

# Harmony Hill Preschool Family Handbook

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## Our Philosophy...

At Harmony Hill Preschool we believe that your child's preschool years are crucial to developing a healthy attitude towards learning. We strive to make the transition from home care to elementary school a harmonious one by providing a stimulating environment, using exceptional educational resources, and by encouraging all children to explore their world in a fun and safe manner.



Come develop a love for learning!

**1500 Double Creek Drive**  
Round Rock, Texas 78664

512-535-3292

[www.harmonyhillpreschool.com](http://www.harmonyhillpreschool.com)

[www.facebook.com/HarmonyHillPreschool](https://www.facebook.com/HarmonyHillPreschool)

[director@harmonyhillpreschool.com](mailto:director@harmonyhillpreschool.com)

# Welcome to Our Program

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At Harmony Hill Preschool we believe that your child's preschool years are crucial to developing a healthy attitude towards learning. We strive to make the transition from home care to elementary school a harmonious one by providing a stimulating environment, using exceptional educational resources, and by encouraging all children to explore their world in a fun and safe manner.

## Daily Instruction and Curriculum

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We provide classroom instruction to children 18 months thru Pre-K. There are 2-day, 3-day, and 5-day programs available to meet the needs of each family. We have low student to teacher ratios to provide more individualized time for each child. Our hours of operations are 9am to 1pm, Monday thru Friday. The director will be available for conferences from 8:45am until 1:15pm daily (or by appointment). Parent/Teacher conferences can be scheduled from 8:30am to 8:45am or from 1:15pm to 1:30pm daily. We will follow the Round Rock ISD calendar for holidays and bad weather days. We will be closed on all early release days. In the case of inclement weather, we will adhere to the Round Rock ISD policies. If they close school, we will be closed. If they are delayed by 2 or more hours, we will be closed for that day. We have an open door policy at Harmony Hill Preschool, and we welcome the opportunity for parents to come share their day with us.

Harmony Hill Preschool will provide classes in music, cooking, science lab and body movement at no additional cost. These activities are provided in addition to our weekly theme based Creative Pre-K curriculum and supplemented by the Frog Street curriculum, Zoo Phonics and Handwriting without Tears. Our classroom centers will consist of arts and crafts, social development, games, blocks, language arts, math, science, social studies and pre-academics.

Activity classrooms will be utilized by children ages 18 months to Pre-K. These will be large classrooms that are specific for body movement and free exploration time. They will consist of a home living center, dramatic play areas, puppet theaters, large rug games and other learning opportunities.

# Tuition, Deposit and Fees

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## **Tuition Rates beginning Sept 1, 2018**

|  |                  |
|--|------------------|
| 2 days per week (Tuesday and Thursday)         | \$225.00 / Month |
| 3 days per week (Monday, Wednesday and Friday) | \$295.00 / Month |
| 5 days per week (Monday – Friday)              | \$450.00 / Month |

## **Deposit applied to May's tuition\*\*beginning Sept 1, 2018**

|   |          |
|---|----------|
| 2 days Deposit (Tuesday and Thursday)         | \$112.50 |
| 3 days Deposit (Monday, Wednesday and Friday) | \$147.50 |
| 5 days Deposit (Monday – Friday)              | \$225.00 |

Your deposit will be counted towards the month of May's tuition. If for some reason you withdraw prior to the first day of class and have paid this deposit up front, it will be refunded. If proper notice and documentation is given, we will use your deposit to cover your last two weeks tuition. After your child begins our program, this deposit will not be refunded for any reason. If you withdraw from our program during the school year and then return, this deposit will be required upon re-enrollment.

\*No deposit is required for our summer program. As no deposit is required for our summer program, these two weeks will still require tuition payment.

We provide a full academic curriculum from September through May and an 8 week summer camp in June and July. We are closed the month of August.

## **Non –Refundable Fees**

|  |          |
|--|----------|
| Fall registration fee:                         | \$100.00 |
| Spring Registration fee:                       | \$50.00  |
| Supply Fee Due September*:                     | \$100.00 |
| *prorated if enrollment starts after September |          |
| Summer registration/supply fee:                | \$50.00  |

Fees are assessed per student. Fees are subject to change at the beginning of any session. Our prices are based on an average of the entire school year. Tuition will be consistent for every month regardless of holidays or school closures. This includes the months of November, December and May. You are required to pay your tuition every month even if your child is ill or your family chooses to vacation for an extended period of time. If you choose not to pay your

tuition your child may lose their spot upon returning. You will be required to pay new registration, supply fees and tuition requirements to re-register your child.

We offer a 10% discount for active military families on tuition only. We also offer a 10% discount for families with more than one sibling attending. The discount applies to the lesser monthly tuition rate only.

Tuition is due on the 1st day of school each month. We accept cash and checks at this time made payable to **Harmony Hill Preschool, LLC**. Please provide your child's name on your check. You may deposit payments in the tuition box, located on the back wall of the office. If paying directly from a bank, please note processing and shipping may take 10 business days. Return checks may be subject to a reissue fee.

**Late Fees:** A late charge of \$25 will be added to your account if payment is received from the 11<sup>th</sup> - 16<sup>th</sup> of each month. If payment is received from the 17<sup>th</sup> – 21<sup>st</sup> it will be a \$50 fee. Your child will be withdrawn if payment is not received by the 21<sup>st</sup> of the month. Absence from school due to illness, vacation, etc. will not affect due dates unless prior arrangements have been made with the office.

**Absences:** Students are expected to attend the school year consistently from September to May for each school year enrolled. If you plan on taking an extended leave of absence, you are required to pay your tuition while on leave. Failure to do so will result in the loss of your child's enrollment in our program.

## Attendance

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Students are expected to attend the school year consistently from September to May for each school year enrolled. Please call the office at 512-535-3292 to let us know if your child will be absent. Upon returning to school, a doctor's release will be needed for chicken pox, measles, mumps, pneumonia, whooping cough, influenza, strep throat or other contagious illnesses.

In order to change the number of days your child attends, you are required to stop by the office and fill out a form. These will be made on a first come basis. You are only allowed to make one change request per year. During the months of November, December and May there will be no change requests accepted.

# Refunds

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No part of the registration fee, deposit payment or supply fee will be refunded because of absence, failure to continue, or withdrawal of a child from Harmony Hill Preschool. Certain exceptions may be made, such as in the instance of a child being professionally identified and/or documented with special needs that cannot reasonably be provided through our program. If for some reason you withdraw prior to the first day of class and have paid the deposit up front, the deposit will be eligible for refund.

# Withdrawal Policy

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We require that you give a two weeks' notice prior to withdrawing your child from our program. The deposit will be applied to your two week period. As stated above, no part of the registration fee, deposit payment or supply fee will be refunded. Written notice must be given to the office. Even if your departure is immediate, you will not be refunded your deposit. This allows us enough time to fill the spots and limit disruptions to the students and teachers.

\*A two weeks' notice is still required for our summer program. As no deposit is required for our summer program, these two weeks will still require tuition payment.

# Daily Routines for Children's Drop Off

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Our arrival and departure schedule is divided into three, 10-minute increments beginning at 8:45am. You will be given a parking pass upon enrollment that will give you both a drop-off and pick-up time period. We ask that parents arrive promptly at their designated time. This will allow the parking lot to be cleared for the next group of students. Please be considerate of other parents and mindful of children at all times.

Our parking times are:

8:45 to 8:55am/12:45 to 12:55pm

8:55 to 9:05am/12:55 to 1:05pm

9:05 to 9:15am/1:05 to 1:15pm

Students will be released to the parent/guardian that signed the child into his/her classroom for that day, or any person listed under the Required Pick-up Authorization on the enrollment form. Daily sign-in sheets are required in each classroom to insure accountability for each child. It is imperative that each student is signed in and out by a legal or authorized guardian each day. Harmony Hill Preschools hours of operation are Monday through Friday from 8:45am – 1:15pm. For the safety of our students, we will lock the doors from 9:30am until 12:30pm. Only parents of enrolled students will have access to the school during business hours. The office will provide you with a code that will allow you access to the key located outside of the main entrance. Please return the key once inside the building. Please pick up your child in the designated pick up time.

### **Late pick up:**

All students must be picked up by their assigned time each day. In order to accommodate all of our students, parents are required to stay within their assigned parking schedule. A late fee will be charged when picking up your child after 1:15pm. The charge will be \$5.00 starting at 1:16pm and for every five minutes thereafter. The clock in the office will be used to determine the lateness. All charges must be paid by the next school day.

### **Early arrival/Delayed Pickup:**

Harmony Hill Preschool does offer early arrival and delayed pickup on occasion if a parent needs this service. Your child's teacher and a director must have advance notice of your request (24 hours). Early arrival begins at 8:30am and delayed pickup ends at 1:30pm. There is a \$10.00 fee per 15 minutes with proper notification. This fee will be collected at pickup.

## **Documentation/Enrollment Required**

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All registration forms must be completed in their entirety and returned to the office on the first day of school. Please update immunization records and personal information as needed. We will require an update annually for our records at the beginning of each school year.

Parents will be provided with an enrollment packet or can print one online upon registration of their child. Harmony Hill Preschool requires parents to return all completed forms to be signed and dated before the first date of admission. The admission form includes the following:

- Application for Enrollment

Revised August 2018

- Good Health Statement
- Authorization for Emergency Medical Care
- Discipline and Guidance Policy
- Allergy Alert / Allergy Alert Plan
- Policy Statement of Understanding
- Operational Policies and Procedures

Parents will be notified of any changes through email and paper forms of any changes to the policies. They will be delivered the changes on paper in their daily folders to be brought home with their child. The policies are subject to change at any time at the discretion of Harmony Hill Preschool. Parents will sign an amended Policy Statement of Understanding to the changes.

## Clothing/Diapers and Potty Training

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Please send a change of clothes with your child each day they attend school. An extra pair of socks and underwear is encouraged, especially if your child is in the process of potty training. Students in diapers should be supplied with an adequate amount of diapers and wipes for each day. We ask that disposable diapers be used while at school. We will not send home any article of clothing that we deem unsanitary. Please label your child's belongings and replenish as needed.

We do not accept cloth diapers. We do not have the proper sanitizing methods for cleaning them. Thank you for your understanding.

We ask that all students entering the 3-year-old classrooms and above be potty trained. The schedules and facilities of our older students cannot accommodate diaper changes. As a result, we ask that potty trained students be in underwear, without regular accidents and have the ability to verbalize the need to use the restroom.

## Procedures for Medical Emergencies

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If critical illness or injury requires immediate attention of a physician, we will use the child's Emergency Medical Release form to get physician information if necessary. We will give the child First Aid treatment or CPR if needed, and contact the identified physician on the child's record. We will also contact 911 emergency medical services if necessary. We will remove the

child from the situation if appropriate and ensure the other children in the group have proper supervision.

## Procedures for Dispensing Medications

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Harmony Hill Preschool does not administer daily medication.

An owner/director maintains the right to administer a medication to a student in the event of a medical emergency to prevent a death or serious bodily injury.

If any employee receives verbal or electronic authorization to administer medication, notify the owner/director. An owner/director may then administer the medication.

The owner/director may administer medication (single dose) to a student without a signed authorization (in the case of an emergency) if the student's parent or legal guardian:

- Submits to an employee or director an authorization in electronic format that can be viewed or saved.
- Authorizes an employee or director by telephone.

### **Food Allergies:**

We do accept the daily storage of an Epi-pen or inhaler as well as antihistamines for diagnosed food allergies. In the event of an allergic reaction to contact with a food, we will follow the child's action plan for their allergy. If necessary, we will begin with the antihistamine and then proceed to the Epi-pen. Each child with a diagnosed food allergy has specific plans to follow for their medication. These plans are given to us and signed by the child's physician. We will keep and store all necessary medication for that child in the classroom that the child is assigned to.

### **Sunscreen and Bug Repellent:**

If you would like to have your child wear sunscreen or bug repellent during outdoor playtime, we ask that you apply the sunscreen or bug repellent to your child prior to them coming to school each day.



# Illness and Exclusion Criteria

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For the safety of our staff and students, we follow strict guidelines set by the Department of Protective and Regulatory Services. These policies are to protect the spread of communicable diseases. Upon returning to school, a doctor's release will be needed for chicken pox, measles, mumps, pneumonia, whooping cough, influenza, strep throat or other contagious illnesses.

Children will not be permitted in the classroom with the following symptoms:

\*Fever, 100 or higher (child must be fever free without medication for 24 hours)

\*Eye drainage or redness

\*Vomiting and/or Diarrhea (child must be symptom free without medication for 24 hours)

\*Rash of any kind

All parents will be contacted immediately if their child exhibits any of the above symptoms or is unable to participate in class. For the safety of our students, we ask that you pick up your child promptly when called upon. We will also contact parents if an outbreak of any the above-mentioned diseases occur with one of our students. Parents will be notified in writing of any incident to their child, or illness while in our care. An incident/illness report form will be provided and must be signed within 48 hours of when the incident occurred.

## Procedure for Health Checks

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If a child becomes ill or injured while in care at Harmony Hill Preschool we will take the following measures to ensure they are taken care of.

- Look at the general appearance of the child
- Do they appear listless, in pain or having difficulty moving
- Check for difficulty in breathing, check for excessive coughing
- Look for pale or flushed skin, rashes, sores or swelling
- Ask if stomach is hurting, check for diarrhea
- Look for runny, nose, watery eyes or pulling on ears
- Take Temperature as needed
- Provide First aid if necessary

Revised August 2018

If a child has a fever a parent will be notified and the child will be sent home. If the child's stomach is hurting or they begin to vomit or have diarrhea they will be sent home.

If a child gets injured at Harmony Hill Preschool First Aid will be provided as necessary. Wound sites will be cleaned and band aids will be applied. If an ice pack is needed it will be applied to an injury for swelling or pain.

Anything beyond minor injuries parents will be notified immediately. If more than first aid is required or an emergency we will contact emergency personnel.

## Procedures for Parental Communication

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Parents will be notified of all activities occurring at Harmony Hill Preschool by monthly newsletters. We also update our website with current information as well as our Facebook page. We have a bulletin board in the front activity center that has current information as well. Parents will receive information in email from their child's teacher about the activities specific to that classroom. The Director or Owner is available by email or phone Monday through Friday during normal business hours. A meeting can be set to discuss any concerns a parent may have during school hours or before or after regular business hours to ensure their needs are being met. You can contact the director at 512-535-3292 or by email at [director@harmonyhillpreschool.com](mailto:director@harmonyhillpreschool.com).

## Meals and Food Policies

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Each parent at Harmony Hill Preschool is responsible for providing your child's snack, lunch and drinks (including a filled water bottle) on a daily basis. **Please label the lunch box, snack and drinks with your child's name.** We ask that you provide nutritional snacks like fruit, crackers, dry cereal, cheese sticks or granola bars. If you send a dessert for lunch time, we will ask that your child eats all other lunch items prior to eating it. Please send meals that are simple and will allow your child to manage his/her lunch on their own. If necessary, please cut up appropriate foods to avoid choking. We will not have the resources available to heat/refrigerate any food nor can we hand feed a student.

**Allergies:**

Please make your child's teacher and a director is aware of your child's allergies upon enrolling (nuts, latex, fire ants, etc). Peanut products are allowed in a classroom unless a student presents with an EpiPen. A peanut allergy will deem the classroom a "PEANUT FREE ZONE". We will not serve a child a food identified on the child's food allergy alert plan. We do not use any nuts during our cooking class and we strongly discourage the sharing of food between students.

This will be true for all other food and life threatening allergies. You will be made aware of these allergies for each classroom.

Our staff is trained in CPR/First Aid, including the use of an EpiPen. Please make sure your teacher has one clearly labeled with your child's name and that it has not expired.

**Allergies and Celebrations:**

We ask that if your child has a food allergy and cannot participate in eating foods brought in during special day celebrations or cooking class that you provide something special for them. We can store the items at the school if you would like to have it available for your child, just label it accordingly.

## Immunization Requirements

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Harmony Hill Preschool requires a copy of each child's completed immunization record by the date of admission. Documentation may be the original record or a photocopy of the record. The immunization record must include the following:

- Child's name and birth date
- Number of Dose and Vaccine Type
- Month, Day and Year the vaccine was received
- Signature or stamp of the physician or other health care professional who administered the vaccine.

**Exclusions from Vaccinations: (Effective Feb. 1, 2017)**

**Harmony Hill Preschool will not accept children whose parents have chosen not to fully vaccinate.** Harmony Hill Preschool will however accept children who have not been vaccinated due to a compromised immune system or who have documented adverse reactions to vaccines. They must have a signed affidavit and met one of the criteria listed under Texas Department of

State Health Services rules in 25 TAC §97.62. If a non-vaccinated illness is spreading they will be removed from the school until it is completely cleared. Although we understand each family may make different choices for their child, it is our responsibility to ensure our school is safe for all children.

## Tuberculin Requirements

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The Williamson County and Cities Health District does not require TB testing for licensed preschools at this time

## Hearing and Vision Screening

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Hearing and Vision screening is required for each child at the age of 4. A Good Health Statement is provided to each student with the enrollment packet to provide to the physician to be completed and turned in by the date of admission. If the child turns 4 after admission then they will be required to turn this form in after their 4 year old well check.

## Transportation/Field Trips/Animals

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Harmony Hill Preschool, does not provide transportation, participate in any field trips or allow any animals at the facility at this time.

## Water Activities

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Harmony Hill Preschool will notify parents in writing of any planned water activities involving their child. An authorization section is included on the enrollment form and must be signed, dated and returned to school before any child can participate in water activities

## Parent Advisory Council

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Opportunities are available for parents to participate in their child's preschool experience at Harmony Hill Preschool. Our Parent Advisory Council or PAC helps to build a bridge of

Revised August 2018

communication between the administration, staff and families at our school. Every year we ask for one or two parent liaisons per classroom, per program to form the PAC. The PAC will help plan school events, fundraisers, teacher appreciation days and review school policies.

## Minimum Standards

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Harmony Hill Preschool is a State Licensed school with the state of Texas. We have a copy of the standards available for your review in the office at any time. We also have a copy of our latest inspection report in the front activity center.

## Gang Free Zone

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Harmony Hill Preschool is a gang-free zone. We adhere to all Texas Penal Code that no gang activity will occur within 100 feet of our center. We have notice of this posted on the front bulletin board by the front door.

## Emergency Preparedness Plan

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We follow all state guidelines for monthly fire drills, severe weather drills, sheltering in place, lock down and emergency evacuations. In the event of a threat to our safety or natural disaster, our first choice will be to shelter in place. Parents will be contacted by phone and kept informed until it is safe to evacuate the building. If an evacuation is necessary, we will transport all students to Cedar Ridge High School until all students are safely reunited with a parent or legal guardian (listed on student's admission form).

**Cedar Ridge High School, 512-704-0100**

**2801 Gattis School Rd, Round Rock, TX 78664**

## Breastfeeding Area

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If you are a nursing mother and need a place to nurse your child, please visit the office. We will provide you with a comfortable place to meet your needs.

# Preventing and Response to Abuse/Neglect

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Every year each employee is required to take one hour in Child Abuse and Neglect training to keep current on their knowledge.

During New Employee Orientation each Employee is given the pamphlet “Kids Should Be Seen and Not Hurt”. The warning signs about both physical and emotional abuse are discussed.

## Vaccines for Employees

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The Department of Family and Protective Services recommends “Each employee receive vaccines for the vaccine-preventable diseases”. (42.04305) Harmony Hill Preschool recommends a flu shot for all healthy, able employees.

## Photo Disclaimer

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Harmony Hill Preschool requests the right to photograph each student for use in our program only. Photos will be used for classroom décor, curriculum and scrapbooks. Photos may be used on our website if permission is given. We will not share images with the public without parental notification and consent. We are not liable for photos taken by parents at special events and then shared on social media sites.

## Biting/Hitting/Pinching Policy

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Although biting is a developmentally appropriate behavior for many toddlers and young children, it can still lead to distress for the bitten child and their parents. We have a four-phased approach to biting to help alleviate this issue. This policy will also be used for pinching and hitting. **This policy will also be used for any behavior which causes excessive disruption in the classroom.**

1. The first incident, the parent will be notified immediately and an incident report will be written up.
2. The second incident, the parent will be notified immediately and asked to come and pick their child up for the remainder of the day.

3. The third incident, the parent will be notified immediately and their child will be suspended from attending school for one week.
4. The fourth incident, the director will consider the option of asking the parent to remove their child permanently from our program.

## Non Discrimination

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Harmony Hill Preschool does not discriminate by race, color, national and ethnic origin.

## Pesticide Treatment

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Harmony Hill Preschool has a licensed pest control company come out and treat the premises of the building on the first Monday of every month. We have a posted notice of this intent on the front bulletin board by the front door.

## Discipline and Guidance Policy

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Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectation daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L.

## Licensing/Abuse Hotline and DFPS Website

Contact information:

Local Licensing Office: 512-834-3426

Child Abuse Hotline: 1-800-252-5400

DFPS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)