



Eanes Independent  
School District

Eanes Care Early Education  
Family Handbook

2022-2023

## Welcome

Thank you for sharing your child with the Eanes Care Early Education family. We are honored to be a part of your family's journey and look forward to learning and growing together.

## Mission

To support the growth and development of young children in a hands-on, nurturing environment while collaborating with families and communities.

## Philosophy

We believe that children learn best through play and that each child is an individual developing at their own pace. Our program is designed to promote the growth of every child across all developmental domains. The heart of our program is based on helping children develop social and emotional skills including self-control, self-responsibility, intrinsic motivation as well as building pro-social skills through conflict resolution and learning how to enter into, and sustain, play. Research tells us that children who master these social and emotional skills are more resilient throughout their life cycle.

## History

In the spring of 1990, teacher Carol Reese spoke with Dr. Carol McKenzie, principal at West Ridge Middle School, and asked permission to open a childcare center in a vacant classroom. After much research and planning, permits were granted in the Fall of 1990 and West Ridge Infant Center was born. The program opened with three infants and quickly expanded to eight with a waiting list by the end of the school year. In 1991, the parent group formed a non-profit corporation and the manager of a well-respected childcare center was hired to run day-to-day operations of the Eanes Child Development Center. A few moves later, we find ourselves district wide at three campuses as part of the Community Education Department.

## Goals

- Maintain a safe and enriching environment for young children
- Provide opportunities for children to gain self-confidence, self-control and self-responsibility
- Build a foundation of learning for future academic success through a play-based curriculum, Frog Street
- Collaborate and connect with parents and families
- Secure a smooth transition into elementary school

## Admission Requirements

The admission packet is required **prior** to your child's first day of attendance in the Eanes Care Early Education. You will submit the following items to your site specialists via email or in person:

- Admission Information [Form 2935](#)
  - Health Care Professional Statement
  - Authorization for Emergency Medical Care and Child Release
  - Acknowledgement of Operational Policies (Handbook Receipt)
  - A statement of the child's special care needs. This includes but is not limited to, allergies, existing illness, previous serious illness or injury, hospitalization within the past 12 months and any medication prescribed for continuous, long- term use.
  - Immunization Records (from health care professional)
  - Hearing and Vision Screening Results (only for four-year olds)
  
- Permission to apply ointments/lotions/repellants
- Discipline and Guidance Policy [Form 1099](#)
- Allergy Anaphylaxis Emergency Care [Plan](#), *if applicable*
- Lunch Enrollment Form
- Child and Family Background Form
- For Infants: Safe Sleep Policy [Form 2550](#) and Infant Routine Form
- Copy of parenting plan or custody agreement, *if applicable*

### Updating Student Records:

Please notify your site specialist if you need to make any changes to your child's original admission information. New admission forms are available **via HiMama**

## Scheduled Hours of Operation

The CDC is open from 7:00 A.M. to 5:30 P.M. Your parent calendar includes operation times on in-service days, early release days and holidays.

The CDC observes EISD campus closures and delays. You may check eanesisd.net as well as follow local television and radio stations for up to date information. **Please note: a two hour delay for the Eanes Care Early Education is a start time of 9:00 a.m.**

In the event that school will close **early** due to inclement weather or an emergency, you will be notified first by email and HiMama and then through an automated phone call. Children need to be picked up within 45 minutes of the announcement

## Summer Program

The Eanes Care Early Education offers a summer program each year that is usually held at one campus and smaller than our school year program. The Program Coordinator will send information out about the summer program in early March each year. Registration is first-come, first-served, and will open exclusively to current and returning families first.

## Tuition and Fees

Current tuition rates can be located on the Eanes ISD [Eanes Care Early Education Website](#). Employees will find a copy of current rates on the Eanes [Employee Intranet](#).

A nonrefundable registration of \$100 is due annually when accepting Eanes Care Early Education enrollment. *This fee is subject to change.*

Tuition payments are **due no later than the first of each month**. If payment is not received ***in full*** by the first of the month, services will be terminated until payment is received. Tuition credits are not prorated for vacations, absences, or partial months.

Payment may be made by:

- 1) Hand delivery to Eanes Care Early Education Office
- 2) Mail a check (payable to Eanes ISD) to 601 Camp Craft Rd. Austin, TX. 78746 (Attn. Community Education)
- 3) Online at [www.eanesisd.net](http://www.eanesisd.net) Log in, then click the link for *Online Payments*

Please note: please note in the memo section (online/check) your child's full name. Tuition rates are evaluated annually and updated as needed to meet market rates and salaries.

## Late Pick Up

Children must be picked up by 5:30 pm. A courtesy call is expected if you foresee a late arrival, so that Eanes Care Early Education staff may make arrangements to pick up their children or update their personal commitments. Our late fee is \$15.00 for the first 15-minute interval and \$25 per 15-minute interval thereafter. For example, if you pick up at 5:50 pm, you will owe a total late fee of \$40. The EISD Department of Business Services will bill charges due. You must pay the late fee before your child is able to return.

If a family struggles with frequent late pickups, they may be asked to schedule pick up at 5:15 pm or withdraw from the program.

## Program Withdrawal

A 30-day notification, in writing, to the Eanes Care Early Education program coordinator is required. This notice may be provided via email. Mid-month withdrawals, with the proper documentation, may be pro-rated. Failure to submit a 30-day written notification, will obligate parents to pay the current month's tuition.

## **Pre-Registration and Transfers**

Registration for the next school year begins in February for currently enrolled families and remains open for two weeks. Then enrollment opens to the waitlist until all enrollments are filled. If families wish to transfer their children to another campus, they may request a transfer in writing (via email) through the Program Coordinator and will be placed on the waiting list. Transfers are granted based on the availability of enrollment spots. Approvals are at the discretion of the program coordinator with class size and staffing taken into consideration first.

## **Discontinuation of Services**

The Eanes Care Early Education provides group child care in an active and open setting. The staff: child ratio will not exceed regulation standards and aims to meet Texas Rising Star, and nationally accredited standards for quality care. While many children thrive in our program, every child is unique and group care may not be the optimal environment for your child at this point of their development.

## **Suspension and Expulsion**

Should the District/program determine that the program is not optimal for a child, we will work together with parents/guardians to find the best solution. Sometimes, this can mean dismissal from the program. The ability of our staff to provide a safe and nurturing environment for all children is paramount (see section on Early Intervention). The Eanes Care Early Education Program Coordinator reserves the right to deny or discontinue services to any child. Eanes ISD does not discriminate because of age, race, color, creed, religion, disability, sex, gender or national origin.

## **Grievance Policy**

This policy provides parents an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Eanes Care Early Education intends, whenever feasible, to resolve grievances at the lowest possible level.

Please begin by talking directly with original parties involved, discussing your situation. If you feel the situation is unresolved, please continue by:

- Discussing your concern with your Site Specialist
- Requesting a meeting with your Site Specialist and the Program Coordinator

## **Regulation and Certification**

The Eanes Care Early Education is licensed by the Texas Child Care Regulatory (CCR) Division and meets the regulatory requirements for licensed childcare centers. Eanes CDC is monitored through annual, un-announced inspections from CCR. Parents may access the *Minimum Standards for Child Care* [online](#). Additionally, inspection reports are located at each campus at the following locations and online:

Online [Central CDC](#): CDC Office in 102 B

[Online West CDC](#): CDC Office in Room 206

If you have any questions you may contact the local Child Care Regulatory office at (512) 834-3426.

The Eanes Care Early Education programs are certified Texas Rising Star providers. This certification documents the Eanes Care Early Education's commitment to providing a high-quality early learning environment.

Texas Rising Star is a voluntary, quality based child care rating system that offers certification in three levels. Certifications shows that centers are achieving quality far above state regulatory requirements to provide the highest level of early childhood education. We are proud to say that both of our Eanes Care Early Education locations have obtained the highest level of certification at four stars.

## Procedural Information

### Security and Safety

All campuses use keypad entry for Eanes Care Early Education buildings and/or classrooms. At the start of each school year, a code will be assigned to Eanes Care Early Education parents. Codes will change at the beginning of each semester and as needed throughout the year. For the safety of our children and staff, please keep codes confidential and **do not allow any children to use keypads**. We ask you to help us remind children that doors and gates are for adult use only.

Children must be accompanied and supervised by an adult at all times. You must escort your child to their class. If you have more than one child, please keep each under your supervision until they are signed into their classroom with a teacher. Remind your child never to leave the building without you.

All Eanes Care Early Education staff must wear their Eanes ISD photo badge. Individuals providing contract services to students must have an ID badge from their organization and check in with the school office.

All visitors are required to have a Raptor Badge **visible** upon entry of the building while on any EISD campus. The Raptor System is a district wide check-in system that is a required security measure. Visitors must present the front office of the *school* with their driver's license. Parents and visitors are required to wear a Raptor Badge or a district badge for the duration of the visit.

### Arrival and Health Checks

Arrival by 8:30 a.m. helps your child make a smooth transition into the classroom and participate in daily class activities. **Upon arrival to the classroom,**

- You must sign your child in at arrival and out at the time you pick up for their dismissal for the day via the HiMama App.
- Temperature of your child will be taken and documented
- Remind children to wash their hands upon arrival, and;
- Check in with your child's teacher to discuss briefly any changes in sleep, toileting habits, eating or drinking and/or mood and behavior (this constitutes a daily Health Check).
- Check your child's diaper (and change if necessary) to ensure they have a clean diaper upon drop-off.

## Release of Children

Children will be released only to parents or other individuals listed on the *Child Release and Emergency Medical Authorization Form*. Parents can authorize individuals not listed on the authorization form by communicating with your Site Specialist preferably in writing via email. Please note that if a new person is picking up, our staff is required to check driver's licenses to verify their identity. **Parents or authorized individuals must sign their child out each day upon departure.**

## Attendance

Your child's participation is important to our program and regular attendance helps us provide the best early childhood education possible.

If your child will be absent, please notify your Site Specialist by email or phone call. Communicable illnesses must be reported to us immediately upon diagnosis so that we may report illness to Child Care Regulation, the Department of Health and notify other families in our care as required.

## Parental Notifications

Parents will be notified of the following:

- any injury that requires medical attention
- any symptoms that require exclusion from the program found in the *Illness and Exclusion Criteria* section
- if a child has been left unsupervised for any length of time,
- less serious injuries that do not require medical attention,
- any illness that requires reporting to the local health department,
- any violation of safe sleep standards, and;
- any investigation of abuse/neglect by Child Care Regulation at the Eanes Care Early Education Program

## Emergency Preparedness and Evacuation

The CDC practices for emergency events such as fire, severe weather, shelter-in-place, and lock down regularly. Emergency drills are coordinated with the EISD Dept. of Safety.

In the event of an emergency evacuation, Eanes Care Early Education campuses will relocate to the safest and most appropriate location directed by the EISD Dept. of Safety and supervised by Eanes Care Early Education staff. Once children have been relocated, parents will be notified of relocation and given direction on pick up.

If you would like to review the Eanes Care Early Education documents for emergency practices, please make this request with your Site Specialist.

## Open Door Policy

Eanes Eanes Care Early Education values connection and continuity of caregiving and would love to have you join us in the classroom. Parents are welcome to visit their child's classroom at any time. To make sure we can adequately plan and stick to our weekly schedules, please communicate with your child's teacher to determine optimal times for recurring visits, observations, and/or volunteering times.

## Illness and Exclusion Criteria

Your cooperation and diligence is critical to maintaining a healthy environment for all families and staff at the Eanes Care Early Education. If your child exhibits any of the following symptoms, they should be kept at home from school and out of contact with other children. [A physician's release](#) may be required for re-admittance following any illness or injury.

- **Fever-** If a child has a temperature of 100.0 degrees or higher (axillary, oral or temporal), the child will be sent home and may return to care after being fever free for 24 hours *without medication*.
  - **Vomiting-** If a child vomits twice within a 24-hour period, the child must remain at home until vomiting has ceased for at least 24 hours.
  - **Diarrhea and loose stools-** If a child experiences uncontrollable diarrhea, they will need to be out of care until stools have returned to normal. Uncontrollable diarrhea is defined as:
    - (i) more than two stools above normal for that child
  - **Lice –** Children must be nit and lice free before returning to care.
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- **Communicable Diseases-** If a child has a highly contagious illness as indicated in DSHS [25 TAC §97.7](#) please report to your Site Specialist immediately to gain information regarding return to care.

If your child becomes ill at school, you will be notified immediately. A pickup will need to be arranged within 30 minutes of contact. In the event a parent cannot be reached, persons listed on the child's emergency form will be contacted.

## Immunizations, Hearing, and Vision Screening

State law requires children to meet applicable immunization requirements. We must have a current immunization record for your child appropriate for their age *prior* to admission and updated when completing well-child checks. [Immunization Chart](#)  
Immunization records may be photocopies and must include the following:

- Child's name
- Birth date
- Number of doses
- Vaccine type
- Date of vaccination
- Signature or stamp of the health care professional who administered the vaccine.



The Eanes Care Early Education Program will accept vaccine exemptions that meet the criteria specified by Texas Department of Health. Visit the [exemption link](#) for more information. In the event of a health emergency or outbreak, under-immunized children will be excluded from school. Hearing and vision reports must be obtained within *120 days of your child's 4<sup>th</sup> birthday*.

**Vaccine Preventable Policy**-The Eanes Care Early Education Program does not have a policy requiring staff to complete immunizations series.

## **Medication**

To administer **any** medication, we must have a completed *Medication Authorization Form 7255*. Please ensure any medication is delivered to the teacher so it can be stored safely and correctly. Eanes Care Early Education Program Leadership will be the only individuals to administer medication. The administering teacher will record the time the medication was given and the amount administered. **All medications brought to the Eanes Care Early Education Program must**

- be in the original container with a device for measuring and dispensing,
- marked with the child's first and last name,
- dated, and
- placed in a labeled Ziploc bag.

Please note: Dosage may not exceed label dosing instructions. If a medication dosage label reads "consult a physician," the Eanes Care Early Education Program must be provided a physician's note detailing dosage instructions.

Permission is *not* required to administer medication to a child in a medical emergency to prevent death or serious bodily injury of the child.

## **Allergy Care**

Eanes Care Early Education Program is dedicated to protecting all children in our care and will monitor allergies each school year to make sure we accommodate any life-threatening allergies as necessary. The Eanes Care Early Education Program is a peanut free environment.

If your child has a diagnosed food/drug/insect allergy, Eanes Care Early Education Program will provide you with an Allergy Action Plan Form. Staff will receive training on allergy symptom awareness and epi-pen use in the event a child has a food allergy in their class.

In the event of an anaphylactic emergency, epinephrine will be administered and 911 will be called immediately. Parents will be notified for any allergic reaction or potential exposure.

## **Procedures for Applying Sunscreen and Inspect Repellant**

Please apply sunscreen and or repellant prior to arrival. Parents will complete a *Permission to Apply* form at enrollment. All items will need to be labeled with the child's age and indicate appropriate use for child's age.

Please ensure you have used the items on your child prior to providing to the Eanes Care Early Education Program to test for allergic reactions to the product.

## **Injuries and Emergencies**

All Eanes Care Early Education Program employees are trained in Infant and Child CPR, First Aid, and Automatic Electronic Defibrillator use. When a minor injury occurs the staff will administer appropriate first aid techniques and complete an injury report to detail the minor injury.

Parents will be notified immediately of serious injuries (any injury to the head or face or any injury requiring medical attention). If the parents are unavailable the emergency contact on child's admission forms will be notified. If no one can be reached the child's physician is called to determine what action should be taken. If the emergency requires immediate medical attention EMS will be called to transport the child to the hospital. All injuries receiving medical treatment will be reported to Child Care Regulation (CCR). Parents will receive a follow up phone call from our CCR representative. Parents that decide afterhours to take a child for treatment to an injury that occurred at the center, must report the medical care within 24 hours to the Site Specialist.

## **Mealtime**

### **Food Safety:**

Snacks and meals provided from home must not pose a choking hazard for the age of the child. The Eanes Care Early Education Program requests that you slice items that are known choking hazards such as hot dogs, grapes, cherry tomatoes, carrots, string cheese, etc. For more information on foods that pose the greatest choking hazards you may review information [here](#). All food provided for your child must be prepared and not require additional prep such as warming/ cutting to size.

### **Snacks**

AM snack: Please provide a light morning snack/breakfast that is low in sugars and a labeled water bottle to school each day.

PM snack will be provided for all children and will be served family style when applicable. A weekly snack menu will be posted in your child's classroom; choices include whole grain, dairy, protein, and fresh fruit.

### **Lunch**

Our Pre-K classrooms enjoy lunch in the school cafeteria while our other age groups enjoy lunch in their classrooms. Children may bring their own lunches from home or order a lunch from the Eanes Child Nutrition Department.

Students will be served a set tray with all five food components: Meat or meat alternate, vegetable and/or fruit (2 different vegetables, 2 different fruits or 1 vegetable and 1 fruit), bread and milk. Eanes menus will be posted in each classroom and may be viewed [online](#).

Your Eanes Care Lunch Enrollment Form (included in your admission packet) allows you to create a student account to purchase hot lunch. To add funds to your child's lunch account you may give a check (payable to EISD Child Nutrition) to your Site Specialist or through [Online Payments](#).

If your child's account drops to a zero balance, students may charge two meals, after which he/she will receive a cheese sandwich and milk at no charge. Positive balances are carried over to the next school year or refunds may be requested by completing a District [Request for Refund Form](#) and submitting to: [eisdchildnutrition@eanesisd.net](mailto:eisdchildnutrition@eanesisd.net)  
Or:

Child Nutrition Department  
601 Camp Craft Road, Austin, TX 78746

## Food from Home

If you choose to provide a lunch from home, we encourage parents to help promote nutritious lunches and limit access to foods high in fat and sugar. All lunch and snack containers should be labeled with the child's first name and the first initial. A cold pack must be included if food is temperature sensitive as refrigeration is not available. Food must be ready to consume and will not be heated or prepared by Eanes Care Early Education Program staff.

Parents may provide snacks for special occasions for the entire class, with prior approval. Items must be commercially prepared and inspected. (HEB, SAMS, etc.)

Please note that the Eanes Care Early Education Program will not use food as rewards or punishments at any time. To ensure the safety of students in our program, we will not offer food or beverages hotter than 110 degrees and we will keep them out of the reach of children.

For more information on healthy nutrition, you can go to:

<https://www.usda.gov/topics/food-and-nutrition>

Additionally, trainings are offered to parents on farm-to-early care and education programs for further resources on this subject, you can refer to the resources page on the Eanes Care Early Education Program Website.

## Infant Care

### Nutrition

Parents will complete a *Daily Feeding Schedule*, each month or as your infant's feeding requirements change, for infants aged 0-12 months.

Parents of infants will provide **breastmilk or formula prepared in the bottle/cup in which it will be served**, age appropriate foods, and snacks. You must label all items with the child's first name and last initial.

Please try new foods at home first to determine allergy concerns before providing them at the CDC.

Breast feeding is supported in each classroom with comfortable chairs for mothers to use any time.

Breast Feeding: Eanes Care Early Education Program welcomes breastfeeding mothers into the classroom. If sending breast milk, please label containers with the child's full name and date milk was expressed. We will follow the below storage guidelines:

*Frozen breast milk – 9 months*

Directly refrigerated/thawed breast milk – 4 days (Preferred but up to 8 days is allowed)  
Room Temperature- 4 hours  
Any milk served and not completely consumed will be placed in the refrigerator and sent home.

For additional information or resources on breastfeeding, please go to <https://www.cdc.gov/breastfeeding/resources/index.htm>.

Please note: Cereal *cannot* be added to bottles. Children younger than six months of age will not be offered fruit juices, sweetened beverages, or solid foods unless we have received permission from a physician.

## Safe Sleep for Infants

- Cribs are provided for children under 12 months old or not walking.
  - Parents ensure that the play yard is registered with the manufacturer to receive [CPSC recalls](#). In the event that a parent provide play yard is recalled, a new play yard is required immediately.
- Eanes Care Early Education Program Staff will always place an infant under 12 months on their back to sleep.
- Pillows, top sheets, blankets, stuffed toys, or soft items are not allowed in cribs with infants younger than 12 months old.

If your infant has special medical needs that require safe sleep accommodations you may request a [Sleep Exception Form 3019](#) that must be completed by your child's health care provider to consider sleep practices that are outside of our *Safe Sleep Policy*.

Parents are required to review and sign the [Infant Safe Sleep Policy](#) required by CCR that the CDC must follow.

## Diapering and Toilet Learning

Cloth Diapers: Diapers must have an absorbent lining that is completely contained with a waterproof outer covering. Soiled materials will be placed in plastic bags (without rinsing or avoidable handling) and sent home for laundering.

Teaching staff will take children to the restroom regularly in response to children's biological needs and help as needed to positively reinforce children's efforts. We will document toileting on your child's daily sheet to provide information on progress.

Please provide manageable clothing (minimize buttons, snaps, zips, etc.) for your child while they are learning this new skill. Our goal is to promote their self-responsibility and make the process as smooth as possible.

Eanes Care Early Education Program staff may not use food as a reward for toilet learning. If you are using any particular materials or a reward system at home, we will be happy to discuss how to reinforce your efforts at school.

## Program and Curriculum

Our program is play-based and offers Frog Street Curriculum. Making sure that all of our plans are developmentally appropriate stays is a priority for our teachers and staff. For more information on DAP please click [here](#).

## Discipline and Guidance

Eanes Care Early Education Program staff is trained to use [Conscious Discipline](#) techniques which are a form of positive guidance focused on teaching children self-control and responsibility as well as conflict resolution skills.

Guidance will be individualized and consistent for each child and appropriate for their age. Positive guidance methods can include affirmations, providing choices, modeling language, redirection and more. All families must sign our [discipline and guidance policy](#) so please do not hesitate to ask for further information on positive guidance methods and techniques.

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## **Schedules**

Daily schedules are designed to offer a variety of large and small group times as well as indoor and outdoor activity as appropriate per age group. Your child's teacher will post a copy of the class schedule within the classroom and you are always welcome to request a copy.

## **Nap Time**

Child Care Regulation requires a supervised sleep or rest period after the noon meal for all children 18 months of age or older. The sleep or rest period may not exceed 3 hours. Additionally, children must be offered a quiet activity after resting for one hour while others sleep.

## **PROGRAM AND CURRICULUM**

First and foremost, our program complies with minimum standards set forth by the Texas Department of Family and Protective Services. We also are honored to be four star accredited with Texas Rising Star.

The Eanes Care Early Education Program has adopted the Frog Street Curriculum! Frog Street is a comprehensive, research-based curriculum that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!

## **Assessments, Portfolios, and Conferences**

Eanes Care Early Education Program has also adopted the AIM Observations Assessment because it pairs so perfectly with our curriculum! Frog Street AIM Observational Assessment for children ages birth to five is a teacher-friendly tool designed to guide a child's progress toward kindergarten readiness using evidence-based continuous progress monitoring. Observations are taken continuously throughout the year by teachers and collected to provide assessments on each child's progress across developmental domains at different stages of the school year. Observations and assessments help teachers plan curriculum that will serve the needs of every child in class.

Teachers at the Eanes Care Early Education Program will work year-long on creating your child's portfolio. This is a systematic collection of children's work that serves as documentation of development and a reflection on their learning throughout the year. Portfolios will be shared with families during conferences (generally held mid-year). Fall conferences are scheduled at the parent's convenience and the Eanes Care Early Education Program will be closed for Parent Teacher Conferences for our Spring Conference day. Parents are welcome to schedule an additional conference with their child's teacher as needed.

## Early Intervention and Behavioral Management Plans

Our primary approach to discipline involves positive guidance to help children develop self-regulation and strong social-emotional skills. Should a teacher have a concern or question regarding a child's growth and development, it will be communicated to families in a sensitive, supportive, and confidential manner and following any challenging behaviors. Eanes Care Early Education Program Site Specialists and Program Coordinator will be available as a support and resource through the process.

For children struggling with persistent, serious or challenging behaviors the Site Specialists and teaching staff will conduct observations using the [ABC](#) Chart and create an individualized behavior plan *with* parents. If further help is needed, the Program Coordinator will observe the child and organize a conference to discuss next steps.

Eanes Care Early Education Program supports families and children who may need additional accommodations. This may be the following but not limited to:

- Various language translations for literature
- Designated space for therapies
- Lesson plan strategies that meet the needs of children requiring accommodations.

Parent resources for accommodations can be found on our Eanes Care Early Education Program Resource Page. <https://eanesisdcdc.weebly.com/parent-resources.html>

## Screen Time

Children under the age of two are prohibited from using screen time media actively or passively. Classrooms with children over 24 months may use screen time activities:

If you use TV/video, computer or video games as an activity for children, you must ensure

- that they: (1) Are related to the planned activities;  
(2) Are age-appropriate; and  
(3) Do not exceed one hour per day.

## Curriculum Enhancements

### Field Trips

Pre-K Classrooms may take part in field trips throughout the greater Austin area. Information will be sent home two weeks prior to field trips and require permission slips to be signed and returned.

Parents are invited and encouraged to join the class for field trips. We request parents to volunteer as chaperones and to enhance the adult/child ratio to provide enhanced

supervision of all children in the group while off campus and mingling with the general public.

Children will need to purchase a Eanes Care Early Education Program shirt to wear on field trips. You can get more information from your child's teacher or Site Specialist.

Please note: if you do not wish for your child to participate in class field trips, you will need to make other arrangements while the class is away from the center.

## **Transportation**

In the event of a school sponsored field trip, transportation will be provided by Eanes Transportation. Please note that Texas law does not require children to be in safety seats on buses. You may provide a booster seat that only requires a lap belt to be secured if this is approved by the transportation department.

## **Water Activities**

The Eanes Care Early Education Program does not participate in swimming/wading water activities. Children may participate in sensory activities involving water in the classroom and playground.

## **Enrichment Classes**

The Eanes Community Education Department offers extracurricular activities at specific locations for an additional charge. These activities vary each semester. If your child participates in a Community Education class, please inform their teacher of the class times and location.

## **Class Pets**

All class pets require a statement of health from a veterinarian and records will be kept for each animal. If new animals enter the building, we will provide notice 48 hours in advance.

## **Parties**

Birthdays are especially exciting for young children and we would love to celebrate with classmates by allowing families to provide healthy snacks that are commercially prepared or from a facility with a current health inspection. These snacks must meet the allergy and food restrictions of the Eanes Care Early Education Program and your child's specific classroom. Please communicate with your child's teacher at least a week in advance.

## **Pictures**

Professional Fall and Spring Individual and Class portraits will be taken in conjunction with picture day at the Elementary level. Days and times will be announced by Site Specialists.





## Outdoor Play and Weather Policy

We aim to offer children outdoor opportunities every day to best serve their gross motor and developmental needs. Opportunities for outdoor play are provided twice daily except in the case of extreme weather conditions or hazardous air quality. Extreme weather will include a wind chill at or below 15 degrees Fahrenheit and a heat index at or above 100 degrees Fahrenheit.

In the event of extreme weather conditions or hazardous air quality, we will adjust our outdoor time. If you have concerns about whether your child is well enough to participate in outdoor play, you may want to consider keeping them home until they are ready to fully participate in daily activities, indoor and outdoor. Please pack seasonally appropriate clothing and a change of shoes to remain in your child's cubby so that teachers are able to help children dress appropriately for conditions.

When children engage in outdoor play, large motor development is enhanced through a variety of active movement. Teachers will support the children to learn with the elements of nature--- rocks, sticks, leaves, mud, grass, plants, insects, bark, flowers, water and weather. A quiet investigation of nature and/or vigorous noisy play will be encouraged. These activities extend the opportunities for challenges and complexity in ways that cannot be accomplished in a confined indoor space. The Eanes Care Early Education Program requirement for children is that they have 2 sets of extra clothing in case of an emergency. Please be diligent that you check their extra clothes for different seasons to ensure that they are weather appropriate. All spare clothing sets must include a full outfit including sock and change of underwear.

## Additional Information

### Gang Free Zones

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, the CDC is required to share information about gang-free zones at licensed day care centers.

**What is a gang-free zone?** A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your day care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**How do parents know where the gang-free zone ends?** The area that falls within a gang-free zone can vary depending on the type of location. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

**What is the purpose of gang-free zones?** Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

**What does this mean for my day care center?** A day care center must inform

parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

## **Child Abuse, Neglect (Maltreatment), and Exploitation**

Child Abuse, neglect, and maltreatment are illegal in Texas and so is failure to report it. If you suspect a child has been abused or neglected, you are required to report to the Texas Department of Family and Protective Services or to a local law enforcement agency immediately and within 48 hours.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

**What is Neglect (Maltreatment)?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

**What is Exploitation?** "Exploitation" means the illegal or improper use of a child or of the resources of a child for monetary or personal benefit, profit, or gain

### **How do I make a report?**

1. Call the abuse and neglect hotline at **1-800-252-5400** or **submit a report online at the [Texas Abuse Hotline](#).**
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see physical signs.
4. Provide any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

\* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report could also subject you to considerable monetary liability in a civil rights action. All teachers are mandated reporters.

**Will the person know I've reported him/her?** Your report is confidential and not subject to release. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith.

## **Eanes Care Early Education Program Contact Information**

**To avoid classroom disruption during the school day, please contact your center's Site Specialist or the Program Coordinator for immediate assistance.**

Eanes Care Early Education-Central Administration  
601 Camp Craft Rd.  
Phone (512) 732-3232 x1  
Fax (512) 732-9055

Shannon Eastman  
Eanes Care Program Coordinator  
(512) 732-3232 ext. 4  
[seastman@eanesisd.net](mailto:seastman@eanesisd.net)

Ashley Roy  
Eanes Care Specialist  
(512) 732-3232 ext. 4  
[aroy@eanesisd.net](mailto:aroy@eanesisd.net)

Frieda Martinez  
Central CDC Site Specialist  
(512) 732-3232 ext. 2  
[fmartinez@eanesisd.net](mailto:fmartinez@eanesisd.net)

Sarmi Stewart  
West CDC Site Specialist  
(512) 732-3232 ext. 3  
[sstewart@eanesisd.net](mailto:sstewart@eanesisd.net)

Catherine Pierre  
Floating Site Specialist  
[cpierre@eanesisd.net](mailto:cpierre@eanesisd.net)

Policies are reviewed annually and updated when necessary. Any updates will be communicated at the time of change.

Community Resources can be found on the Resources Tab of the Eanes Care Early Education Program Website. Including early intervention resources, oral health (dental office provides dental education to students 2 times a year), health benefit resources, developmentally appropriate practice and parent education opportunities.  
[www.eanesisdcdc.weebly.com](http://www.eanesisdcdc.weebly.com)



\_\_\_\_\_  
Child's name (please print clearly)

**ACKNOWLEDGEMENT**

The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of the Eanes Care Early Education program.



I acknowledge I have received a copy of Eanes Care Early Education Program Parent Handbook. I also acknowledge responsibility for reading, understanding and abiding by the rules and procedures contained in this document.

\_\_\_\_\_  
Parent/Guardian signature(s) Date