



# Family Handbook

<b>ABOUT US.....</b>	<b>4</b>
Our Beliefs.....	4
Our Purpose & Philosophy.....	5
Goals.....	5
Affiliation and Licensure.....	5
<b>ANCHOR ELA ENROLLMENT POLICIES.....</b>	<b>6</b>
Program Options and Fees.....	6
Enrollment Policy.....	6
Tuition and Fee Policy.....	7
Notice of Withdrawal.....	7
<b>CHILD/PARENT EXPECTATIONS.....</b>	<b>7</b>
Parent Involvement.....	7
Breastfeeding.....	8
Cell Phones.....	8
Child Guidance.....	8
Dress Code.....	10
Supplies.....	10
Personal Belongings.....	10
Quiet Time/Nap Time.....	10
Chapel.....	10
<b>DROP OFF/PICK UP PROCEDURES.....</b>	<b>11</b>
Sign In.....	11
Sign Out.....	11
Late Pick-Up of Children.....	11
Emergency Closings.....	11
Schedule of Closings.....	12
Security.....	12
<b>COMMUNICATION.....</b>	<b>13</b>
Digital Communication.....	13
Personal Communication and Feedback.....	13
Parent Conferences.....	14
<b>HEALTH AND WELLNESS.....</b>	<b>14</b>
Physical Activity.....	14
Screen Time.....	14
Snacks.....	14
Lunch.....	15
Allergies.....	15
Celebrations and Birthdays.....	15
Sickness and Absence.....	16
Medication.....	17
Immunizations.....	17

Vision and Hearing Screening.....	18
Child Abuse.....	18
Background Checks.....	18
Hand Washing & Cleanliness.....	18
Handling Bodily Fluids.....	19
Accident Prevention.....	19
Emergency Care.....	19
Emergency Procedures.....	20
FIREARMS.....	20
Policy Review and Updates.....	20
<b>GENERAL RULES AND RESPONSIBILITIES.....</b>	<b>21</b>



# At Divine Peace Church Rockwall

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**WELCOME** to Anchor Early Learning Academy (Anchor ELA) at Divine Peace Evangelical Lutheran Church! Anchor ELA is a ministry of Divine Peace with the mission to share the knowledge that the love of Jesus is central to all we do as we serve young children and their families. We pray that you experience that love every time you're with us. May it be a blessing to your family as you enjoy the adventure of your child's early childhood years!

## ABOUT US

### Our Beliefs

Anchor ELA follows the teachings of the Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). We firmly believe and teach:

- That God has made us and all creatures (Genesis 1 & 2; Psalm 139)
- That all of the Bible is the inspired, inerrant Word of God (2 Peter 3:20-21; 2 Tim 3:15-17)
- That all people are born into sin (Psalm 51:5; John 6:5-6)
- That God punishes sin with eternal death (Ezekiel 18:4, Romans 6:23)
- That God sent his Son, Jesus Christ, to pay for the sins of all people (John 3:16; Romans 4:25)
- That through faith in Jesus Christ we have complete forgiveness and the gift of everlasting life (Ephesians 2:8-10; Romans 3:28; 1 John 2:1-2)
- That God makes us his children by giving us faith through baptism and his Word (Galatians 3:26-27; Romans 6:23; Titus 3:5-7)
- That, by faith, we strive to live in accordance with the Ten Commandments (Galatians 5:13-14; 1 John 5:2-5)
- That God wants us to share the gospel of Jesus Christ (Matthew 28:19-20; 1 Timothy 2:4)
- That all who believe in Jesus as their Savior will be saved (John 3:16)
- That God created the human race as male & female and instituted marriage to be between 1 biological man and 1 biological female. (Genesis 1:27; Mark 10:6-9)

## Our Purpose & Philosophy

The mission of Divine Peace Evangelical Lutheran Church and all of its ministries is to proclaim the Victory of Jesus to all people. Anchor ELA strives to serve the little children and their families in our community by teaching about Jesus and His word, helping them to grow in mind, body, and soul.

Our preschool program provides a safe, healthy environment which fosters spiritual, social, emotional, cognitive, and physical development. Our program includes age-appropriate and developmentally-sound activities such as art, music, learning centers, Bible lessons, life lessons, science, and math as well as an indoor and outdoor large motor curriculum. Guided and motivated by God's love and will, our goal is to reach out to preschoolers and their families in the Rockwall community seeking to have them grow academically, emotionally, and spiritually in an environment nurtured by Jesus' love.

## Goals

Our program strives to instill self-confidence and build self-esteem in our children through the knowledge that their good Shepherd can and still lives to make them precious members of His flock. His love for them is unconditional. We provide a safe and secure Christian environment that will promote the growth and development of all children.

Christian values and virtues are modeled and mentored. As a Christian preschool, we seek to help your child grow academically, socially, and spiritually. The spiritual aspect of your child's development is a very vital and essential part of his/her overall development. It is this aspect of our training program that makes Anchor ELA special and sets us apart from many other preschool programs.

## Affiliation and Licensure

Anchor ELA is affiliated with Wisconsin Evangelical Lutheran Synod (WELS), one of the largest parochial school bodies in the United States. Anchor ELA is licensed by the State of Texas to operate from 7:00 A.M. to 5:00 P.M., Monday through Friday, twelve months a year, and provide care for children 30 months through 5 years old.

To access the Texas Minimum Standards for Child Care Centers:



To access the Health & Human Services Child Care website:



## ANCHOR ELA ENROLLMENT POLICIES

### Program Options and Fees

Anchor ELA offers the following program options:

- **Half Day Program**

8:30-11:00 am

5 Day tuition (Monday-Friday)

\$552.50/month

4/3/2 Day

\$30/day (billed monthly)

Enrollment Fee

\$150.00

Divine Peace Member Discount

15%

- **Full Day Program**

5 Day tuition (Monday-Friday)

\$1,147.50/month

4/3/2 Day

\$60/day (billed monthly)

Enrollment Fee

\$150.00

Divine Peace Member Discount

10%

Anchor is a full year program. For Full Day children, drop off is 7:30-8:30 am and pick up anytime before 5:00 pm. Half Day children may be dropped off between 8:00-8:30 am and picked up at 11:00 am.

### Enrollment Policy

Anchor ELA admits children of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. We do not discriminate based on race, sex, color, or national or ethnic origin in the administration of our

educational policies, admission policies, or any other school-administered programs.

- Children must be at least 30 months old (2 ½ years).
- All registration forms and \$150 Enrollment Fee must be received before the child's first day.
- Children must be fully immunized unless parents indicate otherwise. Written medical or personal conviction must be provided if the child is not vaccinated.
- Children are required to have a **health statement on file within the 7 days of school**. This statement must be **signed by a healthcare professional** confirming your child's ability to participate, based on an examination within the past year.
- New families are enrolled on a first-come, first-served basis. If there is a waiting list, children will be enrolled as an appropriate age opening occurs.

## Tuition and Fee Policy

Anchor ELA runs year round. Tuition is calculated on an annual basis, divided into 12 equal installments (based on **51 weeks** - one week off at Christmas), and invoiced to families monthly. Tuition is to be paid by the due date through the ProCare app.

If monthly tuition payment is not received by the due date or declined, a \$25 late fee will be added. If payment is declined a second time, the director will set up a meeting to discuss continued enrollment and financial assistance if needed.

Due to budgeting, staffing and planning purposes, we do not allow families to take tuition-free time off. Tuition is not prorated for holidays, school closings or attendance. Please note that tuition prices may increase slightly each July at the start of the fiscal year. No reimbursements for sick days or vacation days will be given.

## Notice of Withdrawal

Parents planning to withdraw a child from Anchor ELA are to notify the director in writing at least two weeks before the date of withdrawal. Anchor ELA's office will work with parents to ensure all tuition payments are settled in full.

# CHILD/PARENT EXPECTATIONS

## Parent Involvement

Children thrive when their parents are involved in their learning. Schools thrive when parents and teachers act as partners. This core value shapes Anchor ELA and makes it unique. Throughout the school year parents will have opportunities to be part of the Anchor ELA classroom and learning activities. We urge parents to take advantage of these opportunities as much as possible.

We welcome parents' ideas, thoughts, and questions regarding the Anchor ELA program. Please feel welcome to reach out and share your input.

## Breastfeeding

Anchor ELA supports mothers in their efforts to breastfeed. Mothers have the right and opportunity to provide breast milk to their child while the child is in our care. Anchor ELA also provides a space where mothers may breastfeed their child, if they desire.

## Cell Phones

Parents are strongly encouraged to keep Anchor ELA a cell phone free zone. Please complete your call before dropping off or picking up so that you may give your full attention to your child.

## Child Guidance

Effective discipline stems from careful planning and consistency. Caregivers will strive to develop a positive relationship with each child and continually redirect unacceptable behavior. Proper Christian discipline at Anchor ELA will be maintained and exercised in a loving manner keeping with the Christian teachings of Law and Gospel. Therefore, our form of discipline will not be physical or demeaning in any way. Our staff will seek to keep the wonderful example of our loving Savior in speaking the truth in love with the children.

If a child is crying, fussing or distraught the caregiver will attempt to ensure that the child's physical and emotional needs have been met. Children will be comforted with kind words spoken in a soothing and loving tone.

When Anchor ELA cannot meet the needs of a child due to behaviors that are not able to be managed in the classroom or the need for one-on-one staffing, a meeting will be held to discuss further options and/or

intervention. The school staff will always communicate sincerely with parents regarding any behavior problems.

Behavioral guidance provided by the classroom teacher will:

- Use transitioning techniques such as sing-alongs, stories, games, music, extra staff, etc. to minimize and ease the waiting time in large groups and lines.
- Redirect negative behavior by changing activities.
- Give specific, alternative choices.
- Model and reinforce appropriate Christian behavior.
- Praise and promote behaviors that enhance positive self-esteem, respect, and self-control.
- Provide clear guidelines and promote positive behavior through classroom arrangement and by toys, equipment and materials used.
- Explain consequences of behavior to children.
- Set reasonable expectations for a child's age.
- Provide interesting, challenging activities.

If these techniques do not work, staff may give the child a time out. Occasionally, a time to step away from the whole group can help a child to relax and regain control of his/her actions and feelings. A time out will involve separating a child from the group for a period of one to three minutes in an area that is set up with calming materials. Teachers will then help them get re-involved in the group's activity. Time outs will only be used with children three years and older.

Anchor ELA reserves all rights to suspend or end enrollment based on the following reasons:

- Parent policies and procedures not being observed as outlined in this handbook.
- If our school cannot accommodate the needs of a child with special needs based on the best interest of all children.
- Continued uncontrollable tantrums/angry outbursts.
- Failure of child to adjust after a reasonable amount of time.
- Excessive biting.
- Physical or verbal abuse by a child or parent toward another child or staff member.
- If a parent or child is involved in legal trouble as defined by the City of Rockwall, as well as state or federal laws.
- If a parent cannot be at the school by 5:00 P.M. or is excessively abusing scheduled time.
- If a parent fails to pay childcare tuition or is consistently assessed late fees.
- If a parent openly defies, mocks, or undermines the Word of God and its truth in daily life or through any other means.

Before expulsion, a parent will be called and written correspondence will be sent home detailing the issue(s), as well as lining up an in-person meeting with the parent(s). Every effort will be made by both Anchor ELA and the parents to correct the problem. However, depending on the risk to others' safety and/or welfare, if behavior does not improve, Anchor ELA may find that it can no longer accommodate the child and will ask that they be removed from our program. The parent will be given a minimum of one week to find alternative care for their child.

## Dress Code

Children should be dressed in comfortable clothes and closed-toe shoes that support movement, creativity, and learning. Parents should be mindful to dress their children appropriately for the weather each day as preschoolers will spend time outside.

## Supplies

Parents must supply the following: (please mark all items with your child's name)

- Disposable diapers or Pull-ups, wipes (if applicable)
- One plastic folder
- Two complete sets of seasonal appropriate change of clothes
- Backpack or school bag
- Water bottle labeled with child's name

For children attending Full Day:

- A lunch that your child is able to eat without help and does not require reheating
- Nap mat (Preferred size: approximately 50" long and 20" wide)
- Lightweight blanket, travel size pillow (optional), stuffed animal, etc. can be brought for nap time snuggling.

## Personal Belongings

Each child should have two changes of clothing (appropriate for the season) which is kept at the school in a bag labeled with his or her name. A change of clothing includes shirt, pants, underwear, socks, and shoes. All personal belongings and clothing MUST be labeled. Children may bring a pillow, blanket, and a stuffed animal to school for rest time, but all other toys should be left at home during the school day.

## Quiet Time/Nap Time

A daily quiet/nap time of 60 minutes is provided for students during the afternoon. Mats are provided. If after 60 minutes, a child does not fall asleep, he/she will be permitted to do quiet activities until the rest of the

group is awake. Children should bring a nap mat, blanket and/or small pillow from home to help them rest comfortably. Nap mats, blankets and pillowcases will be sent home periodically to be washed.

## Chapel

A weekly chapel time led by our pastor will be held in the Divine Peace sanctuary. During this time, the pastor will share a brief devotion and guide the children in praise and prayer.

# DROP OFF/PICK UP PROCEDURES

## Sign In

Parents will walk their child into the school and check them in using the Parent Kiosk. Kids may be dropped off anytime after 7:00 am for full day children and 8:00 am for half day children. After the child's first week of school, we ask parents to make the drop off quickly so the children can get straight into activities and not disrupt the other kids.

## Sign Out

Parents or authorized persons will check their child out through the same Parent Kiosk as check-in. No child will be released to anyone not authorized to pick him/her up from the Academy. Anyone authorized to pick up your child must be prepared to show a valid driver's license or other photo ID each time they pick up your child. As a courtesy to your child's teacher, please take the time to fill out the "Child Pick-Up Authorization Form" informing us that an alternate person will be picking up your child that day. Filling out this form will ease their entry into the school.

No child will be released from school to a non-parent, even if they are listed as an approved pick-up person without parent notification first.

Children enrolled in the Half Day program will be picked up at 11:00 am. Full Day students may be picked up anytime before 5:00 pm.

## Late Pick-Up of Children

Children picked up after 5:05 P.M. will incur a \$1 per minute late fee. An additional \$10 will be charged for every 5 minutes after 5:30 P.M. To help us care for your child in the best way possible, please contact the director at 903-224-5717 if you are unable to pick up your child(ren) by 5:00 P.M. due to an emergency or circumstances beyond your control, appropriate late

pick-up fees will be applied and due within a week. The Parent Kiosk clock will be used to determine late pick-up times.

## Emergency Closings

We will make every attempt to remain open in the event of inclement weather. If we must close due to unsafe conditions, it will be communicated before 6:30 am. We will follow Rockwall ISD regarding weather closings. We will also post it to the Facebook page, website and ProCare app.

If inclement weather causes an early closing, a parent will be notified so that the child may be picked up as soon as possible. If the parent is unable to pick the child up early, the parent must make special arrangements for the child and inform the staff of these arrangements.

Should the school ever need to be evacuated during school hours, students will be moved to the following site:

- Rockwall City Center  
108 E. Washington St. 972-771-7740

No refunds will be made for emergency cancellation of school days.

## Schedule of Closings

Anchor ELA will be closed in recognition of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve (may close the whole week depending on how the holiday lies)
- Christmas Day (may close the whole week depending on how the holiday lies)

If the holiday falls on a Saturday or Sunday, Anchor ELA will close on alternate day(s) to allow for staff to benefit from a paid holiday. Full tuition will be charged for holidays and/or holiday alternative days.

Communication of unforeseen scheduled closing days will be provided to parents. Any additional closure days listed on the yearly calendar will still require tuition payment if they fall on a day your child is normally scheduled to attend.

Anchor ELA may schedule staff development training days. Any staff development training days will be included on a yearly calendar and are

days in which tuition will be paid if it is a day that your child is scheduled to attend.

## Security

A front door lock system is in place at Anchor ELA. Each family will receive a personal access number upon completed registration and initial payment. This number is for parent use only. You may not give your personal access number to anyone else. If you lose your number or feel someone other than a parent might know your number, please speak to someone in the office so your number can be deactivated and a new number can be issued. Your personal access number will only work during Anchor ELA's hours of operation, 7:00 am – 5:00 pm. If your number does not work, you may send a quick text via the ProCare app and a staff member will come and let you in. Any time after 5:00 pm your access code will not work and you must text at arrival. Staff will let you in and the appropriate late fee will be charged to your account.

## COMMUNICATION

Anchor ELA follows the teachings of the Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). All programs, activities and educational philosophies will strive to display and communicate the love of God as seen in his only son, Jesus Christ. No child shall, by reason of disability, be excluded from participation in or be denied the benefits of services, programs or activities of Anchor ELA, or be subjected to discrimination by Anchor ELA. While Anchor ELA will not discriminate against anyone because of race, color, national or ethnic origin, we will encourage all children to participate in Christian devotional activities, Bible stories, prayers and songs as practiced and taught by Divine Peace Church. Anchor ELA is founded to provide quality care and spiritual guidance for children.

Anchor ELA will comply with all laws governing the facility and its operation. The Board of Anchor ELA on behalf of Divine Peace Church will oversee Anchor ELA and provide support and guidance for the Director, the entire staff, children and families. The Director will manage all daily operations of the academy. If the Director encounters a situation not addressed in the Anchor ELA's policies, the matter will be brought before the Anchor ELA Board for review and decision. If the Anchor ELA board needs further direction or approval, the appropriate delegates will take the issue to their leadership groups.

## Digital Communication

We primarily use the ProCare app, text messages and email for communication. For general updates and upcoming events, we encourage you to "like" our Facebook page, regularly check our website at [www.anchorela.com](http://www.anchorela.com) and access the QRcode.

## Personal Communication and Feedback

Each child will have a dedicated folder for sending home newsletters and memos. Parents may also use the folders to send in notes to teachers. Parents must notify us in writing of any changes in their home/work phone numbers as well as those for anyone authorized to pick up their child from the center.

## Parent Conferences

Assessment of student learning and development occurs daily as part of the classroom practices. Observations, assessments, and child portfolios will be shared with parents informally throughout the year and formally with Parent-Teacher conferences twice a year.

# HEALTH AND WELLNESS

## Physical Activity

We prioritize daily physical activity and outdoor play as essential components of healthy child development. Running, jumping, and exploring outdoors strengthens bodies, boosts coordination, and fuels imagination. These active times also help children learn social skills, problem-solving, and managing stress, all while having fun and meeting the state's guidelines for gross motor development.

Weather-permitting, the children have the opportunity to play outside at least twice daily for 30 minutes. A variety of teacher-led and free-choice activities will be provided for children on the playground. When children are not able to play outdoors due to inclement weather, extreme heat or cold, (as defined in the emergency prepared plan), they will have the opportunity to have large motor time inside the classrooms, the multi-purpose room, and hallways.

## Screen Time

Here at Anchor ELA, we believe in learning through experiences and hands-on play. However, with the length of time the children are here each day, we do occasionally use screen time as an added educational tool. Anything viewed on a computer, tablet, or television screen will have an educational objective (i.e. Veggie Tales based on a Bible story we are learning; a Vook (a book on video) reading a story that falls in line with the weekly theme, etc.). Per our Texas licensing standards, we limit any screen time to 60 minutes each day (which is rarely attained). (Read [here](#) for more information about screen time and children.)

## Snacks

Snacks will be provided by Anchor ELA for all children. Snack schedules can be found listed in the classroom schedules.

## Lunch

Please pack a healthy lunch and water bottle for your child each school day. Teachers may not be able to refrigerate or warm food, so ice packs and thermos containers are recommended. To encourage your child's growing independence at meal times, please pack their lunch with items they can easily manage and eat on their own. Teachers reserve the right to remove any food they feel might be a choking hazard. Anchor ELA is not responsible for the nutritional value or for meeting your child's nutritional needs (Here are some [meal/nutrition resources](#) for kids' healthy eating practices).

## Allergies

Parents should share information regarding their child's food allergies on enrollment paperwork. A meeting with the director and classroom teachers may be held to ensure specific allergy information is understood for the well-being of the child. Anchor ELA is a peanut free facility.

## Celebrations and Birthdays

Teachers may schedule holiday parties or miscellaneous celebrations at various times during the year. Parents may be asked to assist with these parties if possible.

In coordination with the classroom teacher, snacks or treats may be provided for birthdays. Parents are to communicate with the classroom teacher and receive approval before bringing a classroom snack or treat. The classroom teacher will inform parents of any food allergens within the

classroom. Parents may opt their child out of any classroom snacks or treats on their child's emergency medical form. Treats that work best with a large group of young children include cookies, donuts/donut holes, brownies, and other items that are individual and do not have to be cut or sliced, as well as those that do not have icing or frosting.

Birthday party invitations may be distributed at school. We ask that parents remember these guidelines with regards to invitations and guest lists:

- ★ It is not a requirement to invite the whole class.
- ★ If you do not invite the whole class, please mail, email, or hand deliver the invitations to the parents of the specific children you will be inviting.
- ★ Teachers may also put birthday invitations into children's backpacks.

## Sickness and Absence

Parents should communicate all planned absences with the classroom teacher in advance. If a child wakes up sick, parents should communicate the illness to the classroom teacher as soon as possible.

Sick children are not to be brought to school as they expose others to illness. Please keep your child home if they experience the following:

- Fever – A temperature of 100 degrees or more may indicate an infection. Do not send your child to school if he or she has a temperature, and do not return the child to school until he/she has gone 24 hours (unmedicated) without a fever of 100 or higher.
- Nasal Discharge – A thick, yellowish or green nasal discharge with or without a fever
- Vomiting and/or Diarrhea – Children with either or both symptoms should not attend school for at least 24 hours after symptoms have stopped
- Eye Discharge – Eyes that are very watery, bloodshot and/or discharging can be contagious
- Rash – Any unidentified rash should be checked by a doctor. Children may return to school when a doctor has determined that the rash is no longer contagious.
- Cough – A cough that is hoarse or excessive should be investigated by a doctor.
- Children should also be kept home if they have any of the following:
  - Pink Eye
  - Strep Throat
  - Chicken Pox
  - Whooping Cough

- Head Lice
- Hand/Foot/Mouth Disease
- Staph Infection

It is important that these communicable diseases be reported to the director.

Children who show any of the following symptoms while at school will be sent home.

- Fever of 100 degrees or more
- Reddish or pink eyes, with or without drainage
- Croup cough
- Consistent nasal drainage, with or without fever
- Vomiting
- Diarrhea
- Undiagnosed, contagious rash
- Signs of abdominal pain, headache, unusual tiredness, unusual paleness, or irritability
- Head Lice

When a child becomes ill or shows any of the above symptoms, the parent will be contacted and asked to pick up the child. After notification, the sick child is to be picked up within one hour. The child will be provided with a resting space as needed at the school office.

## Medication

Medications should be given at home, whenever possible. Should a daily medication be required by a child, a parent will need to submit a Medication Authorization Form. Copies of this form are available at the school office and on our website. This form indicates the medication, dose, and medication schedule. Parents are responsible for supplying all medication for dispensing. The child's name, physician's name, name of medication and the dosage must be on the label. The school office will be responsible for administering medication according as noted on the Medication Authorization Form.

Epi-Pens (epinephrine auto-injectors) will only be used for assigned children with a doctor's note.

Parent-provided and labeled sunscreen, diaper cream or insect repellent will be applied to a child only under the following conditions:

- A completed consent form, signed by a parent, is on file.
- Parents are responsible for providing the specific diaper cream, sunscreen and/or insect repellent you wish for your child to use.
- The product must be clearly labeled with your child's full name.
- It is in its original container.

- Specific instructions are provided (e.g., "apply before morning outdoor play").
- We encourage parents to apply sunscreen and/or insect repellent to their children *before* arrival at the center for initial outdoor activities. Our staff will reapply as needed throughout the day, based on product instructions (e.g., every two hours, or after water play/sweating), and with your ongoing consent.

## Immunizations

Texas law requires students to complete all required immunizations and to submit complete records to the school office prior to the first day of school. The following site provides a summary of required immunizations: <https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-minimum-state-vaccine>

If you do not wish to vaccinate your child or follow an alternate vaccination schedule, please speak with the director to complete an "Exemption from Immunizations for Reasons of Conscience" as required by the State of Texas.

## Vision and Hearing Screening

The state of Texas requires all children ages 4 and up receive vision and hearing screenings according to guidelines set forth by the Texas Department of State Health Services (DSHS). The Anchor ELA director will inform parents before screenings occur.

## Child Abuse

All staff members are mandated by state law to report suspected child abuse. This means that if they "know or have reason to believe" that a child is being physically, emotionally, or sexually abused, they are required to contact the Child Protection Services of the county where the child resides via the **Texas Abuse Hotline (1-800-252-5400)** or their website. All reports concerning suspected abuse or neglect of children occurring in a licensed facility will be made to the Texas Department of Family and Protective Services.

Prevention techniques for child abuse and neglect can be found at [https://dfps.texas.gov/I\\_Am/parents.asp](https://dfps.texas.gov/I_Am/parents.asp) and available at Academy check-in.

Resources and actions for victims of child abuse or neglect can be found at [www.dfps.texas.gov](http://www.dfps.texas.gov).

## Background Checks

All teachers and staff, as well as parent volunteers who interact with children, are required to pass a background before working with children.

## Hand Washing & Cleanliness

The staff will make every effort to eliminate the spread of germs. Staff and children must wash their hands after using the restroom, before eating a meal or snack, and other times as necessary. Our staff monitors hand washing and assists children when needed. Staff and children are to dry their hands with paper towels that are provided. All classroom items are cleaned and disinfected periodically.

## Handling Bodily Fluids

Objects that have been contaminated with blood or bodily fluids are scrubbed with a disinfectant cleaner immediately. Staff personnel use disposable gloves and paper towels to clean the object or area. All objects are thoroughly cleaned and air-dried. The staff members and children wash their hands with soap and warm running water for 20 seconds after coming into contact with blood or bodily fluids. Our teachers have been pathogen trained.

## Accident Prevention

Staff members make every effort to prevent injuries by consistently following established safety rules as follows:

### *Injury*

- Children are supervised
- Children are visible and within hearing distance of the staff
- All dangerous substances are kept out of the room and playground area
- No running is allowed in the room
- No animals are allowed around the children
- The room is inspected for safety every day

### *Burns*

- The water temperature does not exceed 110 degrees
- All electrical outlets are capped
- All cooking and electrical appliances are strictly supervised
- All electrical cords are inspected and in good condition

### *Poisoning*

- All poisonous items are stored out of the room and out of reach of children

- All plants are checked to make sure they are non-toxic
- No aerosol spray cans are used around the children

#### *Choking/Suffocation*

- Toys are continually inspected
- The toys in the room are age appropriate
- Children are required to sit when eating
- The staff is trained in first aid and CPR/AED

## Emergency Care

The staff is trained in first aid and CPR/AED. If a child receives a minor cut or abrasion while in our care, the staff person follows Pathogen procedures, cleans the wound, applies a Band-Aid, and/or cold pack. Any further treatment must be done at home. Parents are notified of any medical events with an "Ouch Report" that will be completed by the staff member administering treatment. If the staff feels the wound requires medical attention, the parent is notified. If a serious accident should occur, the staff is instructed to contact the 911 emergency system. A parent is then notified. If a parent cannot be reached, those listed on the emergency card are contacted.

## Emergency Procedures

Anchor ELA practices required fire drills, severe weather drills, campus lockdown, and campus evacuation drills. In the event of an emergency, the first responsibility of the staff is to move the children to the designated safe area or alternate location, which is known by all staff and teachers. If a child is missing, a search will be conducted for ten minutes. After that time, if the child has not been found, a parent and the authorities will be contacted.

If a child should swallow or eat anything that is poisonous while in our care, the Poison Control Center is notified immediately. All directions given by the Poison Control Center will be followed.

Should the school ever need to be evacuated during school hours, children will be moved to the following site:

- The Center at Rockwall City Place  
108 E. Washington St. 972-771-7740

## FIREARMS

The Texas Administrative Code (TAC) prohibits firearms on the premises of a childcare center, with exceptions for peace officers and security officers. In group licensed child care centers this means that firearms, ammunition, and other potentially dangerous items may not be kept on the premises.

## Policy Review and Updates

Policies are reviewed and updated if necessary. Parents will be notified 30 days in advance, in writing, of any policy changes.

# GENERAL RULES AND RESPONSIBILITIES

### *Children will:*

- Treat others with Christian love and respect
- Walk in the classrooms
- Use appropriate voice and acceptable language
- Follow guidelines for material and equipment use
- Listen to and obey the staff member in charge at all times
- Remain within sight/hearing of staff members at all times
- Share equipment and supplies
- Care for equipment and property
- Return materials and equipment to the proper place
- Dress appropriately for indoor and outdoor activities
- Know and respect rules of the program

### *Our faculty and staff will:*

- Treat children and parents with Christian love and respect
- Provide a suitable environment to meet the needs of the children
- Communicate school news to parents
- Notify parents of changes in policy or procedures
- Notify parents in case of emergency
- Report cases of suspected child abuse to the proper authorities

### *Parents will:*

- Observe the rules and policies of the program
- Let the staff know if the child is not attending
- Provide a change of clothes to be kept at the Academy
- Provide their child with proper sleep and nutrition
- Sign their child in and out of the program each day
- Read the school newsletter and school communications
- Pick up the child on time
- Lovingly share their concerns with staff members
- Listen to concerns that staff members have about their child
- Agree to work on solutions to problems that may occur
- Inform the staff if the child has been exposed to a contagious disease
- Notify the director of withdrawal from the program at least two weeks in advance
- Keep their child's records up to date
- Provide for special items their child may need