



**Family Handbook
2022 - 2023**

2022-2023 Lupine Lane Family Handbook

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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 of learning and creativity in every child. Our prime intention is to guide the whole child using integrated, project-based experiential education.

Philosophy

At Lupine Lane, we provide children with safe, relevant, natural, real-world experiences in a developmentally appropriate manner. We believe in building a strong and caring foundation, based on trust and communication, with each child and his or her family. We take a true interest in the intricacies and unique qualities of each individual child by providing a welcoming, comfortable environment where the child feels safe and comfortable to explore and learn.

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 and foster development in each area of our whole child scope: 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, or what we refer to as Topic Studies, provide an abundance of opportunities for goal setting, self-regulation, building attention span and work ethic. The completion of a Topic Study also allows for reflection of the learning and creative processes and provides 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 families, teachers and caretakers to understand and encourage the child's learning style in order to best tailor a pathway for the child's education. Communication and visual evidence of learning 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 to 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
- Sense of Community
- Creative
 - Visual Arts
 - Music
 - Performance
- Physical
 - Sensory/Body Awareness
 - Gross Motor Skills
 - Fine Motor Skills

Key Developmental Goals

The Whole Child Scope is the framework for our Key Developmental Goals. The Key Developmental Goals are based on child development theories and current research. These goals are specific to each age level that we serve and outline the developmental objectives which teachers will use to formulate

their overall goals for Topic Studies as well as their Weekly Intentions. Weekly Intentions show how each Key Developmental Goal will be explored and encouraged during the week.

Child Development Theories and Current Research

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, play, discussion, observation, and reflection, the class begins an in depth, multidimensional, interdisciplinary focus that lasts anywhere from 2 weeks to several months per Topic Study. 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) are constantly considered as Topic Studies unfold in each class. The Weekly Intentions are emailed to families prior to the start of the upcoming week as well as posted outside of each classroom.

Weekly Reflections

When teachers email Weekly Intentions to families at the start of each week, they will also provide a Weekly Reflection of the previous week to explain how the Weekly Intentions manifested. Our Weekly Intentions are called such since, as teachers and parents, we may intend for learning to occur in a

particular way, however, it can take many interesting and meaningful turns and teachers will detail the children's learning journey.

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 at 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. You may wish to print out the calendar to have a copy at home. It is also on the last page of this Family Handbook. The lunch and snack menu is sent via email each month. Meals are subject to change, based on availability.

Daily Schedule

**This is an example of a daily schedule. Teachers will send and post their specific schedule, which will be developed according to each class 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 (between 8:30a-9a). These activities will allow the children to ease into the classroom environment as they prepare to begin the day. At 9:00, 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 9:00a-10:00a).

Outdoor and Gardening Time

Children will have time outside to enjoy outdoor activities, explore nature, and engage in free play with their friends. We also provide a healthy snack before going outdoors (*between 9:30a-10:00a*).

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-2:05p*.)

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 (*2:05p-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. **School Tour:** Schedule or find out the time of the next school tour. Please bring your child to the tour.
2. **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 are 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 Enrollment and Payment:** This must be completed through our website prior to your child's first day of attendance. Please fill out all enrollment paperwork as thoroughly as possible.
2. **Signed Family Handbook:** We will send this via SignNow after the online enrollment is completed and submitted.
3. **Child and Family Information Form:** We will send this via Google Forms in June.
4. **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 able to participate in all school activities.
5. **Current Immunization Record**
6. **Hearing/Vision Screening Report (if child is 4)**
7. **Medications with completed Authorization Forms provided by school**
8. **Food Allergies Emergency Care Plan**

We will have a Meet the Teacher event prior to the first day of school, where the children will find their cubby, get acclimated to the room, and meet the teachers. If enrolling after the start of the current school year, please contact our administration (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 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, is nonrefundable and cannot be prorated. This fee covers administrative costs of maintaining current 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 \$290 per semester for children attending 5 days per week, \$230 per semester for those attending 3 days per week and \$180 semester for those attending 2 days per week. This fee covers classroom supplies, snacks, and your child’s required school hat (for outdoor play) and tee shirt (for field trips). This fee is due in full at enrollment and on January 1 of the current school year, and will be charged to the credit card on file.

Tuition

Tuition	
Days Per Week	Monthly Tuition
M-F, 5 Days	\$1220
MWF, 3 Days	\$925
TTH, 2 Days	\$705

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 1st of each month through May 1st.

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

The full monthly tuition is due on the 1st 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 Lauren Boyle at lboyle@lupinelane.com.

Please note that Lupine Lane strives to be environmentally friendly and thus sends receipts via email to the email provided for the person who is financially responsible each month when tuition is processed. These receipts have all of the necessary information for taxes, HSA and FSA accounts. Any additional statements will incur a \$50 administrative fee.

Tuition may be revised at any time with written notification from Lupine

Lane to the parents. In general, there is an increase in tuition annually.

Tuition and Fee Matrix

Days Per Week	Monthly Tuition	Enrollment Fee	Supply Fee
M-F, 5 Days	\$1220	\$200 per school year	\$290 per semester
MWF, 3 Days	\$925	\$200 per school year	\$230 per semester
TTH, 2 Days	\$705	\$200 per school year	\$180 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 upcoming month to avoid the charge of next month's tuition.

Should you wish to change your child's enrollment, including changing days they attend or eliminating morning or after care, you must also provide your request in writing 30 days in advance of the upcoming month's tuition charge.

Dismissal

Lupine Lane recognizes that it is possible that an individual child's needs and/or the needs of a family may be best served in another setting. When this recommendation is initiated 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 charge the payments automatically to the card on file on the first of each month. Please update card information if your card will not be able to be processed normally on the 1st of the month. You can do so by emailing info@lupinelane.com or speaking with the administration by phone or in person.

If your card cannot be processed as normal on the first attempt on the 1st of the month, we will email. If your card cannot be processed a second time as normal on the first attempt on the 1st of the month during a school year and/or summer, there will be a \$25 fee.

In addition, 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 in full, including late fees, has been remitted. Please contact an administrator to replace your card on file when needed.

Lunch Plan

The lunch plan can be added at enrollment or after the child is enrolled. Lunch costs about \$4 per day for a hot, nutritious lunch. A monthly menu will be emailed to families prior to the start of each month and will be posted 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.

Scholarships

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 as we provide individualized education and care for each child enrolled.

Wait List Procedures

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

Signing up for the wait list will not automatically enroll your child at Lupine Lane. If a spot opens up, you will be invited to complete enrollment. Being on the wait list also does not guarantee that a spot will become available.

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 on our wait list only. The fee will not be refunded if you decide not to enroll and it will not be applied to other fees or tuition. We will contact you if 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 policy changes are made during the year, parents will be notified.

Child Records

Lupine Lane will provide a child's Lupine Lane records to that child's parents/guardians upon request and with written permission from both of the child's parents/guardians. The family can then share the records with whom they choose.

Lupine Lane will not engage in conversation with other schools about a past, present or future Lupine Lane student or family.

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. For everyone's protection, children are to be within arm's length of their parents while on school grounds. Please remain off of your cell phone and other devices when dropping off and picking up your child so you can keep them safe as you walk across the street, parking lot and into school.

Arrival

When arriving at school, please park in a proper parking space across the street from Lupine Lane, at the Rough Hollow Welcome Center and accompany your child into our 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 in your car or outside until school opens at 8:30a. 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), please notify administrative staff at 512-900-1090 or by text. The front doors will be locked at 8:45a. 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 let them know 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. Explaining your daily drop off routine to your child each morning before arrival, and following through

during drop off, is best. While it can be 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 school day with us, please make an 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 into the class routine.

Departure

Pick-up for all students who stay for the regular school day is from 2:30-2:35p. Please call Lupine Lane (512-900-1090) if you will be unavoidably delayed. A staff member will notify the child and he or she will be taken to after care if they will be picked up after 2:35p.

A late pick up fee of \$20 will be assessed after 2:35p for the regular school day. For each additional 15 minutes thereafter, another \$20 will be charged. Any pick-ups after 4:45p will accrue a fee of \$5 per minute until the child is picked up. Charges will automatically be charged to 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 your child’s daily classroom teachers, please schedule a time to meet with them.

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 to stay after school ends at 2:30p until 4:30p. There is a drop in fee for Morning and After Care of \$20 per hour and is subject to availability if not enrolled.

We provide a healthy and substantial snack for after care that will sustain the child’s energy until their pick up.

Morning and After Care Time Frames	Monthly Price
7:30a – 8:30a	\$160
2:30p – 4:30p	\$230
7:30a – 8:30a and 2:30p – 4:30p	\$340

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 bring a snack from home if they are staying for an After School Class. We ask that you label the snack with your child's name and drop it off with their classroom teacher each morning, so that snacks may be quickly and easily distributed after school.

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 3:45p. We ask that you follow the 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.

Operational Information

Children Served

We serve children ages 2 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
2 years on September 1	12 : 2
3 years on September 1	16 : 2
4 years on September 1	16 : 2 or 1
5 years on September 1	16 : 2 or 1

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 4:30p. We offer weekly summer camps for ages two and up and the schedule for summer is published and communicated in the spring of each school year.

Please see Lupine Lane's Year at a Glance Calendar on our website, 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 Other Emergencies

In the event of severe weather or other emergencies, we will likely follow the Lake Travis ISD closing schedule, and we will send an email as soon as we make a decision to delay or close school. For any days with delayed start, there will be no early care at LL. If LTISD schools are dismissed early because of bad

weather, we will email families and you should pick up your child from school as soon as possible.

Any time or days missed for severe weather and other emergency school closings are not made up.

As mandated by DFPS, 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 and is available upon request. In the event of an emergency, our secondary site address is the Rough Hollow Amenity Center, 900 Highlands Boulevard, Austin, Texas 78738.

Student Release Procedures

When picking up children, 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, part of Texas Health and Human Services. The website is 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

Community Health

During a community health crisis, Lupine Lane will take all precautions and develop policies according to local, state and federal guidelines and/or mandates. We will often implement more stringent rules and regulations in order to protect our school community. Given the fluid nature of any kind of widespread health crisis, we will communicate all measures frequently and thoroughly, and we require enrolled families to follow our school, local, state and federal guidelines. In any evolving situation, expect for changes to policy to occur and for us to communicate those changes as they do. We reserve the right to discontinue enrollment at any time if any policy is not followed.

Illness

First, it is important to note that when humans come together in a congregate setting, they are bringing with them all of the contacts they've had prior to that moment; this includes germs from play dates, the playground, trips to the grocery store, doctors, dentists, parents' get togethers, etc. Due to this, most people, especially those with relatively new immune systems that have not yet had constant exposure prior, will get sick and possibly frequently, as their body begins to adapt and build antibodies due to being in a community.

Every single person brings with them the germs of every single person who they came into contact with, which is exponential when you consider the number of people and the number of places we all get, even necessarily and especially on our own free will. This is no one's fault and no one is to blame, but rather, this is a natural process of being a part of a community. It's important for children (and adults!) to maintain a healthy diet and proper hydration, a routine sleep schedule and to stay home when sick. We will do everything we can at school to clean, sanitize and help the children learn and develop healthy habits. And, even with everyone in a child's life taking careful measures, we know children will get sick. Please take care when you notice symptoms; stay home and see a doctor. Together, we can help teach and encourage a healthy lifestyle, of which, becoming ill can be a normal occurrence.

The following policies can and will change during extenuating circumstances, such as a global pandemic. Any changes will be communicated via email. 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:

- o Oral temperature above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness.
- o Ear temperature of above 100 degrees and accompanied by behavior changes or other sign or symptoms of illness.
- o Armpit temperature of above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness.
- o 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 healthcare 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 we will call the child’s family, and/or emergency contacts if we cannot reach the family, for a prompt pick up.

Health and Wellness Reference Chart

We have developed this reference chart for your convenience so you may easily understand when a child should stay home and when they can return with various common illnesses and maladies.

Symptoms/Diagnosis	When Child Will Be Sent Home	When Child Can Return
Covid Symptoms <ul style="list-style-type: none"> ● Fever = or > 100 ● Cough ● Runny Nose ● Sore Throat ● Vomiting/Diarrhea ● Headache/Body Aches ● Shortness of Breath ● Unusual Fatigue/Malaise 	Immediately	The child who has tested positive must quarantine for 10 days after the start of symptoms/positive test. The child who has tested positive can return to normal activity on day 11 as long as all symptoms (with the exception of loss of taste / smell) have been resolved for 24 hours without medication.
Contact with a person who has tested positive for Covid	Family is asked to closely monitor symptoms and if any present stay home. If symptoms are present at school, child will be sent home immediately.	If any symptoms present, stay home and get a PCR or Rapid Molecular Test on day 5 after exposure. The negative test results will be required to return. If positive, see above. If symptoms are present at school, child will be sent home and asked to stay home

		and get a PCR or Rapid Molecular Test on day 5 after exposure and present negative results to return.
Household member who has tested positive for Covid	The child must quarantine and also be isolated from the positive individual.	Lauren will work with you to assess the situation and determine an appropriate isolation arrangement and quarantine period along with a date to administer a PCR or Rapid Molecular test for your child and other household members. This process will allow us to determine a possible return date.
Allergy / Cold Symptoms <ul style="list-style-type: none"> ● Runny Nose ● Stuffy Nose ● Sneezing ● Watery Eyes ● Cough ● Unusual Fatigue/Malaise 	Accompanied by a fever = or > 100	Symptoms and fever are resolved for 24 hours without medication *Given the similarity to Covid-19 symptoms, we may ask for a negative PCR or Rapid Molecular test to return.
Constipation	Child is in enough discomfort to not be able to participate in daily activities or laxative has been administered within 24 hours.	The child is able to participate and after 24 hours have passed since administering a laxative.
Diarrhea	More than 1 occurrence within 4 hour period at school or 2 or more times within 24 hour period.	Symptoms are resolved for 24 hours without medication
Diaper Rash	Sores are oozing.	Symptoms are resolved.
Hand, Foot and Mouth	Immediately when lesions are present.	With doctor's note stating the child is no longer contagious, fever is resolved for 24 hours without medication and lesions are gone
Head Lice	Nits or eggs are present.	With doctor's note stating the child is nit and egg free and can return
Irritability	Irritability prevents child from engaging or presents significant distraction to others and child cannot be redirected	The child can be consistently redirected
Itching	Itching is suspected to be caused by any of the following: Scabies, Impetigo, Ringworm	With doctor's note stating the child is not contagious
Lethargy	Lethargy prevents participation or	Child is able to participate

	requires greater attention or supervision than can be provided without compromising ratios or curriculum	
Mouth Sores	Sores cause drooling - see also Hand, Foot and Mouth	Resolved with a doctor's note stating child is not contagious
Pink Eye / Conjunctivitis	Discharge from the eye is noticed and/or eyes are pink/swollen and/or irritated	Resolved with no visible signs of infection and with a doctor's note stating child is not contagious
Rash	Rash is accompanied by: <ul style="list-style-type: none"> • Behavior change • Fever of 100 or higher • Oozing or open wound • Child is unable to participate 	Resolved with a doctor's note stating the child is not contagious
Respiratory Syncytial Virus (RSV)	Respiratory symptoms are accompanied by a fever = or > 100	Fever free for 24 hours without medication, respiratory symptoms have resolved, and a doctor's note stating child is not contagious
Streptococcal Infection (throat, skin, etc)	Child tests positive for strep	At least 24 hours of being fever free without medication and 24 hours of antibiotic medication
Vomiting	One occurrence at school	Vomiting has stopped for 24 hours without medication. If vomiting occurred at school, child may not return the following day.

Medications

The administration requires a parent or guardian to complete the Medication Authorization Form, which includes 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 or guardian.

Prescription Medications

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

Non-Prescription Medications

All medications must be labeled with your child's name and the date it was

given to us. It 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. We also require a completed Allergy Emergency Action 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, out of reach of children. An Allergy Emergency Action Plan is required with an Epipen.

Accidents and Incidents

If a child is involved in an accident or incident while at Lupine Lane, we will tend to your child. If the injury is minor (scraped knee, small bruise) and the child appears in good health, we will apply first aid and 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 contacts 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 before 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. As of August 30, 2021, we will only accept state issued affidavits for delaying a vaccine/s, if the family provides a plan, signed by a physician, for getting the child fully vaccinated with the state required vaccines.

Health Statement

The State of Texas requires that Lupine Lane has a signed physician's statement of health on file, indicating that a child is in good health and able to participate in preschool activities.

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.

Head Lice

Lupine Lane has a "no lice/no nit" policy. Should lice or nits be detected, the child will be discreetly escorted out of their classroom and the parent or guardian will be called. In order for the child to return, she/he must be completely free of lice and nits and submit a physician's note confirming this.

Potty Independence

Our 2 to 3 year old classrooms will be working toward potty independence when children show signs of readiness. The teachers and family will implement a "Potty Plan" only when a child consistently shows signs that he or she is ready. No more than 3 children in a classroom will be actively on a Potty Plan at a time, in order to ensure success as well as that there is ample time to fulfill the curriculum with the class as a whole. When the Potty Plan is put into place, all parties will sign and agree to go forth so the approach is consistent and effectively facilitates success.

In classes with children ages 3 by 9/1 of the current school year and in classes older than 3, each child must be able and confident using the bathroom independently upon entering school, or have "Potty

Independence”. Here are some important points to help understand “Potty Independence”:

- The child comes to school in underpants and wears them while at school.
- He or she can communicate the need to use the potty and rarely has potty accidents but can communicate if they’ve had one.
- The child can pull clothing down to use the potty.
- The child can wipe themselves.
- If an accident occurs, the child is able to remove clothing, place it in a bag and put new clothing on, with minimal direction from teachers. Teachers encourage children to “be responsible for their body.”
- Teachers set designated potty times and reminders, as well as have an awareness for each child showing signs they have to go and remind individually.
- Teachers will also verbally guide children on how to wipe their bottom, flush the toilet, and wash hands afterwards, all with the goal of establishing confidence with potty independence.
- 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 have a change of clothing at school.
- If frequent accidents occur, Lupine Lane will notify the parent or guardian so they can seek a physician’s consultation in case of a medical issue or develop a strategy that can be used at home and at school to scaffold development.

When children are able to use the potty independently, either upon entering school as a 3, 4, 5 or 6 year old or when our 18 month to 2.5 year olds achieve the goal of the Potty Plan, and the child arrives at school in underwear, our Potty Policy goes into effect.

Children who are of the ages that we require to be able and confident using the bathroom independently and come to school in underwear will have occasional accidents. For this reason, we require an extra set of clothing to be kept at school at all times. We expect these occasional potty accidents with the children we serve. When a child has a potty accident, we will guide the child to provide self-care as well as assist when needed.

With children that we require to be able and confident in using the restroom, we expect potty accidents to be occasional in order to be able to accomplish guiding children through the Key Developmental Goals of the class. If accidents become frequent, the teachers’ focus shifts from working toward achieving the Key Developmental Goals to providing support in the restroom. To avoid this and ensure that we best serve all children, we have a Potty Policy for all of the children that we require to be able to be confident in using the restroom independently.

Potty Policy

If a child has 2 accidents in one school day, the child's family or caregiver will be called to pick the child up from school.

When the family or caregiver arrives, they will replenish the child's extra set of clothing remaining at school.

If the child has 2 accidents and is sent home for 3 days in a row, we ask that the child stay at home for at least 1 day of school to either see the pediatrician or work on reviewing how to use the bathroom.

This agreement will ensure the child receives consistent responses to his or her efforts, that they are physically healthy and that we best serve your child and all children at school.

Resources on Potty Independence

Potty Coaches and Specialists

- [Oh Crap Potty Training from ME to You with Jen L'Italien](#) - Jen provides videos, 1 on 1 coaching via Skype or phone, cheat sheets, blog posts and more. Based on [Oh Crap Potty Training by Jamie Glowacki](#).
- [Dr. Jennifer Haak - Steiner Ranch Behavioral Therapy](#) - provides a potty training guidance using behavioral approach.

Books for Adults

- [Oh Crap Potty Training by Jen Glowacki](#)
- [Oh Crap Potty Training Synopsis by Lucie's List](#)
- [Diaper-Free Before 3: The Healthier Way to Toilet Train and Help Your Child Out of Diapers Sooner by Jill Lekovic](#)
- [The Diaper-Free Baby: The Natural Toilet Training Alternative by Christine Gross-Loh](#)

For Adults to Read or Use with Child

- [Potty by Leslie Patricelli](#)
- [Once Upon a Potty—Girl by Alona Frankel](#)
- [Once Upon a Potty—Boy by Alona Frankel](#)
- [Everybody Poops by Taro Gomi](#)
- [The Potty Book For Boys by Alyssa Satin Capucilli](#)
- [The Potty Book For Girls by Alyssa Satin Capucilli](#)
- [Drink and Wet Doll](#)

Change of Clothing

Children may have toileting accidents or get dirty when participating in various activities. 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 starts school. Please put the clothes in a sealed ziploc bag, labeled with your child's name. These items will be kept in the classroom for easy accessibility.

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 or with the change of seasons/weather.

For safety during outside play, we recommend that children wear closed-toed shoes with an enclosed heel. Flip-flops can 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 or misplaced, parents will be asked to supply a new hat. If the child does not have a hat, your child will receive a new Lupine Lane hat, with the cost 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. Please send a clean, filled water bottle to school with your child every day. This will go home each day to be washed and sanitized and sent again the following day. If your child doesn't have a water bottle, we will provide a new one and send it home that day for you to keep. A fee of \$20 for each water bottle 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. We use the KTXSPICE30 (the Rough Hollow Weather Underground Station) to regularly monitor the immediate local weather: <https://www.wunderground.com/weather/us/tx/spicewood/KTXSPICE30>. When the heat index is between 101 and 105 degrees or between 35 and 40 degrees outside time is limited to 15 minutes. During hot periods of the year, the kids will only go outside into a shaded, misted area for the allotted 15 minutes. Teachers bring all of the children's individual water bottles wherever they go within the school grounds, including outside. Teachers encourage water breaks, even during short outdoor periods. 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 outerwear, 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.

Security

In order to ensure the safety of the children and staff while at school, we keep the doors locked outside of arrival and departure. If you are in school during a time when the doors are locked, please don't open the door for others, including those who appear to be another child's parent.

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, aside from asking anyone in conflict to leave the school grounds.

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 will 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

One of our school's goals is to increase each child's independence and self-confidence. A classroom with few distractions allows children to be spontaneous and fully immersed in the environment. 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.

If possible, please let the administration know in advance that you will be coming. Visitors must use the main entrance and report to the front office first and then to the teacher or assistant.

In order to ensure safety, Lupine Lane's doors are locked during the school day, except during drop off and pick up when staff is positioned at the front entrance. Simply ring the bell. 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 an opportunity to participate in growing and preparing their food alongside our school chefs. For just about \$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 where 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. Parents of children with special food requirements, should send a supply of "treats" to be kept on hand in the school freezer for these special occasions.

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.

Communication

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 is (512) 900-1090. The main email is info@lupinelane.com. The address is 1001 Highlands Boulevard, Austin, Texas 78738. Teachers are available after school hours by email or phone and respond within 24 hours during the week, barring extenuating circumstances.

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 or text the administration. An administrator will be in direct communication with teachers, staff, and children. You can also email 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.

Monthly Newsletters

We communicate important school news, significant dates, and other necessary information about school curriculum and activities each month through a monthly newsletter. We will email this newsletter at the beginning of each month. Please ensure that you read the newsletter in its entirety as it contains information that is pertinent to your child. The newsletter is also

posted on our website.

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 Intentions are emailed to families each week by 8:30 on Monday morning. Along with the Weekly Intentions, teachers also include Weekly Reflections, explaining how the previous week's Weekly Intentions manifested and any upcoming important dates. The WIs are also posted outside of the child's classroom. Sharing the WIs and other curriculum information allows families to communicate with children about specific aspects of the curriculum in a natural and participatory way. This will allow for full circle learning and engagement, between school and home.

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 per hour.

Family and Staff Communication

As we have said, we value and prioritize communication. There are sometimes circumstances where a child and/or family needs and/or desires extra support from our staff, either teachers and/or administrators. We are happy to support. However, if the need and/or desire for communication (meetings, evaluations, recommendations, phone conversations) exceeds what is reasonable and customary, we will refer to specialists and/or advise the family that there will be charges in addition to tuition for additional time spent by our staff.

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.

School Library Books, Lake Travis Library Book Mobile and Classroom Materials

The books in our school’s library remain at school in order to ensure that they are available for teachers’ needs and that our library stays full. We ask that you please ensure all library books stay at school. If your child mistakenly brings home a school 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.

Every other week, the Lake Travis Library visits our school with their book mobile, or mobile library. After the librarian leads a circle time and reads a story in the book mobile, the kids are able to check out a LT Library book. We will send information on obtaining a library card from LT Library or to get your current card number so your child may check out a book. The books may be returned to the labeled bin outside of your child’s classroom or directly to the Lake Travis library on Lohmans Crossing.

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 teacher will help the child “take a break” and separate from the group so they may cool down. “Breaks” may also be self-initiated. 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 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 or cumbersome 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.

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, the child will be dismissed from school.

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 circumstances 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 administration and teacher of his or her symptoms so that they can watch for other students showing signs of similar

symptoms and sanitize properly. We will also inform other parents in the class of a diagnosis considered to be contagious while maintaining privacy of the child and family.

Helpful Hints

- Your child will need a sturdy backpack that will hold school work, artwork, etc. It should be labeled with your child's name and easy to manage and recognize. Full size backpacks allow for work and gear to fit properly. We make every effort to have each child carry his or her belongings to promote independence and responsibility.
- 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 and seasonally-appropriate change of clothes at school, 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! Our first year of school was 2011-2012, so this will be our 11th school year, and our 16th year of Lupine Lane, which we started in 2007! Like each and every year preceding, this one is certain to be full of growing, learning, creating, and fun!

Our goal is to provide children with the knowledge, skills, and experiences they will use in life and instill a love of learning and school. 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 that reads "Lauren Boyle". The signature is written in black ink and is positioned to the left of the printed name.

Lauren Boyle
School Founder

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 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 DFPS licensed school is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

School Calendar

Lupine Lane | 2022-2023 School Year

AUGUST 2022							22-26 Staff Development Week / Sport Camp
S	M	T	W	Th	F	S	26 Meet the Teacher
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				29 First Day of School

SEPTEMBER 2022							5 Labor Day – Staff / Child Holiday
S	M	T	W	Th	F	S	15 Back to School Meetings
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		19-23 First Week of Fall After School Classes

OCTOBER 2022							10 Indigenous People / Columbus Day – Staff / Child Holiday
S	M	T	W	Th	F	S	3 Family / Teacher Conferences Begin
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						28 Fall Fest

NOVEMBER 2022							18 Thanksgiving Performances and Feast of Gratitude
S	M	T	W	Th	F	S	21-25 Thanksgiving Break – Staff / Child Holiday
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

DECEMBER 2022							2 Polar Express Day
S	M	T	W	Th	F	S	5-9 Last Week of Fall After School Classes
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JANUARY 2023							2 Winter Break – Staff Development / Child Holiday
S	M	T	W	Th	F	S	3 First Day of Spring Semester
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					16 Martin Luther King Jr. Day – Staff / Child Holiday

FEBRUARY 2023							16 Staff Development / Child Holiday
S	M	T	W	Th	F	S	17-20 Presidents' Day – Staff / Child Holiday
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

MARCH 2023							13-17 Spring Break – Staff / Child Holiday
S	M	T	W	Th	F	S	31 Spring Fest
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

APRIL 2023							7 Good Friday – Staff / Child Holiday
S	M	T	W	Th	F	S	28 Family / Teacher Conferences Begin
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

MAY 2023							1-5 Last Week of Spring After School Classes
S	M	T	W	Th	F	S	25 Last Day of School
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

JUNE 2023							1-2 Staff Development / Sport Camp
S	M	T	W	Th	F	S	5 First Day of Lupine Lane Summer Camp
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

JULY 2023							4-8 July 4th Week – Staff / Child Holiday
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						