

# **Reggio Emilia Multilingual Preschool Academy**

**5710 McCarty Lane  
Austin, Texas 78749  
512-892-5437**

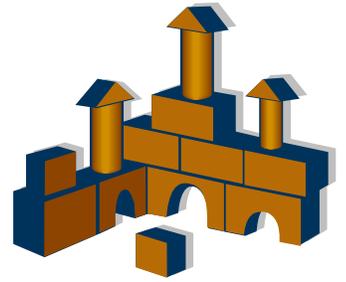
# Email: office@reggioemiliampa.com

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# Just Playing

When I am building in the block center, please don't say I'm "just playing". For you see, I'm learning as I play, about balance and shapes. Who knows, I may be an architect someday.



When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "just playing". For you see, I'm learning as I play; I may be a mother or a father someday.



When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing". For, you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just play". For you see, I'm learning as I play. I may be a scientist someday.



When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "play". For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "just play". I'm learning to follow direction and see differences. I may be a cook someday.



When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing".

For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse or athlete someday. When you ask me what I've done at school today, and I say, "I just played", please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. Today, I am a child and my work is play.



~Anita Wadley~  
<http://justplayingpoem.com/>

# Parent Information

## 1.0 OUR MISSION STATEMENT

Our mission is to provide a loving, safe, and fun, learning environment for children while they are away from their home. We want the children at **Reggio Emilia** MPA to become enthusiastic, lifelong learners. This means that we encourage them to be active and creative while exploring their environment.

Our goal is to help them to become independent, self-confident, inquisitive learners, not just in preschool, but all through their lives. We want to teach them good habits, good attitudes, and help them to develop a positive self-worth. We are not satisfied unless the children are happy, content and eager to come to our campus every day!

## 2.0 CENTER INFORMATION

**Hours of Operation:** Reggio is open year round, Monday thru Friday from 6:30 am to 6:00 pm. We make provisions if you need to drop off between 6:45 and 7:00 however we ask that you let us know in the office prior to taking advantage of this service. PLEASE NOTE: Texas minimum standards and Reggio Emilia limits maximum hours of care for your child to 8 to 9 hours hours per day. We want parents to spend time with their children.

**Holidays (closings)** – We post our yearly holiday schedule on our website and on the parent board at the entrance of the center for your convenience. We will also post reminder notes on our Facebook page and around the sign-in sheets well in advance in order for you to make arrangements for your children on the days we will be closed. We have also started to correspond more by e-mail so you will always be informed!

**School Closing / Bad Weather** – If the Austin Independent School District (AISD) closes due to bad weather, our school will also close. If AISD has a 2-hour delay, **Reggio Emilia MPA** opens at 10:00. On days we are expecting severe weather, please tune in to local radio or TV stations to determine if AISD is closed. An e-mail will be sent out when possible to inform you of a closure. You can also check the **Reggio Emilia MPA** Facebook page.

## 3.0 ARRIVAL AND DEPARTURE

**3.1 Arrival and Departure** – When dropping off, you must accompany your child into the center AND into his/her classroom. When picking up, ensure the supervising staff member acknowledges you before taking your child from the playground or a classroom. You must sign your child(ren) in and out WITH INITIALS on the sign in and out form located in your child's classroom (Infant/Toddler Center) or at the front desk (Pre-School Center). Your child must NEVER leave the building without you! We will not release any child to a person whose behavior appears to endanger the safety of the child; **we will call 911.**

**3.2 Drop off** – Children must arrive before 10:00 a.m. or after naptime at 2:30 p.m. unless you have notified the office that you have an appointment or other extenuating circumstance. This policy is in place because we have found that children acclimate to the classroom much better if they are able to engage in our morning activities before



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they eat and lay down for nap. In addition, please try to make your “good-byes” short and sweet especially if your child is having difficulty saying good bye. We have found that the transition between home and school is much easier on your child when you simply wish them a great day and let them know you will return to pick them up. Our teachers can work more effectively with your child to calm any anxieties when you are not in sight.

**Release (Non-parental pickup)** – Parents must complete the “Child and Parent Information” sheet included in the enrollment packet. This form tells us who is authorized to pick up your child. Please keep this form up to date. When someone other than a parent is going to pick up, you must let the office know ahead of time **EVEN WHEN THEY ARE LISTED ON THE FORM** or we will not release your child until we get ahold of you. In addition to receiving notification from you **AND** being on the pick-up list, they **MUST** be prepared to show a picture ID. At least one local “pick-up” person is necessary in addition to the child’s parents.

**3.3 Verification of Legal Custody** –If we are to refuse child pick-up by a known mom or a dad, we **MUST** have an order from the court. A court order specifies “possession” and who may pick up a child.

**3.4 Late Pick-ups** – Our center closes at 6:00 pm. We have a five-minute grace period **ONLY** for emergencies. If you pick up your child after 6:05, a charge of \$2.00 per minute will apply to each minute after 6:00. This fee is due and payable to **Reggio Emilia MPA**. Frequent late pick-ups and/or non-payment of late fees may result in termination of enrollment and possible further action with a collections agency.

## 4.0 ENROLLMENT POLICY AND PROCEDURE

**4.1 Enrollment** – All registration forms must be completed prior to start date to validate your child’s enrollment. Enrollment will be secured upon receipt of the completed forms and a non-refundable registration fee. Enrollment is limited to maintain a teacher to pupil ratio as regulated by the Department of Family Protective Services. We do not discriminate on the basis of race, color or national origin of the child or parents. If a child is refused admittance, it is due to the state licensing requirements that limit the staff/child ratio, or the staff/child ratio set by the owner/director. In addition, we retain discretion to refuse admission, or request withdrawal, of any child whose needs we cannot meet.



**4.2 Information Update** -- Please update your contact information when necessary. An e-mail with specific information to change can be sent to the office at [office@reggioemiliampa.com](mailto:office@reggioemiliampa.com) . We need to know of changes in phone numbers, addresses, emergency contacts, pick up list, etc. We **MUST** be able to contact you at any time in case of an emergency. The office conducts an annual information update every January. We distribute different colored forms for you to fill out and return to ensure our files are annually updated. (DFPS Licensing requirement)

**4.3 Attendance** – Your child’s attendance is expected therefore appropriate staff members have been scheduled to ensure the safety of each child. If you anticipate any change in your schedule, please notify us as soon as possible.

**4.4 Participation** – When at school, your child must be well and able to participate in activities. Every child must participate in indoor activities and outdoor play. Please do not ask us to keep your child indoors: It is against DFPS standards as well as our rules and regulations.

**4.5 Health Statement** – Upon enrollment, we are required to have a Physicians’ Statement verifying overall good health of your child as well as up to date immunizations. Current immunization status must be maintained throughout your child’s enrollment. Annual vision and hearing screenings are required for enrolled children four or five years of age. In addition, please become familiar with our General Health Policy at the back of this manual.

**4.6 Reasons for Dis-Enrollment** --The following are reasons your child may be dis-enrolled from our center:

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- Non-payment or frequently delinquent tuition
- Ongoing behavior problems that become disruptive to our program-SEE BEHAVIOR PLAN
- Failure to pick up your sick child within one hour of being notified
- Frequent late pick-ups and/or failure to pay late pick-up fees
- Failure to pay late fees

**4.7 WITHDRAWAL** – A **4-week written notice of withdrawal is required**. If a 4-week period is not given, you will be charged **regular tuition for that period**. If you refuse to pay, your account may be sent to a collection agency

**4.8 OPEN DOOR POLICY** – **Reggio Emilia MPA** graciously welcomes parent and guardians to visit during our regular operation hours to observe your child in his/her classroom environment as well attend program activities. You are welcome at any time without having to secure prior approval.

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## 5.0 TUITION

Tuition is due in advance: Monthly on the 1<sup>st</sup> or Bi-Monthly on the 1<sup>st</sup> and 15<sup>th</sup>. We allow one “Grace Day” in case you forget your check book. This grace day is not be used as a DUE DATE or you may lose the courtesy. If you payment is late, a late fee of \$25.00 is applied on both the 1<sup>st</sup> and the 15<sup>th</sup>. When the 1<sup>st</sup> or 15<sup>th</sup> falls on a weekend, payment is due on the Friday before; Monday is the “grace day”. Payment will be considered late on Tuesday. If you pay using Tuition Express, you must schedule your payment by the 1<sup>st</sup> and/or the 15<sup>th</sup> or it will be considered late. This policy will be enforced with no exceptions. Tuition is non-refundable.

**5.1 Fee Structure** – Tuition is broken into 3 categories: Infants (Little Lambs, Caterpillars and Little Ducks), Toddlers (Busy Bees, Monkeys), Pre-school (ages 3-5) Zebras, Giraffes, Super Stars). A break in tuition comes when your child moves into the next classroom category unless tuition has increased and you were grandfathered at a previous rate. *Exception: if your child is moved into the Zebra classroom at 2 ½, your tuition will go down to the Zebra/Giraffe rate once they turn 3.*

**5.2 Activity / Supply Fee** – These funds are due in August and February and are used to purchase classroom necessities. Please note that this fee is not the one time registration fee of \$55. The fee for new enrollees is due the following February or August after first day of attendance.

**5.3 Returned Checks** – A charge of \$30 will be assessed for an insufficient check. If the returned check causes the tuition to be late, the appropriate late fees will also be assessed. (\$5 per day)

**5.4 Vacations** – We no longer offer vacation credit at Reggio Emilia MPA.



## 6.0 CURRICULUM

**6.1 CLASSROOM CURRICULUM** - Each age group has its own developmentally age appropriate curriculum that encompasses all stages of a child’s development. Teachers will prepare daily lesson plans which units of study vary from month to month. The goal of the lessons is to guide behavior, stimulate language development, and develop concepts through active learning. All activities will provide choices to encourage creative expression, critical thinking, and independent choice making. Our teacher’s lesson plans will make learning fun and flexible to help children establish a familiar, secure routine. Areas of exploration will include active learning centers for block play, music & movement, dramatic play, art, puzzles & games, library & pre-reading, pre-writing author center, science & nature as well as small group time. Our program believes in the philosophy of learning through play:

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*“Play is an important vehicle for children’s social, emotional, and cognitive development, as well as a reflection of their development” – NAEYC*

Teachers have an established routine and schedule in which to observe and document each child’s progress and work with parents. In order to help children reach their full potential, we must provide a wide variety of opportunities to establish meaningful relationships with peers and adults.

**6.2 Enrichment Classes** – We are proud to offer your child enrichment classes and activities. Some of the classes we have had in the past are gymnastics, dance, computer classes, swim lessons, and cooking class. Check at the front desk for the current classes offered. Parents will share in the cost of these programs.

**6.3 Prayer and Pledge of Allegiance** – The children at **Reggio Emilia MPA** say or sing a prayer of thanksgiving before each meal. The Pre-Kindergarten classes say the pledge of allegiance each morning. We listen to all kinds of children’s music which may include religious songs.

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**6.4 Toys from Home** – We ask that children NOT bring toys to school. We provide ample toys to play with during the day. We will notify you of special “Show and Tell” days when they may choose a favorite toy from home to share with the class. They will not, however, be able to play with that toy during the day. It will be put in a special place to take home at the end of the day. Toy guns and weapons are not allowed anytime!

**6.5 Class and individual pictures** – We try to have a professional photographer take individual and class portraits of the children twice a year. You are able to buy what you want. Additionally, teachers may take snapshots of your children for classroom projects, parent gifts, to display at the center or to be used on Reggio Emilia website. At no time will photos of your child be used in any other way without your prior written consent. Photograph Permission Form is included in your enrollment packet.

## 7.0 STAFF

**7.1 Primary Staff:** All staff members participate in a continuous program of in-service education and training for professional advancement. Each caregiver is required to obtain 30 hours annually. These advancement opportunities give our teachers what they need to keep up with the ever-changing needs of today’s family. Staff is also required to acquire this training in order to maintain our state licensing status.

**7.2 Substitute Staff:** If a teacher becomes ill or is absent for any reason, every effort will be made to secure a Substitute Teacher for the class. Substitutes are required to follow the same employment procedures as primary staff including TXDFPS Criminal History Background Check and FBI fingerprinting process.



**7.3 Volunteering:** Families are welcome to volunteer in all areas of the school. The core of any complete educational experience is parental involvement. At **Reggio Emilia MPA**, we highly encourage parent participation. Due to new revised minimum standard families who wished to volunteer must obtain background and finger prints before you can be around the children.

**7.4 Using our staff for babysitting:** No employee will be permitted to solicit to sell any product or service to a family with a child enrolled at **Reggio Emilia MPA**. **BABYSITTING** for a family with a child currently enrolled at Reggio Emilia or at any time in the last six months is prohibited as it not only creates a conflict of interest for the Center, but also increases the liability for the staff member, the Center and the ownership.

**UNDER NO CIRCUMSTANCES IS BABYSITTING/NANNING ALLOWED.**

**7.5 Line of Command** – Laurie Ahlberg is the owner and Executive Director of Reggio Emilia and Day to Day Operations Director, and REGGIO also has an Office Manager and Curriculum Coordinator available to

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parents. Any one of these management staff are able to handle any concerns, questions, or suggestions you may have. There will always be a manager in charge. If you are unsure what manager is in charge is, ask your child's teacher.

## 8.0 DISCIPLINE AND GUIDANCE

Our goal at **Reggio Emilia MPA** is to provide a nurturing and positive experience for all children. We strive to promote healthy self-esteem and self-discipline. When disciplinary actions are necessary we will show patience and understanding, redirect the child as necessary, be consistent, and talk with the child to better to help him/her understand why the unwanted behavior occurred.

Staff may only use positive methods of discipline and guidance that include at least the following:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.
- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and

If a child's behavior becomes chronic and unresponsive, we may follow any or all of these steps:

- Teacher may request the child be removed from the classroom and taken to the Director's office. If this happens frequently, Reggio Emilia management will set up a meeting with the teacher and parent to implement a Behavior Modification Process in attempt to help the child learn self-regulation. At this point we NEED parent participation. The teacher, management and the parent must work closely together at this point. If you would like to see our Behavior Modification Chart, ask the office and we will provide you with a copy.
- If the Behavior Chart does not work to modify the child's behavior, another meeting will be scheduled to suggest outside resources for the parent to take the child to for early intervention therapy. There are many quality therapy programs in the Austin area, please see the office staff for a referral.
- If we don't get cooperation and participation from the parent, **Reggio Emilia MPA** reserves the right to request immediate withdrawal of the 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;
- (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 inappropriate long periods of time for the child's age.

## 9.0 PARENT COMMUNICATION & NOTIFICATION

**9.1 General Notifications and Communications.** Parents are notified of changes, announcements, and scheduled activities through email notification, the program newsletter posted on the parent board in each

classroom, the program website, program Facebook page and posting in each office. Immediate information will be distributed through written notification given to each classroom teacher

If you have further questions, please contact the office at 512-892-5437 to discuss them with a member of management. You may also email the office at [office@reggioemiliampa.com](mailto:office@reggioemiliampa.com)

**9.2 Parent Conferences** - When your child's teacher is caring for children, the class is his/her first responsibility. For this reason, we ask that any conversation at pick-up and drop-off be limited to pertinent information regarding your child for that day.

Any information to be discussed with a parent that is unusual or special concerning a specific child will be communicated in person by the teacher within 24 hours of the occurrence. Documentation of such discussion will be kept in the student's personal record.

Parents are encouraged to express their concerns, questions, comments and suggestions about program policy, procedure, staff and structure with the Director.

If an issue arises within a particular classroom, please direct your concern to the Lead Teacher first. Give the teacher notice so that a convenient time can be scheduled for either a phone conference or a face-to face conference. It is always best if concerns regarding the care of your child are worked out directly with your child's teacher. If you do not feel your issue is resolved with the teacher and further discussion is necessary, please feel free to schedule a time with the Director. The Director is available Monday-Friday 8:30am to 5pm daily and will make every effort to work with your schedule.

We offer **parent conferences two times a year**. You will have the opportunity to sign up for a convenient time that works for you. During this time, we will review your child's progress based on the learning guidelines shared with you during enrollment. Please contact us if the need arises for any other conference time.

**9.3 Handling Parent Concerns** - If a problem exists, we want it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents are asked to refrain from discussing their concerns with other parents until management is given adequate time to respond. Please follow the steps below:

If your concern is with your child

- If there is an incident serious in nature that needs addressed immediately, speak to the Director.
- Otherwise, first discuss your concern with your child's teacher(s). [*Note: Other staff at Reggio Emilia MPA are discouraged from discussing any concern that has not been addressed by a classroom teacher.*]
- Parents are welcome to visit anytime after the first two weeks of class. Arrangements can be made with the director as well as with the teachers. Keep in mind that while you are present, your child may not behave as he/she normally does. There may be occasions during the year when parent volunteers will be needed in the classroom. Sign-up sheets will be available for you to volunteer. If you sign up, you must be willing to have a Criminal Background Check.
- If the classroom teacher cannot resolve the concern independently and to the satisfaction of the parent, the teacher will bring the matter to the attention of the Director. If you have not heard from the Director within 24 hours, call the Director.
- If a parent brings a concern to the Director without first consulting the teacher, the Director will ask the parent to confer first with the teacher. If the teacher and the Director are unable to arrive at a solution, the teacher will ask the parent to schedule a conference with the Director.
- If the Director is unable to arrive at a solution satisfactory to the parent, within 24 hours, the Director should bring the matter to the attention of the owner, Laurie Ahlberg. For convenience and expediency, the Director may ask the parent or the teacher involved to present the matter to the Owner.

If your concern is with a Reggio policy or procedure

- First discuss your concern with the Director. If the Director is not available, be sure to let the manager on duty know you need to speak to the Director.

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- If the Director is not able to resolve the concern independently and to the satisfaction of the parent, the Director will present the matter to the Owner.
- If a parent brings a concern to the Owner without first consulting the Director, the Owner will ask the parent to confer first with the Director.

**9.4 Modifications to this Manual-** Policies are reviewed annually and updated if necessary. You will be notified in writing of any modifications. You can pick up a copy of this manual in the office, download a copy from our website ([www.reggioemiliampa.com](http://www.reggioemiliampa.com)), or have a copy e-mailed to you.

## 10.0 HEALTH AND SAFETY

**10.1 DAILY HEALTH CHECKS--** Reggio Emilia MPA staff conduct daily health checks of the students as close to arrival as possible. Each classroom has a posting of the types of health conditions that a teacher would need to know. They include but **are not limited to** scratches, bites, temperature (fever), fatigue, lethargy, general health, etc.



Mary had a little lamb,  
she also had the flu.

And when she left her preschool class,  
the others had it too.  
So anytime your child is sick,  
please keep her home with you.

Then the children in our care  
will be much healthier too!



**10.2 ILLNESS AND INJURY--**According to Dept. of Family & Protective Services this is our policy for children who are or become ill while in our care.

**§746.3601 What type of illness would prohibit a child from being admitted for care?**

*Subchapter R, Health Practices  
Division 3, Illness and Injury  
December 2010*

We **cannot not admit an ill child** for care if one or more following exists:

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (3) The child has one of the following, unless **medical evaluation by a health-care professional** indicates that you can include the child in the child-care center's activities:
  - (A) Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness;
  - (B) Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness;

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- (C) Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
- (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

In addition, children should be **excluded from attendance** for the following:

- Excessive coughing, runny nose with colored discharge, muscle aches, chills, unexplained rash, etc
- Conjunctivitis (pink-eye)-the child's eye(s) must no longer be pink or have discharge in order to return to the center. (typically symptoms subside after 24 hours on prescription eye drops)
- Upper respiratory infections, such as sinus or bronchial. If a physician prescribes antibiotics or medications to treat infections, the child may not return until he/she has been treated with prescription for a minimum of 24 hours.
- If a child is sent home with a referral to a physician or sick visit, a note from the doctor must accompany the child upon his return stating that the child is able to return to childcare.
- Parents are asked to keep their child at home when the child shows any of the above symptoms within the past 24 hours. This policy is for the protection of your child as well as the other children.
- If a doctor has diagnosed your child with a communicable disease/virus, you **MUST NOTIFY THE DIRECTOR IMMEDIATELY!!!** Parents are notified by posted note and sometimes e-mail **Initials\_\_\_\_\_**
- within 48 hours if a child in our care has contracted a communicable disease, (whooping cough, chicken pox, measles, etc.) The center is responsible for reporting certain diseases to both the Travis County Health Dept. and the Dept. of Family and Protective Services.

In the event of sudden onset of illness, **Reggio Emilia MPA** will contact the parents or emergency contact listed on the enrollment form to pick up the child. If possible, we will care for the child apart from the other children. We will give appropriate attention and supervision until the child is picked up and given extra attention to hand washing and sanitation if the child has had diarrhea or vomiting.

**10.3 MEDICATION -- Reggio Emilia MPA reserves the right to refuse to administer medication to a child. We will follow the regulations set forth by Child Care Licensing provided we get full support and understanding from the parents.**

Per TX Dept. of Family & Protective Services:

**What authorization must I obtain before administering a medication to a child in my care?**

§746.3803 Subchapter S, Safety Practices  
Division 2, Medications and Medical Assistance March 2012



(a) Authorization to administer medication to a child in your care must be obtained from the child's parent:

- (1) In writing, signed and dated;
- (2) In an electronic format that is capable of being viewed and saved; or
- (3) By telephone to administer a single dose of a medication.

(b) Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

(c) The child's parent may not authorize you to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.

(d) Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.

## §746.3805 How must I administer medication to a child in care?

(a) Medication must be given:

- (1) As stated on the label directions; or
- (2) As amended in writing by the child's health-care professional.

(b) Medication must:

- (1) Be in the original container labeled with the child's full name and the date brought to the center;
- (2) Be administered only to the child for whom it is intended; and
- (3) Not be administered after its expiration date.

(c) When you administer medication to a child in your care, you must record the following:

- (1) Full name of the child to whom the medication was given;
- (2) Name of the medication;
- (3) Date, time, and amount of medication given; and
- (4) Full name of the employee administering the medication.

### 10.4 MEDICAL EMERGENCY

In the event of a critical illness or injury that would require the attention of a physician the **Reggio Emilia MPA** program will:

- (1) Contact Emergency Medical Services and take the child to the nearest emergency room
- (2) Give your child first-aid treatment or CPR when needed
- (3) Contact the physician identified in the child's record
- (4) Contact the child's parent or emergency contact

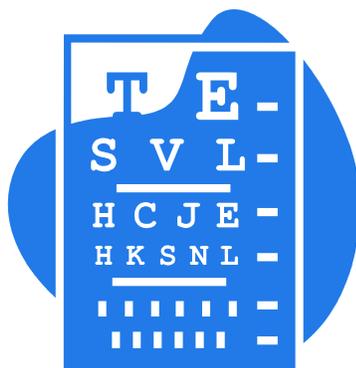
Each staff member of **Reggio Emilia MPA** is trained to administer emergency first-aid and CPR.



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**10.5 SPECIAL CARE NEEDS**--Special medical needs or procedures (i.e. nebulizer treatments, epi-pen) that must be provided by program staff cannot be started without a doctor's written order and training of the staff asked to perform the procedure. You, the parent/caregiver will be required to perform the procedure at school until the program staff is properly trained. We will do our best to administer medication according to your instruction and in a timely manner. We will administer nebulizer treatments to your child with asthma or bronchial conditions as long as the condition does not exceed two treatments per day. If a child needs more than two treatments per day, the child should remain at home.

**10.6 CHILD IMMUNIZATIONS**--Your child must be current with all Texas Department of Health Immunization requirements or have a NOTARIZED AFFIDAVIT on file. For information about required immunizations please refer to the following websites: [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm) OR [www.immunizetexas.com](http://www.immunizetexas.com) A record of receiving the required immunizations must be submitted on or before the date of admission. The immunization record must contain the following information: child's name, date of birth, number of doses and vaccine type, the month-day-year the child received the vaccination and the signature or stamp of the health professional who administered the vaccine.



**10.7 HEARING AND VISION SCREENING REQUIREMENTS**--Information regarding the hearing and vision screen requirements can be viewed at [www.dhs.state.ts.us/hvs/](http://www.dhs.state.ts.us/hvs/) Your child must have on file a Hearing and Vision Screening due on or before his/her 4<sup>th</sup> birthday.

Your child's file at **Reggio Emilia MPA** MUST have up to date Immunization Records from your doctor AND the test results of the Hearing and vision screening requirements OR you must obtain a notarized affidavit stating "Immunizations and/or the vision and hearing screening conflicts Conscience, with the tenets or practices of a church or religious denomination. **These immunizations and screenings are required by the Texas Department of Family and Protective**

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## Services as well as the Department of Health.

### 10.8 PREVENTING/REPORTING CHILD ABUSE

1. **Reggio Emilia MPA** as a part of regular staff development requires every staff member to complete a minimum of one clock hour of training annually on preventing and reporting child abuse and neglect.
2. At least twice annually, the staff and parents receive information referring to the warning signs of abuse and neglect. This can be posting in the classroom, email or handouts.
3. At least twice annually, the staff and parents receive information regarding techniques for the prevention of child abuse/neglect. This can be posting in the classroom, email or handouts.
4. At least twice annually, the center will provide information in which a parent may participate in a community organization for the prevention, recognition and reporting of abuse and neglect.
5. In the event a parent or child becomes a victim of abuse or neglect, **Reggio Emilia MPA** has posted the Texas Child Abuse Hotline phone number in both offices and in the parent handbook.

**10.9 EMPLOYEE VACCINATION POLICY** – Childcare licensing requirement §746.3611 provides for staff to receive immunizations for vaccine-preventable diseases. In particular, those recommended by the Centers for Disease Control. Reggio does not mandate the receipt of those vaccines. We have chosen to let each staff member make those decisions based on what is best with his/her personal healthcare provider. In return, if a staff member opts out of the immunizations, he/she agrees to follow precautionary measures to protect the children in the event he/she becomes exposed. These measures include but are not limited to: protective medical equipment, gloves, masks.

### 11.0 NURSING MOTHERS

Reggio Emilia respects the right of nursing mothers to have a comfortable place within our center which enables a mother to breast-feed her child. Should you need nursing accommodations, please see the director for a semi-private and comfortable place. Parents have the right to breastfeed or provide breast milk for their child while in the care of Reggio Emilia. **Breastfeeding resources are available upon request.**

### 12.0 DRESS CODE

Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors every day (weather permitting), please consider the temperature, humidity, etc. when planning daily dress. To encourage development of independent bathroom skills, children should wear comfortable, *washable clothing*. Clothing should be simple enough for children to manage alone. In the interest of safety, children should wear close-toed, rubber soled shoes. Boots and sandals should not be worn as they do not provide safe footing on the playground.

Children will play outdoors every day as weather permits. Provide layered clothing for your child, particularly in the winter months. In the event of any sort of accident or spill, please send a complete change of clothes including shoes and socks in a gallon sized zip-top bag labeled with your child's name. Please include this bag along with an adequate supply of diapers and wipes as necessary in a **labeled** backpack or changing bag. You are welcome to leave it in your child's cubby as long as you remember to change the clothes out according to the seasons.

### 13.0 MEALS AND SNACK

We provide morning and afternoon snacks daily. Monday through Thursday we provide lunch. On Fridays children must pack a healthy lunch in a small lunch box or sack labeled with their name. Each month, a menu is posted in the classroom and put out on our website for your convenience. If you do not want your child to have the lunch of the day, please send one that meets the daily nutritional requirements.



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### 13.1 Program Practices

- a) liquids and food hotter than 110 degrees F are kept out of reach.
- b) all staff are educated on food allergies and they take precautions to ensure children are protected. c) on days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials.
- d) healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.
- e) on days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

### 13.2 Home Lunch Practices

- a) Food brought from home will be kept safe, including refrigeration or other means to maintain appropriate temperatures.
- b) Programs have policies in place outlining strategies to educate children and their parents on nutrition.
- c) Allergy information will be posted in each classroom.
- d) Please see Reggio Emilia MPA for sample menus of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.

## 14.0 NAPTIME

Pre-school children age five and under are required by DFPS to rest every day. Naptime hours are from 12:30-2:30 p.m. Mats are provided by REGGIO EMILIA.

- Please bring: a crib-sized sheet to put over the mat.
- A special blanket and small pillow are recommended. These items must be taken home on Fridays to be washed and returned on Monday morning. All belongings MUST be labeled with your child's
- **Reggio Emilia MPA** recommends a reusable grocery bag to keep your child's belongings in throughout the week.

**15.0 OUTSIDE PLAY** -- All children at Reggio will have outside play time twice every day. It is important for their health and well-being that children received fresh air and play time outside. Each child must be able to participate in all activities, including outdoor time. Children should come to school in clothing and shoes that are appropriate for the weather on any given day ensuring they will be able to have outside playtime. No child is allowed to be left behind in the office or with another class during outside play time. If a child has been ill and needs to be kept inside, it is requested the child be kept home until he/she is able to fully participate in all activities for the day.



## 16.0 TRANSPORTATION

The Afterschool Program does not pick up children from any of the elementary schools. Any children attending Patton Elementary and enrolled in the Reggio "Kids Club" will be transported daily to Reggio Emilia by the regular AISD bus route. If an enrolled student does not arrive on the AISD bus, and we were not notified by the parent that the child would be absent, a member of management will call the parent and the school until verification is reached as to the status of the child.

**Reggio Emilia MPA** has a 29 passenger bus. This bus is used only used for any field trips for our PK class and our school age children. A field trip permission slip will be provided during the school year for individual field trips. A standard "blanket permission slip" is given to the families for Summer Blast field trips when enrolling. Parents have the discretion to request that their child not go on the trip. If space is available, your child can visit

another classroom otherwise you must keep your child at home during the hours the class is away from the center.

**17.0 FIELD TRIPS** – Children over the age of 4 may participate in field trips. You will receive prior notice of the destination, departure and return times. You must authorize participation in field trips on your enrollment forms. You may request that your child not go on the trip and stay at the center. If space is available, your child can visit another classroom otherwise you must keep your child at home during the hours the class is away from the center.

**18.0 WATER ACTIVITIES** - All children will have 'sprinkler time' and "Water Play Days" on our playground with a water hose, buckets and cups. All children (except infants) need a labeled towel, swimsuit, and "water shoes" at the Center during the warm season! Please alert the staff if your child has ear tubes or needs ear protection!



**19.0 LIVE PETS/ANIMALS** – Since pets play a valuable role in a child's development, classrooms will occasionally have safe, live "pets" such as gerbils, hamsters, guinea pigs, mice, tropical/gold fish, snails, frogs, tadpoles, etc.. In accordance with common sense and licensing regulations, children and staff will practice good hygiene when pets or their "accessories" are handled. Children MAY NOT bring live pets from home.

## 20.00 SPECIAL OCCASIONS & EVENTS



**Birthdays, Special Classroom Centers and Center-wide Events** – For Birthdays, parents may send in special treats from home. They will NOT take the place of lunch or designated snack times. Teachers will make every effort to inform you ahead of time of any celebrations in your child's class. If you choose for your child NOT to eat the special treat, PLEASE send an alternate "goodie" for your child. We have Center and Classroom celebrations for holidays throughout the year such as, Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day that you will be invited to come to. There also may be an opportunity to lead an activity or bring a treat to share. Sign-up sheets will be put up the week prior to the event.

## 21.0 PHOTOGRAPHY

Photographs may be taken from time to time of your child or his/her classroom. Typically they are used for classroom use, however occasionally we use program photos on our website or marketing materials. A child is never referenced by name. If you do not want photos of your child published, please make note on the Photo Release Form included in your enrollment packet. Additional forms may be obtained from the office.

## 22.0 Reggio Emilia MPA EMERGENCY PREPAREDNESS PLAN

**22.1 FIRE:** In the event of a fire, teachers will quickly escort children out of the building according to the posted evacuation route posted in each classroom. Upon arrival at the designated area, students will be counted and a member of management will confirm the possession of sign in/out sheet or release list AND emergency information forms. If necessary, any first aid will be administered and teachers will begin to notify parents by the number listed on Child & Parent Information Sheet. Additional emergency information may be available from local law enforcement or fire dept. personnel.

**22.2 SEVERE WEATHER:** In the event of a severe weather outbreak, teachers will quickly escort children to the portion of the building designated on the evacuation route posted in each classroom. Upon arrival at the designated area; student count will be confirmed as well as possession of sign in/out sheet or release list AND emergency information forms. At that time, if necessary any first aid will be administered. Once the severe weather has cleared and it is safe to release children, teachers will begin to notify parents by the number listed on the Child & Parent Information Sheet. Parents may then come to the center and sign out

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their children. Children will not be released until the weather event has passed. Additional emergency information may be available from local law enforcement or fire dept. personnel.

- 22.3 EMERGENCY EVACUATION OF THE CENTER:** In the event a crisis arises causing the evacuation of the center: Initials \_\_\_\_\_
- teachers will quickly escort children out of the building via the closest emergency exit.
  - They will proceed with the children to the front gates of **Reggio Emilia MPA** (bldg. 1 and bldg. 2).
  - In a calm orderly fashion, groups of children will be escorted to the **Reggio Emilia MPA** school bus.
  - Children will be loaded into bus and taken to Shepherd of the Hills Presbyterian Church located at 5226 W William Cannon Dr., Austin, TX 78749 (fraction of a mile south east of Reggio Emilia).
  - Reggio Emilia Phone will be forwarded to the cell phone of the person in charge.
  - If for some reason you cannot get through, call Shepherd of the Hills at The number for this location is (512) 892-3580
  - The Reggio bus will continue to be used until all children/staff are relocated.
  - Head counts will be conducted upon entry and exit from the bus.
  - A final head count will be conducted upon completion of the relocation to insure that all children are accounted for.
  - Child & Parent Information Sheets will be used to contact parents to notify them of the emergency.
  - Additional emergency information may be available from local law enforcement or fire dept. personnel.

### 23.0 REVIEW OF MINIMUM STANDARDS & LICENSING INSPECTION

The office has posted copies of the Reggio's Child Care License, most recent licensing inspection report, and other required notices including the publication "Parents' Guide to Day Care". A copy of the Texas "Minimum Standards Rules for Licensed Child Care Centers" is available in the office and on the web at:

Child Care Licensing Web Site <http://www.dfps.state.tx.us>

Parents should also be aware of the following important contact numbers and information

Local Child Care Licensing Office: 512-834-3195

**Reggio Emilia MPA** is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child." "Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to (1) the Texas Department of Protective & Regulatory Services; or (2) the agency designated by the court to be responsible for the protection of children." All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information."

Texas Child Abuse Hotline: 800-252-5400 OR <https://www.txabusehotline.org>

### 24.0 GANG FREE ZONE

**Reggio Emilia MPA** is GANG FREE ZONE. According to the Texas Penal Code, any area within 1000 feet of a

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child-care center is a Gang Free Zone. Subsequently, any criminal offenses related to organized criminal activity are subject to harsher penalty.

# Appendix 1

## Goals of our Curriculum

Our goal at **Reggio Emilia MPA** is for the children to become enthusiastic lifelong learners. To this end, we encourage the children to be active and creative while exploring their environment. They should try their ideas and think their own thoughts. We want to help children become independent, self-confident, inquisitive learners, in preschool, and throughout their lives. We teach good habits, good attitudes, and help them to develop a positive self worth.

Our curriculum touches each area of development:

**Social** - We help them feel comfortable in school while guiding them as they develop relationships with fellow classmates through group activities and play.

**Emotional** - We help them develop pride in their work by giving them positive feedback on their projects, activities and accomplishments. This encourages good attitudes and positive self-worth.

**Cognitive** - We help children become confident learners by allowing them to express their own ideas in projects, crafts, and activities. We guide them in problem solving, letting them arrive at the answer through their own thought process. We ask questions and allow them to answer in their own words. They are given many opportunities to observe and find out how, what, where, and why.

**Physical** - Children are balls of energy. We involve them in activities that challenge their motor skills development. This is a vital part of our curriculum because children need to be able to “do”. Outdoor play occurs on a daily basis unless we have inclement weather.

**Screen Time:** We do not have screen time for children in our Infant/Toddler Building. For children 3 and up in our Pre-school building, we have supervised computer time periodically. We have special “Movie” Days twice a year. Once for “Polar Express Day” around Christmas time and the other for Pajama Day. During the 11 weeks of Summer Blast, our “Wild Things” (elementary aged) may have movie time to “cool off and rest” or handheld device time but never on the same day. We limit our screen time to less than the 2 hour maximum allowed by licensing.

Our Curriculum works best when teachers and parents work together. Each of us has something valuable to contribute. We do our part in training your child to interact with his/her environment in a positive way. We assess your child to see how he/she is doing in comparison with other children their age. But only you have the in-depth knowledge of your child. You know your child’s interests and we trust you will work with our staff by sharing information you deem important for them to know about your child. We ask that you show a great interest in your child’s day at **Reggio Emilia MPA**.

## Pre-K Classroom Emphasis

**Age Level** – Four and five year olds. Kindergarten preparation is emphasized at this age level. Lessons are geared toward readiness skills and self-expression. Our Pre-K Classroom is called, “The Super Stars” and is a “**Texas School Ready**” Classroom.

**Reading Readiness** – Oral language development; readiness for books; discrimination in sounds; repeating a pattern; discrimination of letters; ability to recognize printed name; building a sight vocabulary; ability to recognize rhyming words; ability to retell stories and past experiences; and most importantly, the discovery that reading can be a great source of pleasure and fun.

**Math Readiness** – Concepts of big and small, few and many, more than and less than; basic numbers 1-10 and 1-100; telephone numbers; addresses; simple shapes; and measuring. A variety of activities are provided to make learning more fun.

**Art** – Primary and secondary colors; cutting, pasting, and gluing; painting with different kinds of media and textures; weaving; mobiles; holiday projects; seasonal themes and personal creations. Art is fun and promotes visual motor coordination.

**Science** – Lessons consist of a variety of simple experiments and experiences. It involves investigating, listening, and manipulating. It also means asking questions. The children are introduced to animals, reptiles, plants, planets, and the change of seasons, the five senses, night and day, and much more. The opportunities are endless.

**Practical Life** – Children are introduced to a variety of tasks often performed in everyday life, including folding a blanket, setting a table, washing dishes, pouring water, washing hands, buttoning, snapping, tying and buckling. This curriculum also includes stranger-danger, telephone manners, emotions, safety rules, and community helpers.

**Music** – Introduction to songs and musical instruments; concepts of rhythm (fast and slow), pitch (high and low), and volume (loud and soft) are experienced. Children are encouraged to participate during circle time and during large motor activities.

# Appendix 3

## Reggio General Health Policy

If a child is sent home with a communicable disease, he/she can only return with a medical release from a physician stating the child is no longer contagious and may safely be involved in group activities. A complete list of communicable diseases can be found on the web at:

[www.dshs.state.tx.us/idcu](http://www.dshs.state.tx.us/idcu)

If you do not have access to the web and would like information on any one of the diseases, ask and we'll provide you with the information.

Parents are encouraged to administer medication outside the Center. At the discretion of the Director, a Center staff member may administer medication, on a "best efforts basis". If a child needs to have medicine administered during school hours.

- We must have written authorization from the parent requesting us to do so.
- Medication must be in its original container, clearly labeled with the child's full name and the date it was given to Reggio
- If the medication states "Consult a doctor under the age of \_\_\_" and your child is under that age, we cannot administer that specific medication
- Medication must be kept away from children.
- Medication must be returned to the parent at the end of treatment that is specified in the medicine log!

Parents must complete an "Authorization for Dispensing Medicine" form. A teacher will sign (first and last names) the form whether the medication was administered or not.

**The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medications!**

If a child displays any of the symptoms below, he/she may be isolated from other children and the parents will be contacted. If the parents cannot be reached, we will call one of the emergency telephone numbers listed on the application form. Arrangements must be made to have the child picked up within one hour.

- Diarrhea (more than 2 loose stools)-- MUST not return for 24 hours after a normal BM
- Severe coughing
- Difficult or irregular breathing
- Yellowish skin or eyes
- Pink eye (eye does not necessarily have to be pink, but may be discharging mucus)  
Must not return for 24 hours after treatment or doctor's note
- Unusual spots or rashes
- Vomiting -- (Must not return for 24 hours after vomiting)

- Severe itching of body/scalp (head lice) MUST treat and not return until head is **free of lice and nits and eggs**.
- Fever of 100 degrees F. auxiliary (under arm)  
Must be fever free for 24 hours without medication before returning to school
- Extreme or unusual behavior

## Appendix 4

### PARENT PARTICIPATION OPPORTUNITIES

We have many opportunities for parents and grandparents to join us in events at **Reggio Emilia MPA**. Some of the school-wide events that you will be invited to come to:

- Open House / Annual Book Fair
- Halloween Parade
- Classroom Parties:
  - Christmas
  - Valentine's Day
  - Easter Egg Hunt
- 4<sup>th</sup> of July Parade
- Snow Cone Days of Summer

Opportunities to get involved in your Pre-schooler's day:

- Thanksgiving Feast
- Parent/Grandparent Story Time – volunteer to come and read to the class
- Field trip volunteers
- Annual Wild Things Talent Show

### Reggio PARENT/TEACHER RESOURCES

Please visit our website for a list of resources in all areas of child growth and development. We have compiled a list of information sites that you will find helpful. Some of the subjects you can find information on are:

- 1) Social Emotional Intervention
- 2) Parenting Podcast Series
- 3) Breastfeeding
- 4) Kids Health
- 5) School Readiness
- 6) Infant Toddler Growth Reference Guide

# Family Orientation

Tour of the facility

Introduction to the teaching staff

Visit with the classroom teacher

Overview of the parent handbook

Policy for arrival & late departure

Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable

Explanation of Texas Rising Star Quality Certification

Overview of CCS enrollment/assistance

Overview of family support resources and activities in the community (Parent Resource Area)

Child Development and developmental milestones provided

Significance of consistent arrival time:

- Before educational portion of school readiness program begins
- Impact of disrupting other children
- Importance of consistent routines in preparation for the transition to kindergarten

Statement about limiting technology use on site to improve communication between staff, children, and families (please refrain from cell phone use)

Statement reflecting the role and influence of families

I affirm that I have been given time to read, review, consider, and ask questions about the Parent Manual.

Further, I have received a copy of the Parent Manual and I am aware that if I need an addition copy I am able to request a copy from the Director, Assistant Director allowing them 24hrs to get me an additional copy.

I have received the new family orientation and understand each of the above policies and procedures. I understand the importance of following these procedures for continued enrollment of my child(ren).

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

Parent Printed Name \_\_\_\_\_

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