

TEXAS ADDENDUM

CADENCE EDUCATION FAMILY HANDBOOK

BREASTFEEDING

Parents/Guardians have the right to breastfeed and/or to provide breastmilk for their child(ren) in school. A location will be made available at all schools for the purpose of breastfeeding and will include a comfortable, adult-sized chair.

DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services performs such duties as are authorized by state regulations. The Department has the authority to interview children or staff and to inspect and audit childcare school records without prior consent. The School shall comply with the Department and we shall make provisions for private interviews with any child(ren) or staff and the examination of all records relating to the operation of the School. Furthermore, the Department has the authority to observe the physical conditions of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

DROP OFF/PICKUP PROCEDURES

Upon arrival (drop off), parents must walk their child(ren) into the center and sign them in using the iPad at the front desk before proceeding to the classrooms. Please ensure that your child's teacher is aware of their presence in the classroom by walking your child to their classroom and completing a morning check-in with their teacher. Upon departure (pick up), parents must sign children out using the iPad at the front desk before proceeding to pick-up their child. If someone other than yourself will be picking your child(ren) up, please let the front desk know and ensure that the designated person is listed on the authorized pick-up list for the child(ren). Ensure that the person picking up your child(ren) is prepared to show a photo ID to the front desk staff.

EMERGENCY PREPAREDNESS PLAN

Evacuation: (A) In the case of an emergency, our first responsibility is to move the children to a designated safe area, known to all employees, caregivers, and volunteers; (B) Children will be evacuated in an organized way, on foot to the relocation site; Children who need special assistance will be provided for by a designated adult. Evacuation cribs and strollers will be used for children who are under 24 months or children with certain impairments; (C) An emergency evacuation and relocation diagram is posted near an exit in each classroom and office space; (D) Essential documentation will be kept in evacuation bags and ready at all times and will include: (1) Parent and emergency contact telephone numbers for each child in care; (2) Authorization for emergency care for each child in care; and (3) A face-to Name transition sheet for children in care.

Communication: The emergency telephone number that is on file with us will be taken to the evacuation site by your child's teacher - **please make sure that this information is always up to date.** A staff member will communicate information regarding the emergency, with parents and local authorities (such as fire, law enforcement, emergency medical services, health department), as well as Child Care Licensing;

HEALTH AND SAFETY POLICY

Hand-washing and personal hygiene are expected in every program. Immunizations are not just for children. Our employment policy for keeping up to date on vaccinations help protect employees and children from vaccine-preventable diseases that can be transmitted in a childcare setting, including influenza, pertussis (whooping cough), and varicella.

MEALS AND NUTRITION

During the regular school day, children will be provided with nutritious meals and snacks. Students and parents are educated on proper nutrition during the year. We currently provide breakfast, lunch and afternoon snack. Our

menus and food program follow state requirements (milk must be served with breakfast and lunch). We do not charge an extra fee for meals and snacks. Breakfast is provided at or around 8:30 a.m. Lunch is served midday. Afternoon snack is served at or around 2:30 for those that participate in full-day center-based program, and snack services begins at or around 3:30 for afterschool children. Because we serve various schools with varying dismissal times, snack is served to afterschool students as they arrive. Meals are selected for their nutritional appropriateness. Meals include milk, fresh fruit, and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. All schools participating in the CACFP program serve CACFP approved meals. Staff does not reward good behavior with food of any kind.

LICENSING

Our schools are fully licensed and inspected on a regular basis to ensure that it is in compliance with regulations. Your school's current license is on display as well as the most recent Licensing inspection report. Parents may review a copy of Minimum Standards at any time or access them online at https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

A gang-free zone is a designated area around our center where the prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include daycare centers. The gang-free zone is within 1000 feet of the childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law.

The Texas Department of Family and Protective Services (DFPS) has a central place to report:

- Child abuse and neglect.
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home.
- Abuse of children in child-care facilities or treatment centers.
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities. These are run by the Texas Department of State Health Services (DSHS) or the Texas Department of Aging and Disability Services (DADS).

Texas law says anyone who thinks a child, or a person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS.

A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help.

For more information on training or prevention please contact the school

To submit a child abuse report, call **1-800-252-5400**. If you can't use the Texas Abuse Hotline you can: Report online at www.TxAbuseHotline.org *External Link*

OPEN ENROLLMENT

Cadence Education schools are open for enrollment year-round (based upon availability). Our school welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure. Please visit the school of your choice to enroll.

PHYSICAL ACTIVITY

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits.

Children will be expected to participate in all physical activity unless provided with a doctor's note. We will provide indoor and outdoor activities to develop gross and fine motor skills. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Physical activity may take place in the classroom, the back school age room, during field trips or on the playground, when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for "rainy days".

Weather permitting 40-95 degrees (this includes the wind chill and heat index not exceeding these temperatures and the air quality not exceeding a moderate level) After a rain/snow/ice no standing water or muddy areas.

POLICIES

Policies are reviewed annually and updated if necessary.

REPORTING CHILD ABUSE AND NEGLECT

By law, our staff and faculty must and will advise appropriate local and state authorities of any suspected child abuse regarding any child coming into our facility. DFPS information can be found at https://www.dfps.state.tx.us/Child_Care/ or by calling 512-438-4800. To submit a child abuse report, call the hotline at 1-800-252-5400.

RIGHTS OF PARENT/GUARDIAN

A parent or guardian of a child at a childcare facility has the right to:

- enter and examine the childcare facility during the facility's hours of operation without advanced notice;
- review the childcare facility's publicly accessible records;
- receive inspection reports for the childcare facility and information about how to access the facility's online compliance history;
- obtain a copy of the childcare facility's policies and procedures;
- review, at the request of the parent or guardian, the facility's:
 - staff training records; and
 - any in-house staff training curriculum used by the facility;
- review the childcare facility's written records concerning the parent's or guardian's child;
- inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - video recordings of the alleged incident are available;
 - the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- have the childcare facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- be provided the contact information for the childcare facility's local Child Care Regulation office
- file a complaint against the childcare facility by contacting the local Child Care Regulation office; and
- be free from any retaliatory action by the childcare facility for exercising any of the parent's or guardian's rights.

By their execution of the Family Handbook Acknowledgement and Agreement, parents and guardians are confirming that they have received a written copy of these rights.

SCREEN TIME

Children under the age of two will have no screen time or electronics. Children over age two will have limited screen time not to exceed 1 hour. In order to best facilitate communication between parents/guardians and teachers, and between parents and children, it is best if parents are not distracted by use of electronic devices while at the center.

TRANSITIONING BETWEEN CLASSROOMS

When your child is ready to move to a new classroom, we will work with you to help ensure the transition is successful for your child. We will contact you when your child is ready to transition classrooms. The transition will always be a collaborative decision among parents, teachers, and administrative staff.