



Child Care Policy Statement

I respect and appreciate the trust you have placed in me to care for your child. I believe parents are the most important people in a child's world, and I will make every effort to support you as a family. I will offer the very best care that I can for your child. You can help me by keeping me informed about health concerns, favorite foods, fears, or special interests. I will share information about your child's growth and activities while in my program.

My philosophy about children and child care is reflected in the following policies.

My philosophy – I am committed to providing high quality child care in a home environment. I believe family child care offers children the opportunity to learn and grow with children of different ages in a supportive, family-like atmosphere.

I believe children learn best through play and “hands-on” experiences. I strive to provide positive learning activities for each child. I also work to help each child develop self-confidence and positive social skills.

I value the opportunity to work closely with each child for several years. I sincerely believe this practice provides continuity and stability for each child and allows me to better nurture and support each child as he/she grows and develops.

Pick Up & Drop Off – You must bring your child into my home and sign your child in. I cannot be responsible for your child until they are signed in on my roster by the parent or guardian. Infants and toddlers should be removed from their car seat/carriers and placed into a bed if sleeping. When picking up your child always be sure I know your picking up your child if I am with another parent and you have signed your child out on the roster.

ONLY authorized adults will be allowed to pick up your child. All persons (including parents) should be prepared to show a picture ID when picking up a child; I will not release a child unless I personally know the person picking up, or they have been properly identified and authorized.

Visitation – Parents of children enrolled at Busy Bee Play House are welcome anytime to perform a “wellness check”, just ring the doorbell or knock on the door. Please be considerate of the other children in my care whether popping in for a visit or simply observing to the side.

Operational Hours – I will be open from 6:30 a.m. to 6:00 p.m. Monday through Friday. I will be closed on major holidays, Martin Luther King Day, and closing early on Halloween. I take two weeks of vacation every year. The dates of my vacation will be posted at least one month in advance.

Play and learning activities – Children learn a great deal from daily play activities. Alphabets, numbers, memory games, blocks, puzzles, play dough, finger painting, sidewalk chalk drawings, singing, reading books, pretending to be fire fighters, or



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making snow angels are typical activities that we might do. I strongly believe children learn by doing and try to provide activities that are appropriate for children of different ages and interests. A weekly schedule of activities will be posted on the bulletin board.

Outdoor activities – Depending on the weather the children will go outside every day for fresh air and exercise. Often we will bundle up and go outside on cold days for at least a few minutes. On warm, sunny days we may spend an hour or more outdoors. If you have special requests regarding outdoor play (such as using sunscreen, insect repellent, etc.) please let me know.

Celebration – I do recognize birthdays for each child. However, I ask that you do not bring gifts or a cake. I provide cupcakes as a special treat for children's birthday's and will give a small gift (usually a book or other small item). We do recognize other holidays, with special food and activities.

Toys and other items from home – I encourage children to bring a special "child care" friend such as a stuffed animal or doll with them to child care during the initial adjusting period. A blanket for napping is also fine. However, please don't bring other items. Young children often have trouble sharing and occasionally some items with small parts may not be safe for very young children. I cannot be responsible for items if they are damaged or broken.

Clothing – Daily play and learning can get messy, especially when playing outdoors or working with art projects. Please dress your children in comfortable, washable play clothes every day. Do not bring your child in sandals or flip flops, only shoes that cover the entire foot should be worn. Please provide an extra set of clothing (shirt/blouse, pants, underwear, and socks). Seasonal items such as swim suit, towel, mittens, boots, and snow pants also may be needed.

Diaper Policy – It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Each child has his/her own clearly labeled diaper bin. Diapers are check frequently, and changed every three hours or more often if required. Diapers containing #2 are changed immediately.

Toilet Training – We are more than happy to encourage potty training as long as the child is ready. The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents supply pull-ups and wipes. Children will be allowed to come to daycare in pull-ups/underwear after they have been accident free for at least two weeks in pull-ups.

Meals/snacks – I participate in the Child Care and Adult Food Program. This means I plan nutritionally balanced, wholesome meals and snacks. I serve children a morning snack, a lunch and an afternoon snack. Children are encouraged (but never forced) to eat a variety of foods. On occasion, the children may help me prepare special snacks or meals. Quarterly menus are posted on the bulletin boards. Breakfast can be available for an additional charge a week.



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Naps/rest time – Children in my care usually take regular naps. Infants nap as needed, and older children generally sleep in the afternoon after lunch. Even if children do not sleep, I still ask that they rest quietly. Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in portable cribs with waterproof mattresses or pads. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics and SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor. I have more details of the environment and how your infant will be sleeping in my infant sleeping policy listed below.

Behavior guidance – All children will be disciplined in a positive and loving way to encourage self-esteem, self-control, and self-directions. I try to be respectful of children's basic needs. I support positive behavior by setting up child-friendly play areas and by following regular routines for eating and napping. The children are taught simple rules and manners that they can easily understand.

When children do something that is not appropriate, I redirect them to a more suitable activity. When children are arguing or out of control, I will insist on a "time out" or cooling off period. At times, I also may choose to ignore misbehavior. I work with older preschoolers and school-age children to develop problem-solving skills. I will not physically punish your child by spanking, slapping, or hitting. My goal is to help each child develop self-control and positive social skills.

Health Check – I will check the children when they arrive for any scratches, bruising, or physical marks and document the markings or notify the proper authority if I feel it is necessary. While in my care, an accident happens, it will be documented and given to the parent at time of pick up and we will discuss the incident.

Illness – I will notify you immediately should your child develop any of the following symptoms:

- **Underarm temp of 100 degrees or over**
- **Oral temp of 101 degrees or over**
- **Vomiting or diarrhea**
- **Any rash other than mild diaper or heat related rash.**

Children cannot attend if they have a contagious disease or are not able to function well in daily activities; for example, if they have a constant cough and require more supervision than I can provide without neglecting the other children. Should your child develop any of these symptoms, you will be expected to pick up your child within two hours. If this is not possible, you will need to have another person listed on your emergency information that can. Medications will be given **ONLY** with the parent's or doctor's direct written consent. Please bring all medications in their original bottle, with written instructions indicating the last dosage given, the amount to be given, and the time to be administered. Medicine should be placed in a plastic zip bag. I am not willing to accept a child with any of the above listed symptoms. **Symptoms must be gone for 24 hours prior to re-admittance.**



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Emergencies – In the event of a medical emergency, fire, or natural disaster, I will take immediate steps to ensure your child's safety and will contact you as quickly as possible. If we need to evacuate I will take the children to Walgreens located at 24424 State Highway 249 Tomball TX 77375. Please make sure that you keep me informed regarding current contact information so I can maintain my list of emergency numbers. I ask that you provide me with at least one other contact if I cannot reach you. You will be able to reach me at 214-669-5111

Parent communication/involvement – I enjoy visiting with parents each morning and afternoon during arrival and departure. Please allow enough time in your schedule to update me on any information about your child that I may need to know. I also will post messages and information on our child care bulletin board, so be sure to look at it each day. Parents are welcome to visit any time. If you have a skill or interest you would like to share with the children, please let me know. If you call during the day, please keep in mind that you may have to leave a message on the answering machine, especially if we are outside or eating. I will return your call as soon as possible.

Education – I have a bachelor's degree in Business Marketing and a master's degree in Human Science from Prairie View A&M University. I take additional continuing education training each year and from time to time will need to take a day off to attend training. I will provide qualified substitute care for your child during that time. I make it a point to stay updated on the latest information and skills pertaining to our children in today's society.

Transportation – I **DO NOT** provide transportation.

Termination – Service will be terminated for any of the following reasons:

- Payment is late
- Parent is routinely late for pick-up or drop off
- Child is extremely disruptive, e.g., excessive biting, rages, etc.

Smoking – Smoking is not allowed in my home, including outdoor areas.

Drug and alcohol use – If a parent comes to pick up a child and appears to have been drinking too much or is under the influence of drugs, I will call the police.

Licensing Compliance – To help maintain the quality of childcare in our state, the Texas Department of Family Protective Services have developed guidelines for all childcare homes. These guidelines are called the "Minimum Standards", as well as my latest licensing report, are available for all current or prospective parents to review in my home. For more information on my home or any home please see the DFPS website at www.dfps.state.tx.us or contact the local licensing office at (713) 767-2592. In addition to these resources, the DFPS maintains a child abuse hotline at 1-800-252-5400, which can be used to report any suspected abuse of children.



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Safe Sleep Policy for Infants

All childcare providers at Busy Bee Play House will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases:

1. Infants will **ALWAYS** be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Sleeping infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will **NOT** share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on the back, the parent **MUST** provide a signed waiver from the infant's physician.
15. My child care home is a smoke-free environment.
16. My child care home supports breastfeeding.
17. Awake infants will have supervised "Tummy Time".



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EMERGENCY PROCEDURES AND EVACUATION

I. GENERAL INFORMATION

1. The safety of the children and staff members at Busy Bee Playhouse is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members to insure the safety of the children and staff members in the event of an emergency.
2. In the event of an emergency I or my designee will notify you as soon as possible regarding the situation and the response on it.
3. In the event of an emergency the Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

II. FIRE

1. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
2. Call **911**, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has causes the telephone system to be out of order.
3. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Make certain that all children and staff members are accounted for and safe.
 - Check the attendance log to account for each child.
 - Have all children line up at the door and secure any infant or toddler into car seat to be carried out/pushed out along with the other children walking in a line
 - In the case a child has limited mobility that child will be carried out in the director or staff members arms along with the other children walking in a line.
6. Move to the designated location across the street to my neighbor Terra Trevino at 19343 Laguna Woods Dr., Tomball, TX 77375 and if that location is not available I will take the children to Walgreens located at 24424 State Highway 249 Tomball TX 77375. A fire deemed in any way to be a threat to the safety of the children or the staff members calls for evacuation to the outside area, away from the building.
7. The director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
8. Upon the arrival of the fire department the director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.



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9. Contact the children's parents and notify them of current events and the location of pick up for their children if determined at that time and they can contact the director at 214-669-5111 for any information. Make sure the children are check out properly and given to authorized parent or guardian.
10. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
11. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
12. If the fire is small, the facility's fire extinguishers may be used to put it out, if the individual has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.
 - Busy Bee Playhouse fire extinguisher is located as follows:
 - On the wall by the sink in the corner next to the cabinets.
 - Each staff member is responsible for becoming familiar with the use of fire extinguishers.
13. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:
 - **Yellow smoke:** may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
 - **Gray smoke:** with brown wisps is indicative of any electrical fire. Again, the area should be evacuated immediately, and all should stay clear of the area.
 - **Gray-black smoke:** is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

ENSURE THAT NO RE-ENTRY IS ATTEMPTED UNTIL AUTHORIZED BY THE FIRE DEPARTMENT!

III. ILLNESS OR INJURY

1. MINOR
 - A. Treat with medical supplies on hand.
 - B. Evaluate periodically to see if further medical attention is required.
 - C. Document treatments and evaluations in children's file.
 - D. Consult family members.
2. MAJOR
 - A. Employ first aid techniques as trained, if needed.
 - B. Contact **911**, if immediate medical attention required.
 - C. If an illness or an injury requires a doctor's care, but emergency services are



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not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

3. SERIOUS INJURY OR ILLNESS

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan: No staff member should place themselves at risk in the rescue of an injured child or staff member. Call **Emergency 911** and request the needed emergency responders.

- A. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- B. Notify a qualified first aid person in the home.
- C. Treat Immediately life-threatening injuries first in priority order:

(Emergency 911 should be called first for each of the following):

A) **Impaired Breathing** - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.

B) **Heart / Circulation Failure** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.

C) **Severe Bleeding** - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

D) **Shock** - If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.

IV. UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

- 1. If any staff member or children smells gas, act quickly.
- 2. Open windows immediately.
- 3. Call **911** and report the possible gas leak.
- 4. Do not turn any electrical switches on OR off. Eliminate all flames.



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5. Check all gas taps and turn them off.
 6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
 7. If the gas odor remains strong, evacuate the area immediately.
 8. Do not return to the building until the fire department announces it is safe.
- B. POWER FAILURE
1. The home has 2 flashlights and spare batteries which are in the cabinet under the kitchen sink.
 2. A battery-operated radio is in the cabinet under the kitchen sink. The radio maybe used to monitor weather conditions, etc.
 3. In the event of a power failure, the staff member on duty should contact the following:
 - A. CENTERTPOINTE ENERGY Phone: 713-207-7777.

V. EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical or other emergency that would require the evacuation of the home, all staff members should adhere to the following:

1. Call **911**, indicating the need of assistance from the local Fire Department and law enforcement.
2. Make certain all children and staff members are accounted for and are safe.
 - Check the attendance log to account for each child.
 - Have all children line up at the door and secure any infant or toddler into car seat to be carried out/pushed out along with the other children walking in a line.
 - In the case a child has limited mobility that child will be carried out in the director or staff members arms along with the other children walking in a line.
3. Evacuate all children and staff members to an area as far from the building as safely practical. If we need to evacuate I will first take the children across the street to my neighbor Terra Trevino at 19343 Laguna Woods Dr., Tomball, TX 77375 and if that location is not available I will take the children to Walgreens located at 24424 State Highway 249 Tomball TX 77375.
 - Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members. Contact the parents of the children of the current events and the location for them to pick up their children if determine at the time and make sure they have the directors contact 214-669-5111 for any questions. Make sure the children are checked out properly and given to the authorized parent or guardian.
5. **DO NOT** approach or re-enter the building until consultation with the proper authorities.



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VI. LOCKDOWNS

In the event a lock down becomes necessary, all entrances and exits will be secured, and the children will be released when I established and can maintain a safe and secure method for the child to leave.

1. The safe place designated by the Director is against the wall by the bathroom in the hallway.
 - A. All children will be moved to the safe location.
 - B. Maintain constant contact among staff members at all times.
 - C. Direct all children to sit on the floor in designated area.
 - D. To keep children calm we will hold hands and sing softly, read books, and play age appropriate games.
 - E. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
2. Notify all agents that services are needed.
3. Notify parents of current events and the location of pick up for children if determined. Make sure the children are checked out properly and given to the authorized parent or guardian.

VII. SEVERE WEATHER PLAN

A. HURRICANE/TORNADO

4. The safe place designated by the Director is against the wall by the bathroom in the hallway.
 - A. All children will be moved to the safe location.
 - B. Maintain flashlight and voice contact among staff members at all times.
 - C. Direct all children to sit on the floor in designated area, not in front of doors.
 - D. Advise all children to wear shoes.
 - E. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
5. Make absolutely certain that the storm has passed, staff members should do a head count and check the complete home for any damages such as fire, water, or structural.
6. Notify all agents that services are needed.
7. Make sure when the parent or guardian arrives for their child they are checked out properly and given to the authorized parent or guardian.

B. FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

1. Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
2. Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.



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3. Make transportation preparations to move children and staff members in the event the evacuation is needed.
 - Safe area to be evacuated to is the Walgreens located at 24424 State Highway 249 Tomball TX 77375.
4. Evacuation
 1. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 - Check the attendance log to account for each child.
 - Have all children line up at the door and secure any infant or toddler into car seat to be carried out/pushed out along with the other children walking in a line
 - In the case a child has limited mobility that child will be carried out in the director or staff members arms along with the other children walking in a line.
 2. If time and conditions permit, unplug all electrical appliances.
 3. All loose outdoor articles are to be brought in or tied down.
 4. Lock all doors.
 5. Arrive at the designated location and do a head count of all children and staff members.
 6. Contact the parents of the location of pick-up of their children and the directors contact information 214-669-5111 for further communication. Make sure when children are picked up they are properly checked out and given to the authorized parent or guardian.

VIII. HAZARDOUS MATERIALS ACCIDENTS

1. Evacuate the area immediately.
 - Do not turn any electrical switches on or off.
 - Eliminate all open flames.
 - Evacuation should be to an area (if possible) upwind and uphill of the facility.
2. Call 911, and report that there has been a Hazardous Materials Spill.
3. Do not attempt to contain, touch, or identify (If unknown) the hazardous material.
4. Do not attempt to rescue someone who has been overcome by fumes.
5. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
6. Do not return to the building until authorized to do so by the fire department.

I/We agree to abide by the written terms of this agreement:

Parent/Guardian signature _____ Date: _____

Parent/Guardian signature _____ Date: _____

Provider signature _____ Date: _____