

*Punkin Patch*



**DAYCARE**

*where kids love to play*

**725 East Renfro**

**Burleson, TX 76028**

**817-447-1287**



# Punkin Patch

## Daycare Center, Inc.

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I acknowledge receipt of the facility's operational policies, including those for (Check all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> Discipline & Guidance   | <input type="checkbox"/> Procedures for release of children   |
| <input type="checkbox"/> Challenging Behavior Policy                                   | <input type="checkbox"/> Illness & exclusion criteria   |
| <input type="checkbox"/> Emergency plans   | <input type="checkbox"/> Procedures for dispensing medications  |
| <input type="checkbox"/> Procedures for conducting health checks                       | <input type="checkbox"/> Immunization requirements for children   |
| <input type="checkbox"/> Safe sleep  | <input type="checkbox"/> Meals and food service practices   |
| <input type="checkbox"/> Procedures for parents to discuss concerns with director      | <input type="checkbox"/> Procedures to visit the center without securing prior approval                                     |
| <input type="checkbox"/> Promotion of indoor & outdoor physical activity               | <input type="checkbox"/> Procedures for supporting inclusive services   |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and CCL website |
| <input type="checkbox"/> Parent Rights   | <input type="checkbox"/> Developmental Milestone Policy   |

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Parent/Guardian Signature

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Date

(All forms will need to be updated annually)

## **Punkin Patch Philosophy**

Punkin Patch is Johnson County's leading childcare provider. Our program gives children aged 6 weeks through 12 years enriching opportunities to develop the whole child. We focus on learning through child directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with caregivers who are dedicated to enriching children's lives.

## **Staff Training**

Our staff is here to assist your child in making their stay enjoyable. All staff are trained and have extensive knowledge in Early Childhood and specific training in developmentally appropriate practices related to the age of the children they provide care for. Each staff member is trained upon employment and annually thereafter in Abuse/Neglect, SIDS, and Transportation. By using handouts and brochures (located upon request) we will increase employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Using videos at staff meetings, handouts, and fliers we will increase employee awareness of prevention techniques for child abuse and neglect. Our center will coordinate communication between our center, parents and appropriate community organizations for information to handle specific situations or questions from parents or employees including actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. All staff members are trained to be alert of anything "out of the ordinary" with a child in how they appear, act and what they say. Staff members are trained to be observant in the relationships between family members and a child. This training is for recognizing abuse/neglect whether it be physical, sexual, or emotional. All information for training was taken off the DFPS website. The Texas Abuse Hotline number is 1-800-252-5400 or go to Texas Abuse Hotline e-Report Site to report anything suspicious.

## **Goals and Objectives**

It is our goal to serve each child and family with the highest quality of caregiving and opportunities for parent involvement. We offer extracurricular activities that focus on the arts. We also offer programs for mental, social, spiritual and physical growth.

## **Hours of Operation & Closing Dates**

Punkin Patch is open from 6:00am-6:30pm Monday - Friday, January - December. We close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the following Friday, Christmas Eve & Christmas Day, New Year's Eve. (Depending on when the Holiday falls our days may vary. We post notices on the door to keep parents informed). In the event of overnight "Bad Weather" we will follow BISD's and/or The City of Burleson's closing procedure. If BISD and/or The City of Burleson has a delayed start time we will open at 8:00am. If BISD and/or The City of Burleson is closed, we will remain closed for the day until school resumes. We will also post on our Facebook page and send a message through ProCare Connect App. if we are closed or delayed. We ask that you have your child at the center by 9:30 AM unless you have prior approval from the office.

## **Infant-Toddler Program**

Caregivers are specially trained to care for Infants and Toddlers. Each caregiver is certified in Infant CPR & First Aid as well as sudden infant death syndrome (SIDS), Shaken Baby Syndrome (SBS) & Early Brain Development. Certification is renewed on a yearly basis through a licensed instructor. Caregivers must also receive career enrichment training hours in Child Development throughout the year. The infants and toddlers are grouped in a small group setting ensuring individual attention is given. The Curriculum Director has

Planned enrichment activities, including outdoor play, for each morning and afternoon for these little ones. A daily communication sheet is sent home each evening detailing the events of the day.

#### **Safe Sleep Policy:**

Infants are placed on their backs to sleep without any blankets or other items (by state regulations), They are placed in a crib with a tight-fitting sheet only. If they fall asleep in a restrictive device (such as a bouncy chair or swing or arrives to care asleep in a car seat), the infant will be moved to a crib immediately. Infants are actively observed by sight and sound to ensure their safety. You can furnish a knapsack for your child if you choose. Pacifiers are allowed in the crib with an infant, but the pacifier may not be attached to a stuffed animal or the infant's clothing by a string, cord, or any other attaching mechanism.

**\*\*As a parent you have the right to supply Breast Milk or to Breast feed in our facility. The breast-feeding station is in the Staff Workroom or in a private location.**

#### **Preschool Program**

The early preschool program is designed to develop the whole child with emphasis on meeting their individual needs. This program offers developmentally appropriate activities for children who are two and three years old. Our curriculum is theme based and is enhanced with the use of learning centers in the classrooms & outdoor play during recess. Each classroom is equipped with 7 exploration centers to offer hands on experiences. These learning areas are Construction Center; Dramatic Play; Art & Writing Center; Reading Center; Manipulative Center; Science Center; Music & Movement Center. Children are provided two daily opportunities for active play (90 Minutes), weather permitting, in which the children make use of both small and large muscles. Children are grouped in small settings to receive the individual attention they so desire.

Yes! We can assist you with potty training and other challenges that two-year-old children encounter. We encourage our parents to communicate the ever-changing needs you may have and how we can help.

#### **K Prep Program**

The preschool program is a Christian based program that is taught to the 3-year-old & 4-year-old children. This program is taught September – May from 8:30-11:00. Children are placed in small groups according to their age and when they enter public school. Parents enjoy the progress reports that are sent home throughout the year to track the learning process. In addition to the preschool curriculum, the children have learning centers in their classrooms to use during free play. Children are provided two daily opportunities for active play (90 Minutes), weather permitting, in which the children make use of both small and large muscles. If you would like more information regarding the learning opportunities scheduled each day, please see the lesson plan placed on the bulletin board in your child's classroom.

#### **Kid's Club**

We provide transportation to Burleson schools and some other surrounding schools. We reserve the right to limit the schools we transport due to the response. Transportation is also provided for field trips. After school, these children can complete homework, enjoy free play time in the learning centers, and play outside. During school breaks and summer, the children stay busy with planned themed activities to do throughout the day, including art, learning centers and active play at the center as well as field trips away from the school (Which are not included in tuition). The children are also provided two daily opportunities for active play (90 Minutes), weather permitting, in which the children make use of both small and large muscles. Children in the Kid Club program do attend water activities with certified lifeguards on duty. If your child cannot swim they will be required to wear a properly fitted and fastened Type I, II, or III U.S. coast Guard-approved personal floatation device that you will be responsible for providing.

## Developmental Milestone Policy

Punkin Patch Daycare uses the CDC Developmental Milestone Checklist to screen children on their development. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parent/guardians, and provide resource information as needed for further screenings/referrals, evaluations, and early intervention and treatment. Local resources will be provided to the parents/guardians, in addition to referral to local agencies specializing in early intervention. A list of early intervention specialists can also be found by clicking on this website:

<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s) annually or based on the needs of the children. (see handout from the CDC website with more information) The CDC milestone checklist also offers an app for families to conduct screenings at home, and different resources that will help their child succeed, and offer community resources. The app and resources can be found at

<https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

## Civil Rights & Food Service

Punkin Patch is a participant of the USDA's Special Nutrition Programs. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution does not discriminate against children, parents, and coworkers for any reason. This includes but is not limited to race, color, national origin, sex, age, or disability. Our Program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities and cultural backgrounds. To file a complaint of discrimination, write to the USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410, or call (800) 795-3272.

Punkin Patch supplies iron fortified formula, cereal, & baby foods for infants. Parents are asked to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.

Punkin Patch provides breakfast @ 6:30am (for children in public school) and 8:00am. Lunch at 11:00 and Snack at 2:00pm and 4:00pm (for children in public school). Menus are available at the beginning of the month. Please advise the center of any allergies. You are welcome to send food for your child to be eaten during mealtimes.

*Punkin Patch is a Peanut Free School.*

## Physical Activity

There are many benefits to physical activity both indoors and outdoors. We provide outside time for all ages according to the Texas Minimum Standards for childcare centers, physical activity can include indoor games, dance, gymnastics or outside play. If extreme weather poses a significant health risk to children, we will not have outdoor activities for that day but will provide other indoor physical activities. We ask that all children dress accordingly to participate safely in all physical activities. We do ask that you apply sunscreen to your child each morning before arriving at the center.

## School Safety Policies & Gang Free Zone

Parents need to personally escort their child(ren) inside the building to electronically sign their child(ren) in and out on the ProCare Connect App. Visitors picking up children must show valid identification before the children are released. (Space is provided to list emergency contacts on the registration forms). Extra security is provided by surveillance cameras that are placed in each classroom, play areas & outside playgrounds. Classrooms also have a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check. Fire and Tornado drills are practiced

monthly. Emergency drills and Lockdown drills are practiced quarterly. Evacuation Plans are posted in the classrooms and lobby for your viewing.

A special alarm is installed in each vehicle that transports children to ensure no child is left behind. This is called a "Child Check Monitor".

We will do our best to provide children with special care needs, accommodations recommended by a health-care professional, or a qualified professional affiliated with the local school district or early childhood intervention program.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First Aid will be applied to minor incidents. In the event medical attention is required we will notify you immediately. Parents are responsible for all medical fees.

Punkin Patch follows all policies outlined in the Texas Minimum Standards for childcare centers. Please, if you have any concerns feel free to contact your director. You can also contact our state licensing representative at 800-252-5400, or [www.txabusehotline.org](http://www.txabusehotline.org), or view the latest report in the front lobby. Punkin Patch is a Gang Free Zone. Any area within 1000 feet of the child-care center is and will be a criminal offense. Any organized criminal activity will be related to harsher penalties.

### **Illness & Health Practices**

Children who are ill should not attend daycare. Punkin Patch observes the standards set by TDHS for ill children. The most common standards for exclusion are:

1. Illness prevents the child from participating in childcare activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety & supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100
4. Symptoms & signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours
5. If a child becomes ill while in care, we will notify the parent immediately. You will then have a maximum of 1 hour to arrive to pick your child up. If the child is experiencing a fever, he/she must be fever free for 24 hours before returning to daycare. The only exception is if there is a doctor's note stating that the child has a non-contagious illness and may return the following day.

Our teachers are not required to have immunizations, but we encourage each employee to receive a flu shot at the beginning of flu season.

**Health Check:** If a teacher has visual signs that a child might be feeling sick, have a rash, injury, or anything out of the ordinary she will contact the Director or Assistant Director. In turn, they will assess the child by doing a Health Check and contacting the parent. The definition of a health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

If a child becomes ill while in our care, we will contact the parent immediately, we will care for the child apart from the other children with proper supervision & give extra attention to hand washing & sanitation practices.

We will not administer medications to children with the exceptions being an Epi-Pen, inhaler, or prescribed afternoon dose of any mental health medication. Medication may be given to children with a signed medical information sheet. These are in the front lobby.

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool & K-Prep programs. A copy must be in the child's file.

### **Absences**

If your child is absent, please inform us about the absence by 9:30 AM to ensure we don't worry! We encourage consistent attendance but understand that absences may occur for many reasons. You can inform us about your child's absence by calling the center at 817-447-1287, emailing the center at [ppdcnro@outlook.com](mailto:ppdcnro@outlook.com) or by sending us a message through the Procare App.

### **Challenging Behavior Policy & Parent Collaboration**

Punkin Patch staff members are trained to use a positive method of discipline & guidance that encourages self-esteem, self-control, & self-direction. Just a few examples used in this situation are praise & encouragement of good behavior instead of focusing only upon unacceptable behavior: reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is "time-out" and is used according to the child's age & development and limited to one minute per year of the child's age. Punkin Patch staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone. All behavior plans/actions and discussions will be framed around the objective of our program.

- a. The child will be told that his/her behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate. (Example: The teacher will ask the child to use his/her words instead of being physical)
- b. The child will be redirected through age-appropriate activities and strategies. (Example: Having the child play with another group of children in a different learning center)
- c. Parents will be notified about the behavior (Through our ProCare app and when the child is picked up). If repeated incidents occur, the director and staff will work with families to develop a plan of intervention that includes (trying a different classroom, communicating with parents on the phone, and early pick-up)
- d. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address the potentially harmful behaviors, such as if the child is a repeat biter the child will be separated from the group and given toys to play with for a few minutes after being told being aggressive is not acceptable, if the child repeatedly bites or has aggressive behavior the parent/guardian will be notified and possibly asked to pick the child up from the center. If after 3 attempts to control the unacceptable behavior, the child may be dis-enrolled from the facility.
- e. Parents will be kept informed of their child's progress daily or weekly, conversations through the ProCare app, pick-up, email, and/or conferences

It is important that we partner to help resolve any challenging behaviors. We are a team and want what is best for your child(ren).

We reserve the right to terminate a child for the following reasons (but not limited to): Failure to pay, Routinely late picking up child(ren), Lack of parental cooperation, Serious Illness of a child, Physical or verbal abuse to any person on the property, Our inability

to meet the child's needs, Lack of compliance with regulations and Failure of child to adjust to the center after a reasonable amount of time. The center's Director has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

When there is a custody agreement in place we will not pick sides or get involved with "parent time" or days of visitation. In the event you choose not to follow a court ordered visitation agreement and it puts the center in the middle of it, your child's care will be terminated. We cannot legally stop a parent from accessing their child unless there is an order stating they are prohibited. We must have a copy of the custody agreement on file, if there is not an order on file stating a specified custody agreement we will release the child to any parent, authorized pick up or emergency contact listed on the enrollment paperwork without prior approval.

### **Emergency Preparedness Plan**

In an emergency this center will be relocated to Pathway Church location at 325 NW Renfro, Burleson, TX 76028. 817-295-5832. Please see the parent board for more information on the Emergency Preparedness Plan. Copies are available for you to review.

### **Personal Belongings**

Parents must supply all diapers, wipes & diapering accessories for their child. Clean Bottles & "Sippy Cups" must be brought to school each day. These will be sent home at the end of the day for cleaning. Children who are not completely "potty trained" should always have an extra change of clothing at the center. Please label everything with your child's first and last name. Each child will have a cot provided to sleep on at naptime. You can bring a small blanket (excluding infants) and/or pillow. These must be small enough to store in your child's cubby. Please take the blanket and pillow home each Friday to wash.

We use washable crayons, markers & paint during art time. Although, the children's clothing may get stained from just being kids! Please dress your children in play clothes and close-toed shoes with backs on them since PLAY is what we do!!

We limit screen time to 1 hour per day for children 2 and up, so please keep all electronic devices at home.

Please apply sunscreen every day before arriving at school.

Please leave all valuable items at home since Punkin Patch cannot be responsible for broken or lost items.

### **Documents Required for Enrollment**

1. Completed and signed enrollment forms.
2. Registration Fee
3. Signed Tuition Agreement
4. Current Immunization Records  
(Infant-Toddler, Preschool, & K-Prep Programs only)
5. Signed statement from a health care provider who has examined your child within the past 12 months indicating that the child is physically able to participate in the childcare program.  
(Infant-Toddler, Preschool, & K-Prep Programs only)
6. ProCare Connect App (This is our childcare software app; it will give you access to pay your tuition online and keep all personal information correct and current)

Parents will be notified in writing or through the ProCare Connect App. of any changes made to the parent policies. Any questions about the policies can be directed to the Center Director.

### **Tuition Policies**



Tuition is due Monday morning each week. You have the option of signing up for auto draft (Tuesday) with a check(ACH) or a debit/credit card. A payment processing fee in the amount of \$1.00 will be applied for all ACH drafts and a 3.25% will be applied for all debit/credit card drafts. You also have the option of using your debit/credit card through the ProCare App or having management at the center input the information. A payment processing fee of 3.25% will be added to your account for this transaction. We also accept written checks and cash payments with no payment processing fee. An NSF fee will be charged in the amount of \$30.00 for all returned checks. If two payments are returned, you will be required to pay your account by cash. If tuition is not paid by Tuesday at 6:30 pm your account is considered delinquent, and you may be asked to withdraw your child until your account is made current. A late fee in the amount of \$10.00 will be charged to the account for all accounts with a balance on Wednesday's.

### **Vacation Credit:**

Tuition is charged regardless of the number of days present. Vacation Credit is issued when the child(ren) is absent the full week. Each family has access to three (3) weeks of vacation credit per year beginning September 1<sup>st</sup>. Any weeks remaining do not transfer. The vacation credit is equal to the tuition rate. Accounts must have a 0.00 balance the prior week to use this credit.

### **Extra Fees**

A non-refundable registration fee is due at the time of enrollment. Children enrolled in the Infant through Toddler's & School age Programs are charged a supply fee in the amount of \$50.00 September 1<sup>st</sup>. Children enrolled in the 2's-Pre-K Programs are charged a supply fee in the amount of \$50.00 on the first day of September and the first day of February. This pays for extra activities & consumable toys & supplies. The School Age Program kids will have additional field trip fees that apply when school is out. A Curriculum fee in the amount of \$75.00 will be charged on September 1<sup>st</sup> for all children enrolled in the Three's & Four's Programs.

Punkin Patch closes at 6:30pm. In the event your child is not picked up by 6:30pm a late fee of \$1.00 per child per minute starting at 6:31.

### **Family Participation & Communication**

We encourage our family members to participate and/or attend all events we host throughout the year. Parents that would like to volunteer to attend field trips or any activities during the day that would require prolonged visits to the center would need to have a completed background check on file.

We encourage communication with your child(ren)'s teacher. We schedule conferences twice per year (Fall & Spring). If you would like to set up any additional conferences, please contact the center Director and she can set up a meeting with you and your child(ren)'s teacher. Please do not use drop off/pick up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher. We also send information out through the ProCare Connect app to keep you up to date on your child's progress.

### **Parent's Rights**

You have the right to enter and examine the child-care facility during its hours of operation and without advance notice.

You have the right to file a complaint against the childcare facility by contacting the local childcare regulations office.

You have the right to review the childcare facility's publicly accessible records.

**You have the right to receive inspection reports and information about how to access the childcare facility's online compliance history.**

**You have the right to have the facility comply with a court order that prevents another parent or guardian from visiting or removing your child(ren).**

**You have the right to be given the contact information for the childcare facility's local Child Care Regulation office.**

**You have the right to inspect any video recordings of an alleged incident of abuse or neglect involving your child provided that**

**Video recordings of the alleged incident are available**

**The parent or guardian does not retain any part of the video depicting a child that is not their own**

**The parent or guardian of any other child in the video receives prior notice from the facility**

**You have the right to obtain a copy of the facility's policies and procedures handbook.**

**You have the right to review the facility's staff training records and any in-house training curriculum.**

**You have the right to review the facility's written records concerning the parents or guardian's child.**

**You have the right to exercise these rights without receiving retaliatory action by the facility.**

**You have the right to be free from any retaliatory action by the childcare facility for exercising any of the parents or guardians rights.**

**This childcare facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.**

**This childcare facility must provide a parent or guardian with a written copy of the Parent's Rights no later than the child's first day at the facility.**

### **Annual Policy Updates**

**Our policies and procedures can be updated annually. Updates are prompted due to changing needs for families, children, staff and the program itself. If an update should occur, we will let you know in writing as well as verbally about these updates. In addition, you will be provided with an addendum or a revised handbook. Current handbooks will always be updated on our website at [punkenpatchloveskids.com](http://punkenpatchloveskids.com). Thank you so much for your support.**

### **Referral Program**

**We appreciate your business. If you are pleased with our services, the best thanks we can receive is your referral. If you refer a family to us, we will credit your tuition account \$100 after the new family is enrolled for 90 days.**

**Visit us at**

**[www.punkinpatchloveskids.com](http://www.punkinpatchloveskids.com)**



**Contact us at the Renfro Center**

**817-447-1287**

**[ppdcrenfro@outlook.com](mailto:ppdcrenfro@outlook.com)**

**Director: KayDee Evans**

**Assistant Director:**