



# **Upbring Schools Parent Handbook**

## **Early Childhood**

2019-2020

**“... with God all things are possible.”**

**Matthew 19:26**

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## **A-1 Upbring Schools Mission Statement**

We are a community of faith-based schools established to provide academic excellence in a Christian environment, partnering with families to nurture and develop each child's unique gifts.

## **A-2 Non-Discriminatory Policy**

We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, scholarship and loan programs and other school administered programs.

## **A-3 Minimum Standards**

Upbring Schools are operated within the requirements of city and state health, fire and building regulations. We adhere to state standards for room and playground space, staffing, staff to child ratios, and program equipment and materials used. A copy of the state standards and requirements is available for parents at the school and online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). All recent reports and inspections are posted for your review. You can contact the local licensing agency through this same web link.

## **A-4 Gang-free Zone**

Under the Texas Penal Code any area within 1000 feet of a school is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## **B-1 Enrollment of New Students**

Applications are accepted for new students throughout the school year. Placement is based on open availability. We keep teacher to student ratios below Texas state licensing standards which means that families sometimes join a short waitlist.

Upbring Schools welcome every family that wants a safe, caring, faith-based environment for their family. We are honored to partner with your family as your child grows physically, academically, spiritually, and socially. We are honored to walk alongside your family as your child grows academically, spiritually and socially.

Schedule a visit: If you would like to explore our campus, we invite you to schedule a visit by calling or emailing the campus you are interested in learning more about.

Complete an enrollment application online. Applying online is easy, and it allows you to track your admission status.

## **B-2 Waitlist Policy**

We want very much to be able to accept all children into the Upbring School Family, and regret that at times waiting is necessary prior to reviewing placement into the classroom you desire. We want this time to be as stress-free as possible. Please review these policies to know what to expect if you are placed on the waitlist. Please note that families who have a student already enrolled in our school, are given priority in the waitlist. This includes:

- a. a student that is increasing enrollment from part time attendance to full time
- b. a family that is expanding through natural birth, adoption, foster parenting, or in the case of marriage (blended families) as long as the new child(ren) enrolling are residing in the same household as the current student and it is their primary residence.

Oftentimes we have more families wanting to join the school than available spots available for placement. When this happens, a waitlist will be activated. Families join the waitlist line to enter the class by completing the online application and paying the appropriate non-refundable fees. An email will be sent to you indicating what number you are on the waitlist for the specific classroom you requested, and whenever possible, the date that we anticipate a space will become available. The admissions office will contact you periodically with updates so that you know how things are progressing. Once we verify availability for your family, you will be contacted via phone call (and possibly a text) along with an email. You will have 48 hours to reply in writing indicating your desire to reserve the available placement. Email communication is needed so that our communication is time-stamped, to record that the available spot has been secured.

At the end of the 48 hours, if we have not heard from you, the next person on the list will be contacted, and so on. Checking email and voicemail messages regularly should prevent you from missing out on opportunities. You may also want to pass up this space because the timing doesn't fit, you can remain #1 on the waitlist for the next available spot if you notify us within 48 hours of the email stating you have been offered placement into the program. If you do not reply within two weeks of an open space being offered to your family, you will be removed from the waitlist entirely. If you decide to rejoin the waitlist after this happens, and a year has not passed, we will easily and happily add your family

back into the line after this request is received in writing to the campus admissions person. There is no fee to rejoin the line if it is within the same calendar year that your original application took place. If more than a year has passed, families are encouraged to re-apply using the online form, and paying the non-refundable online application fees.

### **B-3 Probationary Enrollment**

Upbring School Administration considers all enrolled students as probationary for the first 6-weeks of enrollment. Wherever possible, Upbring administration will communicate with the family and attempt to resolve all issues to the benefit of enrolled students. Upbring School will not return the annual yearly fee, fees paid for school related expenses, or tuition payment for any period that the child was in our care if the child is permanently dismissed from enrollment.

Upbring reserves the right to permanently dismiss any student for the following reasons:

- 1) Student conduct on or off campus that is deemed detrimental to the wellbeing of Upbring School students.
- 2) Lack of parental support for Upbring Education Association's philosophy, policies or staff.
- 3) The academic, developmental, or behavioral needs of the student exceed the staffing capabilities.

### **B-4 Hours of Operation & Attendance**

The Houston school is open Monday through Friday from 6:30 a.m. to 6:30 p.m. The Austin school is open 7:00 a.m. until 6:00 p.m. Our school is licensed by the Texas Department of Family and Protective Services to care for children during these specified times. **If you are late picking up your child, a late fee will be charged to your account. Late fees are billed as follows:**

First 5 minutes	\$20.00
Each additional minute	\$5.00

Late fee penalties must will be applied to your family FACTS account and will be withdrawn on the next FACTS withdrawal date.

### **B-5 Arrival and Pick Up Procedures**

Each child must be signed in and out of the school each day by an adult. This adult must be sure that the staff is aware of the child's presence. The school staff will only release your child to persons who are on the Authorized Pick-Up List. All staff are required to request identification from anyone they don't know who is picking up a child from our care. This policy is to be sure we are always releasing kids safely. For this reason, please be in the habit of bringing along your photo ID. Our staff reserves the right to not release a child if there is reason to suspect the

parent or person picking up the child is possibly under the influence of drugs and/or alcohol. The following procedures will be followed if this should occur:

1. The staff will call the other contact number and describe behaviors such as slurred speech, dilated pupils, not acting like normal self, staggering, etc.,
2. The staff may call the police department but will ask police to wait outside. This reduces the possibility of a dangerous situation occurring.

The staff may call Child Protective Services (CPS).

### **B-6 Cell Phone Policy**

Please refrain from speaking on your cell phone while you are collecting your child at the end of their school day. This time is better used to communicate with his/her teacher and to talk to your child about their day

### **B-7 Emergency Contacts**

Parents/guardians must ensure that Emergency Contact information is always current:

- The school must have at least two phone numbers by which we can reach a parent or guardian.
- It is required that the school has the name, address, and phone number of 3 responsible individuals to call in case of an emergency if parents/guardian cannot be reached.
- It is the responsibility of the parent/guardian to keep all contact information current.

### **B-8 Campus Visitors**

Parents/guardians may visit the school at any time during the hours of operation to observe the child, building, or premises, or to participate in the school's program activities without prior approval.

All campus visitors are required to sign-in at the school's front office and present a driver license or state-issued ID. An automated background check system will be utilized.

Custodial parents are welcome to visit the school anytime. A non-custodial parent, unless restricted by a court order, will be allowed access to all student records, report cards, and disciplinary action reports. This parent will also be permitted to participate in conferences and other routine school activities, involving parents, unless restricted by court order. Parents who wish to observe their child's class or conference with a teacher or administrator should make an

appointment in advance with his/her teacher.

Visitors will sign-in through an automated background check system called Raptor.

### **B-9 School Withdrawal Policy**

Parents are required to give the Campus Administrator a minimum of one month notice prior to withdrawing their child from the program. If your child starts the month you will be charged for the full month.

### **B-10 Inclement Weather**

School may be cancelled due to dangerous weather situations. As a general rule, we will follow decisions made by the local ISD (independent school district):

- Upbring School of Arts and Sciences – Central Austin / Austin ISD
- Upbring School of Discovery and Leadership – Downtown Houston / Houston ISD

We will also notify families via the school's Facebook page, email, and/or text messages.

### **C-1 Curriculum**

According to the National Association for the Education of Young Children (NAEYC), "Curriculum is an organized framework that delineates the content that children are to learn, the processes through which children achieve identified curricular goals, what teachers do to help children achieve these goals, and the context in which teaching and learning occur." We also believe that everything we do in the classroom is learning and thus, part of our curriculum.

Every contact we have with a child is an opportunity for learning. Curriculum cannot be just what is planned or taken from a book if we believe that children learn from meaningful experiences that occur often and are relevant to their lives. NAEYC calls this a "developmentally appropriate curriculum." Upbring Schools endeavor to nurture the spiritual growth of the young child through songs, loving care, and witness.

Upbring Schools use age-appropriate curriculum to guide intellectual growth and development. We have established the following age groups in which



thematically based units with activities and creative center play occur to encourage growth.

#### Infants (6 weeks-17 months)

Our program provides infants 6 weeks to 17 months with a rich and nurturing environment in which to grow and develop. At this age level, brain development occurs at an exponential rate, security sensors respond to love and encouragement, and children discover and identify much about their world. Children develop patterns for learning, language, and faith during this discovery-filled time. Children are surrounded by a wealth of sensory experiences and loving care in order to stimulate brain development, trust, and mobility.

#### Toddlers (18 months – 2s)

Our toddlers are on the go. This program provides a place where toddlers can practice mobility and learn about playing with friends. The curriculum for this age group includes exposure to colors, shapes, counting, and literature. Language development is encouraged through the use of books, songs, rhymes, and experiences. Constructs for creativity take shape as children are encouraged to explore their environment using the five senses, utilize a variety of art media, and experience a wealth of sensory activities using manipulatives found in the real world. Faith is nurtured using simple Bible stories and developmentally appropriate activities. This age group begins to develop habits of self-help and independence as they function within a community of other children. Potty training begins with the older children in this age group as well.

#### PK3 (3-year olds)

These children are filled with inquiry and exhibit the first signs of teamwork and collaborative learning. This group of children is encouraged to play together creatively using dialogue and goal setting techniques. The curriculum for this age group includes exposure to letters, numbers, literature, shapes, science, and virtuous living. They are encouraged to manage their emotions and use verbal skills to describe their feelings. Motor skills are developed through planned activities that engage both gross and fine motor areas. These children are encouraged to group, sort, and classify objects familiar to them and are given valuable time to engage in social relationships as they work together in the Innovation Station. Faith is nurtured through the use of *One in Christ*, a religion curriculum designed to help children develop a relationship with God and His Word through hands-on learning opportunities.

### Pre-Kindergarten (4 by Sept. 1)

Pre-Kindergarten students are planners and problem-solvers. They are encouraged to be inquisitive, creative, and innovative as they develop new ideas. Every aspect of STEAM (science, technology, engineering, art, and math) is integrated at the PK-4 level. The curriculum for this age group includes the development of basic school skills, reading readiness, play, and social/emotional growth. Additionally, children spend time in the Innovation Station where interest and imagination serve as motivators for the development of creative thinking, collaboration, and artistic expression. Faith is nurtured through the use of *One in Christ*, a religion curriculum designed to help children develop a relationship with God and His Word through hands-on learning opportunities and service.

### **Kindergarten (5 by Sept. 1) (Houston only)**

Upbring's Kindergarten Program is mindful of the Texas Essential Knowledge & Skills, integrates a focus on STEAM, and strives to help children develop a strong Christian faith while preparing them for the school-age years. This class is taught by a certified teacher with parent/teacher conferences held throughout the year to enhance and maximize school readiness and milestone development for each student as they prepare for 1<sup>st</sup> grade and beyond.

*The daily/weekly schedule for these activities will vary by class. Activity plans are posted by the teachers.*

### **C-2 Chapel**

Regular weekly chapel gatherings are designed to provide engaging and age-appropriate worship. School unity is fostered through this worship experience. Chapel offerings are directed toward missions, charitable institutions, or other special needs. Parents are invited to join the students and staff in chapel at any time.

### **C-3 Quiet Time/Nap Time**

Children will rest on cots or mats. Rest periods are provided for all children in the preschool. Your child will be provided a cot or mat for nap/quiet time. You may want to provide a blanket, pillow, and/or a quiet, cuddly friend. Please ensure that you take personal napping items home on Fridays for washing.

## **C-4 Discipline and Guidance Policy**

Upbring Schools provide a caring environment that encourages growth in self-control and respect for others recognizing that we are all special in God's sight as people fashioned by His own hands. Guidance in this area is a process of training whereas positive and God-pleasing behavior is a product of the utmost importance. The following expectations are noted, and parental support is required if we are to succeed in this responsibility of raising God's little ones.

- Children are required to respect others and this facility through both words and actions. The use of profanity and intentional or repeated destruction of property is prohibited.
- Children are required to play appropriately indoors and out to ensure safety.
- Children are expected to show respect to teachers and the campus administrator by following classroom and school procedures.
- Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or by any other physical action is not acceptable.
- Tantrums are not considered to be an acceptable way to express oneself and guidance will be given to curb this behavior.
- Parents are also expected to exhibit positive and appropriate behavior while at the school.

As parents, you are the most important and influential role models for your children. Please park and drive responsibly, adhere to safety requests, and communicate with adults and children in the school respectfully and with a considerate tone of voice. The staff at Upbring School pledges to do the same as we honor one another as children of God.

Resolution and correction to inappropriate behavior will occur in the following manner:

- Advance planning will be done in order to provide an environment that does not lend itself to disorganization and chaos.
- Classrooms will be structured in nature and rules and procedures will be communicated to and practiced with children.
- Talking through a situation and applying logical and natural consequences in problem situations will be done in hopes of finding a better choice for resolution and expression.
- Parents will be informed and asked to become involved as necessary through notes and/or phone calls with regard to poor behavior.
- With regard to biting, the child that was bitten will be comforted, will receive first aid as needed, and an injury report will be sent home. The above strategies will apply to the child who did the biting and parents will be informed. Notice of termination of enrollment will follow after attempts to curb the behavior have been unsuccessful as determined by the administrator.

Suspension and/or expulsion may become necessary should a child continue to behave in a way that is detrimental to self, other children, or adults even after parents and staff have worked together to implement strategies that will curb behavior and help the child develop more appropriate behavior patterns. The campus administrator will be involved with this process and may suggest professional guidance or dismissal from the program if the previously listed guidance strategies are implemented but no improvement in behavior is noted in a particular child. Upbring Schools reserve the right to give notice of temporary or permanent dismissal from the campus. In the event you are asked to temporarily remove your child from our school, the length of time will be determined by the campus administrator. If you are asked to permanently remove your child from our school, the administrator will determine the last date of service.

Additionally, the Texas Department of Family and Protective and Regulatory Services requires the following guidelines to be followed:

Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements;
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods

of time for the child's age.

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

### **C-5 Water Activities**

During the summer, splash days are planned. Children will be allowed to play in sprinklers, at a water play table, and in sandboxes in a designated water activity space. Each child participating is required to bring a bathing suit and towel from home. Sunscreen is also an option. Please remember to label each item.

### **D-1 Emergency Drills**

Upbring Schools follow local city ordinances concerning emergency drills and evacuation procedures. Fire, tornado, disaster, and lock-down drills are conducted on a regularly scheduled basis.

Written emergency procedures are in place and available for your review upon request.

If a potentially catastrophic event occurs such as severe weather, fire, or an intruder-related incident:

1. Do not call the school keeping phone lines open for emergency calls. We will contact parents as soon as possible once the situation is under control.
2. Keep civilian cars out of the area and keep streets clear for emergency vehicles.
3. Stay tuned to local media and text communication for additional information.

### **D-2 Appropriate Dress**

Children should be dressed in play clothes that model neatness and cleanliness as training for adulthood. Children are often uncomfortable in confining clothes or upset if their best clothes are wet or soiled in an accident, during mealtime, water play etc. An extra set of clothing should be brought for every child that includes underwear if applicable and socks. Girls who wear dresses to school should wear modesty shorts underneath. All clothing should be easy for your child to put on and take off with minimal help. This encourages your child to develop feelings of confidence and independence. Older children should be able to take care of their own toilet needs without depending on the teacher to undo pins, difficult fasteners, or suspenders.

All children, excluding infants, must wear shoes, preferably closed toe. Rocks from the playground hurt feet in sandals and flip-flops. This is also a safety precaution that helps prevent stubbing of toes and facilitates movement such as an emergency evacuation.

Outdoor play is very important for children. Each classroom is scheduled to go outside at least twice a day. Except in extreme situations, children will spend some time playing outdoors. Please dress children accordingly sending coats, jackets, mittens, and hats when needed.

Each campus has a designated area for lost and found items. Please check this area on a regular basis. Remaining items will be donated to a charitable organization on a quarterly basis. It will be most helpful if parents label personal items with the child's name (esp. coats, hats, sweaters, hoodies, etc.).

### **D-3 Food and Nutrition**

Two snacks are provided each day for all children over 12-months of age in the Upbring Early Childhood program.

Upbring Schools offer a well-balanced, hot lunch through an onsite caterer. Menus are available each month and you may either purchase a lunch through the caterer, or your child may bring a lunch from home. The school staff is not responsible for storing lunches in refrigerators or warming meals.

In an effort to provide a nutritious and well-balanced diet, kindly consider the following guidelines when packing your child's lunch:

- One serving from the fruit or vegetable group;
- One serving from the milk group;
- One serving from the grain group; or
- One serving from the meat or meat alternative group.

The snacks provided by the school will compliment these recommendations.

### **D-4 Special Diets**

If your child has allergies, be sure to provide specific information and restrictions to the school. You will need to provide an alternative snack on days your child is sensitive to the foods being served. Please refrain from sending candy or cookies with your child to take the place of breakfast or a snack. Not only is this unhealthy for your own child, it sets a poor example for other children.

### **D-5 Infant Care**

If you are enrolling your child in our infant care program, you will receive additional guidelines regarding safe sleep and forms to complete regarding

bottles, feeding routine, schedule, and readiness for the next steps. It is our desire to work with you and your baby's schedule to make the transition into our school as seamless, safe, and comfortable as possible as well as establish a positive connection with you and your baby. If you are breastfeeding your child and you wish to stop by during the day to nurse your baby, please feel welcomed to do so. While the nursery is not extremely private, we do have a comfortable rocking chair designated for this purpose. Please also note that infants not able to turn over on their own must be placed in a face-up position in their own crib for sleep. We provide compliant, tight-fitting sheets. We are also unable to allow an infant to sleep in a restrictive device or sleep with blankets or toys. Sleep sacks of certain styles only are allowed. A *Sleep Exception Form* is available and must be signed by a health-care professional if your child has special sleep positioning needs due to a medical condition.

#### **D-6 Sunscreen, Insect Repellent, Diaper Cream, Lip Balm, Lotions**

Topical, over-the-counter ointments and sprays can be applied as needed while your child is in care. Parents must supply the product for their own child as products cannot be shared. Tubes and bottles must be labeled with your child's first name and last initial, must be appropriate for your child's age group, and must be signed in using a special form for these types of products that indicates the time and manner of application. Please do not send any of these items with children for self-application without staff knowledge. Some items can be harmful if used inappropriately.

#### **D-7 Acquired Immune Deficiency Syndrome (AIDS)**

The campus administrator must be notified immediately if a student is diagnosed with this virus. Conferencing will include the campus administrator, physician, and parents to discuss the continuation and limitation of enrollment and participation. Physical limitations, psycho-social activity patterns, and the medical condition of the individual will all be taken into consideration.

#### **D-8 Illness**

Our school serves many families. It is vital that everyone strives to keep it as safe and hygienic as possible. We trust you will all understand that the well-being of ALL the children in our care is our most important priority. Please keep your child home if he/she shows any of the following symptoms:

- Fever of 101 degrees or higher in the previous 24 hours. Children must be fever-free for 24 hours WITHOUT fever reducing medication before returning to our school. If you feel your child has a non-contagious fever due to teething, ear infection, etc. you must bring a note from your child's physician stating they are non-contagious and can be re-admitted to our school.

- Vomiting within the previous 24 hours
- Diarrhea within the previous 24 hours
- Persistent cough
- Head lice
- Unexplained rash or skin irritation
- Fussy, cranky and generally “not him/herself”
- Symptoms of or exposure to a communicable disease
- Heavy nasal discharge
- Contagious skin or eye infection – Rashes and pink eye must be diagnosed by a health care professional and are assumed to be contagious unless a health care professional states otherwise.

If your child exhibits any of these symptoms while at the school, pick up must occur within one hour. Your child may not return until they are symptom free for 24 hours unless you have a doctor's note saying your child can return.

### **D-9 Immunization Requirements**

We require that all children in our care be immunized as required by the Texas Department of Health according to the recommended schedule for our area. Documentation of these immunizations is kept on file and must be updated as new immunizations are given.

### **D-10 Vaccination Exclusions (Health Reasons)**

To claim an exclusion for medical reasons, the child or student must present an exemption statement to the school or child-care facility, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **D-11 Unvaccinated Students (Reasons of Conscience)**

Students who are not vaccinated for reasons of conscience must have a current notarized form as required by the state of Texas.

Per CDC (Center for Disease Control) guidelines, unvaccinated students may be required to be excluded from school for periods after self-disclosed exposure to a virus or disease, symptoms of illness, or if the disease or illness has appeared on campus in another student. If exclusions occur, the child's place in the class will be held for them and the tuition rates will stay the same. There will be no reduction of



rates during this time unless requested in writing by the family and agreed upon by the Upbring School. . All exclusions will be communicated via phone and email to the primary parent.

Parents of unvaccinated children must sign a form indicating that they will follow the CDC guidelines. Please see the school's admissions office if you require this document.

<https://www.cdc.gov/vaccines/hcp/patient-ed/conversations/downloads/not-vacc-risks-color-office.pdf>

## **D-12 Medical Emergencies**

*Per the "Permission to Treat" clause included in the enrollment packet (digital): This permission grants temporary authority to an Upbring staff who has completed First Aid training in the past 2 years to provide minor treatment to injuries (ice packs and band aid applications) and/or arrange for medical care for a child in our care in the event of a more serious emergency. Please note that parents will be contacted immediately in this or any situation where the child is ill or injured.*

If a critical illness or injury occurs, we will:

1. Contact emergency medical services (911);
2. Give the child first-aid treatment/CPR as needed;
3. Contact the child's parent or guardian.

## **D-13 Medication**

In accordance with the Texas Department of Family and Protective Services, the following guidelines for administering medication will be followed:

- All medications must be signed in each week by a parent.
- Prescription medication must be in the original container, stored according to instruction, labeled with specific child's name, name of medication, and dosage. Instructions for use, the physician's name and date of the prescription must also be visible on the label.
- The prescription must be current.
- Over-the-counter medications will NOT be administered to children less than 2 years of age without a doctor's note.
- **Children older than 2 may be given over-the-counter medication provided the label indicates your child's age group and parent's follow the correct medication sign-in procedure.**
- Medication should not be left in the diaper bag, cubby, or on the counter in the classroom.
- Medication will be stored in the designated locked space in a ziploc bag and should be placed there upon arrival by the parent. A designated refrigerator is available for medication that requires refrigeration.

- If your child is on long-term medication, a doctor's orders are acceptable for up to 6 months and then must be renewed. Symptoms to watch for must be listed by the doctor.

#### **D-14 Accidents**

If a child sustains any type of injury not requiring medical attention, the child's parent/guardian will be notified by the teacher or principal when the child is picked up from the school. Such injuries include minor cuts, scratches, and bites from other children.

All accidents will be documented on an Accident/Injury Report Form. An accident report will be prepared by the child's teacher immediately after the child is treated. The copy will be given to the parent/guardian to sign and return the original will be placed in the child's file and a copy will be given to the campus administrator.

As per Texas Licensing: The school shall take immediate necessary action to protect the child from further harm.

The school shall immediately notify the child's parent(s) when one of the following occurs while the child is in the school's care:

- A child is bitten, and the skin is broken;
- A child sustains a head injury;
- A child falls from a height greater than the height of the child; or
- An injury requiring professional medical care occurs.

First aid will be administered in the classroom and may consist of a cold compress, when appropriate. Open wounds may be cleaned, using soap and water only. A non-medicated Band-aid or sterile cloth may be used to cover the exposed area.

Medication includes a prescription medication or a non-prescription medicating, excluding topical ointments such as diaper ointment or sunscreen.

#### **D-15 Obtaining Medication Authorization**

1. All parents/guardians are required to complete the Medication Authorization form and must be signed by both the parent and physician. For asthma, allergies, and seizures, additional forms will be required. These forms will be kept in the child's record.

2. Before any medication can be administered at the school, the parent/guardian must meet with the teacher and principal to review the physician's orders and complete all necessary forms.

3. Authorization to administer medication expires on the first anniversary of the date the authorization is provided.
4. The child's parent may not authorize Upbring staff to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.
5. Parent authorization is not required if medication is administered to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that staff administers the medication as prescribed, directed, or intended.

#### **D-16 Medication Administration Files**

The staff must maintain a separate file for each child receiving medication. The file must contain record of:

1. Signed Parent Authorization for Medication form to administer the medication
2. Instructions for administering the medication including the dose and frequency.
3. The medication log should include:
  - time medication was administered
  - type of medication administered
  - amount of medication administered
  - name and signature of staff administering medication
  - reason for administering medication
  - any adverse reactions or side effects of the medication
4. The staff must request a new supply of medication within one month prior to the end of the medication or medication expiration.
5. Medications requiring refrigeration must be brought to the school by a parent or guardian in a zip lock bag/thermal bag on ice.
6. School staff will set up an individual emergency plan for unusual reactions to the medication, including physician's name, phone number and other pertinent information (to be kept in child's medication file).

#### **D-17 Medication Procedures**

1. Medication will not be given for the first time at the Upbring School. A child may come to school after the first dose is administered at home with adequate time for signs of adverse reactions to be noted by the parents.
2. Over-the-counter medication and medication by prescription will only be administered when:
  - Written permission is obtained from a person licensed to prescribe medication and by parent/guardian.

- The Medication Authorization form is completed by a health care provider. A Medication Case Conference must be completed by the parent with the Upbring staff to ensure proper administration techniques are shared.
3. Upbring staff must receive from the parent/guardian a thirty (30) day supply or the prescribed amount (if for less than 30 days) of the medication, non-expired, with the following information on the label:
    - Child's name and address
    - Name of medication/dosage
    - Date medication was prescribed or updated, and expiration date
    - Directions for administering: Time/frequency for the medication to be administered (if/as-needed, also known as PRN, the time between each dose is required)
    - Possible side effects
    - Physician's name and phone number and pharmacy name with phone number
  4. All medications will be kept in a locked cabinet/closet in an area inaccessible to the children. Medication will be refrigerated if indicated on the label. All staff members authorized to give medication will be aware of the key location. All medication must be returned to the secured area immediately after the dosage has been administered.
  5. All staff administering medication will be trained by a health professional and in accordance with any local, State or Federal regulations.
  6. Staff administering medication must follow directions carefully. A medication cup or spoon if needed with marked amounts (calibrated for giving liquid medication) must be provided by the parent/guardian. Nothing should be given except water with the medication unless otherwise directed by physician.
  7. Inhalers should be accompanied by a spacer, mask or mouth piece and cleansed according to directions.
  8. The staff will check if the prescription requires refrigeration and act accordingly.
  9. The staff must return unused or expired medications to the parent/guardian and the parent must sign the Medication log indicating that they have received the medication.
  10. Whenever there is a new medication, medication change, or the dose is adjusted, an updated Medication Authorization Form must be received from the child's health care provider.
  11. Training will be provided for staff and volunteers on medication administration, age appropriate techniques and proper routes of medication administration.

## **D-18 Hearing and Vision**

The Special Senses and Communication Disorder Act, Texas Health and Safety

Code requires a vision and hearing screening for children who are four years of age or older. A copy of this screening is required to be in the child's file at the school.

### **D-19 Suspected Child Abuse or Neglect**

Upbring Schools have taken several steps to protect children from abuse and neglect and to support the school's children, parents, and staff. If you suspect any child abuse or neglect in the school, please report it immediately to the campus administrator.

Likewise, adults who work with children in this school are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. In order to protect the safety and well-being of all children, staff receive annual training on abuse and neglect recognition and prevention. Staff members have also been instructed to do a head to toe check of a child's physical well-being each morning as well as to be observant of any emotional or sexual abuse warning signs. Additionally, new parents are given information regarding abuse and neglect recognition and prevention. In order to protect the safety and well-being of all children, it is the policy of Upbring Schools to report any signs of suspected physical, emotional, or sexual abuse or neglect to the appropriate authorities through the administrative office. You may report suspected abuse/neglect to the Texas Dept. of Protective and Regulatory Services Hotline at 1-800-252-5400. All calls are kept confidential.

### **E-1 General Communication**

Upbring School staff strives to keep parents well-informed through various forms of communication. Communication may be received through the following:

- Email
- Communication from teachers (daily or weekly depending on age)
- School Website
- Social Media

Please make sure that all cell phone numbers and email addresses are kept up-to-date for these reasons.

### **E-2 Focused Communication**

Get to know your child's teacher and let the teacher know as much information about your child as possible. Such things as illness, visiting relatives, or other events may affect your child's behavior. Find out what your child did during the day and let your child introduce you to favorite playmates. Relationships are an important

part of your child's day and your positive relationship with the staff of the school will exist to give your child the best possible care and guidance. Observe your child's growth by comparing recent "work" to previous "work" and celebrate progress. Conferences are scheduled upon request.

If, after speaking to your child's teacher, you still have concerns regarding campus policies and procedures, please feel free to reach out to the campus administrator.

### **F-1 Class Parties and Birthdays**

We celebrate several special occasions during the year with class parties. The school may have parties at Thanksgiving, Christmas, Valentine's Day, Easter, and the end of school. On these special occasions, parents may be asked to participate by contributing time and/or party supplies.

Parents may celebrate their child's birthday by sending individually portioned treats (such as cupcakes or cookies). Please let the teacher know of these plans at least one week in advance.

Invitations to out-of-school birthday celebrations must include the entire class if you want the invitations distributed at school.

### **F-2 Nuisance Items**

Please do not send gum, candy, toys and/or electronic devices to school with your child. These items can become a distraction to the classroom environment.

### **F-3 Updates to School Handbook Policies**

As this Parent Handbook is a living document, changes can be made at any time. Families will be notified by administration of any policy changes.

A written acknowledgement verifying receipt of such updates will be required.

### **F-4 Vacation Voucher**

Upon completion of a full year of full-time enrollment/tuition, families may qualify for a 5-day Vacation Voucher. When you plan a vacation that will remove your child from school for 5 consecutive days, you can request a credit to your FACTS tuition account. Actual amounts vary by campus and are not equal to the full amount of tuition for the 5 days. To request this credit, the online form must be completed and submitted to the Director of Admissions and Family Engagement a minimum of 3 weeks in advance. All follow-up responses will be via email. Any

credits are done within FACTS tuition management.  
Students may not be on campus during the approved voucher dates.

**(G) HANDBOOK ACKNOWLEDGEMENT**

I herewith state that I have read, understand, and agree to abide by all policies and procedures as stated in the *Upbring Schools Parent Handbook*. I have had an opportunity to discuss these policies and procedures with the Campus Administrator (if needed).

***This page needs to be turned in to the office or your child's teacher.***

\_\_\_\_\_  
Student Name **(printed)**

\_\_\_\_\_  
Parent/Guardian **Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name **(printed)**