

Discipline and Guidance:

1. Positive Reinforcement: Staff members will utilize positive reinforcement techniques to encourage desirable behavior in children.
 2. Clear Expectations: Age-appropriate behavioral expectations will be clearly communicated to children and reinforced consistently.
 3. Redirecting Behavior: When inappropriate behavior occurs, staff will redirect the child's attention to a more appropriate activity or behavior.
 4. Time-Out Policy: Time-out will be used sparingly and only as a last resort for extreme behaviors. It will be implemented in a calm and non-threatening manner, with clear explanations provided to the child.
 5. No Corporal Punishment: Under no circumstances will corporal punishment be used as a form of discipline.
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Procedures for Release of Children:

1. Authorized Pick-Up: Only individuals listed on the child's authorized pick-up list will be permitted to collect the child.
 2. Verification: Staff members will verify the identity of the person picking up the child by requesting photo identification.
 3. Sign-Out: Parents or authorized individuals must sign the child out upon departure.
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Suspension and Expulsion:

1. Warning System: A progressive warning system will be implemented for repeated or severe behavioral issues.
 2. Parent Conference: If behavioral concerns persist, a conference will be scheduled with the parents to discuss strategies for improvement.
 3. Suspension: In extreme cases, temporary suspension may be necessary to address behavioral issues.
 4. Expulsion: In cases of severe misconduct or persistent issues, expulsion may be considered after careful review and consultation with parents.
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Illness and Exclusion Criteria:

1. Symptom Monitoring: Staff will monitor children for signs of illness throughout the day.
 2. Exclusion Criteria: Children displaying symptoms such as fever, vomiting, diarrhea, or contagious infections will not be permitted to attend until symptoms have subsided for at least 24 hours.
 3. Notification: Parents will be promptly notified if their child becomes ill during care.
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Emergency Plans:

1. Emergency Evacuation: Staff members will conduct regular drills to practice emergency evacuation procedures.
 2. Communication: In the event of an emergency, parents will be notified immediately via phone and/or email.
 3. Reunification: Procedures are in place for the safe reunification of children with their parents or authorized guardians in the event of an evacuation.
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Procedures for Conducting Health Checks:

1. Daily Health Checks: Staff will conduct daily health checks upon arrival to identify any signs of illness or injury.
 2. Documentation: Any health concerns observed will be documented and communicated to parents.
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Procedures for Dispensing Medication:

1. Authorization Form: Parents must complete and sign a medication authorization form before any medication can be administered.
 2. Storage: Medications will be stored securely and administered by trained staff members following proper dosage instructions.
 3. Documentation: All medication administrations will be documented accurately, including dosage, time, and any observed effects.
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Immunization Requirements for Children:

1. Compliance: Children must be up-to-date on all required immunizations as mandated by state regulations.
 2. Documentation: Parents are required to provide documentation of their child's immunization records upon enrollment.
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Safe Sleep:

1. Safe Sleep Environment: Cribs and sleeping areas will be free from hazards and maintained according to safe sleep guidelines.
 2. Supervision: Staff members will regularly check on sleeping children to ensure their safety and well-being.
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Meals and Food Service Practices:

1. Nutritional Guidelines: Meals and snacks provided will meet nutritional guidelines established by state regulations.
 2. Allergies and Dietary Restrictions: Staff will accommodate children with allergies or dietary restrictions, with appropriate documentation and communication from parents.
 3. Meal Times: Regular meal times will be scheduled, and children will be encouraged to try a variety of foods.
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Procedures for Parents to Discuss Concerns with the Director:

1. Open Door Policy: Parents are encouraged to schedule meetings with the director to discuss any concerns or feedback they may have.
 2. Confidentiality: All discussions will be held in confidence, respecting the privacy of the families involved.
 3. Resolution: Every effort will be made to address and resolve concerns in a timely and satisfactory manner.
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Procedure to Visit the Center Without Securing Prior Approval:

1. Open Visitation: Parents are welcome to visit the center during operating hours without prior approval.

2. Sign-In: Visitors must sign in at the front desk and wear a visitor badge while on the premises.

Procedures for Parents to Contact Child Care Licensing, DFPS, Child Abuse Hotline, and CCL Website:

1. Contact Information: Contact information for relevant agencies will be provided to parents upon enrollment.
2. Reporting: Parents are encouraged to report any concerns regarding licensing compliance, child welfare, or abuse to the appropriate authorities.
3. Confidentiality: All reports will be handled with confidentiality and discretion.

Note: These policies and procedures are subject to periodic review and updates as needed to ensure compliance with current regulations and best practices. Parents will be notified of any changes in advance.