

# **Operational Policies and Procedures Parent Handbook**

652 Meadow park Dr  
White settlement, TX, 76108

FB: Amazon Jungle Learning Academy

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## **Amazon Jungle Learning Academy in case of Emergency / After Hours**

Director/Owner-Trina Hosannah

Office hours

(817) 349-8931

After Hours Contact (214) 970-3876

Email:

### **HOURS OF OPERATION**

Amazon Jungle Learning Academy (AJLA) is a year-round program.

We will open at 6:00 a.m. and close at 6:30 p.m.

Monday through Friday.

Instructional time starts at 8 a.m. daily.

**Students must arrive by 9:00 a.m. to receive care**

**Amazon Jungle Learning Academy.**

### **PHILOSOPHY**

We strive to develop the whole Scholar with Creative learning experience that promotes social, emotional, physical, and cognitive development.

### **MISSION STATEMENT**

Our Mission is to provide a fun safe developmentally appropriate

learning environment that promotes the desire to explore, discover, build, and create art, math, and science during imaginative play to the fullest.

### **GOAL**

Our goal is to positively impact your child's social emotional development and establish a smooth transition between home and school in ways that enhances your child's development.

### **Core Values**

Our Core Value at Crescent City Academy is to Teach with Compassion, Integrity, Accountability and Growth.

We stand on this Core Value; we believe in it and it is how we run our programs.

We offer our staff, students and parents **QUALITY** service. We always show **INTEGRITY, EXCELLENCE, LEADERSHIP, TEAMWORK & APPRECIATION** and have **FUN** doing them all.

**Welcome To AJLA**

**Licensing Information**  
**Governmental License Information**  
**DFPS Child Care Licensing**

The Texas Department of Family and Protective Services publish the Minimum Standard Rules for Licensed Child Care

Centers. A copy of the Minimum Standard Rules is kept at all times in the Director's office. If you would like to review the Minimum Standard Rules, you may do so at any time by notifying the Director. You may also download a copy of the Minimum Standard Rules from the Texas Department of Family and Protective Services website, at

**[www.dfps.state.tx.us/Child\\_Care/](http://www.dfps.state.tx.us/Child_Care/)**

**[Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)**

A copy of our most recent licensing inspection report is posted at all times. It is located on the parent bulletin board near the front office.

The contact information for the local licensing office is as follows:

Texas Department of Family and Protective Services  
Child Care Licensing Division  
(800) 582-6036 (Toll-Free)

To report suspected child abuse or neglect, call the Texas DFPS Abuse Hotline toll-free 24 hours a day, 7 days a week, at 1-800-252-5400.

### **Americans with Disabilities Act (ADA)**

The ADA is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal rights in employment, state and local public services, and public accommodations such as schools, child care centers, and family child care homes. This center accepts children with disabilities because it is important for the child to share learning and social opportunities with their peers. Inclusion also fosters caring attitudes and teaches children about

interdependence and understanding human differences. We are pleased to help parents give their children the same opportunity as children without disabilities. The center has teachers and caregivers trained to meet the needs of children with disabilities, while ensuring the safety of other children in care.

### **EQUAL OPPORTUNITY PROVIDER**

Amazon Jungle Learning Academy is an equal opportunity provider. Enrollment packets are available and accepted without regard to race, sex, national origin, disability, religion or political belief. If you believe that you have been discriminated against by this center because of one of the above, you may file a complaint against this center by calling or writing to the Civil Rights Department, PO Box 149030, Austin, Texas 78714-9030, # 1-512-438-4313. USDA, Director- Office of Civil Rights # 1-202-720-5964.

### **HOLIDAYS**

**Amazon Jungle Learning Academy is closed or closed early in observance of the following Holidays:** We have the right to alter the days closed if the holiday lands on a weekend.

Christmas Eve  
Christmas Day (Day before and day after)  
New Years Eve  
New Years Day (Day before and day after)  
Thanksgiving Day  
Day before and day after Thanksgiving

Fourth of July  
Memorial Day  
Martin Luther King Jr, Day  
Labor Day  
Juneteenth

2-3 Staff Training days a year. Dates will be posted on the current year calendar.

Staff and Professional Day  
Dates will be posted on the current year calendar.

### **Vacation Policy**

Full-time students who attend Amazon Jungle Learning Academy five days per week for six months or more are entitled **One week vacation** with no fee to parents. This is a week the students don't come and Amazon Jungle Learning Academy, can NOT be used during Scheduled Center closure days. In order to qualify, the week must be requested in writing 2 weeks prior to taking vacation and approved. Your account must be in good standing and has been for 6 months. Otherwise, weekly tuition is charged to hold the student's spot and for the student to return.

### **Enrollment**

A complete admission packet is required on the first day of admission (enrollment application, registration fee, signed fee agreement, signed Parent Handbook receipt, and 1st week payment).

Parents will be notified in writing when our policy changes in accordance with the laws of Texas.

Enrollment shall be granted without regard to a child's race, color,

creed, religion, national origin,  
gender, or disability. The Registration Fee is non-refundable.  
**Amazon Jungle Learning Academy reserves the right to dismiss  
any parent or child at any time with or without cause.**

Continued enrollment at Amazon Jungle Learning Academy  
Childcare is contingent upon the parent's,  
emergency contact persons' and child's adherence to the policies and  
procedures of Amazon Jungle Learning Academy as outlined in this  
handbook including, but not limited to, timely payment of all fees  
and tuition.

Parents are required to notify management immediately, should any  
of the information collected  
at the time of enrollment or any time thereafter change.

Failure to do so may result in the child(ren) being dis-enrolled from  
the program and forfeiture of  
any deposit/payment.

### **Tuition**

Tuition and Transportation (to/from school) fees are due on Friday's  
weekly. Fees are subject to change based on the economy and/or  
developmental needs of the children at Amazon Jungle Learning  
Academy. Full tuition is due whether your child attends 1 or the entire 5-  
day school week. Fees are due payable on Fridays for the following  
week. All fees may be payable money order, or Zelle. All credit card  
transactions are charged a 3.5% fee. All checks and money orders should  
be made out to Amazon Jungle Learning Academy. There are no  
discounts /reimbursements for days missed due to illness, absences,  
vacation, or the Center being closed for holidays or emergencies. Parents  
will be informed of current rates when children are enrolled. If there is an

increase in rates, parents will be given one month's notice regarding the new rates. Parents are responsible for making payments every Monday and for keeping their tuition current. At the end of each calendar year, the center will furnish a report, for income tax purposes, of all tuition and fees paid for each child.

### **Late Fees**

Tuition is due on Friday of each week. A late fee of \$15.00 will be added on Monday. Payments are late by noon on Friday. If payment is not received by Monday morning, your child will not be able to stay in care. **No exceptions until paid in full.** Payment will be accepted in the form of money order or personal check, and debit/credit card. Automatic payment set-up is available and preferred.

**There is no reduction in fees for illness, vacations, or general absence during the Fall or Spring semesters. If your child is absent, you will still have to pay for the week's tuition. If you do not, you will have to re-register your child/children.**

### **Returned Check**

#### **Fee**

**A \$30.00 returned check fee is applied to any payment returned for non-sufficient funds. We will not accept checks for tuition on any account that has two returned checks.**

### **ATTENDANCE**

Each child is expected to attend daily and arrive on time for the educational program. Excessive tardies/absences may result in your child's dismissal from the program. If your child is going to be absent, please call the center and let a staff member know ahead of time, if

possible. If your child has 5 consecutive absences, he/she may be dropped from the program unless you call us to keep us updated and he/she has a doctor's excuse to return to school. Other emergency absences will be dealt with on an individual basis and will be accepted or denied at the discretion of the center director.

### **Referral**

Each time you refer a parent/client, and they enroll their child/children, the person that referred the parent/client will receive a \$25 Visa Gift card. (After 30 days of enrollment)

### **Late Arrival**

Amazon Jungle Learning Academy cut off time is 9:00AM. No child/children will be accepted after the 9:00AM cutoff time with the exception of those with an appointment. Parent/guardian must present a doctor's note as verification of the appointment, no exception. It is imperative to allow all children to arrive by 9:00 am so that they are allowed to obtain all educational supports within the beginning of instruction.

### **Late Pick UP**

Fees are assessed if you fail to pick up your child by 6:00 pm. If you are running late, please contact the center as soon as possible. There is a charge of \$1.00 every minute beginning at 6:05 pm. The late fee is due at the time of pickup. Repeated failure to

pick up your child on time  
can result in enrollment termination. If we have not heard from the  
parent and we have not been  
able to contact other authorized persons listed on the child's enrollment  
form by 6:30 pm, we are  
required by law to consider a child abandoned and to call the police.

### **Transportation**

Amazon Jungle Learning Academy offers drop-off and pick-up from  
several local elementary and middle schools  
for before & after-school care and field trips. An additional fee is  
assessed for transportation. Only children four (4) years and older will  
be transported on field trips. All staff members who transport children  
have a valid driver's license, have received a minimum of 2 hours of  
Transportation Safety Training yearly, and are certified in CPR and  
First Aid. In an effort to be on-time to each school and account for all  
current enrolled students it is required that parents notify the program  
by 2:00P.M. daily if their child/children will not be riding for any  
reason. Bus safety is very important for this reason students who fail  
to follow the rules of the driver will  
be suspended off the bus at that driver's discretion. Some of the rules  
are as follows: students must wear their seatbelts, remain seated until  
the bus completely stops, and maintain an inside voice, and keep their  
hands to themselves.

### **Emergency Transportation Plan**

In the event of an emergency (mechanical issues, flat tire, ect) Once the  
children and Vehical are in a safe secure location, The Center should  
be contacted immediately. The Director or designated in charge of the  
Childcare Center will come to the location of breakdown in the  
secondary Transportation van to pick up the Children and staff.

## **Prohibited Item**

For the prevention from loss, damage and safety of all children in care we do not allow:

bracelets, electronic toys, cell phones, radios, money, braiding beads, or plastic hair bows.

## **Classroom Curriculum &**

### **Lesson Plans**

Ongoing assessments and anecdotal records will be conducted throughout your child's time with us. These assessments are used to determine the weekly lesson plans for the whole class and to help develop individual curriculum goals for each child. Each teacher designs weekly classroom less plans around the emerging skills of the whole class. AJLA uses the Creative Curriculum for our children. In addition, the ABEKA curriculum is used as a supplement in providing quality education from a Christian perspective. All teachers are trained and/or certified to create their own unique curriculum while incorporating Creative Curriculum and ABEKA curriculum. Devotion (song, scripture and prayer) is held in every classroom each morning at 9am. In addition, all children are encouraged to say their grace before each meal and snack.

### **Supply List**    — - ———

We require that each child brings school supplies during the fall semester and upon initial enrollment. Supplies for Fall semester are due no later than September 10th.

## **DRESS CODE**

Your child will be active both indoors and outdoors. Please dress them in comfortable, washable clothes that will adapt to food spills, paint, sand and water. Please label sweaters, jackets, caps, etc. All children must wear closed in shoes at all times.

**Each child is required to keep a change of clothes, including underwear and socks, at the center in case of an accident.**

## **Quiet Time**

Children will have a rest period or quiet time daily. Children that are not sleepy will be allowed to be involved in quiet activities on their bed.

## **Open Door Policy**

Parents are welcome to visit the school at any time during regular operation hours to observe their child, the school's operation, or program activities, with approval. Upon your arrival, please notify the Director of your desire to visit, so that you can be accommodated accordingly. Parents have access to updated policies and procedures within the center. Parents have access to review the minimum standards guidelines at any time when they request for this within the center. The minimum standards handbook is located in the reception area. All inspection reports will be posted after each inspection report has been completed.

## **Parent Notification**

Amazon Learning Academy staff and management prides themselves

in maintaining consistent communication in relation to any concerns or changes that may directly or indirectly affect our families and children in our care. This handbook serves as a communication tool for our operation and is subject to be amended as needed. Remember that a crisis at home affects the child's behavior at school. Let the school know the joyous happenings, the upsetting experiences, or important changes at home. Parents are notified of field trips, meetings, conferences, extracurricular activities and programs through newsletters and/or daily or weekly notice documents.

### **Parent Conference**

Amazon Learning Academy staff and teachers are very dedicated to the supervision and safety of all children in our care. Parent conferences allow parents and teachers to discuss all issues, concerns, questions, and educational achievements. Parent conferences must be scheduled with the Director. Please note: Teacher conferences will be scheduled by the Director.

### **Parent Involvement**

Parent involvement at the center is one of the most critical (important) components of the program. We feel that parents' involvement in their child's education is

crucial for success.

Parents are welcome to participate in our daily classroom activities and special occasions.

We have several goals for parents:

- To feel good about their role as parents.
- To work hands-on with the child(ren) in preparing them for the future.
- To gain insight into the behavior of children in general and their child in particular.
- To provide an atmosphere of acceptance, caring, and support where parents and teachers work as partners in the education of children.

### **Sign-in & Out Policy**

All children must be signed out daily by a parent or authorized pick person. By QR code posted or tablet at the front desk.

### **Authorized Persons for Pick-Up and Emergency Contact**

Children will only be released to parents, guardians, and persons whose names appear on the

Authorized Persons for Pick-Up/Emergency Contact List.

Persons who have been authorized to pick up your child must first stop at the front desk and

present a valid photo I.D.

The center must have on file a list of names, addresses, and phone numbers of emergency

contacts. The emergency contacts are persons in the area who are authorized by the parent(s) to

pick up and/or care for the child in case of illness or emergency when the parent cannot be reached.

Please inform all authorized persons that staff members will ask for photo identification of any person with whom they are not familiar. If you will not be at the number you have listed to contact you during your child's day at school, leave a note with the Director/front office with the number at which you can reach, or notify us by phone before the person comes to pick the child up.

Please update the authorized pickup information as soon as you are aware of changes. It is your responsibility to update the authorized pickup or emergency contact information. **All changes must be made in writing.**

### **Custody/Visitation Issues**

The registered parent or guardian must provide us with a certified copy of the most recent court orders regarding custody and visitation of the child. If we do not have court orders indicating otherwise, **we are required by law to release a child to his or her biological parent upon Request.**

## **Financial Policy**

### **Payments**

The center accepts Credit cards, checks or money

orders for payment of fees.

Please Note: \*\*\*There is a \$30.00 charge for returned checks. After 2 return checks accepted payments must be made by the use of cash, credit card, or money order. All tuition payments are due in advance on Friday. A late fee of \$15.00 will be added to your account if your payment remains unpaid on Monday morning.

There is no refund for **absences or holidays**.

We reserve the right to remove a child from the  
program for non-  
payment, or for **payments that are not made on**  
**time, continually.**

### **Disaster Tuition**

If a natural disaster occurs, tuition will be waived only for the full weeks we are closed.

### **WITHDRAWALS**

Two weeks written notice is required when withdrawing a child for any

reason.

If the required notice is not given the parents and child, following their last day of enrollment, are not permitted to re-enroll into the agency without prior permission of the Center Director. In addition, the parent will be required to pay a deposit if accepted back into the program.

### **Parent Code of Conduct**

Amazon Jungle Learning Academy requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Amazon Jungle Learning Academy is to provide the most appropriate environment in which a child can grow, learn and develop.

Achieving this ideal environment is not only the responsibility of the employees of Amazon Jungle Learning Academy but is the responsibility of each and every parent or adult who enters the center.

Parents are required to behave in a manner that fosters this ideal environment. Parents are not allowed to be on their phones when communicating with teachers or entering the facility. This will allow better communication between parents and caregivers.

**Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.**

### **Violations of Confidentiality.**

Amazon Jungle Learning Academy takes very seriously the responsibility of maintaining the confidentiality of

all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Amazon Jungle Learning Academy. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### **Discipline and Guidance**

Children are disciplined when they fail to cooperate with teachers or others in the teaching environment. Discipline is meant to redirect behavior and not to punish the child. Discipline teaches the child self-control, and respect for others. When it becomes necessary to discipline a child the teacher will notify the parent of the action taken and will encourage the parent to discuss the issue with the child and help them to understand what behavior is acceptable and unacceptable.

We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. Discipline shall be fair, reasonable, consistent, and related to the individual

Behavior.

**This center does not spank or physically punish children in any way.**

If a parent observes the inappropriate behavior of a child at the program, the parent should bring it to the attention of the child's teacher. It is never appropriate for a parent to discipline someone else's child. It is important that good communication exists between the home and the school. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your child's teacher and/or Director. The teacher will keep you informed of any behavioral concerns that may occur with your child at the school.

The following discipline management techniques may be used – alone or in combination –

for behavior that violates center policies:

- Verbal correction, oral or written.
- Calling the parent to speak with the child by phone.
- A parent may be asked to remove their child for their behavior.
  - Cooling-off time or “time-out.”
  - Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
  - Parent-teacher conferences.
  - Sending the student to the office.
    - Withdrawal of privileges.
- Probation, suspension or expulsion for serious offenses.

- **If your child receives 3 written disciplinary actions in a 6-month period your child will be terminated from the program.**

**NO EXCEPTIONS!**

### **Severe Behavior**

Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment.

However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

- Danger to self or others (examples include, but are not limited to, head banging, biting, hitting, kicking, hair pulling, using objects to inflict bodily harm, etc.);  
and/or
- Disruptive behavior that creates chronic interference to classroom activities (examples include, but are not limited to, tantrums, screaming, foul language, severe or chronic non-compliance, or defiance).

In these situations, parents will receive written notice of the behavior and a request for a conference; or the parent will be asked to remove their child from the facility that day. The parents will need to meet with the teacher and the Director to discuss

the situation and  
appropriate measures.

A plan will be written to include the actions to be taken by school personnel, as well as the actions to be taken by the parents. The Director and parents must also agree to a timeline by which substantial progress toward the goal of restoring acceptable behavior must be achieved. A follow-up conference will be scheduled to review the behavior plan and modify it, if necessary.

If the school's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the Director reserves the right to temporarily or permanently remove a child from the school.

### **TAKE HOME FOLDER**

All full-time students will be provided with a "take home" folder. Please review nightly.

### **GENERAL NOTICES**

General notices, announcements, calendars, menus and special bulletins will be sent home in your child "take home" folder. Notices will also be posted in the main entrance.

### **PARENT GRIEVANCE**

If you have a grievance, please bring it to the attention of the center director as quickly as possible so that it can be resolved expediently.

## **HOMESCHOOL CONNECTION**

This program is for school age students being homeschooled. Our role is to supplement and support their schooling.

- Center will aid parents in care and academic support.
- Come provide certified/retired teachers to supplement instruction at a cost to parents.
- Facilitate monthly extra-curricular activities.
- Partner with local/state organizations for information, enrichment and support.
- The education of the child is solely the responsibility of the parent in accordance to state regulation

## **OUTDOOR PLAY**

Fresh air and daily exercise are essential to early childhood growth. When the weather permits, children will be taken outside on a daily basis. Please make sure that your child has appropriate clothing for the weather outside. Students should wear tennis shoes every day.

They will go outside twice a day.

**Sunscreen and Insect Repellent is allowed. Parents can send sunscreen or repellent to be used as needed.**

## **FUNDRAISERS**

Amazon Jungle Learning Academy will host two to four fundraisers per year for the betterment of the center. Parents will be asked to help sell or contribute to the cause. If parents cannot participate in fundraising, then a yearly registration/material fee of \$100 will be assessed.

## **IN-HOUSE EVENTS**

A notice of in-house events will be posted at least 48 hours in advance

when possible. Crescent City Academy will maintain a monthly newsletter as well as an activity board.

### **SPECIAL DAYS/BIRTHDAYS**

We do allow birthday parties at the center. However, we request that parents give a 48-hour notice so the teacher can prepare. The allotted time for birthday celebrations is during snack time at 2:30 pm. Holidays celebrated: Christmas, Thanksgiving, Valentines, Independence Day, Cinco de Mayo, President's Day, Dr. King's birthday.

### **SCHOOL PORTRAITS**

Crescent City Academy provides, for your convenience, a quality photograph program throughout the year. Photo opportunities may include individual portraits, holiday portraits, and class portraits at the cost of the parents.

### **FIELD TRIPS**

Parents will be notified in writing prior to any field trips and must provide written permission for their child to participate. All field trip fees must be paid in advance. Children under 4 years of age will not be scheduled for field trips. Age appropriate field trips are to explore cognitive and physical development.

### **WATER ACTIVITIES**

Water activities consist of onsite sprinkler play. Children will not swim in pools, wading pools of any type of standing water.

**No-Smoking Policy**\_\_\_\_\_ .

This is a non-smoking facility. No smoking is permitted anywhere near school property, including the parking lot.

## **SPECIAL EVENTS**

### **Water Activities and Animals**

Water activities consist of onsite sprinkler play. Children will not swim in pools, wading pools of any type of standing water.

Animals will not be allowed at the center.

### **Alcohol/Illegal Weapons**

#### **Prohibition**

Tobacco, drugs, alcohol and weapons will not be allowed on the center's premises. Students found with the same will be automatically dropped from the program. Obscene language, fights, and/or assaults will not be tolerated. Any student that violates this policy may be subject to a full one-day suspension from the center. Staff and parents under the influence of drugs and/or alcohol will not be allowed on the premises and, if necessary, the local law enforcement will be called.

### **Additional Information**

#### **Emergency Closing**

In the event of severe weather conditions, Amazon Jungle Learning Academy will follow the decision of White Settlement ISD with respect to closings or delayed openings.

AJLA places a high priority on being prepared for a variety of emergencies that may arise. We

have set up an emergency plan as follows:

- o **Stay informed.** AJLA Director, persons in charge and staff monitors will alert statuses of any kind daily. When an alert is in a heightened state (for weather or otherwise), the radio, news and internet are checked regularly for breaking news.
- o **Assesses the situation and act.** Upon receiving pertinent information and/or official notification, a decision is made to either move to a predetermined safe area of the building or to evacuate.
- o **Communication** Each classroom maintains an emergency contact list with pertinent information for each child. In the event of an emergency and after the necessary actions are taken, AJLA staff will contact parents to inform them of the status of the children and the situation that occurred.

**Evacuation** – Fire and evacuation drills will be held monthly to acquaint the children with evacuation procedures. These practice drills are supervised and documented by AJLA Director.

Evacuation routes are posted in each classroom. If AJLA must be evacuated, the children will be directed to the grassy area located in the back of the building on the opposite side of the playground. In the event of inclement weather, child will be directed to

center hallway, closets to  
the back of the building.

### **Severe Weather Emergency/General Procedures**

- o Stay inside from windows.
- o Assume protective posture.
- o Keep children calm and do not get excited.

AJLA will monitor all severe weather @ [Wwww.nationalweather.com](http://www.nationalweather.com)

### **Photography and Videotaping**

Children are photographed or videotaped at the school for a variety of uses. Internal uses may include children's school pictures, memory books, bulletin boards, photo albums, scrapbooks, videotaped performances, etc. No personal or identifying information will ever accompany photos used for external purposes.

If you do not want your child to be photographed or videotaped, you must provide us with written notice. Please be aware that your decision to not have your child photographed or videotaped may result in your child's exclusion from group photos, bulletin boards, class projects, videotaped performances, etc.

### **Alcohol/Illegal Drugs/Weapons Prohibition**

No alcohol, illegal drugs, or weapons of any kind are allowed on the premises.

### **Gang-Free Zone**

According to Texas law, schools and child care centers are designated as “Gang-Free Zones.” Prohibited gang-related activity that occurs within 1000 feet of Precious Lambs #2 is subject to increased criminal penalties. For more information, please consult §§ 71.028 and 71.029 of the Texas Penal Code.

### **CHANGES IN POLICIES**

If there are any changes in policy, parents will be given the change in writing.

### **CHILD ABUSE**

Amazon Jungle Learning Academy will continuously participate in training to make us premiere child caregivers. This includes **required** training about child abuse and neglect. We also share with parents how to reduce the risk of abuse and neglect, prevention of child abuse, and signs of abuse and neglect.

### **SOCIAL MEDIA AND INTERNET POLICY**

At Amazon Jungle Learning Academy, teachers, students, staff, and other school community members use social networking/media/internet

(Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, log experiences, create educational content, enhance the classroom experience, and network within and outside of the school community.

While social networking and the internet is fun and valuable, there are some risks we need to keep in mind when using these tools. We expect good judgment in all situations and behave in a way that will make you and others proud and reflect well on the school.

If you do not wish for your child to be highlighted on social media or have access to our online education programs, please let us know in writing.

## **NUTRITION POLICY**

### **Meals and Snacks**

In an effort to promote healthy lifestyles and development in our children, Amazon Jungle Learning Academy aims to consistently partner with high quality nutrition sponsors to oversee our meal operation. All menus and snacks are selected based on list of health snacks detailed by the Texas Department of Agriculture. This will ensure all meals meet the needs of our children growth along with the serving sizes.

### **Food Allergies**

If your child is not allowed to have a certain food that is served at the center, due to special dietary needs, food allergies, etc., you must provide us with written documentation from the

child's physician. Parents are responsible for providing an acceptable substitution for the prohibited food.

Staff is educated and trained hands-on in responding to allergic reactions as well prevention methods to avoid accidents or mishaps. A personnel list of all children with physician documentation is posted in the kitchen, on the parent board, and all classrooms for staff to refer on a daily basis.

### **High Temperature Foods**

Amazon Jungle Learning Academy supports a family style eating environment which allows our children to serve themselves around the table. However, liquids and food hotter than 110 degrees F are kept out of reach and/or away from children.

Additionally, for the safety of all children, no minor or unauthorized personnel will be allowed in the kitchen area anytime during business operations.

### **Health Inspections**

Each staff member is required to obtain a food handler permit. This permit is indication that they have been trained on how to properly and safely prep, handle, cook, and/or serve all meals. kitchen is inspected every 6 months by local health officials to ensure safety and sanitation. These reports are posted on the parent board after each visit.

## **HEALTH RECORD REQUIREMENTS**

Each staff member is required to obtain a food handler permit. This permit is indication that they have been trained on how to properly and safely prep, handle, cook, and/or serve all meals. Amazon Jungle Learning Academy's' kitchen is inspected every 6 months by local health officials to ensure safety and sanitation. These reports are posted on the parent board after each visit.

## **HEALTH**

### **Hearing and Vision screening**

Hearing and Vision test must be provided for all children who turn 4 years old.

We must have a health statement on file for all children in care. Upon enrollment you may sign the health statement verifying that your child has been seen by a health care physician within the past year.

**However, a Health Care Statement from your child's physician will be required within the required time from child care licensing (12 months) or they cannot remain in care until it's completed.** We encourage you to get this statement completed by your child's physician within 90 days of enrollment.

Amazon Jungle Learning Academy DOES NOT require a current TB test, in accordance with the state. However, if the state requirement changes, we will notify the parents.

## **Immunization Requirements**

In regards to the ages we are serving it is mandatory that all children enrolled have immunizations on file at the center, they must be current and updated accordingly. Employees are not required to have immunization on file in exception to that of the TB test.

### **Health Checks**

We will not conduct any health checks.

### **Illnesses & Exclusion**

For the safety and health of all our children and teachers, sick children will not be allowed to attend. If the child has displayed any of the following described conditions during the previous 24 hours they cannot be admitted to the center.

If a child exhibits any of the following symptoms while at the Academy, he or she will be isolated immediately, and the parent will be contacted to pick the child up.

Symptoms of Illness/Medical Conditions:

1. An oral temperature of 100.4 degrees Fahrenheit or higher.
2. Diarrhea.
3. Vomiting.
4. Difficulty or rapid breathing.
5. Upper respiratory infection.
6. Sore throat.
7. Severe cough.

8. Mucus with green or yellow color.
9. Ear infection.
10. Pinkeye.
11. Yellowish skin or eyes.
12. Undiagnosed skin rash or possible staph infection.
13. Untreated scabies, tines corporis or capitis(ring worm).
14. Adult head lice or nits found in the hair or on the scalp. (A shampoo treatment and removal of all visible units is required for readmission.)
15. Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex.

**When you have been contacted by Amazon Jungle Learning Academy because of your child's illness, you must arrange to have your child picked up within 45 minutes, Of the time that you are notified and will be recorded.**

**No tuition adjustment will be made for absences due to illness.**

### **Medications**

If at all possible, please administer your child's medications at home. If it is necessary

that medication be administered during school hours, you will need to complete a **Medication**

**Authorization form**, indicating dosage and times of administration.

Prescription medication is dispensed once a day.

All prescription must be provided in their original containers, with the

correct dosing information printed on the container. All medication must be labeled with the child's name and left with the Director or Assistant Director in the front office. **Medication cannot expire.**

Please bring the appropriate measuring utensils for administering the medication, as sharing may promote the spread of infectious disease.

**Do not under any circumstances place medication in your child's diaper bag, backpack, or lunch box.** Children are never allowed to administer their own medications, regardless of age. All unused or expired medication must be removed from the center by the child's parent or it will be discarded.

### **Injuries**

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. When an accident or injury occurs, the center will provide you with a written report for each occurrence, including detailed information about what happened, and any first aid treatment rendered. If it becomes necessary to take the child to the hospital, the instructions outlined on the child's application will be followed.

If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It is never appropriate for a

parent to confront another child regarding his or her behavior. All concerns should be brought to the attention of the teacher or Director.

### **Medical Emergencies**

In case of a serious injury or illness that requires immediate medical attention, we will call 911 and attempt life-saving treatment until help arrives. We will make every attempt to contact you as soon as possible. If we cannot reach you, we will call the person you have indicated on the emergency contact form. **Please keep all these numbers updated.**

Your signed Authorization for Emergency Medical Treatment will also assist us in obtaining prompt medical attention. You will be responsible for any medical expenses incurred for your child in obtaining emergency medical care. If a child's injury is too severe to remain at school but does not require immediate medical attention, we will contact the parent and request that the child be picked up from school within 45 minutes. Examples of these types of injuries are a suspected broken bone, a cut that may require stitches, a possible concussion, etc.

### **Infant Safe Sleep**

Amazon Jungle Learning Academy Promotes Infant sleep safely. See last page.

### **Breastfeeding Support**

We support and encourage the breastfeeding mother's right to continue to breastfeed her child while visiting the center. In keeping with this philosophy, our program will:

- Provide a welcoming atmosphere that encourages visiting parents to continue to breastfeed their child.
- Provide a quiet place for mothers to breastfeed their children on site.

### **No-Smoking Policy**

This is a non-smoking facility. No smoking is permitted anywhere near school property, including the parking lot.

### **Emergency Preparedness Plans**

The following Emergency Preparedness Plan outlines the steps and procedures in place to ensure the health and safety of the children and staff of this center, should an emergency or disaster occur when the building is occupied. These plans have been designed to meet the required Minimum Standards for Texas childcare centers.

Realizing that the best plan is to be proactive by taking every precaution and putting preventive measures in place, following is the centers plan to take action first and foremost to prevent those emergencies that are within the center's control.

### **Preventive training for teachers, support staff and volunteers**

- Center will maintain an identification and verification policy of

all visitors.

- All staff will be trained, tested and evaluated on safety and security plans.
- Staff will be reminded to maintain a “heightened awareness” for suspicious activity and report anything that seems out of the ordinary in and around the center’s campus.
  - \* Example: Vehicles, suspicious persons, anyone asking questions in person or by phone, anyone taking photographs or videotaping the grounds, suspicious packages in, near or around the building.
- Give special attention to perimeters of the building and security and access control areas, fenced areas.
- Give careful and constant supervision to play areas, parking areas, and gates.
  - Ensure that persons in charge of receiving packages and deliveries are aware of date, time and persons/businesses making the stop.
- Set routine procedures for inspecting the building and grounds by various personnel to ensure awareness of safety rules and habits.
  - Secure all access areas to building, as windows, doors, roof hatches and any other areas that allow access to the building.
- Staff will receive regular reviews of supervision requirement and plans, stressing the importance of their remaining in the view of the children at all

times whether in the  
classroom or on the outside of the building.

- Staff will be reminded that children should not be left alone in common areas as hallways, restrooms, vehicles or high-traffic areas.
- Staff is reminded to maintain a heightened awareness during room changes, outdoor times, drop-off and pickup times.
- Center maintains a proactive effort of visitor access areas and the number of doors that permit entry to the building.
- Staff should greet, but challenge anyone wanting access to the building that is unknown to them. Verify the identity of people making deliveries or checking utilities, alarm systems, telephone systems, or any other maintenance operations. Keep records of personnel making deliveries, getting vehicle tag number, badge number and have them sign, date and indicate times of visit.
- Regular review of security procedures for after-school, evening activities and entry of the building after dark.
- Evaluate and enforce employee screening procedures. Review guidelines for subcontractors and identify all individuals working on school property.
- Identify high-risk facilities, organizations in the community that are within a five mile

radius of the facility. This should include gangs or gang activity, government offices and facilities, power plants, railroads, chemical plants, etc.

### **Evacuation and Drill Practice**

The center's relocation site is as follows:

Dollar General

1430 W Danieldale Rd., Duncanville, TX 75137

The center has regular fire drills, tornado and emergency drills as follows:

1. Fire Drills – This drill is conducted on a monthly basis.
2. Severe Weather Drill – This drill is conducted once every three months.
3. Evacuation and emergency drills (intruders, etc.) are reviewed with staff and children once every three months.

### **Emergency Response Plan**

In the event of an emergency, the Director or person in charge will declare an emergency situation, and institute the procedures necessary for the protection of the staff and children.

The types of emergencies anticipated and planned for include the following:

- Evacuation Procedures and Process
  - Sheltering/Sheltering in Place
    - Medical Emergencies
- Natural Disaster: Hurricane, Tornado, Severe Storm, etc.
  - Utility Disruption
  - Fire/Smoke Emergencies

- Hazardous Materials
  - Bomb Threat
  - Suspicious Articles
- Potentially Violent Situations
- Disgruntled or Impaired Parent/Guardians
  - Hostage Situations
  - Missing Child

### **Evacuating the Building**

The number of emergency personnel needed is predetermined, according to enrollment.

Administrative personnel must remain in the building until all children have exited. The Director should be the last person to leave, and upon exiting the building should notify licensing that the building is clear of all children in care.

### **In an emergency situation staff should quickly, patiently and calmly do the following:**

- **In the event of a tornado or extremely high winds**
  - a. Move children to center of building, avoiding free-span areas or hallways that open to the outside from each end.
  - b. Avoid hallways that open to the south, southwest or west. This is the usual direction that tornadoes take.
  - c. Keep children away from windows, glass and doorways.
  - d. Put them in a kneeling position, covering their heads with hands or a solid

object.

- e. Keep children calm by signing songs or telling a calming story.

**B. Other Evacuation and Relocation Procedures**

- a. Follow plan to notify proper authorities. Fire, police, your licensing representative or state wide licensing office at 1-800-252-5400.
- b. DO NOT go into lock down mode too quickly.
- c. As soon as the intruder's location is identified, lock down any areas that block access to other parts of the building and follow the schools exit plan for everyone else in the building.
- d. Children and staff in the area of the intruder are to remain in their places, and DO NOT throw things, or try to resist the intruder.
- e. Wait for authorities and follow their directions.

**Emergency Supply Checklist**

Evaluate food and beverage service stock, storage, and protection procedures. Determine if schools have adequate water, food, and related supplies in the event that students and staff would have to be detained at the school for an extended period of time beyond normal school hours.

Examine measures for securing access to food and beverage products and food service areas during normal food service periods and after hours. The following is

suggested:

1. Enough water for at least 7 days – one (1) gallon per person.
2. Non-perishables, either canned (pull open) or packaged foods and snacks.
3. Throw-a-way plates, cups, utensils and napkins.
4. Books and other small toys.

### Other Supplies for Safety and Security

Make sure that schools maintain an adequate number and level of emergency kits and medical supplies. Maintain a stock of at least three days worth of medications for students required to have medications at school. Consider offering first aid, first responder training to faculty members who are interested in volunteering, to increase the number of trained individuals available to assist in the event of medical emergencies.

1. Blankets wash cloths, and other items for warmth and comfort.
2. First aid kit filled with antibiotics, gauze, tweezers, band aids, peroxide, alcohol, latex gloves, moisture wipes, liquid soap and liquid sanitizer.
3. Flash lights and batteries, battery operated radio w/ National Atmospheric Administration (NOAA) weather radio.
4. Battery operated or traditional telephones or cell phones (keep all emergency numbers and parent contact numbers near phone).

### **Checking Emergency Communication Mechanisms**

Conduct a status check of emergency communications mechanisms.

Be sure that traditional phones and cell phones are functioning, and back-up batteries are charged. Test the fire alarm system. Review procedures for emergency communications with parents, notify parents in advance how the school will communicate with them in an emergency (phone, media, center's webs site, etc.) and discuss importance of parents to not come to the school if directed to go to relocation site during a crisis. Staff will also frequently review family reunification procedures.

### **Contacting Health Services**

Staff will review procedures for mobilizing Center for Communicable Disease, Mental Health Services and other safety and health agencies for students and staff in the event of a crisis. Plans and procedures are also reviewed on how adults should communicate with children in a time of crisis to keep them calm.

Staff is trained for discussing and approaching children in ways that are age and developmentally appropriate about violence, threatening issues and crisis situations.

The center's staff is familiar with the phone numbers and locations of community mental health resources, to secure

supplemental services from outside of the school in a major crisis.

### **Off-site Evacuation location**

The Director will report to the evacuation location as soon as possible, and check to see that all Children evacuated are accounted for, and all parents have been contacted.

### **Emergency Evacuation and Relocation Diagram**

#### **Evacuation and relocation Floor Plan and Evacuation paths**

1. This floor plan shows at least two (2) exits, with designated area for staff and children to meet.
  2. The exit plan is posted in each classroom near the exit door.
  3. Practice drills are held monthly (fire) and every three to six months (weather drills).
  4. Designated place inside building for all staff and children to meet for safety from weather.
  5. Emergency lighting in the event of electrical failure.
- **See floors plans located throughout the center near all exits.**

### **Recognition, Prevention & Reporting Abuse & Neglect**

All employees, upon hiring and annually thereafter, receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse and neglect and the responsibility and procedure for reporting suspected abuse and

neglect.

In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, we have posted on the parent bulletin board information from the DFPS website, "It's Up to You! Preventing Child Abuse & Neglect." We urge staff, parents and others to visit the website also, at [www.dfps.state.tx.us/itsuptoyou/default.asp](http://www.dfps.state.tx.us/itsuptoyou/default.asp).

The strategy for coordination between Amazon Jungle Learning Academy and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative.

For assistance and intervention, parents and others can contact the Department of Family and Protective Services at 1-800-252-5400, or 1-800-4-A-CHILD, or online at [www.txabusehotline.org](http://www.txabusehotline.org).

Thank you for choosing Amazon Jungle Learning Academy. We know that you value your children above all else, and we are honored that you have placed your trust in us to educate and care for them.

Texas Rising Star  
Texas Rising Star Certified Providers are committed to quality

improvement in their programs.

Providers that voluntarily achieve TRS provider certification offer quality care that exceeds the State's Minimum Child Care Licensing Standards in the five categories:

Category 1: Director and Staff Qualifications and Training

Category 2: Caregiver-Child Interactions

Category 3: Curriculum

Category 4: Nutrition and Indoor/Outdoor Activities

Category 5: Parent Education and Involvement

Childcare Assistance

If you receive childcare assistance it is your responsibility as the parent to inform the center of any elements related to your child's enrollment that may be assistance. If you have additional questions or need guidance, please contact the center for more clarification.

### Community Resources

AJLA has provided community resources in the facility. Parents are able to obtain community resource handouts at the front entrance. If you have additional questions about resources, please see the director. Parents will be provided resource nights each month to provide information on supports and services that may be available for your family.

### **COVID-19**

- Parents are not allowed in the building during pickup and drop off.
- Children will not be allowed to attend if they have the following symptoms: temperature

of 100.4 or higher, heavily runny noses, heavily coughing and sneezing.

- Children who are 10 years and older are recommended to wear mask.
  - Parents are responsible for reporting COVID-19 diagnosis immediately.
- Children who are diagnosed with COVID-19 will not be allowed to attend facility until they have been provided with two negative results as well as adhere to the 14-day isolation.
- Parents must report if child has been exposed to anyone who has been diagnosed with COVID-19.
- Parents are responsible for keeping their child/children at home if they are sick.

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CFAA has provided community resources in the facility. Parents are able to obtain community resource handouts at the front entrance. If you have additional questions about resources, please see the director. Parents will be provided resource nights each month to provide information on

supports and services that may be available for your family.

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- Parents are responsible for keeping their child/children at home if they are sick.

### **SECURITY**

As a security measure we ask that you please bring your child all the way into the building, sign him/her in, and see that he/she is under the supervision of an adult before you leave. If you are coming to visit the center alone or with someone else, please stop by the office and get a visitor's tag. No one will be allowed to be on the premises without permission and a visitor's tag. Our center is secured by a monitor security system with 2 exterior cameras; we also have a monitored fire

system.

## **DAMAGES**

Parents are responsible to pay for any damages to the center's property caused by their child or themselves. This will include broken windows, doors, holes in the walls, damage to other automobiles or anything else that will cost more than \$20 to repair or replace. This does not apply to breaking small toys that the children play with daily.

## **PARENT Handbook**

### **ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK**

As an AJLA parent, I meet with the Child Care Director understand policies and procedures at the Center, I agree to:

- 1) Comply with and support all policies and procedures.
- 2) Be financially responsible, keep my child's tuition current and pay all late fees if it is not current.
- 3) Have my child in their classroom no later than 9am everyday (excluding doctor app./vacation/sick).
- 4) Pick up my child no later than 6:00 pm and pay late fees when I do not.
- 5) Sign my child in and out daily.
- 6) Adhere to the Center's sick policy and the 24-hour symptom – free rule
- 7) Pick up your child promptly in case of an injury or illness while at the Center.

- 8) Follow mediation dispensing regulations and complete all necessary forms.
- 9) Keep my child's immunizations current and provide copies of any updates to the front office.
- 10) Attend all parent conferences and/or meetings requested by the teacher.
- 11) Read all information provided/shared with CCA parents.
- 12) Use the Parent Information Boards to stay informed.
- 13) Keep all telephone numbers, emergency information, and other enrollment information current.
- 14) Be willing to learn and grow as a parent and increase my knowledge of child development.
- 15) Provide the Center with diapers, formula, breast milk, baby food, special foods, change of clothing or anything else necessary for my child's care.
- 16) Discuss my concerns and keep open communication lines with my child's teacher and the Center Director seeking to avoid problems and misunderstandings.
- 17) Respect all AJLA staff.

\*I understand that failure to abide by AJLA policies and procedures may result in my child's enrollment termination. Disregard of Center Policies can include: ignoring state licensing rules

and regulations; not keeping my child's tuition current, aggressive, loud  
and argumentative  
interactions with Center employee or the Director; sexual harassment;  
hostile phone calls, voice  
mails, faxes or email communication.

Above all, AJLA reserves the right to maintain a fun safe  
developmentally appropriate learning environment for the children we  
serve.

Our goal is to positively impact your  
Child's Social emotional development and establish a smooth transition  
between home and school in ways that enhances your child's  
development.

Parent's Name:

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Signature:

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Date:

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Child's Name:

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