



**Cultivating Creative Expression**

# **Family Handbook**

## **2018 - 2019**

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## **Mission Statement**

Lupine Lane strives to instill worldly knowledge, practical skills, respect of self and others, self-confidence and a love for creativity in every child. Our prime intention is to guide the whole child using integrated, play-based, experiential education.

## **Philosophy**

At Lupine Lane, we provide children with relevant, safe, natural, real world experiences in a developmentally appropriate manner. We believe in building a strong and caring foundation with each child and his or her family by taking a true interest in the intricacies and unique qualities of the individual child, providing a welcoming, comfortable environment and maintaining frequent and pertinent communication with each child and the people involved in the child's life.

Furthermore, we believe that children are capable of extraordinary accomplishments, especially when they have a safe, loving environment, developmentally appropriate lessons, activities and materials, as well as guidance, support and encouragement. We provide children with lessons, activities and materials that foster a natural sense of curiosity, as well as cognitive, social/emotional, creative and physical development.

We believe that the process is equally important to the product. This equality is due to the fact that the product is a manifestation of the process, allowing for a deeper, clearer understanding of the process that occurred to achieve the end result. It is not the quality of the product that is of great importance, but rather its existence, which provides a sense of completion and reaching a goal, builds self-confidence and provides opportunity to reflect.

We believe that progressive projects provide an abundance of opportunities for goal setting, self-regulation, building attention span and work ethic, reflection of the learning and creative processes and provide a wonderful, rewarding sense of accomplishment.

We also feel that documenting the child's day and processes are important, in order for the child and those in the child's life to have a visual and written record of how the child learns. During early childhood, it is a collaborative effort for parents, teachers and caretakers to understand and encourage the child's learning style in order to best tailor a pathway for the child's education. Visual and written records also help the child to recall processes and experiences from which they learned.

Moreover, we believe that experiences inside and outside of the classroom are equally important. We strive to provide children with knowledge, skills and confidence within the classroom as well as ample time outdoors, in nature and within the local community. Relevant experiences outside of the classroom enable the lessons, activities and materials within the classroom to come alive and achieve greater meaning and depth in a child's mind.

At Lupine Lane, we believe children are first and foremost people with an insatiable curiosity of the world. The more fully their sense of wonder, thoughts and dreams are developed, the greater knowledge, skills and confidence they will have progress to larger concepts. Through guiding the whole child, cognitively, social/emotionally, creatively and physically, we provide the foundation for each child to grow and flourish brilliantly.

## **Curriculum Foundation**

### **Whole Child Scope**

The foundation considers the whole child, according to their unique developmental level. Our Whole Child Scope is implemented school-wide. The Whole Child Scope encompasses four key areas of development: cognitive, social-emotional, creative and physical. Each of the four categories is then expanded upon further into subcategories with specific objectives relevant to each age.

- Cognitive
  - Literacy
  - Mathematics
  - Culture/Language Studies
  - Science
  - Technology
- Social/Emotional
  - Interpersonal Skills
  - Intrapersonal Skills
- Creative
  - Visual Arts
  - Music
  - Performance
- Physical
  - Sensory/Body Awareness
  - Gross Motor Skills
  - Fine Motor Skills

### **Key Developmental Goals**

The Whole Child Scope is a framework for our Key Developmental Goals. The Key Developmental Goals are based on Key Child Development Theories and current research. These goals are specific to each age range and outline the developmental objectives that teachers will use to guide children toward through topic study. These goals will be outlined each week in the Weekly Intentions, or weekly lesson plans.

## **Key Child Development Theories and Current Research**

Key Child Development Theories ensure that teachers guide each child in a developmentally appropriate and intentional manner. We utilize theory from: Jean Piaget, Erik Erikson, Abraham Maslow, Lev Vygotsky, John Dewey, Louise Derman-Sparks and Howard Gardner in addition to current research. This additional level of justification ensures that short and long-term goals have specific intention and rationale in early childhood development.

## **In the Classroom**

### **Topic Study**

Our curriculum is child-driven. This means individual classes utilize an interest-based exploration to ignite each child's focus on a particular topic. When a topic of interest is discovered through exploration, discussion, observation and reflection, the class begins an in depth, multidimensional, interdisciplinary focus that lasts 3 to 8 weeks per topic. This approach includes progressive projects, which are supported with relevant and developmentally appropriate daily activities, materials and supplies. These practical, real-world experiences are provided within a caring, supportive environment and balanced with autonomous play experiences that support the topic study. This approach provides children with a balance of structure and freedom so they can fully benefit from their time during their early childhood years at school.

### **Weekly Intentions**

The Weekly Intentions are the intended directions for the class each week. Our teachers develop their class Weekly Intentions using the framework of our Whole Child Scope and The Key Developmental Goals for the age range of their class. This ensures that the four key areas of development (cognitive, social-emotional, creative and physical) as well as the objectives are constantly considered as topic studies unfold in each class. The Weekly Intentions are emailed to families each week as well as posted outside of each classroom.

### **Topic Study Reflections**

At the culmination of a topic study, teachers provide a Topic Study Reflection. This document provides an explanation of the breadth and depth of the focus. It illustrates how the Weekly Intentions were manifested, detailing the Key Developmental Goals that were addressed through the progressive project and supporting activities of the topic study. The Topic Study Reflections are emailed to families at the culmination of each topic study.

## **Assessment**

### **Key Developmental Goals Assessment**

Key Developmental Goals are converted into objective assessment tools, with a subjective component since we value both equally. Key Developmental Goal Assessments are completed each semester and presented to the child's family during fall and spring family/teacher conferences. A digital copy is then sent to the family and retained in the child's file at school to inform the child's teacher the following year.

### **Family/Teacher Conference**

Family/Teacher Conferences are provided once during the middle of the fall semester and once at the end of the spring semester. At each conference, teachers present the Key Developmental Goals Assessment to the child's family and discuss the child's progress overall.

## **Calendar**

The School Calendar is posted online in the School section of our website: [www.lupinelane.com](http://www.lupinelane.com). You may wish to print out the calendar to have a copy at home. Since it is Google calendar, it can be added to your personal calendar as well. Meals are subject to change, based on availability.

## **Daily Schedule**

*\*This is an example of a daily schedule. Teachers will post and send their specific schedule, which will be developed according to each classroom community's needs. Each class will have the following elements in their schedule.*

### *Opening Centers and Greeting Circle*

Children begin the day in various self-guided centers as the class arrives. These activities will allow the children to ease into the classroom environment as they prepare to begin the day. During this time, there will be an open snack center, where children will have the opportunity to serve themselves snack. At 8:30, the daily welcome begins and children move into circle time with the teacher. Circle time includes a welcome song, recognizing achievements both within and outside of Lupine Lane, and an introduction to the day. (*between 8:30a-9:00a*)

### *Outdoor and Gardening Time*

Children will have time outdoors to garden, explore nature and begin lessons of the day. We also provide a healthy snack during this time. (*between 9:00a-10:30a*)

### *Teacher Tables and Independent Centers*

Children break into small groups for this portion of the day. Teachers will occupy one to two centers, called the “Teacher Tables”. These centers offer teacher-guided instruction, and each child visits these centers in the course of this period. In addition, there are up to 4 other centers open for independent exploration. Independent centers include self guided activities and tasks that are pertinent to the current theme. (*between 10:30a-12:00p*)

### *Lunch and Outdoor Time*

Children eat lunch and then head outside, weather permitting. During days where temperature or precipitation does not allow for outside time, we have indoor play, which will encourage gross motor activity. (*between 11:30a-1:00p*)

### *Circle Time*

Children return to the classroom, rehydrate and join in circle time to learn about the activities that will conclude the day. (*1:00-1:15p*)

### *Teacher Tables and Independent Centers/Large Group Activities/Rest Time*

Final centers or large group activities. (*1:15p-2:05*)

### *Parting Circle*

Each day ends with circle time. We review the day, and everyone contributes something that they learned or felt during the day. We sing our good-bye song and the children are dismissed! (*2:05-2:30p*)

## **Enrollment and Tuition**

### *Enrollment Procedures*

As you know, there are many philosophies in the early childhood education world. Because of this, there are many options for you to consider when deciding your child’s educational path.

At Lupine Lane, we believe that every child has unique talents that should be fostered and celebrated. Every child is capable of flourishing.

Our goal is to ensure that we are best serving children. Through experience, we have found that each child’s unique learning style and personality may benefit more from certain philosophies and environments than others.

In order to ensure that Lupine Lane will best serve your child and family, we have developed a process to engage the child, parents and school.

### *Steps to Enrollment*

1. **Apply:** Fill out the Interested Child and Family Information Form on our website.
2. **School Tour:** Email or call to schedule or find out the time of the next school tour.
3. **Child's Visit and Family Meeting:** During the school year, the child will spend a half-day in a classroom so that teachers can assess the child's developmental level, general needs, and personality traits, allowing us to judge the most positive environment for your child.
4. **Enrollment:** If everyone agrees Lupine Lane is a fit for the child and the family, Lupine Lane will email a link to online enrollment. A child's spot will be secured when the online enrollment paperwork and nonrefundable payment is submitted. On occasion, Lupine Lane may decide that what we offer may not be the best fit for your family or child's needs, thus acceptance of enrollment is not guaranteed. Lupine Lane reserves the right to deny enrollment based on the safety, health and welfare of all children enrolled.

### *Enrollment Paperwork Checklist*

1. **Online Registration and Payment:** This must be completed through our website prior to the first day of school. Please fill out all enrollment paperwork as thoroughly as possible. Be sure to include information on those who are authorized to pick up your child as well as all the contact information for a **local** emergency contact information other than a parent or guardian. Payment can be collected monthly or in full upon enrollment. Upfront payments will receive a 5% discount on tuition. This does not apply to enrollment and supply fees.
2. **Health Statement from Physician:** A healthcare professional must sign and date a statement indicating that your child has been examined within the past year and was found to be free of any communicable diseases and fit to participate in all school activities.
3. **Current Immunization Record**
4. **Hearing/Vision Screening Report (if child is 4)**
5. **Medications with Written Directions (if applicable)**
6. **Food Allergies Emergency Care Plan**

We will have an orientation prior to the first day, where the children will find their cubby, get acclimated to the room and meet the teachers. If enrolling after September 1<sup>st</sup>, please contact our administration ([info@lupinelane.com](mailto:info@lupinelane.com)) to set up an orientation.

### *Class Placements*

Much consideration goes into the class placement of each and every student. Administration and teachers collaborate to consider individual

personalities, group dynamics, developmental levels, and a balance of gender when making class assignments. We ask that parents supply any information that could be helpful when placing your child in their enrollment paperwork. Individual requests and preferences will be considered, but depending on other factors we cannot guarantee that they will be accommodated. Lupine Lane reserves the right to place children according to age and developmental level as is seen fit.

#### *Enrollment Fee*

There is an annual enrollment fee of \$200 for all children. This fee is due at the time of enrollment and is nonrefundable and cannot be prorated. This fee covers administrative costs of maintaining up-to-date records for your child, which is mandated by the state and essential for maintaining the health and safety of each child. Parents are also required to complete new enrollment paperwork each year to ensure that we have the most updated information on file.

#### *Supply Fee*

There is a bi-annual supply fee for each student, due at enrollment and in January. This fee is nonrefundable. The fee is \$263 per semester for children attending 5 days per week, \$210 per semester for those attending 3 days per week and \$158 semester for those attending 2 days per week. This fee covers classroom supplies, snacks and your child's required School Kit. You will receive a School Kit for your child that includes a t-shirt, personalized hat (for outside play) and personalized water bottle (to use during the school). This fee is due in full at the beginning of each semester and cannot be prorated.

#### *Tuition*

Toddler Tuition (18 Month – 2.5 Years)	
Days Per Week	Monthly Tuition
5 (M-F)	\$1135
3 (MWF)	\$860
2 (TTH)	\$650

Primary Tuition (2.5 – 6 Year Old)	
Days Per Week	Monthly Tuition
5 (M-F)	\$1080
3 (MWF)	\$820
2 (TTH)	\$620

The initial payment, which includes the Enrollment Fee, first semester Supply Fee and the first month's tuition, is due at the time of enrollment and is nonrefundable. Payment plans for the initial payment are available upon request. Then, payments are automatically deducted from the payment source provided.

Payments are deducted on the 1<sup>st</sup> of each month until May 1st.

If enrolling after the year begins, contact the administration, and we will arrange a timetable to submit the tuition and fees.

The full monthly tuition is due on the 1<sup>st</sup> of each month, regardless of the number of days your child attends. No adjustments are made for illness, vacations, or school closures. Missed days cannot be exchanged or made up. If you have any questions regarding your tuition payments, please contact Donna Boyle at [dboyle@lupinelane.com](mailto:dboyle@lupinelane.com).

Lupine Lane strives to be environmentally friendly and thus does not issue paper statements for tuition. Statements for child care reimbursements are available upon request.

Tuition may be revised at any time with written notification from Lupine Lane to the parents. In general, there will be an increase in tuition annually.

#### *Tuition and Fee Matrix*

Days Per Week	Monthly Tuition Primary/Toddlers	Enrollment Fee	Supply Fee
5 (M-F)	\$1080/\$1135	\$200 per school year	\$265 per semester
3 (MWF)	\$820/\$860	\$200 per school year	\$210 per semester
2 (TTH)	\$620/\$650	\$200 per school year	\$160 per semester

#### *Withdrawals and Changes*

If you wish to withdraw your child at any point between enrollment but before the start of school, Lupine Lane reserves the right to retain all costs associated with enrollment for the start of the school year, which includes **first month's tuition, first semester's supply fee, enrollment fee, lunch and extended care. These are all non-refundable.**

If you wish to withdraw your child once the school year is in session, Lupine Lane requires a written 30 day notice prior to the first day of the following month to avoid the charge of next month's tuition.

Should you decide to decrease the number of days your child attends school or eliminate extended care hours, you must also provide notice in writing 30 days in advance of the following month's tuition charge.

#### *Lunch Plan*

The lunch plan can be added at enrollment or after the child is enrolled. Lunches break down to just under \$4 per hot, nutritious lunch. A monthly menu will be posted on our website as well as at the entrance of the school. If you ever have a concern about your child eating a particular meal, you are welcome to provide your child with a supplemental snack provided that it adheres to the school's healthy eating policy. At the beginning of the year, your child may

participate in a month long trial of the lunch plan, at the end of which you can either register for the yearly plan, or pay for the month's lunches. In order to maintain quality and consistency the meal plan is non-refundable once enrolled.

Days Per Week	Yearly
5 (M-F)	\$680
3 (MWF)	\$405
2 (TTH)	\$275

#### *Dismissal*

Lupine Lane recognizes that it is possible that an individual child's needs and/or the needs of a family may best be met in another setting. When this recommendation is made by Lupine Lane, the requirement of a 30-day written notice of withdrawal will be waived.

#### *Late Payments*

Tuition payments are due on the first of each month. Our system will deduct the payments automatically on the first of each month. If a payment does not go through, we will contact the parent to submit new payment information. A late fee of \$50 per day will be assessed for payments that are unable to be processed on the first of each month. If payment is not made within 5 business days, your child will not be able to return to school until payment has been remitted. Please contact an administrator to replace your card on file if it has been compromised.

#### *Scholarships and Discounts*

Scholarships may be available on a need basis. If you would like to be considered for a scholarship, please contact Lupine Lane. You will then be provided with a scholarship application, which you should fill out and return along with your most recent tax return. Applications submitted without a tax return will not be considered. Lupine Lane does not offer discounts for multiple children attending school.

#### *Wait List Procedures*

Lupine Lane's wait list is used in two circumstances. First, in the event that a class is full, you may wish to add your child to our wait list in order to reserve a spot when one becomes available. Second, in the event that your child is not yet old enough or ready to attend Lupine Lane, you may wish to add your child to our wait list in order to reserve a spot when your child is ready.

We ask that you please begin the Steps to Enrollment (outlined above) with us before placing your child on the wait list, to ensure Lupine Lane is a fit for your child and your family. At the time of the tour, an administrator will give you information regarding the availability of your desired class.

After beginning the Steps to Enrollment and finding that Lupine Lane is the

right fit for your child, if one of the above circumstances occurs, you may wish to put your child on the wait list.

Signing up for the wait list will not automatically enroll your child at Lupine Lane. You will be asked to complete registration and enrollment when a spot opens up. It will also not guarantee that a spot will become available for your child.

To add your child to our wait list, please fill out the necessary information and submit the nonrefundable \$50 fee via our Wait List Form online.

Please be aware that this fee is used to secure your child's spot. The fee will not be refunded if you decide not to enroll and it will not be applied to your enrollment fee. We will contact you when we have a spot for your child. Those on the wait list will be contacted according to the order in which they signed up.

## Policies

Parents will be notified of operational policies through the Family Handbook. If any policy changes are made during the year, parents will be notified.

## Arrival and Departure

### *Arrival and Departure Safety*

Safety is our top priority. When you are present, you are responsible for the safety of your children. Please ensure your children are with you as you walk to and from your vehicle into the school and while on school grounds. Children must enter and leave the building under direct adult supervision. All children are to be within arm's length of their parents while on school grounds.

#### *Arrival*

When arriving at school, please park and accompany your child into Lupine Lane's entry door. Please do not leave younger siblings in the car while dropping off a student. School begins at 8:30a. If you arrive early and are not enrolled in extended care, please wait with your child until greeted by a Lupine Lane staff member. Please ensure that your child is signed in, and, if you will be not be available at your regular contact numbers, please leave a number where you can be reached. When you drop off your child, please make eye contact with his/her teacher and verbally notify the staff that your child is now in their care.

If dropping off or picking up your child while school is in session (between 8:30a and 2:30p), you must notify the school at 512-900-1090. The front doors will be locked at 9:00am. If you arrive once the doors have been locked, an administrator will escort your child into their classroom to avoid disrupting the other children in the class.

When a child begins something new, it can be a difficult moment when the parent leaves. In order to make the transition easier, please make eye contact with your child and tell him or her that you love them and will return after school. Give them a hug and kiss and make a calm and prompt exit, leaving your child in

the care of a reassuring staff member who the child knows. A daily routine explained to your child each morning before arrival, and followed through on during drop off, is best. While it is difficult to leave your child, it becomes more difficult if the good-bye is prolonged. Feel free to contact the front office at any time to check on your child. If your child exhibits unusual or extreme symptoms of anxiety, we will contact you immediately.

To ensure that your child is able to receive the full benefits of their academic day with us, please make every effort to arrive at 8:30a and pick up at 2:30p. Arriving on time sets a tone for your child's day and can ease their transition from home to school by allowing them to acclimate to the class routine.

### *Departure*

Pick-up for all primary students is from 2:30-2:35p. Please call Lupine Lane (512-900-1090) if you will be unavoidably delayed. A staff member will then notify the child to help ease any anxiety they may be feeling and depending on the length of the delay the child may be taken into after care.

There is a late pick up charge of \$20.00 that will be assessed after 2:35p for the regular school day and after 4:30p extended care pick up. For each additional 15 minutes thereafter, another \$20 will be charged. Pick ups after closing at 6:00p will accrue a fee of \$5 per minute until the child is picked up. Charges will automatically be drafted from your card on file.

When picking children up, please park and come to the entrance. Staff members will dismiss children directly to their parent. This procedure will allow for a smooth dismissal process. If you have any questions for the teachers, please schedule a time to meet.

Dr. Carrie Contey has some wonderful tips on school pick up during early childhood, which you can read here: <http://carriecontey.com/blog/q-a-meltdown-at-preschool-pick-up/>

## **Morning and After Care**

Lupine Lane offers Morning and After Care options. Morning Care allows for children to come to school at 7:30a. A teacher or caregiver will supervise the children and provide some activities to ease into the school day, beginning at 8:30a. After Care allows for children ages 2.5 and independent in the restroom and up to stay after school ends at 2:30p until either 4:30p or 6:00p. There is a drop in fee for Morning and After Care of \$20 per hour and is subject to availability if not enrolled.

Parents must send a healthy and substantial after school snack that will sustain the child's energy throughout the afternoon. We ask that you label the snack with your child's name and drop it off in a designated location each morning so that snacks may be quickly and easily distributed after school. After School Classes are discounted by 10% for those who are in After Care. There

will be rest time after any After School Classes, along with activities that allow for creative expression, free play and movement.

Morning and After Care Time Frames	Monthly Price
7:30a – 8:30a	\$140
2:30p – 4:30p	\$200
7:30a – 8:30a and 2:30p – 4:30p	\$300
2:30p – 6:00p	\$350
7:30a – 8:30a and 2:30p – 6:00p	\$405

## After School Classes

Lupine Lane will offer a variety of extracurricular activities each semester. Information about classes will be provided in advance of each semester. Classes will all take place at Lupine Lane. Classes require a minimum number of children to begin. After School Classes can be purchased individually on our website.

Children will have a break at the end of the day, eat their snack, and go into their classes at 3:00p. Please send your child with a healthy snack that they can eat quickly and easily during this thirty-minute transitional time. Parents will pick up their child at the end of their class time. We ask that you follow regular pick up procedure when picking up from after school classes. If you are late to pick up, your child will be sent to after care and late fees will accrue as stated in the "Departures" section above. Parents may register their child for all after school classes through our website. If you decide to withdraw your child from the class within the first two weeks a prorated amount will be refunded. There will be no refunds available after the third class session has begun.

## Operational Information

### *Children Served*

We serve children ages 18 months through 6 years as of September 1 of the school year. We welcome children of any race, religion, sex or national origin.

### *Classes and Ages*

Ages	Daily Ratio
18 months on September 1	10 : 2
2.5 years on September 1	12 : 2
3 years on September 1	16 : 2
4 years on September 1	16 : 2
5 years on September 1	16 : 2

### *Hours of Operation*

The academic school day is from 8:30a to 2:30p on Monday through Friday from September to May. We provide extended care hours beginning at 7:30a and ending at 6:00p. We offer weekly summer camps for ages two and up.

Please see Lupine Lane's Year at a Glance Calendar on our website, [www.lupinelane.com](http://www.lupinelane.com) to determine which, if any, Lake Travis ISD early dismissal days will be early release days for Lupine Lane.

### *Severe Weather and Emergencies*

In the event of severe weather, we will follow the Lake Travis ISD closing schedule. If LTISD delays its start, Lupine Lane will follow the same procedure for delays up to two hours. For any days with delayed start, there will be no early care at LL. Please watch the local news channels for closing updates, and receive our text alerts (Enroll by sending a text to 81010; the body of text should be @1223). If Lake Travis schools are dismissed early because of bad weather, you should pick up your child from school as soon as possible. Days missed for severe weather closings will not be made up.

All students will be exposed to fire, severe weather and lock down drills to ensure safety procedures in case of an emergency. Lupine Lane has a detailed Emergency Preparedness Plan, which includes expanded outlines and thorough information on all procedures available upon request. In the event of emergency, our secondary site address is the Rough Hollow Welcome Center and Pavilion, located at 900 Highlands Boulevard, Austin, Texas 78738.

### *Student Release Procedures*

When picking children up, please park in LL's lot or across the street at the RH Amenities Center, using extreme caution in these areas where there are moving vehicles, and come through the main entrance. Teachers and staff will bring children to the lobby and dismiss them directly to a parent.

This procedure will allow for a smooth and safe dismissal process. In consideration of all families and in order to make the process as efficient as possible, we ask that you schedule a time to meet individually with your child's teacher if you have an important item to discuss. Teachers and assistants will only release children to those individuals who have **written authorization by the child's parents or guardians** to pick them up. A record of these individuals is maintained in each child's file. These authorized people **must present their government issued photo ID to Lupine Lane** in order to pick up the child. Anyone who is not a parent or legal guardian must be authorized by the parent or legal guardian and present a government issued picture ID.

If you wish to authorize someone not originally listed to pick up your child, please contact the administration (in writing) they will advise the staff of the change. The staff will then release the child only when that person identifies himself or herself with a government issued picture ID.

### *DFPS Contact Information*

We are regulated by Child Care Licensing, an organization within the Department of Family and Protective Services. The website is [www.dfps.tx.gov](http://www.dfps.tx.gov). The phone number is 512-834-3426. The address is 14000 Summit Drive, Suite 100 Austin, Texas 78728.

### *Child Abuse*

We are required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Department of Human Services Protective Services Office and a local or state law enforcement agency. As a parent, you may contact the agency by calling 1-800-252-5400, or visit their website at <https://www.txabusehotline.org>.

## **Health and Safety**

### *Illness*

Our state license requires that we do not admit a child if one or more of the following exists:

- The illness prevents the child from participating comfortably in school activities including outdoor play.
- The illness results in greater need for care than teachers can provide without compromising the health, safety and supervision of the other children at school.
- The child has one of the following, unless medical evaluation by a health care professional indicates that the child can be included in school activities:
  - Oral temperature above 101 degrees, accompanied by behavior changes or other signs or symptoms of illness.
  - Ear temperature of above 101.5 degrees and accompanied by behavior changes or other sign or symptoms of illness.
  - Armpit temperature of above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness.
  - 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, significant and consistent behavior changes or other signs that child may be severely ill.
- A health care professional has diagnosed a child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

During the course of each day, teachers will observe and monitor the health of each child in class. If a child exhibits any of the above signs of potential illness, he or she will be removed from the classroom and the parent will be called for prompt pick up.

### *Medications*

The administration and teacher will need medication instructions in writing from the doctor prior to administering any medications. We also must have a parent or guardian's written authorization. We will document each dose of medication given. Leftover medication will be discarded after seven days if not collected by the child's parent.

### *Prescription Medications*

Medications must be in the original container labeled with the child's name, a date, directions, and the physician's name. We must administer the medication exactly as stated on the label. We will not administer expired medications.

### *Non-Prescription Medications*

All medications must be labeled with your child's name and the date it was given to us. It too must be in the original container and administered according to the directions on the bottle or the written and signed directions of a doctor.

### *Allergies*

If your child has any allergies, please indicate in enrollment paperwork and notify your child's teacher. New this year for those with food allergies, we will require a completed allergy emergency care plan form signed by a parent and the child's health care provider. Additionally, we will make a note of all allergies with your child's name and photo to keep in the classroom and kitchen. We may seek further information regarding the severity of the allergy and its treatment.

### *Epipens*

If your child has a severe allergy, which necessitates the use of an Epipen, you will be given forms for your physician to complete, which will instruct our staff on what symptoms to look for and when to administer the Epipen. The Epipen is to be supplied by the parent with written instructions from the child's doctor. The Epipen will then be kept in a safe location at Lupine Lane that is out of reach of children.

### *Accidents and Incidents*

If a child is involved in an accident or incident while at Lupine Lane, we will tend to your child, and if the injury is minor (scraped knee, small bruise) and the child appears in good health, we will return the child to the activity (and continue to monitor the child). If the child appears distraught, we will telephone the parent or guardian and advise them of the incident. In some cases, an Incident Report will be filled out and given to the parent at pick up time. If the parent determines that the child needs to see a physician, the parent should notify the child's teacher and the administration, as documentation must be sent to DPFS in this situation. If another child is involved with the injury, it is our policy not to disclose

his or her name. All staff have current CPR and First Aid certifications.

### *Emergencies*

If a medical emergency arises, and you or your emergency contacts are not available, your child's physician will be called. If a child needs to be transported to the hospital, a staff member will accompany your child. If a child is thought to be suffering from an allergic reaction our first response will be to call an ambulance and secondly to call the child's parent. If a parent cannot be reached in the event of an emergency, the child's emergency contact will be notified.

### *Immunizations*

All children must meet applicable immunization requirements specified by the Texas Department of Health. The State requires that **all records must be on file with Lupine Lane within one week after the date of admission**, and must be signed by a healthcare professional who has examined the child within the past year. If these forms are not submitted within one week of starting school, your child may not return until forms are submitted. If your doctor or you prefer to delay or forgo particular immunizations, you must submit an original signed and notarized affidavit stating the vaccination and details. This will be kept in your child's file.

### *Head Lice*

Lupine Lane has a "no lice/no nit" policy. Should lice or nits be detected, the child will be discretely escorted out of their classroom and the parent or guardian will be called. The parent or guardian will be given a copy of our Head Lice Policy and information on how to treat head lice. When the child returns, they must be completely free of lice and nits and submit a physician's note confirming the child is completely lice/nit free.

### *Hearing and Vision Screening*

The State requires that all children 4 years and older complete a vision and hearing screening, showing numeric results. This information must be submitted to Lupine Lane to be kept in your child's file. If these forms are not submitted within one week of starting school, your child may not return until forms are submitted. If your child turns 4 during the school year, you must complete this screening and hand in the report within one week of his/her birthday.

### *Potty Training*

Our 18-month to 2.5-year-old class will be working toward potty training and the teacher and family will implement a "Potty Plan", when the child shows signs of readiness. When the Potty Plan is put into place, all parties will sign and agree to go forward with it, so the approach is consistent. Children entering the 2.5-year-old class must be in pull-ups rather than diapers and be taking steps

towards potty training.

Families are responsible for providing all diapers, pull-ups, wipes, creams, etc. for their child. At all times, there must be ample supplies for your child at school. If there are not enough supplies for your child, we will call you to bring the needed supplies to the school or pick your child up.

In classes with children ages 3 and above, each child must be able and confident using the bathroom independently upon entering school. While bathroom accidents during early childhood are common and expected, each child should feel confident using the bathroom with minimal assistance. All children in classes 3 years and above must arrive in underwear each day and have at least one change of clothing at school. If frequent accidents occur, Lupine Lane will notify the parent or guardian so they can seek a physician's consult to find out if a medical issue is indicated or if a strategy is required for use at home and school to scaffold development.

#### *Change of Clothing*

Children may have toileting accidents or get dirty when participating in various activities. In these situations, they prefer to change into their own clothes. Please send at least one complete seasonally appropriate change of clothes (shirt, pants/shorts, underwear, shoes and socks) in your child's backpack when he or she comes to school. Please put the clothes in a sealed bag labeled with your child's name.

Each child will receive a t-shirt when they begin school. This t-shirt may remain at Lupine Lane to change, if needed. However, an additional pair of pants, shorts, underwear and socks will also be needed. Please make sure to replace clothing when used.

For safety during outside play, we recommend that children wear closed-toed shoes with an enclosed heel. Flip-flops make it difficult to run and climb safely. Sneakers allow children to fully experience the playground in a safe manner. We ask that children wear shoes that they can put on with minimal assistance, such as sneakers with Velcro. Children wearing lace-up shoes should be able to tie by themselves.

#### *Hats*

We follow a no hat, no play rule. All children must wear a hat to play outside. Upon starting school, children will be given a hat with their name permanently affixed, which they will keep in their cubby at Lupine Lane, to ensure that they always have a hat to wear outside. If this hat is taken home and misplaced, parents will be asked to supply a new hat. If none is brought, your child will receive a new Lupine Lane hat, the cost of which will be charged to your card on file.

#### *Water Bottles*

Children need to have water readily available to drink throughout the day. A

hydrated body and brain provide an ample foundation for learning. Upon starting school, each child will be given a water bottle, which they will keep at school. If it is taken home, please make sure it is returned so your child has water to drink through the day. If your child's water bottle is taken home and not returned, your child will receive a new water bottle, the cost of which will be automatically charged to your card on file.

#### *Outside Time and Weather*

Outside time is part of the daily schedule and an important part of every child's development. When the heat index is between 101 and 105 degrees or between 35 and 40 degrees outside time is limited to 15 minutes. When the heat index is over 105 degrees or under 35 degrees the children do not go outside. Please make sure that your child is properly dressed and has proper outer wear, so that they are comfortable outdoors. If your child does not have the appropriate clothing for the season, a parent will be called and asked to bring something to the school. We ask that all children bring rain gear on days that rain is anticipated as they will go outside provided that it is safe. Children who are unable to participate for outside time for any reason should not be attending school.

#### *Seat Belt Safety*

Texas child passenger safety regulations state that a person commits an offense if operating a passenger vehicle in the transport a child who is younger than 8 years of age, unless the child is taller than 4 feet 9 inches, without securing the child during operation of the vehicle in a child passenger safety system in accordance with the instructions of the manufacturer of the safety system.

### **Parent Code of Conduct**

Please realize that young children are present in our building and, as such, adult language is not appropriate. Lupine Lane prohibits swearing, cursing, and lewd references on our school's campus and at school functions.

It is the adult's responsibility to model appropriate behavior for children. Any conflicts between adults must be handled privately and outside of the school. Lupine Lane will not become involved and will not mediate conflicts between parents.

Lupine Lane adheres to a positive discipline policy. All adults, including parents, are asked to adhere to these guidelines (see below: Positive Behavior Model).

Any threatening of staff, children, or other parents by a parent or guardian will not be tolerated and may result in a child's dismissal from Lupine Lane. If a situation escalates beyond reason, a staff member will call 911.

We request that Lupine Lane be considered a cell phone free zone to encourage meaningful interactions between parents and their children as well as

creating the opportunity for a child's teacher to communicate any necessary information to parents at pick up time.

## **General School Visitation**

Our school's main goal is to increase each child's independence and self-confidence. A classroom with few distractions allows children to be spontaneous. This magnifies the learning experience, instills self-reliance and increases the sense of community within each classroom. Therefore, if you would like to observe or visit within a classroom, please speak with the administration in advance of the visit. We appreciate your cooperation.

We strive to provide ample opportunities to include families in the child's learning environment such as school events, festivals, and field trips. These opportunities will allow you to observe your child in an authentic manner.

All visitors must call before arrival, as doors will remain locked. Visitors must use the main entrance and report to the front desk first and then to the teacher or assistant.

In order to ensure safety, Lupine Lane's door is locked during the school day, except during drop off and pick up when staff is positioned at the front entrance. Simply ring the bell, and when we verify who you are, we will let you in.

## **Meals and Snacks**

The American Dietetic Association has found that a balanced and nutritious diet "increases problem-solving ability and better memory, verbal fluency and creativity." We firmly believe that diet and hydration are pivotal to children's well-being and positive performance. Eating lunch at school with peers teaches children healthy eating habits, manners, and social skills.

### *Healthy Eating Policy*

Lupine Lane strives to provide whole, natural foods to supply children with readily available nutrients and energy so they may grow, learn, and interact with others and their environment in healthy, meaningful ways. Because of this, we have chosen to focus on providing mostly whole foods and foods with natural, healthy ingredients and limit refined sugars, unhealthy fats and dyes. We ask that you take this into consideration if you bring or send food into school. Please see below for suggestions on foods to provide or avoid at school.

### *Healthy Eating Policy Guide*

#### **Snacks**

If packing a snack, please provide:

- Fresh Fruit, cut or whole.
- Fresh Vegetables, cut or whole

Please refrain from packing:

- Processed foods (i.e. boxed, packaged, contains refined sugar)

## **Lunches**

If packing a lunch, please provide:

- Whole, nutrient-dense food
- Protein: Chicken, Beef, Beans, Tofu, Pork, Fish
- Carbohydrate: Whole Grain Bread, Crackers, Rice, Quinoa, Couscous, Potatoes
- Fresh Vegetables/Fresh Fruit

Please refrain from packing;

- Processed foods (i.e. boxed, packaged, contains refined sugar)
- Lunchables
- Packaged snacks (i.e. chips, “Cheetos”)

### *Daily Lunch*

Lunches at Lupine Lane offer your child a wholesome, nutritious, hot meal each school day. In addition to a delicious lunch, kids often have opportunity to participate in growing and preparing their food alongside our school chefs. For just under \$4 per school day, your child will have the experience of growing select ingredients as well as the opportunity to learn about food, culture and develop their culinary skills and palette!

Lupine Lane began in 2008, offering cooking classes to children. From the beginning, we observed how a hands-on, creative involvement in food preparation motivates children to try foods their parents never dreamed they would as they develop a sense of ingredients and experience various cooking methods.

While cooking, children access many of their developing early childhood skills. Measuring and cutting develop conceptual math, while cutting, stirring and kneading develop fine and gross motor skills, all during an incredible, full sensory experience. Due to the exponential benefits of cooking and growing food with young children, we integrate these elements into our curriculum whenever the opportunity arises.

Each meal is healthy and balanced, with a serving of protein, carbohydrate and vegetables every day. Our snacks offer children the opportunity to enjoy whole, freshly cut fruit or vegetables.

To develop our menu, we begin each meal with child-friendly foods that are tried and true. We create combinations that are based on these familiar ingredients, even to the most discerning young palettes and add notes of flavor and new foods that encourage kids to branch out. We combine fresh vegetables

with wholesome fan-favorites like pastas, brown rice, quinoa and other whole grain starches and add lean protein like chicken, beef and legumes.

Each month has a regional focus, zoning in on specific areas of the region weekly. Familiar items are combined with new ingredients and preparation methods to slowly integrate and introduce the exciting array of cuisines from different cultures.

This unique opportunity to grow, prepare, and enjoy new foods encourages an open-mind to both food and cultures, while nurturing developing skills and knowledge and building relationships with fellow classmates of all ages and the adults involved. By giving your child a meal plan at Lupine Lane, you not only free yourself of preparing and packing lunch each day, knowing your child will have a hot, nutritious and delicious meal but, most importantly, you open the doors to a world of food and experience that encourages a sense of inquiry in a supportive learning environment. As a complement to our lunch program, children have a culture class each week when they learn about the country and the children there who eat foods typical of that region of the world; they will also make crafts reflective of international cultures.

### *Birthdays*

At the discretion of the teacher, parents may bring a special treat to school, preferably toward the end of the day, to celebrate their child's birthday. We ask that you review our Healthy Eating Policy before considering foods to bring or send to school while also keeping in mind allergies that may be present in the class. Arrangements should be made 7 days prior.

You may distribute birthday invitations to the students in your child's class only if all students in the classroom are invited. If this is not the case, we ask that you mail invitations.

### *Special Events and Celebration Lunches*

Lupine Lane will schedule celebrations during holidays and other times. You are encouraged to join us during the designated times. Please check our calendar and read the monthly newsletter for event dates.

## **Communications**

Establishing a network of caring adults in your child's life is vital to his or her well-being and success. Therefore, it is important that an open channel of communication exists between all of the adults in a child's life, but especially between a child's teacher and family.

At Lupine Lane, we make every effort to ensure communication is frequent and thorough. The main phone number to school is (512) 900-1090. The main email to school is [info@lupinelane.com](mailto:info@lupinelane.com). The school address is 1001 Highlands Boulevard, Austin, Texas 78738. Teachers are available after school hours by email or via the main school phone number and will respond within 24 hours

during the week.

#### *Communication Procedures*

During the school day, if you wish to get in touch with your child, your child's teacher or Lupine Lane, please always call the office at (512) 900-1090. An administrator will be in direct communication with teachers, staff and children. You can also email [info@lupinelane.com](mailto:info@lupinelane.com). Please do not text or call teachers during the day, as they do not access to their cell phones during school hours. If you will be picking up your child early, please contact our administration first, as all doors to the school are locked during school hours.

#### *Newsletters*

We issue a monthly newsletter that highlights events and important information regarding our school curriculum and activities. We will email this newsletter at the beginning of each month.

#### *Communicating with Teachers*

Since it is vital that the teachers and assistants remain attentive to all students, we ask parents not to engage teachers in lengthy conversations at drop off or pick up. If you need to speak to the teacher, please schedule a meeting via email or phone or wait until other students have been picked up to have a discussion with your child's teacher. Please note that teachers do not access their phones or email during school hours, so most communication will be after school hours.

#### *Curriculum Communication*

Weekly Intention forms are emailed to families each week by 8:30 on Monday morning as well as posted outside of the child's classroom. This allows families to communicate with children about specific aspects of the curriculum in a natural and participatory way that will allow the curriculum to be used at school and at home. In addition, Topic Study Reflection forms are completed at the culmination of a topic study and emailed to communicate how the Weekly Intentions were manifested through the course of topic study.

#### *Family/Teacher Conferences*

Family/Teacher conferences will be scheduled twice a year, once in the fall and once in the spring. The family will sign up for a time and day to meet privately with the teacher to discuss your child's Key Developmental Goal Assessment and overall progress. We recommend that the family attend independent of the child so they can receive the full benefit of the conference. If you need child care during the time of your conference, you must inquire at least 24 hours in advance about the availability of drop in early or after care. If we have availability, your child may attend after care at the regular drop in rate of

\$20 an hour.

## **Classroom Management**

### *Positive Behavior Model*

Lupine Lane's behavior policy is for the staff to take a caring and accepting approach toward all children and model appropriate behavior. It is our goal to help each child develop skills necessary to handle a variety of situations and make beneficial choices.

Lupine Lane uses positive reinforcement methods to guide children to make beneficial choices and encourage self-esteem, self-regulation and self-direction. Teachers use praise to encourage positive behavior and refrain from focusing on negative behaviors.

### *Library Books and Classroom Materials*

Typically the books in our library remain on school property in order to ensure that they are available for teachers' needs. If your child brings home a library book, it is your child's and your responsibility to return the book in its original condition. If the book is lost or damaged, you will be responsible for the cost of the book. If you and your child would like to read books in our school's library, we ask that you are mindful of the fact that the books are organized alphabetically by author's last name.

If any classroom materials are brought home mistakenly, please return to Lupine Lane.

### *Classroom Management Procedures*

If a child exhibits negative behavior, the teacher will remind the child of expectations using positive statements to redirect the child.

If the negative behavior prevails, the child will be asked to "take a break" and separate from the group so they may cool down and reflect on his or her choices. "Breaks" may also be self-initiated. This supervised separation will be limited to no more than one minute per year of the child's age. The teacher will always follow a break with reflection questions, to ensure the child understands the reasons for the break. The child will discuss some choices he or she could make next time to ensure a positive outcome.

If the behavior becomes persistent and presents a problem to other children, the teacher will call the child's parents. If behavior results in injury to another child, an Incident report will be completed and given to both parents.

When frequent misbehaviors occur, the teacher will meet with the parents to develop a Positive Behavior Plan that will help the child adjust accordingly to the classroom setting. If a child's behavior becomes a threat to other children, staff or to self, his or her enrollment may be suspended or reconsidered if the behavior persists. If a child's behavior is not unsafe, but is repeatedly disruptive to a peaceful learning environment, the child's enrollment may be suspended.

### *Cubbies*

Please make sure to check your child's cubby area on a daily basis and remove toys and work that may have accumulated. Our cubby space is very limited; please be mindful of the size of pillow and blanket you send for nap rolls as large items can cause frustration for your child when trying to place them in or remove them from the cubby. Make sure to change out extra clothes seasonally and as your child grows.

### *Personal Belongings*

Outside toys should be left at home or in a child's cubby or backpack during the school day. Items brought from home can easily be damaged or lost and can also create unnecessary distractions within the classroom. Lupine Lane is not responsible for any items children bring to school.

Children should never bring electronic devices to school with them. All other personal belongings such as backpacks, lunchboxes, jackets, glasses, and sunscreen must be labeled with your child's first and last name or initials. Please check with the front office if any of these go missing. Items in the Lost and Found will be cleaned out periodically and donated to a charitable organization; parents will be notified in advance.

### *Biting and Hitting*

If a child bites or hits another, both parents will receive an Incident Report to sign and keep on record.

Biting and hitting are common behaviors in young children. However, on occasion these behaviors become frequent. If this occurs, the teacher will seek information from the child's family and monitor the child. If deemed necessary, the teacher, family, and administration will develop a Positive Behavior Plan. If the behavior remains persistent, Lupine Lane will refer the family to resources that can best serve the child's needs. If the behavior escalates to the point of endangering other students, biters will be asked to withdraw.

### *Absences*

We encourage regular attendance as it ensures that your child is getting the most out of their time in the classroom. However, we understand that there are unavoidable circumstance where your child will have to miss school. Your child will be missed when not in attendance; on these occasions, please notify the child's teacher and/or the front office to minimize concern. If your child is absent due to illness, please inform the teacher of his or her symptoms so that they can watch for other students showing signs of similar symptoms.

## **Helpful Hints**

- Your child will need a sturdy bag that will hold notes, artwork, etc. It should be labeled with your child's name and be easy to manage and recognize.

- Please label all items with your child's name.
- No valuable possessions should be brought to school.
- We do not allow any weapons or weapon-like toys at Lupine Lane.
- Please make sure your child has a complete change of clothes at all times.
- Children should not wear costumes to school without receiving special notice from administration or teaching staff.

## A Note to Lupine Lane Families

Greetings!

We are absolutely over-the-moon to be starting yet another wonderful school year! It is certain to be full of growing, learning, creating and fun!

Our goal is to provide children with the knowledge, skills and confidence they will need in life. We do this in the context of a peaceful, nurturing community with an abundance of stimulating, developmentally appropriate lessons. We all strive to provide an extremely enriching overall experience for your children to learn, grow and flourish brilliantly!

Thank you so much! We are eagerly looking forward to the incredible year ahead!

A handwritten signature in cursive script, reading "Lauren Boyle". The signature is written in black ink on a white background with a light blue border.

Lauren Boyle

Founder and Teacher

## **Additional Health Information As Required by DFPS**

### *Vaccine-Preventable Diseases*

This guide is required information provided by DFPS to provide you with more information to assist in the development and implementation of preventing vaccine-preventable disease.

What must the policy for protecting children from vaccine-preventable diseases include? Our school is responsible for developing a policy that includes all areas addressed in the minimum standards.

How will Licensing evaluate for compliance? Licensing will review our school's policy to ensure that it covers each of the eight required areas. Licensing staff will ensure that our school outlines how we will maintain either written or electronic records for each employee's compliance with our policy as well as any exemptions. We will not be evaluated based on the content of each policy item.

What would be an example of how licensing will evaluate our school's compliance with the new rule? The new rule requires our school to specify any vaccines that we have determined an employee must have based on the level of risk the employee presents. Licensing staff will review our policy to ensure we have specified any vaccines an employee must have. For example, if our policy outlines that all employees must only obtain a flu vaccine once every 12 months then licensing would only review compliance with the employee's requirement to obtain a flu vaccine.

What immunizations are recommended for adults? The Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention (CDC) develops the recommendations and they are listed on the CDC website at <http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

Does our school have to require employees to obtain all immunizations recommended by the CDC? No, employees at our program will only need to obtain immunizations that are required in our policy. It is up to our school to determine what immunizations will be required and which employees are required to obtain them based on their level of risk as determined by their routine and direct exposure with children.

How does our school determine an employee's level of risk? An employee's level of risk is determined by the policy we develop. The basis for determining an employee's level of risk must be outlined in our policy and must be based on the employee's routine and direct exposure to children. Items to consider when developing policy include:

- What are the employee's primary duties?
- How closely does the employee work with children? (For example, does the employee change diapers, assist with toileting, prepare or serve food)
- How often does the employee work with children? (Regular contact vs. substitute basis)
- What are the ages of children the employee works with?
- Can an employee be exempt from immunizations that my program's policy requires? Yes, an employee may be exempt from one or more of your program's required immunizations for:
  - Medical conditions identified as contraindications or precautions by the CDC; or
  - Reasons of conscience, including a religious belief.

What procedures must an employee follow to be exempt from having a required vaccine? Our policy must address exemption procedures an employee must follow in order for our school to determine the employee's qualification of an exemption. What are some examples of acceptable documentation for exemptions?

- For medical conditions, acceptable documentation may include a note from the employee's health care professional providing a statement that the required vaccine is medically contraindicated or poses a significant risk to the health and well-being of the individual.
- For reasons of conscience, acceptable documentation may include a signed and dated statement from the employee that states the employee is exempt for reasons of conscience, including the person's religious beliefs.

What are some examples of procedures that an exempt employee must follow to protect children in care from exposure to disease?

It is up to your operation to determine what and when protective procedures will be required.

Examples of protective procedures include:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
- Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets to surrounding areas;
- Wearing masks when taking care of children with respiratory symptoms;
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;

- Excluding the employee from direct care when the employee has signs of illness.

How can our school determine that an employee has complied with our policy? Our school must specify in our policy how we will verify that an employee has complied with our policy. This must include what written and/or electronic documentation we will accept. Examples of documentation may include:

- Copy of the employee's current immunization record;
- Receipt that includes date a required immunization was received;
- Letter signed by a health care professional that lists the date an immunization was received;
- Documentation of exemption for medical reasons from a health care professional;
- Signed and dated statement from the employee for exemption based on a reason of conscience.

Where can my employees get the recommended immunizations? Individuals should start with their health care provider. Other resources in your area include pharmacies, the health department, and public or community health clinics. For a list of local health departments in Texas visit the Texas Department of State Health Services (DSHS) website at:

<http://www.dshs.state.tx.us/regions/lhds.shtm>

Are there any other resources available for employees to receive the recommended immunizations? Yes, the Adult Safety Net program created by The Texas Department of State Health Services (DSHS) to increase access to vaccination services in Texas for uninsured adults.

What is the Adult Safety Net program? The Adult Safety Net (ASN) program provides vaccine purchased with public funds to participating clinics to be used for immunizing uninsured adults.

How do I find an Adult Safety Net provider in my area? Visit the ASN website at [www.dshs.state.tx.us/ASN](http://www.dshs.state.tx.us/ASN) and click on the search page to locate an ASN clinic near you. (Please check with the clinic before visiting to make sure they can see you.)

Who is eligible to receive vaccinations from the ASN program? Adults ages 19 years and older that do not have health insurance are eligible to receive ASN vaccines.

Who is not eligible to receive ASN vaccines? Individuals who do not qualify for ASN vaccines include:

- Adults who have Medicare, Medicaid, or any other insurance, including private insurance.
- Adults who are underinsured for adult vaccines (e.g., those who have healthcare insurance that does not cover adult vaccines).
- Individuals younger than 19 years of age.

What vaccines are offered through the ASN program? The following is a list of vaccines currently offered through the ASN program and a description of the diseases they prevent.

- Hepatitis B Vaccine—prevents infection of the liver by the hepatitis B virus, which can lead to liver cancer, cirrhosis of the liver, liver failure, and death.
- Hepatitis A Vaccine—prevents infection of the liver by the hepatitis A virus. Symptoms of hepatitis A include lack of energy, diarrhea, fever, nausea and jaundice (yellow color to the whites of the eyes or skin).
- Hepatitis A and Hepatitis B Combination Vaccine—see above.
- Human Papillomavirus (HPV) Vaccine—prevents infection from several strains of HPV, including those that cause genital warts and several types of cancer, such as cervical, anal, penile, and throat cancer.
- Measles/Mumps/Rubella (MMR) Vaccine—prevents infection from the measles virus, which can lead to rash, ear infection, brain damage, and death. Prevents infection from the mumps virus, which can cause fever, swollen glands, headache, and can lead to deafness and meningitis. Prevents infection from rubella virus, which can cause rash, arthritis, and miscarriage in pregnant women.
- Pneumococcal Polysaccharide (PPSV23) Vaccine—prevents infection by the *Streptococcus pneumoniae* bacterium, which is one of the most common causes of severe pneumonia and can lead to other types of infections, such as ear infections, sinus infections, meningitis (infection of the lining of the brain and spinal cord), and blood stream infections (bacteremia).
- Tetanus, Diphtheria, and Pertussis (Tdap) Vaccine—prevents tetanus, which can cause muscle spasms, lockjaw, paralysis, and death. Prevents diphtheria, which can cause suffocation and heart failure. Prevents pertussis (known as "whooping cough"), which can cause severe coughing that can lead to rib fractures, pneumonia, and death. The CDC recommends\* one dose for all pregnant women during every pregnancy and all other adults who have not yet received Tdap vaccination, especially those who come in contact with infants.
- Tetanus and Diphtheria (Td) Vaccine—similar to Tdap vaccine (see above), but protects against tetanus and diphtheria only, without the pertussis component.

If I qualify for ASN vaccine, do I have to pay anything? ASN vaccines are supplied to participating medical providers at no cost. This means that ASN providers cannot charge a fee for the vaccine itself. However, providers are allowed to charge an administration fee of up to \$25 for each vaccine that is administered. Although ASN providers may charge this administration fee, they cannot deny the vaccine because of an inability to pay it.

*Gang Free Zone*

Lupine Lane is a Gang-Free Zone. Any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.