milk and baby food each day.
- Parents/guardians must ensure that all lunch boxes, bags, bottles, and containers are labeled with the child's full name.
- To meet food safety standards, insulated lunch boxes with ice packs or frozen juice boxes (which will be thawed in time to drink with lunch) are required for foods that must remain cooled.
- In accordance with Texas DFPS regulations, snacks and/or meals provided by a parent/guardian must not be shared with other children unless a parent is providing baked goods for a celebration or party being held at the center and the Little Vikings staff has ensured that the shared snacks meet the needs of children who require special diets.
- Mothers have the right to breastfeed and/or to provide breast milk for their child. **(See the Infant Feeding section.)**
- We do not practice baby-led weaning method due to potential choking. **(See the Infant Feeding section.)**

Hand Washing

- Research has shown the single most effective practice that prevents the spread of germs in the child-care setting is good hand washing by caregivers and children.
- To eliminate the transmission of germs from the home environment, it is a best practice to require all children to wash their hands immediately upon entering the Center. It is also a best practice to require all parents and other visitors to the Center to wash their hands upon entering.
- During the day, children must wash their hands:
 - Before eating;
 - Before playing in a water play table;
 - After toileting or having a diaper changed;
 - After outdoor activities;
 - After playing in sand;
 - After feeding or touching animals; and
 - At any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.
- Per Texas DFPS regulations, hand sanitizers may only be used on children 24 months and older.
- Until the infant is old enough to be raised to the faucet and reach for the water, caregivers must wash an infant's hands using an individual cloth or disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and dry.

Holidays

- The Little Vikings Learning Center follows the yearly Lago Vista ISD academic calendar. A copy of the annual academic calendar may be access on the Lago Vista ISD website at www.lagovistaisd.net.

Inclement Weather

- If Lago Vista ISD cancels school due to inclement weather conditions, the Little Vikings Learning Center will also be closed. If Lago Vista ISD operates on a one- or two-hour late start due to inclement weather conditions, the Little Vikings Learning Center will also operate on a one- or two-hour late start. Credit will not be offered for these days.

Infant Feeding

- Infants' digestion benefits from consistency between home to Little Vikings, so infant feeding requires special instructions. For an infant who is not yet ready for table food, the Little Vikings Learning Center must obtain and follow written feeding instructions that are signed and dated by the infant's parent or health-care professional. **(See the Infant Feeding Plan at the back of this handbook.)**
- Parents must provide all infant bottles (with lids), bottle contents, and baby food, including regular snacks and meals for infants who eat table food.
- Our program supports breastfeeding by accepting, storing, and serving expressed milk for feedings. Any mother who is nursing may utilize the Center's lactation space with a rocking chair to breastfeed her baby during the day.
- The following guidelines apply to bottle-feeding:
 - All bottles and training cups must be labeled by the parent/guardian with a permanent marker and the infant's first name and initial of last name. All bottles must have covers. They must be relabeled by the parent/guardian when the name wears off.
 - It is strongly recommended that parents/guardians provide premade bottles. Premade bottles must be labeled as formula or breast milk. *Note: Formula or breast milk will be the only milk product served to children younger than 12 months of age unless medically indicated by the child's health care giver.* If the bottle contains formula, then the label should include the date the bottle was prepared; if the bottle contains breast milk, then the label should include the date the milk was expressed.
 - Expressed breast milk may be brought from home in bottles or breast milk bags. Breast milk will be refrigerated or frozen as soon as it arrives. Refrigerated breast milk must be used within 48 hours. Breast milk first frozen then thawed in the refrigerator must be used within 24 hours of thawing.
 - If bottles are not premade, caregivers will prepare them while the child is in care.
 - If the caregiver is asked to prepare breast milk bottles, the parent/guardian must provide a sufficient amount of bagged breast milk and the number of bottles the child needs for a day.
 - If the caregiver is asked to prepare bottles with formula, then the parent/guardian must provide unmixed formula in a factory sealed container, the number of bottles the child needs for a day, and any bottled water (sterilized or fortified) required to mix the formula. If bottled water is not provided, the caregiver will use tap water. Manufacturer's instructions will be followed when mixing formula.
 - For safety reasons, bottles may not contain anything other than breast milk or mixed formula. No medicine, vitamins or cereal may be mixed in a bottle unless

medically indicated by the child's health care provider.

- Both prepared and provided bottles must be cleaned and sanitized by the parent/guardian before being filled. Bottles with a strong "sour" odor indicate bacteria are present and the bottle(s) will not be given to the child. If there are no other bottles available, parents/guardians will be contacted to either pick up child or provide a clean bottle(s).
- Frozen breast milk will be thawed under cold water or in refrigerator.
- Before feeding, bottles will be placed under warm, running tap water or in a container of water no warmer than 120 degrees Fahrenheit. The temperature will be tested before giving the bottle to an infant.
- Infants will be held or fed sitting up. State regulations require that staff members hold infants birth through six months while feeding them. Bottle propping, feeding in cribs, car seats, or swings, or carrying of bottles by children will not be permitted. As older infants develop the ability to hold their own bottles, they will be allowed to do so in order to make the transition to a sippy cup easier.
- Infants may not walk around with or sleep with a bottle or training cup.
- Any contents remaining in a bottle after feeding will be discarded. If the feeding has taken over 1 hour to complete or the bottle has been un-refrigerated for 1 hour, the milk shall be discarded.
- Once used, bottles will not be refilled at the Little Vikings Learning Center, so the parent/guardian must provide the number of bottles needed for the day. Bottles will be rinsed after use throughout the day and provided at pick up.
- The following guidelines apply to the feeding of puréed, semi-solid, and solid foods:
 - Beginning between 4-6 months of age, staff members will work with parents to begin introducing spoon-fed puréed foods as indicated by the child's nutritional and developmental needs, unless medically indicated by the child's health care provider.
 - Beginning at 6 months of age, staff members will work with parents to begin introducing developmentally appropriate solid foods in age appropriate portion sizes, unless medically indicated by the child's health care provider. All semi-solid and solid foods for infants must be age-appropriate and be cut the size of a pea (one-quarter inch) or smaller.
 - The Little Vikings Learning Center is committed to feeding safety because choking is a leading cause of morbidity and mortality among children, especially those aged 3 years or younger. Specific characteristics, including shape, size, and consistency of certain foods increase their potential to cause choking among children. Staff will not serve any foods that might present a choking hazard, including but not limited to:
 - Uncut cherry or grape tomatoes;
 - Pieces of hard raw fruit or vegetables;
 - Tough or large chunks of meat;
 - Hot dogs, meat sticks, or meatballs;
 - Large chunks of cheese, especially string cheese;

- Dried fruit, such as raisins;
- Uncut grapes, berries, cherries, or melon balls;
- Whole or chopped nuts or seeds;
- Popcorn;
- Thick nut butters; and
- Hard candy, jelly beans, marshmallows, or other candies.

Insect Repellent

- For parents/guardians who wish to protect their child with insect repellent, we encourage them to spray their child with bug spray prior to coming to school. According to the American Academy of Pediatrics, insect repellents should not be applied to children under 2 months of age.
- If they wish, parents may also provide one bottle of child safe insect repellent labeled with the child's name. The Little Vikings Learning Center staff will individually tend to each child's specific needs on these matters and will follow all product directions and precautions.
- If a child is sensitive or allergic to these types of prevention, parents must notify Little Vikings Learning Center staff in writing.

Non-Discrimination Statement

- The Little Vikings Learning Center provides care to children between the ages of infancy and 5 years without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, medical condition, or any other consideration made unlawful by federal, state, or local laws.

Personal Belongings

- Each child is allowed to bring ONE non-screen toy to the class as long as he/she shares it and as long as the parent/guardian fully understands that the Little Vikings Learning Center is not responsible for the toy, which may be lost or broken. Parents/guardians may consider sending a stuffed animal or doll, which may ease the transition from home and comfort the child feeling anxious. A book to share with the whole class is also always welcome.
- We encourage children to leave personal toys and games at home. This policy prevents hurt feelings and lost or broken belongings. We will provide plenty of toys, games, activities, etc.
- Toy guns, knives, sword and any toys that promote violence are not permitted.

Photographs

- The Little Vikings Learning Center may occasionally take photographs of children as part of the Center's daily curriculum, documentation activities, and other business purposes. If you would prefer that your child's image not be shared outside of the Center, please let us know in writing.

Records

- Parents have the right to access their own child's record during a parent conference with the caregiver or child-care center director.
- All children's records are subject to review and/or reproduction by licensing authority upon request during hours of operation.

Release of Children

- Children will be released only to parents or to a person designated on enrollment paperwork with proper identification.
- Families should advise center administration in advance, in writing, if an alternate or a person not listed on the original form is to pick up their child.
- For the safety of each child, photographic identification will be requested of all authorized persons picking up children.
- The Little Vikings Learning Center is required by law to have a tracking system for the release of children, which must include the name of each child; the date, time of arrival, and time of departure; and the employee or parent's initials.

Siblings

- Siblings enrolled in Lago Vista Elementary School are not allowed to be a part of the program. Due to liability, siblings may not enter the classroom without an adult before 4:30pm (in-service and teacher workdays included).

Sleep/Rest Periods

- Infants rest according to their individual schedules. The Little Vikings Learning Center follows the DFPS Operational Policy on Infant Safe Sleep, which may be referenced at the end of this handbook.
- All other children have a scheduled rest period each day, during which they may sleep or engage in a quiet activity. The Center asks parents of children 12 months and older to supply a small blanket, which parents should take home to launder weekly. Children may also bring a small pillow and a stuffed toy or security object, if they wish. All items must be labeled with the child's name.

Staff Immunizations

- Since group settings increase the risk of vaccine preventable diseases, ensuring appropriate immunization is an essential responsibility. All employees at the Little Vikings Learning Center are required to maintain and provide written documentation of compliance with the following immunizations:
 - Pertussis (Whooping Cough) [DTap or Tdap]
 - Influenza (Flu)
- Additional immunizations against vaccine-preventable diseases will be determined for employees based on the level of risk the employee presents to children and vice-versa as a result of the employee's routine and direct exposure to children. All records of compliance with this requirement will be maintained in the Little Vikings Learning Center.
- An employee may be exempt from having a required vaccine because of medical

conditions identified as contraindications or precautions by the Centers for Disease Control and Prevention (CDC) or reasons of conscience, including a religious belief. Employees who are exempt from required vaccinations must follow additional precautions to protect children from exposure to disease, such as the use of protective medical equipment, including gloves and masks. Additional precautions will be determined based on the level of risk the employee presents to children and vice-versa as a result of the employee's routine and direct exposure to children. Lago Vista ISD and the Little Vikings Learning Center are prohibited from discrimination or retaliatory action against an exempt employee, except that required use of protective medical equipment, including gloves and masks, may not be considered retaliatory action for these purposes.

- Employees who fail to comply with this requirement will be removed from the care of children and are subject to disciplinary action, up to and including termination.

Sunscreen

- The Little Vikings Learning Center strongly encourages the use of sunscreen every time we go outside and encourages parents to apply sunscreen to their child prior to coming to school.
- Parents are asked to provide one bottle of sunscreen each year labeled with the child's name. The Little Vikings Learning Center staff will individually tend to each child's specific needs on these matters and will follow all product directions and precautions.
- If a child is sensitive or allergic to these types of prevention, parents must notify Little Vikings Learning Center staff in writing.

Termination of Enrollment

- The Little Vikings Learning Center makes every effort to meet the needs of the families it serves. Occasionally, there are times it is determined that our program is not a good fit for a family and a child's enrollment is terminated. Examples of reasons to terminate enrollment are include non-payment of tuition, repeated instances of late tuition payment, repeated instances of late pick ups a child past closing, severe behavior issues by children or their parents, etc.

Toilet Learning

- Toilet learning is often an emotionally charged experience for all concerned, including the children, the parent, and the teacher. In the toddler classroom, children will become more aware of toilet learning and it is at this time the parent may discuss developing a plan with the teacher. All children in the Pre-K class should be working towards independent toileting, unless there are specialized needs.
- In order to make the toilet training process as smooth and effective as possible, these policy guidelines are followed by the Little Vikings Learning Center:
 - 1) The teacher and parent shall discuss and develop a toileting plan. This means the child may not be sent to the Little Vikings Learning Center in underwear prior to discussing and developing a plan with the teacher.
 - 2) Diaper free awake periods should start at home for at least 1 week (during breaks, such as summer, winter, or spring) prior to beginning diaper-free awake periods at school. Diapers may be used during nap or sleep time, likely only for a short term.

- 3) Once toilet training has started, parents/guardians must provide ample dry clothing on a regular basis.
- 4) If a child has a toileting accident, soiled clothes will not be rinsed out due to sanitary issues; any solids will be disposed of. The soiled clothing will be put in a bag to go home for laundering.
- 5) Children must wash their hands after toileting and appropriate supervision will be provided to ensure that children follow good practices.

Visitation

- Parents are encouraged to visit the center at any time. If a parent wishes to observe a particular activity, it is helpful to schedule this ahead of time, but not required.
- Parents are welcome to participate in any daycare activities so long as it does not conflict with their duties as a school employee. Employees are not to visit the daycare during time when they are scheduled to be performing job duties.
- If a parent/guardian repeatedly remains during drop off, pickup, or midday visits longer than 10 minutes in duration, they will be asked to follow the same guidelines as other volunteers at our center. This involves completing a volunteer application and a criminal history background check.

Health and Well-Being

Allergies

- If a child's physician has identified an allergy, an Allergy Emergency Plan must be completed by the child's physician and kept on file prior to enrollment. All staff are trained annually (or upon admission) on any specific child allergies and any child's Allergy Management Plan.
- Any allergy management/response medications prescribed by the child's health care provider must be provided by the parent/guardian.
- The Lago Vista Elementary School nurse and District RN will be consulted if assistance is needed to assess individual reactions.
 - **Food Allergies:** Per DFPS regulation §746.3819, the Little Vikings Learning Center must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional.
 - A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:
 - 1) a list of each food the child is allergic to;
 - 2) possible symptoms if exposed to a food on the list; and
 - 3) the steps to take if the child has an allergic reaction.
 - The child's health care professional and parent must sign and date the plan.
 - **Insect Allergies:** Little Vikings staff members take normal precautions to prevent through environmental controls, such as limiting freestanding water. In the event a child does sustain an insect bite, basic first aid is provided. In the event a child has a known reaction, his/her individual Allergy Management Plan will be followed. If the allergy needs of a child extend beyond the routine services, the parent/guardian must provide the needed items (e.g., wipes, lotions, medications, etc.).
 - **Topical or Environmental Allergies:** All topical or environmental allergies will be accommodated as reasonably as possible. In the event a child has a known reaction, his/her individual Allergy Management Plan will be followed. If the allergy needs of a child extend beyond the routine services, the family will provide the needed items (ie: wipes, lotions, medications, etc.).
 - **Severe or Life-Threatening Allergies:** With written parent/guardian permission, parents of other students in the classroom will receive a letter notifying them that a student with a life threatening food allergy is in the classroom and that they should refrain from sending children to school with food/substances that are known allergens.

Child Health – Illness and Exclusion Criteria

- A well check will be conducted daily upon arrival documenting any signs of illness or injury. Parents will be contacted if the teacher has any questions or concerns.
- Per Texas DFPS regulations, an ill child may not attend the Little Vikings Learning Center if one or more of the following exists:
 - 1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play;

- 2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
 - 3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - a) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - b) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
 - c) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - d) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
 - 4) A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious. If a child has a communicable illness (e.g., Chickenpox [Varicella], Enteroviral infections, Fifth Disease, Gastroenteritis, Hand-Foot-Mouth [Coxsackie], Impetigo, Influenza, Norovirus, Pertussis, Pinkeye [Conjunctivitis], Pinworms, Respiratory Infections [General], Respiratory Syncytial Virus [RSV], Roseola, Rotavirus, Strep Throat/Scarlet Fever [Streptococcal infection], or any other known contagious infection for which medical attention is required) that child will not be allowed to return to the daycare without a doctor's note indicating that the child no longer has an excludable disease or condition.
- Any child with 2 or more runny stools in one day will be sent home from the daycare.
 - Any child with one vomiting episode in a 24-hour period will not be allowed in the daycare.
 - The Little Vikings Learning Center Director has the discretion to ask for a doctor's release if the child has an illness that could be communicated to others in the daycare.

Child Health – Illness During the Day

- If a child becomes ill while in our care, we will:
 - 1) Contact the parent to pick up the child;
 - 2) Care for the child apart from other children;
 - 3) Give appropriate attention and supervision until the parent picks the child up; and
 - 4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

Child Health – Illness & Returning to the Center

- A child who was ill may return to the Little Vikings Learning Center when:
 - 1) The child is free of symptoms of illness for 24 hours; or
 - 2) For communicable diseases that required medical attention, the parent/guardian has

obtained a health care professional's statement that the child no longer has an excludable disease or condition.

Dispensing Medications

- In order for Little Vikings Learning Center staff to administer ANY medication, prescription or over the counter medication, we must have a signed Authorization for Dispensing Medication form from the parent/guardian and a written order from the child's physician.
- All prescription and non-prescription medications are kept in a designated area. All medication must be signed in. All prescriptions must be in the original container labeled with your child's name, date, directions, and the physician's name. Non-prescription medications must be in the original container, labeled with your child's name and the date the medication was brought in.
- No medicine, vitamins, or cereal may be mixed in a bottle unless medically indicated by the child's health care provider.
- Medicine that has expired will not be given to a child. All medication must be removed from your child's backpack and lunch box.

Medical Emergencies

- A school nurse is employed at Lago Vista Elementary School. In the event of an emergency, the nurse would be called. Staff will also immediately contact 911 and then the child's parents.
- Daycare staff members are licensed in first aid and CPR.

Reportable Communicable Diseases

- When the Little Vikings Learning Center is notified that a child enrolled in our center or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the appropriate agencies. Authorities may require further information, testing, or preventive measures. The Little Vikings Learning Center will follow all recommendations made by these entities in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.
- Included among the reportable illnesses are the following:
 - Bacterial meningitis
 - Chicken pox
 - Diarrhea (for certain conditions)
 - Hepatitis
 - Measles (including suspected)
 - Meningococcal infection (invasive)
 - Mumps
 - Pertussis (Whooping Cough)
 - Rubella (German Measles)
 - Tuberculosis
 - Any cluster/outbreak of illness
- Please refer to <http://www.dshs.state.tx.us/idcu/investigation/conditions/> for a complete listing.

Abuse and Neglect Prevention/Response

- Our center practices selective hiring, adheres to supervisory guidelines, and provides annual training to all employees.
- Little Vikings Learning Center employees receive annual training on preventing and responding to abuse and neglect of children. Texas law states that anyone who suspects a child is being abused, neglected, or exploited must report it to The Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400.
- Little Vikings Learning Center staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Texas Department of Family and Protective Services involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. The Little Vikings Learning Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

Emergency Preparedness

- If an incident occurs while daycare is in session that requires evacuation to an off-site location, the daycare will first shelter-in-place and wait for instructions to evacuate. All notifications will be made via intercom announcement, telephone, or cell phones. Each teacher must take their class rosters, cell phones, and emergency bag with them. At the direction of the principal, assistant principal, or emergency management officials, an off-site evacuation will be conducted. Daycare will exit to the morning bus drop-off circle using the back doors (by the special education office). A bus will be waiting to transport students and teachers to the planned evacuation site. The default evacuation location is Lago Vista High School where students would be released to parents.
- In the event of an intruder on campus, a lock down will be ordered. Doors to classrooms are already locked. Blinds will be closed and children will be kept below sight of windows. Once lockdown is in place, doors will not be opened to admit anyone other than an administrator or member of office staff, or a police officer showing proper identification.
- In the event of a high level terrorist threat or inclement weather, the daycare will be relocated to the music room. (Room 325)

Discipline and Guidance

Discipline and Guidance Practices

- Good behavior will be promoted through encouragement and modeling good examples.
- We will never use physical punishment to discipline a child. Alternative measures such as redirection or restricting the child from certain activities in which misbehavior has occurred is our first alternative. "Down Time" may be used to let the child think about his/her actions and the effect on others if not corrected.
- If, after discussion and coaching the child is still not able to maintain appropriate behavior, the parent will be called. It is very important that the parents share with the director any unusual events that may be affecting the child and may be causing behavioral changes.
- Toy guns, knives, sword and any toy that promotes violence are not permitted.
- Children are expected to behave and respect their surroundings, their peers, their teachers and mostly themselves. If for any reason the teacher believes that the child is a threat to any of the above, the parents will be called for a consultation over the phone. If the child continues to behave inappropriately, then the parents will be called to come to the center to handle the situation.

Biting

- Biting is a behavior that is within developmental norms for a child who has not yet developed expressive language. Toddlers have feelings that they cannot always express in words, and impulsive biting is quite often a replacement. Parents must also understand that some children do not adapt well to a highly stimulating environment and this may result in a biting incident. Biting may also be an indication of teething or the onset of illness. Most children outgrow this behavior as they develop these expressive language skills.
- Should a biting incident occur, please be assured that the following appropriate measures will be taken:
 - 1) The child who has been bitten will be given the most attention. Hugs and love will be used while the bitten area is cleansed and ice applied.
 - 2) The biter will be gently, but firmly, grasped by the shoulders, and the teacher, at eye level, will firmly say "No bite" (to toddlers), or "Biting hurts our friends. No biting" (to two-year olds and older). Then the child will be redirected to another activity, which may include age appropriate time out.
 - 3) The teacher gives to the parents of the injured child and biter a written report (no names are mentioned). A copy is also be kept for our records.
 - 4) If a child is continually having a problem controlling their urge to bite, the Little Vikings Learning Center Director will make every effort to work with the parents and teachers. A staff member may observe the child in the classroom to give all parties additional directions.

Discipline & Termination of Enrollment

- When a child persists in inappropriate behavior that is excessive and beyond age expected behavior, the classroom teacher will monitor the child's classroom interactions and document problematic behavior. Parents will receive written documentation to include the action taken by the teacher/director to discontinue the behavior. If the child's negative behavior continues to escalate, a meeting the lead teacher, and parent will take place in an effort to explore options to deal with the behavior.
- If parents are uncooperative or appear inconsistent and the behavior of the child continues or escalates, a meeting with the parents, lead teacher, and a member of the administrative team will occur.
- The Little Vikings Learning Center staff members work very hard to make the program work for every child and take extraordinary measures to help children overcome challenging behaviors. However, if the behavior of the child is so severe that the child is creating a major disturbance in the classroom, creating an unsafe atmosphere where the child or other children could be harmed, or hitting, kicking, biting or harming assigned teachers in any way, the Little Vikings Learning Center reserves the right to remove a child from attendance for a period of time or to dismiss a child from the program.

Licensing and Contact Information

Minimum Standards and Licensing

- The Little Vikings Learning Center is licensed by the Texas Department of Family and Protective Services (DFPS). A full-text copy of the Minimum Standard Rules for Licensed Centers is available for review at <http://www.dfps.state.tx.us/>.
- A copy of the daycare minimum standards and most recent licensing inspection report are also available upon request in the daycare. A parent or legal guardian with a child enrolled in Little Vikings has the right to review the minimum standards, licensing report, and all current inspections conducted by the Texas Department of Family & Protective Services.
- If a parent or legal guardian wishes to review the standards or the licensing report, he/she may request this information from the Little Vikings Learning Center Director at any time.

Contacting the Texas Department of Family and Protective Services

- The Little Vikings Daycare Center operates under the guidelines of the Texas Protective and Regulatory Services.
- Texas DFPS childcare licensing offices are open Monday through Friday. To contact the Central Texas - Austin office, see the information below:
14000 Summit Drive, Suite 100
Austin, Texas 78728
(512) 834-3426

Gang Free Zones

- Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone.
- For the purposes of the daycare, a gang-free zone includes a daycare vehicle and a location in, on, or within 1000 feet of any District-owned or leased property or campus playground.



**Lago Vista ISD
Little Vikings Learning Center
Handbook Acknowledgement Form**

Student's Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

I have received a copy of the Little Vikings Learning Center Parent Handbook and have reviewed all the information contained therein. I agree that I will pay the amount specified for the duration of the school year. I understand that if my child is removed from the daycare, I will pay a penalty for early withdrawal. I also understand that my child may be removed for serious and/or consistent violations of the rules of conduct.

I understand that I am responsible for providing the supplies listed on supply list, breakfast, lunch, and a snack.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____



Admission Information Form

Form J-800-2935
Revised June 2017

Purpose: Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the childcare facility.

GENERAL INFORMATION

Operation's Name: Little Vikings Learning Center		Director's Name: Elvira Stavrowsky	
Child's Full Name:	Child's Date of Birth:	Child Lives With: <input type="checkbox"/> Both parents <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Guardian	
Child's Home Address:			
Date of Admission:		Date of Withdrawal:	
Name of Parent or Guardian Completing Form:		Address of Parent or Guardian (if different from the child's):	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Give the name, address, and phone number of the responsible individual to call in case of an emergency if parents/guardian cannot be reached:			Relationship:
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name and Phone Number:	Name and Phone Number:	Name and Phone Number:	

CONSENT INFORMATION

CHECK ALL THAT APPLY:
1. TRANSPORTATION
I give consent for my child to be transported and supervised by the operation's employees: <input type="checkbox"/> for emergency care <input type="checkbox"/> N/A - on field trips <input type="checkbox"/> N/A - to and from home <input type="checkbox"/> N/A - to and from school

CONSENT INFORMATION

CHECK ALL THAT APPLY:

2. FIELD TRIPS

N/A - I give consent for my child to participate in field trips.

N/A - I **do not** give consent for my child to participate in field trips.

Comments: N/A

3. WATER ACTIVITIES

I give consent for my child to participate in the following water activities:

water table play sprinkler play splashing/wading pools N/A - swimming pools

N/A - aquatic playgrounds

4. RECEIPT OF WRITTEN OPERATIONAL POLICIES

I acknowledge receipt of the facility's operational policies, including those for:

<input type="checkbox"/> Discipline and guidance	<input type="checkbox"/> Procedures for release of children
<input type="checkbox"/> Suspension and expulsion	<input type="checkbox"/> Illness and exclusion criteria
<input type="checkbox"/> Emergency plans	<input type="checkbox"/> Procedures for dispensing medications
<input type="checkbox"/> Procedures for conducting health checks	<input type="checkbox"/> Immunization requirements for children
<input type="checkbox"/> Safe sleep	<input type="checkbox"/> Meals and food service practices
<input type="checkbox"/> Procedures for parents to discuss concerns with the director	<input type="checkbox"/> Procedures to visit the center without securing prior approval
<input type="checkbox"/> Procedures for parents to participate in operation activities	<input type="checkbox"/> Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website

5. MEALS

I understand that the following meals will be served to my child while in care:

None N/A - Breakfast N/A - Morning snack N/A - Lunch N/A - Afternoon snack

N/A - Supper N/A - Evening snack

6. DAYS AND TIMES IN CARE

My child is normally in care (at Little Vikings Learning Center) on the following days and times:

Day of the Week	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician:	Address:	Phone Number:
Name of Emergency Care Facility:	Address:	Phone Number:
I give consent for the facility to secure any and all necessary emergency medical care for my child.		Signature - Parent or Legal Guardian

CHILD'S ADDITIONAL INFORMATION SECTION

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? No Yes Plan submitted on:

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature - Parent or Legal Guardian	Date Signed:
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SCHOOL AGE CHILDREN

My child attends the following school:

Name of School:	School Phone Number:
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My school age child has permission to (check all that apply):

- walk to or from school or home
- ride a bus
- be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address:

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ADMISSION REQUIREMENT

If your child does not attend pre-kindergarten or school away from the childcare operation, one of the following must be presented when your child is admitted to the childcare operation or within one week of admission.

Please check only one option below:

1. HEALTH CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

Health Care Professional's Signature:

Date Signed:

2. A signed and dated copy of a health care professional's statement is attached.

3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.

4. My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the childcare operation.

Name of Health Care Professional:

Address of Health Care Professional:

Signature - Parent or Legal Guardian

Date Signed:

REQUIREMENTS FOR EXCLUSION

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.

- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

VISION EXAM RESULTS

R 20/	L 20/	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Signature		Date Signed:

HEARING EXAM RESULTS

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Left				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Signature				Date Signed:

VACCINE INFORMATION

The following vaccines require multiple doses over time. Please provide the date your child received *each dose*.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose) 1–2 months (second dose) 6–18 months (third dose)	
Rotavirus	2 months (first dose) 4 months (second dose) 6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose) 4 months (second dose) 6 months (third dose) 15–18 months (fourth dose) 4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose) 4 months (second dose) 6 months (third dose) 12–15 months (fourth dose)	

VACCINE INFORMATION

The following vaccines require multiple doses over time. Please provide the date your child received *each dose*.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Pneumococcal	2 months (first dose) 4 months (second dose) 6 months (third dose) 12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose) 4 months (second dose) 6–18 months (third dose) 4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose) 4–6 years (second dose)	
Varicella	12–15 months (first dose) 4–6 years (second dose)	
Hepatitis A	12–23 months (first dose) The second dose should be given 6 to 18 months after the first dose.	

PHYSICIAN OR PUBLIC HEALTH PERSONNEL VERIFICATION

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature

Date Signed:

VARICELLA (CHICKENPOX)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement:

My child had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.

Signature - Parent or Legal Guardian

Date Signed:

ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS

For additional information regarding immunizations, visit the Texas Department of State Health Services' website at www.dshs.state.tx.us/immunize/public.shtm.

TB TEST (IF REQUIRED)

Positive

Negative

Date:

GANG FREE ZONE

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our Privacy and Security Policy online at <http://www.dfps.state.tx.us/policies/privacy.asp>.

SIGNATURES

Signature - Parent or Legal Guardian

Date Signed:

X

Center Designee

Date Signed:

X

Lago Vista ISD
Little Vikings Learning Center
ALLERGY EMERGENCY PLAN

The Texas Department of Family & Protective Services requires an Allergy Emergency Plan to be in place for all recognized/diagnosed environmental and food allergies.

This Allergy Emergency Plan must be completed and signed by your child's Health Care Professional, prior the first day of enrollment.

Child's Name: _____ Date of Birth: _____

Health Care Professional: _____

Address: _____

Phone# _____ Fax# _____

Please complete one form FOR EACH known allergy.

Child is allergic to: _____

Possible symptoms, if exposed to this allergen: _____

Specific steps to take if the child has an allergic reaction to this known allergen: _____

By signing below, the parent/guardian gives the Little Vikings Learning Center permission to post the child's Allergy Emergency Plan in the classroom and/or food serving areas.

Health Care Professional Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Little Vikings Director _____ **Date** _____

For Licensed Center Use:

_____ Allergy Emergency Plan has been posted in the classroom and food serving area(s).

_____ Allergy Emergency Plan has been included in the classroom Emergency Evacuation Bag.

Little Vikings Learning Center Infant Feeding Plan

Parents and Caregivers: This form must be updated every 30 days until the child is eating table food.

Infant's Name: _____	Date of Birth: _____
----------------------	----------------------

I understand that the Little Vikings Learning Center must obtain and follow written feeding instructions for an infant who is not yet ready for table food. This infant feeding plan must be signed and dated by the infant's parent/guardian or healthcare professional. I understand that these instructions must be updated every 30 days to include the types of food to include and schedule of my infant's feeding. I understand that a parent /guardian or health professional must provide date and initials for each update.

_____ <i>Parent/Guardian Signature</i>	_____ <i>Date</i>	_____ <i>Healthcare Professional Signature (If needed or required)</i>	_____ <i>Date</i>
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Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces): Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:
Staff Initials:	Notes:					

Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces): Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:
Staff Initials:	Notes:					

Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces): Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:
Staff Initials:	Notes:					

Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces): Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:
Staff Initials:	Notes:					

Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces): Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:	Type(s): Serving Size: Time(s) of day:
Staff Initials:	Notes:					

Does your child have any food allergies? No Yes **If yes, describe symptoms to watch for:**

Any other helpful information you would like for us to know about your infant's feeding?

Continued on next page.

Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
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Notes:						
Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
Staff Initials:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:
Notes:						
Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
Staff Initials:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:
Notes:						
Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
Staff Initials:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:
Notes:						
Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
Staff Initials:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:
Notes:						
Date:	<input type="checkbox"/> Formula Name: _____	<input type="checkbox"/> Cereal	<input type="checkbox"/> Fruits	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Meats	<input type="checkbox"/> Juices
Initials:	<input type="checkbox"/> Breast Milk <input type="checkbox"/> Bottle Warmed <input type="checkbox"/> Yes <input type="checkbox"/> No Serving (ounces):	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:	Type(s): Serving Size:
Staff Initials:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:	Time(s) of day:
Notes:						



OPERATIONAL POLICY ON INFANT SAFE SLEEP

Form J-800-
2550
New January
2017

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

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

SAFE SLEEP POLICY

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

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



OPERATIONAL POLICY ON INFANT SAFE SLEEP

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at: <http://www.dfps.state.tx.us/policies/privacy.asp>.

SIGNATURES

This policy is effective on: _____ (date)

Child's name: _____

Signed by:

X _____

Director/Owner

Date signed:

Signed by:

X _____

Staff member

Date signed:

Signed by:

X _____

Parent

Date signed:



INFANT-SLEEP EXCEPTION

Healthcare Professional Recommendation

Purpose: When a health-care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child-care center, licensed child-care home, or registered child-care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8). The standards for these operations require the operation to:

- follow the directions of an infant's health-care professional to provide specialized medical assistance to the infant; and
- maintain, while active, this form and any other directions from the health-care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(9)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health-care professional's instructions.

Directions: This exception will not be effective until all sections and signatures are complete. Once completed the exception is acceptable for use by the child-care operation.

INFANT'S INFORMATION

Infant's Name:	Infant's Date of Birth:	Infant's Age:
Parent/Guardian's Name:		
Address:		
Home Phone:	Work Phone:	
Fax:	Email:	

The infant's health-care professional must complete the following section.

HEALTH-CARE PROFESSIONAL INFORMATION

Name of Infant's Health-Care Professional:	
Name of Practice:	
Address:	
Phone:	Fax:
Email:	

HEALTH-CARE PROFESSIONAL INFORMATION

The Texas child care minimum standards (§§746.2426, 746.2427 and 746.2428 for child-care centers or §§747.2326, 747.2327 and 747.2328 for licensed or registered child-care homes) require child-care operations to place all infants on their backs to sleep in a crib and to ensure that infants do not sleep in restrictive devices and are not laid down to sleep swaddled. But based on the advice of the infant's health-care professional, when medically necessary the center may be authorized to use an alternative-sleep position, restrictive device, or swaddle for the infant due to medical reasons.

The above-named infant has the following medical condition that necessitates an alternative-sleep position, allow for sleep in a restrictive device, or requires swaddling for sleeping:

Please describe the appropriate sleep position/restrictive device/ swaddling technique to be used for the above-named infant and include the effective dates for the exception:

Effective Dates of Exception: **from** / / **to** / /

Health-Care Professional's Signature:

Date Signed:

WAIVER OF LIABILITY

- I affirm and acknowledge that the below-named child-care operation has provided me with the operation's safe sleep policy.
- I further authorize the child-care operation and its caregivers to place my infant in an alternative-sleep position, restrictive device, or swaddling at the recommendation of my infant's health-care professional, as described above.
- I, as the parent or guardian of the above mentioned infant, release and hold harmless the below-named child-care operation, its officers, directors, caregivers, and employees from any and all liability whatsoever associated with harm to my infant due to Sudden Infant Death Syndrome (SIDS).

Parent or Guardian's Signature:

Date Signed:

An authorized official with the child-care operation must complete the following section.

CHILD-CARE OPERATION INFORMATION AND SIGNATURE

Name of Child-Care Operation:

Operation Number:

Operation Representative's Signature:

Date Signed:

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at:
<http://www.dfps.state.tx.us/policies/privacy.asp>.

Authorization for Dispensing Medication

PARENT'S AUTHORIZATION

Name of Child to Receive Medicine		Name of Medication	
Prescribing Physician	Prescription No.	Expiration Date	
Dosage	When to Give	Continue Medication Until (date)	

NOTE: Medication must be in its original container and labeled with your child's name and the date medication is left at the facility. Medication can only be administered in amounts according to the label directions.

Signature-Parent or Guardian

Date

CAREGIVER'S RECORD OF ADMINISTERING MEDICATION

CHILD'S NAME	NAME OF MEDICATION	DATE GIVEN	TIME GIVEN	AMOUNT GIVEN	FULL NAME OF CAREGIVER OR EMPLOYEE

Disposition of Left-over Medication

Returned to Child's Parent/Guardian

Thrown Away

Date:

Discipline and Guidance Policy for the Little Vikings Learning Center

Day care providers must have staff and parents read and sign a copy of this form to demonstrate compliance with regulations. A copy of the signed form will be kept in each child's record.

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.

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.

There must be no harsh, cruel, or unusual treatment of any child. 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; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

Parent Employee/Caregiver

Texas DFPS Requirements Regarding Gang-Free Zones For Child Care Centers

The Texas Department of Family & Protective Services requires this document to be distributed to parents and guardians of children in care at licensed child-care centers. Informational only.

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 may be posted at your child care operation or copies may 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 this mean for my daycare 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.

When do daycare centers have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr
DFPS
8/31/2009



Lago Vista Independent School District

Excellence in ALL We Do!

8039 Bar-K Ranch Road
P.O. Box 4929
Lago Vista, TX 78645

(512) 267-8300
www.lagovistaisd.net

It is the policy of Lago Vista Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in any programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights, or grievance procedures, contact Darren Webb, Superintendent, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.

Es norma de Lago Vista Distrito Escolar Independiente de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Para información sobre sus derechos o procedimientos para quejas, comuníquese con Darren Webb, Superintendente, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.