



Mountain Movers  
Early Learning Center  
Handbook

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## Letter from the Director

**Dear Parents:**

We are excited to have your child enrolled in Crestview Baptist Church Preschool. We look forward to many fun and rewarding experiences with your child/children. Our early childhood setting is homelike and offers a comfortable, secure, and supportive environment while keeping health and safety as our top priority. The teachers in all age levels exhibit a genuine and caring attitude for young children. They show through their actions and words, a sincere kindness, respect, and appreciation for each child.

Our program provides a balance of large group, small group, and individual experiences. The teachers encourage cooperative learning daily. When children interact in group settings they learn to work together, share ideas, and cooperate. And because the family's attitudes have a far-reaching effect on the education of young children, our teachers consider parents a part of our educational team. We encourage parental involvement in their child's school life.

Children's development is supported through cherishing individual differences, helping children work cooperatively, and promoting self-esteem. Staff share a common interest with parents concerning their child's welfare as we collaborate in multiple ways that enhance the child's development.

We feel the following information in this Parent Handbook is a useful resource for you. Please feel free to email me at [ashley@peoplesharingjesus.com](mailto:ashley@peoplesharingjesus.com) if you have questions or want to share a concern.

Sincerely,

Ashley Tenney, Director

## **Section I. Crestview Commitment to Parents**

### **Goals**

**The goals of the program are to provide....**

- A quality child development center where children learn about Jesus.
- A Godly foundation for children and parents.
- A play-based environment where children learn through play and exploration.
- Curriculum based instruction with a Christ centered approach.

### **Philosophy**

- The program focuses on providing a safe and nurturing environment that meets the developmental needs of the children enrolled. The program values the optimum development of each child's physical, social, emotional, and intellectual growth. In addition, the program is designed to allow children to learn through play, to explore the environment, to develop problem solving and personal interaction skills, and to be creative through a variety of experiences.

**For the parent of the children enrolled in our establishment....**

- The program focuses on assisting parents in the development of parenting skills in the care and development of their children. However, the program values the family's role in the development of the young child. The design of the program is to allow parents to gain knowledge of the physical, spiritual, social- emotional, and intellectual development of their children. Support related to education, health, and social services to the families involved is offered through the program.

### **Standards**

The Mountain Movers Early Learning Center serves preschool children from 18 months through age four/five. It is our intent to provide the preschool child with a curriculum that allows him/her to grow and develop to his/her fullest potential. **In compliance with the Minimum Standards as established by the Texas Department of Family and Protective Services, it is the policy of the center to:**

1. Promote the health, safety, and welfare of the children
2. Promote safe and comfortable physical facilities for children
3. Insure adequate supervision of children by capable and qualified personnel
4. Provide adequate and proper nutrition
5. Provide an overall environment conducive to the child's individual mental and physical development and sense of well being

## **Section II. Admissions and Tuition/Fees**

This section will provide guidance on registration process along with tuition/fees for this fiscal school year.

### **Registration Process**

Mountain Movers Child Development Center registration is held every spring. Parents receive notification (letter from lead teacher) regarding supply lists and Open House details once the registration process has been finalized. During registration parents receive the Parent Handbook which describes operational regulations. Additionally, parents are notified if any regulation/rule/guideline is revised. Mountain Movers encourages parents to contact the Director by phone or e-mail to schedule a conference if there are any questions/concerns.

### **Registration Fees**

The registration fee is due at the time of enrollment. This fee is non-refundable/non-transferable and may not be applied to tuition. This fee is paid once per school year and is as follows:

- \$175.00 Enrollment Fee

### **Tuition**

Enrollment fees are paid monthly by the 1<sup>st</sup> of each month.

- \$ 275.00 monthly

### **Late Fee for Tuition and Pickup**

\$10 a day, services terminated by the 15<sup>th</sup> IF prior arrangements have not been made with the Director. This is for late payment of tuition.

\$1.00 a minute for late fee, after 5-minute grace period.

## **Section III. School Information**

### **School Hours**

Mountain Movers follows the Georgetown ISD calendar (August through May). Hours of operation include Tuesday and Thursday, 9-2.

### **School Calendar**

Parents will be given dates of closure at open house each year.

### **Holiday/Vacation**

The center follows the GISD school calendar. We follow GISD policy on closing schools due to bad weather or emergency conditions.

## **Section IV. Curriculum**

### **Curriculum**

Mountain Movers is a faith-based program that develops spiritual growth in children. Children learn the love of God through the following:

1. Daily prayer time.
2. Monthly memorization of bible verses that fit the monthly theme.
3. Weekly chapel.
4. Daily bible story.
5. Connect children and families to the gospel.

In connection with spiritual foundation, Mountain Movers incorporates the Frog Street Curriculum. This is a brain-based curriculum for birth-five-year-olds. This curriculum provides children the skills needed for school readiness

The following principles of development are among those considered in developing instruction for the children:

1. Development occurs in a relatively orderly sequence with later abilities, skills, and knowledge building on those already acquired by God.
2. Development proceeds at varying rates from child to child as well as unevenly within different areas of each child's functioning ability. Early experiences have both been cumulative and delayed effects on individual children's development.
3. Development proceeds in predictable directions toward greater complexity, organization, and internalization.
4. Development and learning occur in and are influenced by multiple social and cultural contexts. Children are active learners, drawing on experiences and their own understandings of the world God created.
5. Development advances when children have opportunities to practice newly acquired skills as well as when they experience a challenge just beyond the level of their present maturity. Children develop and learn best in an environment where they feel safe and valued, their physical needs are met, and they feel psychologically secure.

### **Screen Time**

We only offer screen time during special occasions. Exposure to educational games will be introduced to children through 10-minute increments during a center time.

## **Section V. Procedures**

### **Attendance**

Parents should notify the center by **9:00 A.M.** if their child will be **absent**.

### **Student Check-in and Pickup**

We request all parents and guests who are dropping off a child, picking up a child, or just visiting the center to park in a designated parking spaces. These spaces are by the playground and enter through the door stated "Welcome". REMEMBER TO SIGN YOUR

CHILD(REN) IN AND OUT DAILY. The sign in and out process is done at kiosk and check in steps will be provided at time of enrollment.

### **Release of Children**

On the enrollment form parents have designated additional people who are allowed to pick up their child. The following procedures must be followed in regard to this situation.

1. Parents must call to inform the center who will pick up their child when it is someone other than themselves.
2. If a staff member is not familiar with the authorized person, he/she will request that person to show a valid photo identification (driver's license) which is copied and placed in the child's file. After staff members become familiar with the authorized persons, only a telephone call is required from parents.

### **Occasionally, if none of the authorized people are able to pick up your child. The following procedure must be followed.**

The parent must contact the center to inform the staff who is picking up their child. If the center staff does not recognize the parent's voice, we may call him/her to verify that he/she did indeed make the telephone call.

1. When the individual arrives to pick up the child, he/she must provide a valid photo identification.
2. A copy of valid photo identification will stay on file for the remainder of the school year.

### **Visitors and Guests**

Mountain Movers has an "open door" policy. Parents are encouraged to visit as often as they like. However, if parents plan to observe for a significant length of time, please contact the director.

### **Naps**

Many times, children of preschool age require short rests during the day to keep up their energy levels. Our official nap time occurs after lunch. Children are not required to sleep, but they are required to be quiet during this time on their mats. Tri-fold mats are brought by parents. Children must bring a sheet along with any other nap accessories such as a pillow and/or blanket. The mat covering and accessories must be taken home at the end of the month.

### **Parent Communication**

The bulletin boards in the front entry hallway are designated for parent communications. Parents are encouraged to read the information posted on the bulletin board, which include copies of reports on our most recent inspections along with our license and reports.

Parents are responsible for checking daily notices. Notes from teachers or the Director, newsletters, information about upcoming events, etc. are provided to you by the child's teacher or posted on their bulletin board. Parents may update child's information at any time. Ways to communicate with parents include email, phone conversations, texting, and newsletters.



## **Parent Conference**

Conferences are held as needed to discuss progress of the child.

## **Family Participation**

We encourage families to participate in daily activities. We provide a variety of ways for parents to get involved. Information will be provided in advance regarding various events. Some include family nights, Thanksgiving Feast, Grandparents Day, and parties.

## **Bring Items from home**

Children like to bring things to the center. We have ample toys and equipment. A child's belongings may become confused with the items that belong to the center. A better time to bring items from home is when the teacher plans a "show and tell" activity.

### **Use these guidelines for items brought from home.**

1. The child must share the item with other children.
2. The center is not responsible for broken or lost items.

Many times, a toy or treasure from home helps a child adjust to a center's surroundings. Please discuss this with the teacher/caregiver.

## **Birthdays**

Individual birthday celebrations are encouraged! We celebrate each child's birthday during snack time. If parents wish to provide party favors, please inform the teacher at least one week in advance. Please remember we are a peanut free center, no peanut products allowed.

## **Transportation**

Transportation of children for any reason occurs in compliance with the Minimum Standards and must take place in a safe manner. Children are transported by church vans for field trips. Children are loaded and unloaded from the curbside of the vehicle or in a protected driveway. Children must wear seat belts when the vehicle is in motion. The driver obeys state laws regarding the transportation of children. Children are never allowed to leave the school with any staff member or teacher unless written permission is given from the parent. This does not apply to transporting a child for emergency reasons should the Director be absent.

## **Water Activities**

All classrooms have sensory tables and use various types of sensory materials including water. Some classes participate in a water/splash day. During these days various water sprinklers are used in addition to the water tables. You will be given information regarding these fun days prior to the event.

## Section VI. Policies

### Infant Care (Under 18 Months) If we open our center to infant care

There are some special concerns for our "wee ones". If your child is under eighteen months, please note the following:

1. If a child is in diapers, it is the parent's responsibility to provide the diapers. Only disposable diapers are allowed. It is also necessary for parents to provide some sort of diaper wipes throughout the year.  
Notes will be sent home when the supply is running low, or parents may provide a daily amount.
2. PLEASE NOTE OUR DIAPER CHANGING PROCEDURES. When parents are finished changing their baby's diaper in the center, please follow these procedures:  
This is posted by diaper changing areas
  - \*Remove child from changing pad.
  - \*Put diaper in trash or diaper genie.
  - \*Wash hands with soap and running water.
  - \*Spray changing mat with disinfecting solution.
  - \*Wipe off solution with paper towel.
3. All bottles must be clearly marked/labeled with the child's name. Please use permanent marker. If a child is on formula, parents must provide the formula made up and in bottles. The center supplies whole milk for children who are old enough to drink it.
4. Several changes of clothing must be provided. This should include socks and shoes. Wet or soiled clothing is returned in a plastic bag at the end of the day.
5. All infants are allowed to play and explore outdoors each day. Please make sure appropriate clothing is provided. Hats are needed in cool weather.
6. Infants who are not walking are provided a crib. Walking infants may use a mat. Parents must provide a sheet and blanket for children using mats.
7. Children receive a daily report with information about his or her day. Parents know what happens with their child during the hours he/she is in our care.
8. Sleep Sack must be provided. Blankets are not used for non-walking children.
9. **BREASTFEEDING-** Mountain Movers provides all breast-feeding mothers a quiet location with a chair for breast feeding. This is available upon request. See Director. Parents have the right to breast feed at any time and provide breast milk for their child while in our care.

### Nutrition Standards

Proper nutrition is a big part of a child's day. We provide morning snack. If children have allergies, they need to provide a snack.

Practices Include:

- Liquids and foods hotter than 110F are kept out of reach.
- Staff is educated on food allergies and takes precautions to ensure children are protected.
- Healthy snacks (as listed by the Texas Department of Agriculture) are provided.
- Staff does not reward good behavior or a clean plate with foods of any kind.

#### Home Lunch Practices:

- Parents are educated on children's nutrition through handouts.
- Parents are given information about foods that cause allergic reactions.
- Sample menus are accessible to parents for healthy food choices.

#### **Dress Code**

Please dress your child properly for school activities. We want him/her to not worry about clothing when participating in developmentally appropriate activities such as painting, water play, outdoor play, etc. Teachers use smocks and large shirts, but occasionally, clothing may still become soiled in spite of all precautions. We prefer that children wear tennis shoes for safety reasons. Boots, hard-soled shoes, flip-flops and sandals are unsafe when using outdoor equipment. **PLEASE SEND YOUR CHILD IN TENNIS SHOES ONLY.** Children must be dressed properly to participate in daily activities. If at all possible, the children play outdoors at least two times each day. In the warm months, shorts and comfortable tops are encouraged.

#### **Physical Activity and Weather Policy**

Children will participate in physical activities daily. This includes outside and gross motor activities. Attention is paid to the weather and schedules may be modified to accommodate inclement or extreme weather. Extreme weather will include wind chill at or below 15 degrees F and heat index at or above 100 degrees. Children need to dress accordingly.

#### **Weather Policies**

Children learn best in a natural environment. Outside time allows a child to explore and make free choices. While outside children are learning the following skills:

- Imagination Play
- Team Building Skills
- Creativity
- Science and Exploration
- Sensory Development
- Gross Motor Development

Weather policy includes the following:

- All children go outside daily (even if it is for a short time).
- Water is given during outside time.
- Children need to dress appropriately according to the weather (hats, gloves, jacket etc.).
- We go outside if it is cold, hot, and sometimes if it is rainy. Children need to experience playing in the rain.
- Snow- Yes it does not happen often but if it happens at school, we will go outside.
- If the weather is hot, we will make children take water breaks every 15-30 minutes.
- We do not have a set temp that is followed for going outside.
- Weather conditions will be monitored before a decision is made to take children outdoors.
- Staff members check play area every morning before children arrive.

When we do not take children outside:

- Thunder or Lightning
- Harmful situation that could place a child or staff in danger.
- Extreme heat (this is a center decision)
- Extreme cold (this is a center decision)

## **Discipline**

Mountain Movers strives to ensure that guidance and discipline are consistent and based on an understanding of individual needs and development. Discipline and guidance is implemented to promote self-discipline and acceptable behavior. In addition to talking with the children and offering positive suggestions, "time away from the group may be needed to regain self-control or calm themselves". Children WILL NOT be spanked under any circumstances. Teacher and Director will have ongoing conversations with parent to express concerns and strategies in addressing challenging behaviors. They are targeted for school readiness. Parents are kept informed about child's progress.

- **Biting**  
Biting is a normal stage of development that many young children experience. Our role as caregivers is to evaluate our classroom environment, supervise each child's behavior patterns closely, and keep open lines of communication with the parents concerning this behavior. Each situation is evaluated individually and if extenuating circumstances cause the situation to continue, then the Director and teacher meet with the parents to determine the best solution. Reading materials pertaining to biting are available upon request. Parents are notified if their child is biting just as the parent of the child who is bitten is notified.

## **Expulsion from Program**

**EXPULSION MEASURES OCCUR ONCE AGE APPROPRIATE GUIDE-LINES ARE CONSIDERED. A CHILD WILL NOT BE EXPELLED FROM MOUNTAIN MOVERS FOR AGE-APPROPRIATE BEHAVIORS.**

A student may be asked to leave the program if he or she:

- Uses profanity, vulgar language, or obscene gestures.
- Engages in offensive conduct of a sexual nature, whether verbal or physical which may include unwanted touching or other intimidating sexual conduct directed toward another student or another person.
- Fights, commits physical abuse, or threatens violence.
- Fails to comply with directives given by school personnel.
- Vandalizes property.
- Repeatedly interferes with the teacher's ability to communicate effectively with other students.
- Repeatedly interferes with the ability of the students' classmates to participate in activities.
- Demonstrates unruly, disruptive, or abusive behavior that seriously interferes with the teacher's ability to communicate effectively with other students.
- Continues to engage in serious or persistent misbehavior.

The following consequences will occur based on the number of offenses committed.

- Written and/or verbal communications with parent(s)
- Conference with the Teacher and/or Director
- Suspension from program
- Dismissal from program

### **Dismissal Procedures**

- 1st Referral - Conference with Director/Teacher
- After a child receives 2 referrals within 6 months, he or she is suspended from the program for 3 days. Full tuition is still charged during the suspension.
- After a 3rd referral the child is expelled from the program.

### **Medical**

- **Health Checks and Assessment**

All staff conduct a daily health check to identify potential concerns about a child's health. Including signs or symptoms of illness and injury since the last date of attendance.

**Staff will look for the following:**

- Breathing Issues
- Severe Coughing
- Discourage from nose and eyes
- Change in skin color
- Bruising or swelling
- Cuts. Sores or rashes

### **Abuse and Neglect**

Ways to Prevent Child Abuse and Neglect:

- Required annual child abuse training for all teachers and staff
- All staff will be in constant communication with parents of signs and symptoms of abuse and neglect
- All staff communicate techniques to help parents and employees of prevention and understanding ways to prevent child abuse and neglect through training and hand outs

### **Agency Contacts:**

<b>Texas Department of Family Services</b>	<b>Phone Number</b>
Local Licensing Office	512-908-9610
DFPS Child Abuse Hotline	1-800-252-5400
DFPS Website:	<a href="http://www.dfpstate.tx.us">www.dfpstate.tx.us</a>
Child Find	512-244-8421
Williamson County Advocacy Center	512-943-5701

## Illness

When a child is ill, he/she must be isolated from the other children, and parents will be notified by the nurse or appropriate staff member to pick up the child. The teacher, Director, or nurse will make the decision to send a child home. We are concerned about the ill child's health as well as the health of all other children; therefore, you will need to pick up your ill child within 30 minutes of being called. We do not have coverage to supervise an isolated child for a long period of time. If you are unable to pick up your child within 30 minutes, we will call the next designated person listed on their enrollment form.

Illness	Should I stay at home?	When can I come back?
Fever/100	Yes	See "Return from Illness Section".
Vomiting	Yes	See "Return from Illness Section".
Diarrhea	Yes	See "Return from Illness Section".
Chicken Pox	Yes	When all lesions have scabbed over.
Infected Eye	Yes	After three doses of antibiotic have been given.
Strep Throat	Yes	See "Return from Illness Section".
Pediculosis	Yes	Director Discretion.
Coxsackie	No	unless accompanied by a fever.
Ear Infection	Yes	Three doses of a new antibiotic.
Fifth Disease	Yes	See "Return from Illness Section".
Impetigo	Yes	Once treatment has begun.
Thrush	No	Should seek treatment.

## Return from Illness

- If a child is sent home on any school day due to illness, he or she must stay home the following day. A child may return when he or she has been symptom free for 24 hours without the aid of any medication. This is in regulation of section 746.3601 in the minimum standards. According to section 746.3601 it states the following: 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, behavior changes, or other signs that the child may be ill. They cannot be in care for 24 hours.
- A note from a physician is required in order for a child to return to school when he or she has been absent for **three (3) or more consecutive days** due to illness.
- A child should stay home anytime illness or injury prevents them from participating fully in all daily activities. This includes outside play, eating, and napping. We are not staffed to provide one on one care for children who are sick or not feeling well. This is recommended by the Department of Family and Protective Services section 746.3601

## **Medications**

### **Prescription medications:**

1. Bring a child's medication in the **original prescription bottle**, and properly
2. labeled by a registered pharmacist as prescribed by law.
3. Present a written request to the director for the child to take the medicine.
4. The parent or legal guardian must sign the request (State the child's first
5. and last name in addition to the name of the medicine).

Prescription medications must have current dates. Pharmacies usually make a "school" bottle if requested. (This eliminates having to transport medicine each day.)

Prescription labels must be in English.

### **Nonprescription medications:**

1. Medication must be provided in original bottle or container.
2. A written request from parent/guardian must be provided which includes:
  - The child's first and last name.
  - The name of the medicine, the amount to be given, and time to be given.
  - What the medicine is being given for.

Please do not keep medications of any kind (even Tylenol) in backpacks or diaper bags, as these sometimes are accessible to children. All medication must be delivered directly to the Director.

According to Minimum Standards, Mountain Movers cannot administer over-the-counter medications unless they are "age appropriate" and a specific dosage for your child's age group is indicated on the label.

We must receive written permission and dosage from a doctor for any over-the-counter medications. The doctor must be specific on the medications your child may be given, and this information must be periodically updated as the infant/child's weight/age changes. The over-the-counter medication must have the child's name, age, and recommended dosage on the container.

These rules must be followed for staff to administer medication. If your child is prescribed medication 2 times per day, please give the first dose at home before coming to school.

## **Child Immunizations**

Each child's immunizations must be current for enrollment and kept up to date throughout the year. State law requires all children entering childcare facilities to be current on all vaccinations. Medical exemptions or exemptions for reason of conscience must be on file per state law. Director will review records every 30 days after start of school year to maintain compliance.

## **Staff Immunizations**

Mountain Movers does not require staff or volunteers to receive or show proof of immunizations. It is on a voluntary basis that a staff member gets vaccinated for illness related to working condition.

## **Vision/Hearing Screenings**

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 who are enrolled in a childcare center.

First-time enrollees who are four years of age or older, and all children enrolled in programs who are four years of age by September 1 are screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, present evidence of screening conducted one year prior to enrollment. A representative from Lions Club does the screening. For specifics on vision and hearing screening parents may access the information on the Internet at [www.tdh.state.tx.us/org](http://www.tdh.state.tx.us/org).

## **Allergy Action Plan**

Any child with an allergy must get an allergy action plan from the child's physician. This needs to be signed and dated before the child can start in care.

## **Emergency Preparedness Plan**

Please follow the actions below if Mountain Movers Child Development Center must evacuate the school building due to an emergency.

### **Evacuation**

Move children to a designated safe area or alternative shelter. The alternative shelter is located at: West House Parking Lot (The safe area and alternative shelter must be at least 50 feet away and provide shelter in case we are not able to return to the school building. We must also not cross the street to get there).

Children will walk to the designated safe area in an organized manner and be always supervised by staff. Teachers will count the number of children before leaving the building, during transport, and when they arrive at the alternative shelter.

### **When evacuating, our staff will bring:**

- Student Registration Binder which includes student emergency contact information
- Sign-in / Sign-out Sheet
- DFPS Binder which includes:
  - Emergency Phone Numbers (Fire, EMT, Health Dept., Georgetown Parks and Recreation Police, church admin)
- Call/inform appropriate authority of the emergency.
- The Emergency number is 254-541-3222 and is listed at DFPS as such.
- Cell phones
- Staff purses
- Assign a specific emergency evacuation duty to staff.
- If possible, have students bring their backpacks, but ONLY if there is time to get them before leaving the building. This will depend on the emergency.
- If you must evacuate long distance due to the emergency, please call the church office: 512-863-6576



## **Communication**

1. As you relocate call the Director to inform her of the evacuation.
2. Once relocated, the Director will devise a "call plan/schedule" to notify parents of the evacuation.
3. Director will notify all personal that needs to be informed.
4. Church Administrators will notify additional local authorities as prescribed by the emergency.

## **Toilet Training**

Toilet training is a process children go through in early childhood. The role of the caregiver in this situation is to make the process for the child as easy as possible. Each child is different, and each situation is handled on an individual basis. It is understandable that accidents will happen. However, for health purposes, soiled underwear is not cleaned. It is bagged and sent home.

## **Positive Attachment**

Children may have a difficult time separating from caregivers. We work with families to help create separation in a positive manner. We do our very best to ease separation by communicating the child's needs and making them feel safe and secure.

## **Addendum Section VII. COVID-19 Expectations**

### **Safety Precautions**

- Classrooms will include the same group of children each day.
- Classrooms will maintain the same teachers each day, unless illness prevents it.
- During nap time children will be spread apart as much as possible and placed head to toe in order to further reduce the spread of the virus. Mats will be disinfected daily.
- During mealtimes, children will be spaced apart as much as possible.

### **Reducing the Spread**

- All staff will be trained through the Texas A&M AgriLife extension on the following:
  - Providing High Quality Experiences during COVID-19
  - Special Considerations for Infection Control during COVID-19
- Sick children and staff are required to stay home.
- Sick children will be required to be picked up immediately by a parent (within 30 minutes).
- We will follow CDC guidelines on how to disinfect areas where a sick child or staff has had access.
- If COVID-19 is confirmed in a child or staff member, we will:
  - Contact the local health authority to report the presence of COVID-19 in our facility. The local health authority will advise us on re-opening procedures. Not every situation is the same.
  - Contact Child Care Regulation to report the presence of COVID-19 in our facility.
  - Contact our families and notify them of the circumstances surrounding the positive case and how it is being handled, while maintaining patient confidentiality.
  - Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited our used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

### **Cleaning and Sanitization**

- Our disinfecting product, Quatz, is a hospital grade disinfectant without harsh chemicals when diluted properly.
- Routine cleaning will be intensified during the day.
  - This includes disinfecting: faucets, bathrooms, doorknobs, cabinet handles, surfaces, light switches, trash cans, and toys.
  - Staff will disinfect high traffic areas throughout the day: doors, gates, staff bathrooms, and staff kitchen.
  - Sharing of toys will be limited as much as possible. All mouthed or used toys must be cleaned and sanitized daily.

- Toys that cannot be cleaned and disinfected will not be used.
- Children’s clothes will be changed if secretions are on their clothing.
- Supervision of children during handwashing will be conducted by our staff.
- Handwashing will be our first line of defense. If handwashing is not available, then a 60% alcohol-based hand sanitizer will be used. Children will be closely monitored during this use and the hand sanitizer will be out of their reach.

**Positive Case Plan**

Cough	Shortness of breath or difficulty breathing	Chills or Fever
Muscle Pain	Headache	Sore throat
Diarrhea	Repeated shaking with chills	Loss of taste or smell



Please scan and complete form to acknowledge you have read and understand the policies and procedures of Mountain Movers Early Learning Center.