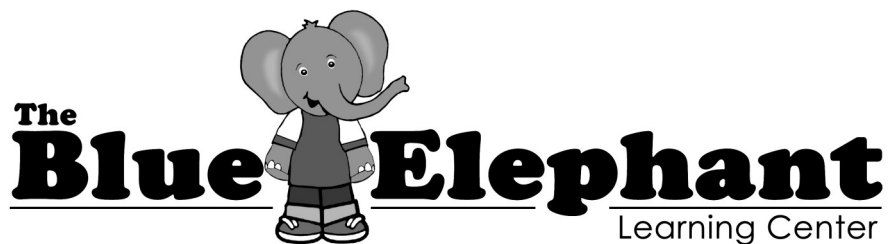


# Parent Handbook

## 2020/2021



“Where every child is nurtured, supported,  
and celebrated.”

11270 Legacy Drive  
Frisco, TX 75033

469-287-0332  
469-287-0337 (fax)

Director : Kelly Goss

Owners:  
Clay & Meredith Carpenter

# **Contact Us:**

469-287-0332  
469-287-0337 (fax)

11270 Legacy Drive  
Frisco, TX 75033

[info@theblueelephant.com](mailto:info@theblueelephant.com)

## **Administrative Email:**

Ms. Kelly - [kelly@theblueelephant.com](mailto:kelly@theblueelephant.com)

## **CLASSROOM Email:**

3's - [3sroom@theblueelephant.com](mailto:3sroom@theblueelephant.com)

Pre-K- [prek@theblueelephant.com](mailto:prek@theblueelephant.com)

## MISSION STATEMENT :

At The Blue Elephant, children are respected as unique individuals with varying rates of development and learning styles. Our mission is to make each day your child's BEST day by catering to their individual needs, skills, and talents.

We will only employ staff members who are **NURTURING**, well-trained professionals in the area of Early Childhood Education. Each teacher and staff member knows you are entrusting us with your most precious treasure, your child, and will act in accordance.

We will **SUPPORT** every child's growth using Frog Street Curriculum and Learning Without Tears Curriculum, child engaging classrooms, and three spacious, age-appropriate playgrounds.

We will **CELEBRATE** each child's uniqueness & accomplishments through daily praise and encouragement.

## GOALS :

At The Blue Elephant, your child is important to us. Enabling your child to have a safe, fun, and educational day is not only our priority, it's our business.

To create an age-appropriate, safe environment where every child feels welcomed and comfortable.

To guide a child's development through fun, age-appropriate learning centers, individualized and group instruction, learning activities, and creative play.

To build each child's self-esteem by supporting their current developmental level, encouraging them as they practice new skills and objectives, and by celebrating all progressions.

To ensure quality communication with parents through monthly Blue Blasts, Tadpoles, parent conferences, "News & Notes" bulletin board, The Blue Elephant Learning Center website, and The Blue Elephant Facebook page.

To make each family feel a part of The Blue Elephant Family by offering family fun events throughout the year.

## STUDENT ADMISSION :

All necessary admission forms may be printed from our website or picked-up at our front desk. Please complete and return your child's forms before their first day.

# TBE Tuition Schedule

## August 17th, 2020 – May 28th, 2021

CLASSROOM	WEEKLY TUITION 5 DAY (M/F)	WEEKLY TUITION 3 DAY (M/W/F)	WEEKLY TUITION 2 DAY (T/TH)
Infants (6 weeks - 11 months)	\$325		
Toddlers (1 year - 2 years)	\$295		
School Readiness (3 years)	\$295	\$265.50	\$236
Pre-K (4 - 5 years) Student must turn 4 years old by September 1st of the current academic year to qualify for our Pre-K program.	\$305	\$274.50	\$244

### Payment Options:

- ⇒ **Plan A - Semesterly:** Half of the yearly tuition is due August 17th and the remainder is due on January 4th. (2 payments total)
- ⇒ **Plan B - Monthly:** First payment on August 17th and the remaining payments on the first Monday of each Month. (10 payments total)
- ⇒ **Plan C - Weekly:** Payments due each Monday. (41 payments total)

\*\*See Director for enrollment pricing after August 17th.

# FEES AND PAYMENTS :

Payments may be made by check, cash, credit card, or automatic withdrawal from your credit card or checking account. If needed, you may make a payment over the phone by calling our front office at 469-287-0332.

## Late Payment Fees

- A \$50 fee will be applied to any payment that is not received by 6:00pm on Monday.
- An additional \$25 fee will be applied to any payment that is not received by 6:00pm on Tuesday.
- Full payment not received by 9am on Wednesday will result in withdrawal of the student.

## Late Arrival Fee:

Like you, family time is of utmost importance. For the teachers and staff at TBE, family time begins at 6:00pm. In respect of this precious time, a \$75 fee will be added to the weekly payment of any child checked-out between 6:01pm and 6:10pm. An additional \$10 will be applied every 5 minutes beginning at 6:10pm until the child is checked-out. At the Director's discretion, failure to respect this policy may result in your child being withdrawn from TBE.

## Returned Payment Fee:

A \$50 fee will be added to your weekly fee for all returned payments. After two returned checks, you may only pay by cash or money order.

## Enrollment Fee:

A non-refundable, enrollment fee is due at the time of enrollment for the academic year.

First Child Enrollment Fee—\$100

Additional Sibling Enrollment Fee—\$50

## Supply Fee:

Students 12 months and older are required to pay a \$100 non-refundable supply fee. Supply fees will be due the first Monday of September and January.

# FEES AND PAYMENTS CONTINUED :

## Sibling Discounts:

If you have two children attending TBE, then you may receive a 5% discount off the oldest child's tuition.

If you have three or more children attending TBE, then you may receive a 10% discount off the oldest child's tuition.

## Additional Tuition Information:

All rates are subject to change. Parents will receive a written notice three weeks prior to any changes in weekly rates.

In the event of absence, illness, or family vacation, your weekly tuition will not be prorated, refunded, or applied to the next week. However, families in good standing, and who have been with TBE for at least 12 months, may request one week of waived tuition per calendar year. Your child may not attend TBE during the waived tuition week.

## Emergency Closure Policy:

If there is an emergency closure, we will collect 50% of the weekly tuition instead of the full amount for the length of the closure. This fee will cover eminent utilities and ensure our amazing teachers don't miss a paycheck. We will contact parents who do not have automatic withdraw and have incurred a balance. Balances must be paid by credit card over the phone or by mailing a check to our address below.

The Blue Elephant Learning Center 11270 Legacy Dr. Frisco, TX 75033

Closure tuition balances must be paid in full before your child returns to TBE.

## HOURS OF OPERATION :

Monday-Friday 6:30am-6:00pm

TBE will be closed on the following holidays:

- Labor Day (Monday, September 7th)
- Thanksgiving Day and the Friday after Thanksgiving (November 26th & 27th)
- Winter Break (December 21st-December 25th)
- New Year's Day (Friday, January 1st)
- Good Friday (Friday, April 2nd)
- Memorial Day (Monday, May 31st)
- Independence Day (Monday, July 5th)

When a holiday listed above falls on a Saturday, then TBE will be closed on Friday or on Monday if the holiday falls on a Sunday.

## WEATHER :

For the safety of our students and staff, The Blue Elephant will observe Fisd bad weather days. If Frisco schools are closed due to severe weather, or the start of Fisd is delayed, The Blue Elephant will be closed. Please check WFAA, channel 8, as well as our Facebook page for TBE closings.

The Blue Elephant will not schedule any make-up days due to inclement weather.

Please dress your child appropriately for both indoor and outdoor play, as well as label all coats, jackets, and sweaters with your child's name for easy identification. All students must go outside for recess. Weather permitting, outside temperature 40-95 degrees during the scheduled time of recess, all children will have outdoor play. Students will remain indoors if the heat index is above 100 degrees, or the wind chill is below 32 degrees.

## LABELS :

Please label items that are brought from home with your child's name. Water bottles must have "waterproof" labels. For your convenience, please see the front office for a waterproof label.

## FIRE/TORNADO/DISASTER :

Fire/Tornado/Disaster procedures are posted in each classroom if an emergency situation should occur during school hours. Fire drills will be conducted monthly and severe weather drills will be conducted every three months.

# ATTENDANCE PROCEDURES :

TBE will sign-in/sign-out your child every day on our electronic tablets in the front office. Parents must download the Tadpoles Parent app for our attendance procedures. We encourage all students 12 months and older to be in their classrooms by 8:30am for the start of our curriculum program.

## Reporting Student Absences:

As a courtesy, please report all absences to the front office. You can either call, email or update the Tadpoles app.

E-Mail Address: [kelly@theblueelephant.com](mailto:kelly@theblueelephant.com)

Office Phone: 469-287-0332

## Drop-Off & Pick-Up Procedures:

### Drop-Off:

- Please utilize our driveway for curbside drop-off and pick-up.
- Children will clean their hands upon entering the facility. We will provide hand sanitizer with at least 60% alcohol if hand washing is unavailable. Hand sanitizer will be out of children's reach and we will supervise use.
- We will greet children outside as they arrive.
- We will walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Infants can be transported in their car seats. We will store car seat out of children's reach.
- Ideally, the same parent or designated person should drop-off and pick-up the child every day.

We will screen children upon arrival. Please see the screening procedures in our Health Section.

Persons who have a temperature of 99<sup>0</sup> or above or other signs of illness will not be admitted into the facility. We encourage parents to be on alert for signs of illness in their children and family. Please keep your child home when anyone in the family is sick. Every person will be screened before entering the building.

### To enter Pick-Up time:

1. Use the Tadpoles app to put in your pick-up time.
2. Click "Drop-Off Notes" at the bottom of your child's picture.
3. Click "Touch to Add" next to "Contact".
4. Add the best contact information for the current day, as well as **TODAY'S PICK-UP TIME**. Please enter this information each morning while dropping your child off.



## Pick-Up:

1. Enter your pick-up time in Tadpoles when you drop-off your child **or** at least 30 minutes before you come to TBE.
2. Students are brought to the front office 5 minutes before their designated pick-up time. **If you arrive more than 5 minutes early**, pull to a parking space. At your designated time, you can re-enter our car line or remain parked and wait at our bench area for your child. If you arrive early, be prepared to wait.
3. If you need to change your pick-up time, please do so in the Tadpoles app **at least 30 minutes before your prior time**. (For example, if you entered your pick-up time as 4:30pm, you must re-enter your new time before 4:00pm.) If circumstances are beyond your control and you must change your time within that 30 minute window, please call the front office at 469-287-0332.
4. You must have a TBE car tag to pick-up a student. Car tags should be placed in the front passenger window or held up for the teacher to see. If she can read your tag, **she will give you a thumbs up**. Car tags make our pick-up process safe and efficient.
5. Four cones will be labeled as 1, 2, 3 and 4. Pull up to one of these spots to receive your child. Once you are at a cone, **stand beside your vehicle** and we will bring your child to you.
6. **Check the time** on your watch and inside your car to make sure it is the correct central time.

## FIELD TRIPS :

Health and safety permitting, one field trip will be scheduled for our Pre-k program during the FISD school year. Please complete the field trip section on the admissions form, along with the classroom field trip permission slip that will be sent home at least one week prior to the event. Field trip location, time, date, and purpose will be listed on the classroom field trip permission slip. Field trips will also be scheduled weekly for our Kids' Club program during FISD's summer break.

If you do not complete and return the field trip permission slip, or you fail to complete the field trip section of your child's admission agreement, your child will not be allowed to participate in the field trip. You may choose not to send your child to class on scheduled field trip days, however there will be no tuition reimbursement or credit. Field trip fees will not exceed \$10 per student and may be returned along with your signed permission slip. Kids' Club field trip fees are included in the summer tuition rate.

## TRANSPORTATION :

Health and safety permitting, The Blue Elephant will provide transportation from Frisco, Little Elm, and Prosper schools if the following guidelines are met.

1. The school must be an approved location for pick-up.
2. After school is dismissed, all students must be ready to go when The Blue Elephant bus arrives for pick-up.
3. Transportation from school will not begin until the transportation section on the admissions agreement is complete, along with the form titled "Transportation to The Blue Elephant".

Please note that The Blue Elephant bus drivers have completed transportation safety training as required by the state of Texas.

- \* Please inform the front office by 2pm if your child does not need to be picked up by TBE. **FAILURE TO DO SO, WILL RESULT IN A CONVIENENCE CHARGE OF \$25.**

## ANIMALS :

For the safety of our students, pets are not allowed at The Blue Elephant without permission from the Director.

## BIRTHDAYS :

Birthdays are celebrated at TBE! You may bring a sweet treat such as store-bought cookies, donuts, or cupcakes. If you bring treats, please remember we are a peanut-free facility.

# HEALTH :

Your family's health and safety is our top priority.

Per Child Care Licensing's Emergency Rule, the following guidelines will be implemented. We will keep you updated as guidelines are amended by the State.

The Blue Elephant will have restrictive visitation as directed by the Governor of Texas and the Texas Health and Human Service Commissions Child Care Licensing.

**ONLY students, teachers, parents, law enforcement, first responders, Child Care Licensing, and those servicing students will be allowed to enter the child care facility.**

Parents are required to remain outside for drop off and pick up, unless TBE determines there is a legitimate need for the parent to enter the building.

**The following conditions must be met before entering The Blue Elephant. No exceptions. Temperatures and health screens will be taken at the door.**

1. Fever (99 degrees or above) free for 24 hours without the aid of Tylenol or Motrin.
2. No signs or symptoms of a respiratory infection ( these include but not limited to: cough, shortness of breath, sore throat, or low-grade fever)
3. In the previous 14 days, has not had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness.
4. In the previous 14 days, has not travelled internationally to countries or areas with widespread, sustained community transmission. <https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html>

**In addition,**

- If a parent is required to work from home **due to the possibility that they were exposed to COVID-19**, then they must also keep their child at home.
- If a parent is required to work from home **in order to prevent being exposed to COVID-19**, then the child may attend school.
- If a parent feels that they have been exposed, then the child is also excluded from care for **14 days**.
- If your child comes into contact with any family member or friend that has traveled either within the United States or internationally, we ask for this information to be shared with us. Depending on the circumstance, the child may be excluded from care.

As a reminder, Ms. Lore's sole job is disinfecting hard surfaces, the teachers disinfect and sanitize throughout the day, we wash all hands regularly, we have a nighttime cleaning crew, and we partner with Germ Blast for additional sanitizing.

Thank you for your cooperation and a BIG thank you to our amazing staff for going above and beyond during this uncertain time. They love your sweet children and will do everything they can to keep them safe, healthy, and happy.

## Social Distancing

- If possible, classes will include the same group each day, and the same teachers will remain with the same group each day.
- We will cancel or postpone special events such as festivals, holiday events, and special performances.
- We will do our best to alter or halt daily group activities that may promote transmission.
- We will keep each group of children in separate rooms throughout the day.
- We will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- If possible, at nap time, we will ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. We will consider placing children head to toe in order to further reduce the potential for viral spread.
- We will be conducting pick-up and drop-off outside the facility. Please stay near your car until it's your turn to be screened to limit direct contact between parents and staff members and adhere to social distancing recommendations.

## Clean and Disinfect

All toys will be cleaned and sanitized (see below). Other hard surfaces, including but not limited to diaper changing stations, door knobs, and floors will be disinfected.

### Intensified cleaning and disinfection efforts:

We will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

We will use all cleaning products according to the directions on the label. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

We will provide EPA-registered disposable wipes to wipe commonly used surfaces such as keyboards, desks, and remote controls before use.

- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand by a person wearing gloves. We will clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. We will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or should not be used at all. These toys will be laundered before being used by another child.
- We will not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- We will set aside toys that need to be cleaned. We will place in a dish pan with soapy water or put in a separate container marked for "soiled toys." We will keep dish pan and water out of reach from children.

## Clean and Disinfect Bedding

We will use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. We will keep each child's bedding separate, and store in individually labeled cubbies. Cots and mats are labeled for each child. Bedding will be cleaned weekly and before use by another child.

## Screening:

The following individuals **must** be screened every day before entering the facility:

- Operations staff;
- Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Children enrolled at the operation; and Parents who have children enrolled and present at the operation. Parents will only enter the child care center when necessary.

There are several methods that we will use to protect our staff while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

We will screen those entering the facility prior to entering the child care center.

We will immediately send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 99.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19
- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g. cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- We will not allow an employee or child with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers).
- Child care programs are encouraged to implement sick leave policies that permit staff who are symptomatic, particularly high-risk individuals, to stay at home.
- If staff members believe they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.
- If a parent believes that they or the child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.
- We will implement sick leave policies that permit staff who are symptomatic, particularly high-risk individuals, to stay at home.
- If staff members believe they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

## MEDICATION :

- All medications must be given to the front desk at the time of drop-off.
- You must sign our medication form for the medicine to be given.
- Emergency medication will be given as needed.
  
- **Over-the-Counter Medications**
  - The medication must be clearly labeled with the child's full name and directions for the proper amount (dosage) and time to be administered.
  - Age-appropriate medications can be given with a written note from the child's parent(s) or legal guardian(s). The note must state the exact medicine requested, time and date to be given, and a parent or legal guardian signature.
  - Any over-the-counter medicine that is to be given for more than two days must have a note from the child's pediatrician. The note MUST contain the name of the medicine, the time and date to be given, the proper dosage, and the pediatrician's signature.
  - If your child is under the age limit for the over-the-counter medication, then you must have a written note from your child's pediatrician containing the information listed above. For your child's safety, medications will be given only if the above guidelines are followed.
  
- **Prescription Medications**
  - All prescription bottles must have prescription labels written by your physician or health care provider. Parent generated labels for prescription medication will not be accepted.

In accordance with state law, you will be required upon admission of your child to submit a statement certifying their immunization record, a listing of any special health needs, and the name of your child's physician. Your child must have, or be in the process of obtaining, all immunizations at the medically appropriate times.

## ILLNESS :

Any child showing symptoms of illness will be separated from the group and a parent will be contacted.

If your child has any of the following symptoms, they must be picked up within one hour of the first phone call to the parents. If parents cannot be reached after one hour, TBE will then begin to contact the individuals listed on your child's emergency contact list. Any child with these symptoms must stay at home and be free of sickness or fever for at least 24 hours. If antibiotics are prescribed, then they must be given at home for at least 24 hours before returning to school.

- Fever (99 degrees or above)
- Vomiting
- Diarrhea (3 or more)
- Continuous, hard, croup-like cough

- Symptoms of pink eye
- Any other serious, contagious illness

It is important for you to inform our front office when your child has a contagious illness such as flu, COVID-19, chicken pox, pink eye, strep throat, or 5<sup>th</sup> disease. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs which can lead to a quicker diagnosis and recovery. If an outbreak of a serious, contagious illness occurs, we will post the outbreak, along with the symptoms and treatment recommendations.

## **INJURIES :**

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. Incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing (“Incident/Illness Report”), given to the parents to sign, and placed in the child’s personal file in the front office.

**If a child is seriously injured or becomes seriously ill, we will follow the steps listed below.**

1. The lead teacher will stay with the child and begin First Aid or CPR if necessary while the assistant teacher pages the front office to call “911”. The assistant teacher will then direct the rest of the class to another area keeping them comfortable until they can return to their regular classroom.
2. If Clay, our Owner/Operator, is at the center, then he will immediately assess the situation and take over care until on-duty medical personnel arrive. (Clay is a Battalion Chief with the Frisco Fire Department.)
3. If Clay is not at the center, then either the Director or Assistant Director will take over care (CPR and/or First Aid) until medical personnel arrive.
4. The child’s safety is our first priority; therefore the Director or Assistant Director will contact the parent(s) or legal guardian(s) and the child’s physician as soon as possible with information given from the paramedics. If necessary, they will accompany your child in the ambulance and meet you at the hospital emergency room.
5. A “Student Emergency Card” must be completed and returned to the center before your child’s first day.
6. If emergency contact names, numbers, or addresses change, please notify The Blue Elephant office immediately so that we are prepared in any situation.

## **ASTHMA INHALERS, BREATHING TREATMENTS, AND EPI-PENS :**

Our office staff will only administer medications such as asthma inhalers and epi-pens to those children who require immediate life-threatening medical attention.



If your child requires an inhaler or epi-pen, then you MUST provide us with an inhaler and/or epi-pen to keep at our Nurse's Station. Providing us with an inhaler and/or epi-pen is for your child's safety and allows us to give quick and efficient care in an emergency situation.

Any child requiring an inhaler, breathing treatment, or an epi-pen must have the proper documentation on file before the treatment may be given. All medication to be given must meet the guidelines under the Health section of this handbook.

If your child has been newly diagnosed with a serious medical condition during the school year, a conference will be held before the child attends the next class to determine if the staff and Director are able to accommodate the child's immediate medical needs. For issues of safety or health, The Blue Elephant reserves the right to ask parents to be present during class hours or to withdraw a child from the program.

## HEAD LICE :

According to Texas Law, "a child must be sent home from school if live lice are found in their hair. They will be allowed to return to school after one medicated treatment has been given or they bring a note from a physician saying they have been cleared to return to school." At The Blue Elephant, a child will be admitted back into their regular classroom after a medicated hair treatment. However, The Blue Elephant has a "no-nit" policy for the best interest of the other children attending the same classroom. A child who has repeatedly returned to school with nits and/or live lice will be asked, after the third episode, to remain home for a period of two weeks. This period of time allows the parents to continue to treat their child's scalp and eliminate all evidence of eggs. The child will be admitted back into their classroom after two weeks with evidence of no nits/live lice found at arrival time.

## VACCINES :

According to state law, all children enrolled in TBE must meet applicable immunization requirements specified by the Texas Department of State Health Services. Parents, or legal guardians, must complete and submit the following forms, as well as provide a copy of the child's immunization record before the child's first day. TBE requires updated records in the months of August and January.

- \* Student Health and Immunization Form
- \* 4/5 Year Old Hearing & Vision Screening (if applicable)
- \* Updated copy of the child's immunization record

**Failure to supply TBE with updated records will result in suspension of childcare until current records can be submitted.**

## VACCINE EXEMPTION :

“The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, or college for reasons of conscience including a religious belief or for medical reasons.” Our school will only accept official affidavit forms developed and issued by the Texas Dept. of State Health Services (DSHS), Immunization Branch. These forms are valid for two years. Copies of these forms will not be accepted.

According to the Texas Dept. of State Health Services, online requests must be made through the web submission form posted at <http://webds.dshs.state.tx.us/immco/affidavit.shtm>.

## HEARING AND VISION SCREENING :

“The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades.” When your child turns 4 years of age, they must have a hearing and vision screening completed. This is usually done at your child’s pediatrician’s office during the 4 year check-up. Our office must have verification that the hearing and vision screening was completed. Any child that is over 4 years of age must have on file a hearing and vision screening verification form. This is a requirement to be able to enter our Pre-K classroom.

### Acceptable forms of verification for hearing and screening:

1. Your child’s visual acuity and sweep check results; or
2. A signed statement from you (the parent or legal guardian) that the child’s screening records are current and on file at the school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the school.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which your child is an adherent or member.

# THE BLUE ELEPHANT CODE OF CONDUCT :

**BE RESPECTFUL.** Being respectful at The Blue Elephant means being kind to other students, teachers, parents, and classroom visitors. It also means taking care of our school by using all toys, books, classroom furniture, and supplies appropriately.

## DISCIPLINE AND GUIDANCE PRACTICES :

Discipline is always handled on this belief: The child is a good person - it is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression.

When a child shows unacceptable behavior, he/she will first be redirected to another activity. If the behavior continues, then he/she will have “quiet time” away from the other students in order to take a deep breath and calm his/her emotions. Quiet time away from the group may include visiting the classroom’s Safe Place or visiting the office/another classroom. When ready, the child will be allowed to resume normal play and return to the group. In a loving manner, the child’s teacher will also discuss with the child the choices that were made and how to improve those choices for next time.

### Safe Place:

We use a “Safe Place” area in our School Readiness classrooms (3’s and Pre-K). When our School Readiness students are upset or are just having a difficult time, they can go to the Safe Place. The child can go there to regain composure using deep breathing techniques. (S.T.A.R., drain, balloon, or pretzel). As soon as they regain composure, they go back to the task at hand.

### This environment...

Provides a supportive, caring place where the child can learn self-regulation skills.

Recognizes that children want to feel in control of themselves.

Honors their differences: What’s calming to one child, may not be calming to another.

Offers choice: Children elect to go to the Safe Place. The teacher may also ask a child to go to the Safe Place if the child’s behavior is a safety concern.



# HIGH RISK BEHAVIOR POLICY :

## Green -

When a child displays high risk behavior, as specified below, his/or her parents will be notified in writing and by a phone call from the office. The child will also be removed from the classroom until he/she is calm and may return to class.

## Yellow -

If the child continues to display high risk behavior, the parents will be notified by phone from the front office and will be required to meet with the director and any other staff that the director deems necessary. The child will also be removed from the classroom and a two day suspension from TBE will be required.

## Red -

If the child continues the behavior and the intervention from the parents and the staff was not successful, then the student will be withdrawn.

High Risk Behavior is defined as behaviors that are most likely to place a person/persons at increased risk of being injured or injuring others.

Examples include but not limited to: slapping, hitting, kicking, biting, spitting, scratching, pushing, punching, and pinching.

Examples include but not limited to: throwing toys/objects, tearing books/personal property, and defacing school property.

# TERMINATION POLICY :

The following are causes for termination of enrollment from The Blue Elephant Learning Center. TBE reserves the right to withdraw a student on an "at will" basis.

1. This preschool is not staffed to provide individual attention for children who may have special needs or require one-on-one attention. Upon evaluation of the student, the Directors will determine whether TBE can continue to provide services for such children.
2. Violent, abusive, and/or hyperactive behavior will also be evaluated and will be determined whether TBE can continue to provide services for such children.
3. Frequently disruptive behavior by a child which interferes with the staff's performance, or the daily class activities, will be sufficient cause for termination.
4. Rude or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children by a child or parent/guardian.
5. When parent/guardian does not follow up on the corrective action agreed upon at any conference.
6. Failure to pay tuition within the required tuition due date and/or late tuition charges as per the TBE policy.

## **MENUS AND SERVICE OF FOOD/DRINKS :**

Hot and cold meals, plus snacks will be served daily. Your child must arrive by 8:00am if he/she will be eating breakfast at school.

All children will be offered a morning snack, lunch, and an afternoon snack. For nutrition, your child will be encouraged to eat, but given the independence to determine when they are full and no longer want to eat. Nutritious and kid-approved lunches and snacks will be served.

If you have a child with severe allergies or specifically limited food patterns, you may choose to bring your child a sack lunch tailored to their needs/wants. However, there will be no discount applied to your weekly fee. If you choose to send a sack lunch or snack, please clearly label them with your child's first and last name for easy access and identification.

**IMPORTANT:** The Blue Elephant is a tree nut & peanut free environment. Please do not bring any products containing nuts or peanuts to school.

Milk and juice are served at designated meal times, but drinking water throughout the day is a healthy habit we should all practice. Please send a water bottle or sippy cup with your child each day. ONLY WATER is allowed; no juice or other beverages please.

We kindly request that items brought from home be healthy items that can be consumed without much mess. No cakes, pop tarts, cookies, candy, brownies, or any other item that can be seen as a "treat" or dessert. Please note that these are examples. Questionable items that are not listed above will be handled at the Director's discretion.

Here are a few examples of both yummy & healthy snacks or lunch items.

apples	crackers	raisins
carrot sticks	100 calorie packs	pretzels
popcorn	graham crackers	baked chips
dried fruits	goldfish	dry cereal

## **DRESS CODE :**

- ◆ Velcro tennis shoes for outdoor play are appreciated, but not required.
- ◆ Your child may wear any shirt, pants, shorts, and skirts in any color. Please send your daughter to school with shorts under her skirt.
- ◆ For safety, please pull long hair away from your child's face to allow for adequate vision to see and play freely.
- ◆ Please send spare clothes in a labeled zip-loc bag for your child's cubby.
- ◆ Necklaces or bracelets are not permitted in our infant and toddler rooms. This includes teething jewelry.

## WHAT TO BRING FROM HOME DAILY :

- \* Parents of children 6 weeks to 23 months of age must provide diapers, wipes, diaper cream, bottles of breast milk or formula (if needed), baby food (if needed), and any other baby items you wish to be used specifically for your child. Please note that glass bottles & glass jars are not permitted at TBE.
- \* Prescription diaper cream must be given to the front desk. The prescription label must state the child's name, proper dosage, and time to be administered. All labels must be written by your physician or health care provider.
- \* Students 12 months - 2 years must bring a Sippy Cup.
- \* Students 3 years and up must bring a reusable water bottle.
- \* Sheets and blankets are provided.
- \* Your child may bring one resting item such as a "lovie".
- \* Students in our 2's classroom must bring pull-ups as needed and a package of flushable wipes on the first Monday of the month. (All children entering our 3 years classroom must be potty trained.)
- \* Please refrain from sending candy, gum, and toys with your child as these items are not permitted in the classroom.

## LOST AND FOUND ITEMS :

Please see our front office for our "Lost and Found" box. Our "Lost & Found" is for items whose owner cannot be found and are not labeled with a child's name. Each Friday our "Lost & Found" box will be emptied and the items will be given to those in need.

## PARENT COMMUNICATION AND INVOLVEMENT :

For our Pre-K classrooms, a progress report that summarizes your child's emotional, physical, academic, and social developments as observed at The Blue Elephant will be sent home in January. Student progress reports are a positive tool that assists both parents and teachers by showing the current needs of the child. Please remember that all children are unique individuals that grow and develop at various rates. Please see the front office if you would like to schedule a private conference with your child's teacher.

The Blue Elephant BLUE BLAST will be given to our TBE parents each month. This monthly newsletter will list upcoming events and dates, school and staff updates, and parent reminders. Parent participation in our school is allowed and encouraged. Parents will also receive updates, reminders, and photos via Tadpoles and are encouraged to follow The Blue Elephant's Facebook page.

Please remember to be respectful of the classroom environment and follow our school code of conduct when visiting. The Blue Elephant reserves the right to ask any individual who does not follow our code of conduct to leave the facility immediately.

## **PARENTAL CONCERNS :**

You are your child's best advocate. If you have a concern, please follow the Problem-Solving Steps listed below.

1. Notify your child's teacher of the concern by scheduling a parent/teacher conference. (Please see the front office for parent/teacher conference scheduling.) When conferencing with your child's teacher, please be clear on your concern and the desired outcome you would like to see.
2. If you feel the concern was not resolved after the parent/teacher conference, then please schedule a meeting with our school Director.
3. Please note, you may go directly to the office at any time. Our door is always open to you and your family!

## **STUDENT WITHDRAWAL :**

30 days notice must be given for student withdrawal. A withdrawal form must be completed and returned to our front office. Weekly payments for child care must continue until the withdrawal date listed on the written notice occurs.

### **Note to Parents:**

You may contact the local Child Care Licensing office at  
535 S. Loop 288 Suite 200, Denton, TX 76205  
(940) 381 - 3447  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

You may ask for our most recent Licensing inspection report and/or questions about the *Minimum Standards Rules for Licensed Child Care Centers*. If you suspect a child is being abused or neglected, call 1-800-252-5400 to make a report.

**The Blue Elephant reserves the right to terminate care  
if the standards of this agreement are not met.**