



# Education Station Academy 2023

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Texas 75166

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

# The Education Station

Provides...



The tree of  
knowledge,

the house  
of love,



and the  
the train  
to success

## **Our Mission**

At the Education Station Academy, we strive for each child to get a strong foundation for learning and growth by responding to their individual needs and interests. ESA promotes the intellectual, social, and large/small motor development through our integrated curriculum. Our goal is to provide a love of learning and prepare them for life long success.

## **ESA Philosophy**

The Education Station Preschool is dedicated to the children that it houses.

It's goal is to provide the best education available, to ensure that all of our children entering public school have the knowledge needed to proceed to their full potential in the primary grades.

We believe that all children should be treated equally with love, nurturing and an understanding, that all who abide within are safe.

We believe in providing the best possible curriculum, to assure that all children are started on the right path, and they get the head start needed in school to excel to their full potential.

We believe in connecting the social, emotional, physical and intellectual needs of the child.

We believe that you should not mold the child, but unfold the child.

Please check our web site for Parent Education Resources

[www.esalavon.com/parenteducation](http://www.esalavon.com/parenteducation)

# Education Station Academy

Education Station Academy's goal is to have the leading preschool Early Childhood program in our area. Our program gives children ages 6-weeks through 12-years enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving faith based environment with caregivers who are dedicated to enriching children's lives.

## **NON-DISCRIMINATION POLICY:**

Education Station Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

## **Required Policies**

Education Station Academy is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

## **HOURS OF OPERATION**

Education Station Academy is open from 6:30am-6:30pm, Monday-Friday, year round. We close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. We close early (3:30) on New Years Eve. Full tuition is due for holiday weeks.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Education Station Academy may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January.

## **RELEASE OF CHILDREN**

Per Texas state laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 9:00am each day so that the child can take part in our full educational program. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

## ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Education Station Academy observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care 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.
3. Oral temperature of 101 or armpit temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.

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

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Education Station Academy may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours.

## MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Education Station Academy is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- ❏ **Prescription medication will be accepted only if it is in the original container and has not reached its expiration date.**

Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.

Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy. Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with a signed medical information sheet. These are located in the front lobby.

### **PROCEDURES FOR HANDLING EMERGENCIES**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1-800-222-1222.

### **PARENT COMMUNICATIONS and TEACHER CONFERENCES**

Open Communication with parents is very important to children's success. Education Station Academy has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Education Station Academy may communicate with parents: Conferences with teachers are available upon request.

- ✓ Through email notifications
- ✓ Written memos placed in your child's weekly folders
- ✓ Social media site such as Facebook
- ✓ Verbal communication with the child's teachers and director
- ✓ Personal phone call

## DISCIPLINE & GUIDANCE POLICY

Education Station Academy staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: 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 and redirecting behaviors. Education Station Academy does not use "time out" as a form of managing behavior. Education Station Academy staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. In the event that repeated incidences cannot be resolved then Education Station Academy reserves the right to terminate care for the child for discipline problems at any time. Parents will be given a week to find other facilities for their child.

## FOOD SERVICE & PREPARATION

Education Station Academy is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272.

Education Station Academy supplies cereal, baby foods, and iron fortified formula for infants. Parents are asked to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions. Liquids and food hotter than 110 degrees are kept out of the reach of children.

Education Station Academy provides breakfast for all children present at 8:30am. Lunch is served at 11:30am. Afternoon snack is served after the rest period around 2:30pm, and again at 3:30pm for the school-age kids as they arrive after school. Menus are posted on the parent info board in the front foyer. Please advise the center of any allergies. **Education Station Academy is a Peanut-Free School.** If a child requires an alternative meal or substitution, a note from a doctor may be required.

## TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

## IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to dis-enrollment.

From time to time Education Station Academy may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

**Recommended Immunization Schedule for Persons Aged 0–6 Years—UNITED STATES • 2007**

| Vaccine ▼                                         | Age ► | Birth | 1 month | 2 months       | 4 months         | 6 months           | 12 months      | 15 months | 18 months | 19–23 months | 2–3 years   | 4–6 years |
|---------------------------------------------------|-------|-------|---------|----------------|------------------|--------------------|----------------|-----------|-----------|--------------|-------------|-----------|
| Hepatitis B <sup>1</sup>                          | HepB  |       | HepB    | see footnote 1 |                  | HepB               |                |           |           | HepB Series  |             |           |
| Rotavirus <sup>2</sup>                            |       |       |         | Rota           | Rota             | Rota               |                |           |           |              |             |           |
| Diphtheria, Tetanus, Pertussis <sup>3</sup>       |       |       | DTaP    | DTaP           | DTaP             |                    | DTaP           |           |           |              |             | DTaP      |
| <i>Haemophilus influenzae</i> type b <sup>4</sup> |       |       | Hib     | Hib            | Hib <sup>4</sup> | Hib                |                |           | Hib       |              |             |           |
| Pneumococcal <sup>5</sup>                         |       |       | PCV     | PCV            | PCV              | PCV                |                |           |           | PCV<br>PPV   |             |           |
| Inactivated Poliovirus                            |       |       | IPV     | IPV            |                  | IPV                |                |           |           |              |             | IPV       |
| Influenza <sup>6</sup>                            |       |       |         |                |                  | Influenza (Yearly) |                |           |           |              |             |           |
| Measles, Mumps, Rubella <sup>7</sup>              |       |       |         |                |                  | MMR                |                |           |           |              |             | MMR       |
| Varicella <sup>8</sup>                            |       |       |         |                |                  | Varicella          |                |           |           |              |             | Varicella |
| Hepatitis A <sup>9</sup>                          |       |       |         |                |                  |                    | HepA (2 doses) |           |           |              | HepA Series |           |
| Meningococcal <sup>10</sup>                       |       |       |         |                |                  |                    |                |           |           |              | MPSV4       |           |

Range of recommended ages

Catch-up immunization

Certain high-risk groups

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2006, for children aged 0–6 years. Additional information is available at <http://www.cdc.gov/nip/recs/child-schedule.htm>. Any dose not administered at the recommended age should be administered at any subsequent visit, when indicated and feasible. Additional vaccines may be licensed and recommended during the year. Licensed combination vaccines may be used whenever any components of the combination are indicated and

other components of the vaccine are not contraindicated and if approved by the Food and Drug Administration for that dose of the series. Providers should consult the respective Advisory Committee on Immunization Practices statement for detailed recommendations. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at <http://www.vaers.hhs.gov> or by telephone, 800-822-7967.

**All Education Station Academy employees are encouraged to receive an annual flu shot and the COVID=19 vaccination to help children from illness.**

### HEARING AND VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Parents need to bring in screening proof from their local pediatrician.

### ENROLLMENT PROCEDURES

Upon selecting Education Station Academy to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Health Requirements/Physician's Statement
- Emergency Medical Release Form x2
- Tuition Agreement
- Tuition Express Form (ACH Draft) Optional
- Food Program Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Infant Feeding Preference (if applicable)
- Vision and hearing screening if child is 4 yrs. old

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

## **TRANSPORTATION**

School-age children will be transported to and from public school and during the summer on field trips. Education Station Academy does not transport children under the age of 5, except in emergency situations.

State law requires:

Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Drivers License.

Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.

A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

## **WATER ACTIVITIES AND SWIMMING POOL**

School-age children will go to Wet Zone for the purposed of water activity during the summer months. A certified lifeguard will be on duty during these times. Parents will be notified in advance of swimming and other water play activities. We ask that all parents provide us with sunscreen for there child. We will apply before going in the water and every hour that we are there. During the hot part of the year we will also apply it before going out on the play ground.

## **FIELD TRIPS**

School-age summer camp will often have field trips weekly. Transportation for field trips may be by school van or walking. Parents will be notified in writing of any field trips requiring transportation by van.

## **ANIMALS**

From time to time, Education Station Academy may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

## **QUESTIONS OR CONCERNS**

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education..

## **OPEN DOOR POLICY**

We welcome parents at any time, in any area of our school. Education Station Academy is a privately owned and operated facility. We have the right to refuse service at any-time to anyone.

## **PARENT PARTICIPATION**

We encourage parent involvement, especially on field trips and helping with class parties. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director of the facility.

## **MINIMUM STANDARDS FOR CHILD CARE CENTERS**

Education Station Academy is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review of a copy of these standards in our front office or view the standards online at [www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

## **COMPLIANCE HISTORY**

Education Station Academy encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at:

[www.dfps.state.tx.us/ChildCare/SearchTexasChildCare/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/ChildCare/SearchTexasChildCare/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at 214-583-4253.

## **GANG-FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Education Station Academy is a GANG-FREE ZONE.

## **EMERGENCY PREPAREDNESS PLAN**

Below is the Emergency Preparedness Plan designed for Education Station Academy. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Education Station Academy will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and -out log and transition sheet in your hands. If you have children of your own in another room you must stay with your class and the teachers will take care of them just as you are taking care of the children in your care.

*In all situations in this Emergency Preparedness Plan, "Director" refers to Ms. Laura. In the Director's absence, the Assistant Director on duty Ms. Debbie assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.*

### **TORNAD /BAD WEA HER**

- ✓ Stay calm. Watch the kids, not the situation.
  - ✓ Get your sign-in/out sheet and your transition sheet and stuff it in your clothing. Grab your flashlight.
  - ✓ Take all of your children to the designated area that your classroom has been assigned.
  - ✓ Have the children sit as close together as possible and have the children duck and cover.
- This will be familiar to the children since you practice this each time you have a severe weather drill.
- ✓ Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
  - ✓ Stay there until advised that the bad weather has passed.
  - ✓ It can be helpful to quietly sing songs with the children to help them keep calm.
  - ✓ The Director in charge will monitor local weather stations and the weather alert radio for updates.

### **COMMUNICABLE DISEASE OUTBREAK**

- ✓ All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- ✓ In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- ✓ The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same
- ✓ The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective services.
- ✓ All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

## LOCK DOWN

### (INCLUDES WEAPONS, HOSTAGE INCIDENT, INTRUDER, TRESPASSING ,DISTURBANCE)

✓ The Director, or person in charge, will announce to all classrooms "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.

✓ Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.

✓ Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.

✓ Get your sign-in/out sheet and your transition sheet in your hands and stuff them into your clothing.

✓ Close all your classroom doors and lock them if possible.

✓ Turn off the lights.

✓ If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down".

✓ Whisper and remind the children that "we are to be very quiet."

✓ Do a name/face check silently.

✓ Keep the children and yourself safe, in place, and away from all interior and exterior windows.

✓ Watch the children, not the situation. If the intruder enters your classroom, do not argue with him.

✓ The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.

✓ Await further instructions from the Director, or person in charge, or emergency personnel.

## **ACCIDENT**

- ✓ Make sure all children are supervised. If you are alone, tell them to sit down near you.
- ✓ Comfort the child by speaking in a low, quiet voice.
- ✓ Apply first aid as needed.
- ✓ Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- ✓ If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- ✓ If injury is to the head or face, report it to the office immediately - even if it is minor.
- ✓ Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- ✓ Turn the Accident/Incident Report in to the Director, or person in charge, before you leave on the same day.
- ✓ Keep the Accident/Incident Report confidential while in your presence.
- ✓ In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

## **ILLNESS**

- ✓ Ask the child, "What doesn't feel good?"
- ✓ Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- ✓ If no fever, make the child comfortable and keep an eye on him.
- ✓ If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- ✓ Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

## **EXPLOSION, CHEMICAL SPILL OR GAS LEAK**

### ***That occurs INSIDE the facility***

- ✓ See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

### ***That occurs OUTSIDE the facility***

Close doors and lock if possible.

Turn off air conditioner/heater.

Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.

Keep children seated on the floor and calm. Sing quiet songs or read stories.

Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.

If you detect a strong odor, show the children how to lift up and breathe through their shirts.

✓ If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

### **BOMB THREAT OR OTHER THREAT**

✓ Write down everything the person says.

✓ Ask where the bomb is.

✓ Ask when the bomb (or other threat) will "go off" or "happen".

✓ Write that down, too.

✓ Notify Director, or person in charge, to call 911 immediately.

### **OFF-SITE EVACUATION AND RELOCATION**

✓ Our primary responsibility is to keep the children safe

✓ Keep your sign-in/out sheet and transition sheet in your hands or stuff them into your clothing. If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.

✓ Children will be evacuated in the center's buses and vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles.

✓ The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.

✓ The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, Epi pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.

The Director and Assistant Directors are aware of each cell phone number.

✓ Evacuation and relocation site for is First Baptist Church of Lavon 313 Main St Lavon, TX . If that is not far enough then we will go to Cornerstone Private school in Wylie at Birmingham, Wylie TX unless directed elsewhere by emergency personnel.

✓ After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.

- ✓ Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- ✓ The Assistant Director will continue to supervise and take care of the needs of the staff.
- ✓ The Director will be the contact person for emergency personnel and parents.
- ✓ The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

### **FIRE**

- ✓ When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- ✓ Get your sign-in/out sheet and your transition sheet and keep it with you.
- ✓ Make a quick head count.
- ✓ Make sure you have everyone.
- ✓ Infants: Place all of the children in two cribs.
- ✓ Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- ✓ Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- ✓ The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- ✓ Watch the kids, not the situation.
- ✓ The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

### **COOK AND MANAGEMENT RESPONSIBILITIES**

- ✓ When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- ✓ She/he then proceeds to each classroom to ensure that everyone is out of the building.

- ☐ When aware of fire, or when alarm sounds, the Assistant Director takes possession of the emergency binder and says aloud, "I have the binder " and then proceeds to assist the infant classrooms to safely exit the building
- ☐ When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted in child/staff ratio), she will assist the young toddler classroom.

## **BREASTFEEDING**

Education Station Academy will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

Education Station Academy staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Education Station Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Education Station Academy will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

## **WELL CHECKS**

Education Station Academy staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

# **ADDITIONAL POLICIES**

## **TUITION AND FEES**

Tuition is paid by ACH draft operated by Tuition Express. **All accounts are required to be set up on ACH draft.** Tuition Express will only draft the balance on the account. If a family does not want tuition drafted, they may make a payment by check prior to 6:00am on Monday to avoid a draft. Education Station Academy will not turn drafts "on and off". Drafts or checks returned NSF will be charged \$35. Early Care and Education does not accept American Express or Discover credit cards.

## **EXTRA FEES**

A non-refundable one time registration fee is due at the time of enrollment. During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Our program is open Monday through Friday from 6:30am to 6:30pm. Education Station Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$1 PER MINUTE late fee after the first five minute penalty will be charged to your account. Late penalties must be paid to Education Station Academy before the child can return to care.

## **VACATION CREDIT**

After your child is in attendance for one year, you are entitled to one week of free vacation a year. Vacations are taken by the week and not a day or two at a time.

# Curriculum



We provide a research-based, state-adopted curriculum and learning materials to support instruction and create a better learning environment for children. Professional Development Child Progress Monitoring provides teachers with quick assessments to track children's progress in critical early learning areas, and tools to help them adjust their lessons to meet children's individual needs. We provide a comprehensive teacher training program in critical school readiness areas and techniques delivered through face-to-face and online sessions.

Texas School Ready (TSR) is a comprehensive early childhood teacher training program that combines a research-based, state-adopted curriculum with ongoing professional development, coaching, and child progress monitoring tools. Teachers from child care centers, Head Start programs, and public school pre-kindergarten participate in TSR throughout the year. Teachers enrolled in TSR are provided tools to help them learn more about the specific instructional needs of the children in their classrooms and how to support their learning needs using engaging lessons and activities. Through TSR, teachers improve their skills by getting feedback from dedicated TSR coaches using video recordings of lessons and activities and on-site coaching. The new skills and techniques that teachers learn through TSR positively affects the classroom experience for children - and helps them be more prepared for success in school. Together, the components of TSR are designed to help teachers provide responsive instruction to the children in their classrooms through warm and sensitive responses to children's needs. TSR helps early childhood teachers improve their teaching skills and provide a better environment for children's learning. When children attend high-quality early childhood programs and learn from well-trained teachers, they are better prepared for success in kindergarten and beyond.

## Typical Day at ESA

Education Station Academy classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is an sample of your child's typical day:

|                      |                                                                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meet and Greet       | Children participate in quiet activities set out on tables, such as puzzles, read books, drawing, computer, or listen to music and eat whatever parents bring for them to eat until all are ready for the next activity . It is setting the tone for the day.              |
| Breakfast            | Children sit at tables and have prepared breakfast.                                                                                                                                                                                                                        |
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Circle Time          | Teacher brings the group together for: calendar, discuss events of the day, letter knowledge activities, daily news (shared writing), math activities, review center activities, read a Louds, letter wall, smart board activities, and phonological awareness activities. |
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Centers /Small Group | Children choose from activities in the interest areas as teacher is working with children in small groups activities.                                                                                                                                                      |
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Outside Time         | A variety of activities are available after the teacher directed activity.                                                                                                                                                                                                 |
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Outside Time         | A variety of activities are available after the teacher directed activity.                                                                                                                                                                                                 |
| Circle Tie           | Teacher brings the group together for: calendar, discuss events of the day, letter knowledge activities, daily news (shared writing), math activities, review center activities, read a Louds, letter wall, smart board activities, and phonological awareness activities. |

|                      |                                                                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Lunch                | Children eat a hot balanced meal and then bathroom and ready for story time when on nap mats.                                                                                                                                                                              |
| Nap Time             | Children lay on cots and nap or rest quietly as they listen to music.                                                                                                                                                                                                      |
| Snack                | Children put away mats, go to bathroom and have snack.                                                                                                                                                                                                                     |
| Outside Time         | A variety of activities are available after the teacher directed activity.                                                                                                                                                                                                 |
| Circle Time          | Teacher brings the group together for: calendar, discuss events of the day, letter knowledge activities, daily news (shared writing), math activities, review center activities, read a Louds, letter wall, smart board activities, and phonological awareness activities. |
| Transition Time      | Children are transitioned into the next activity by a learning activity that reinforces a rhyming, beginning letter sounds, say letter sounds, clap syllables etc. (i.e. teacher: dog – Child: log).                                                                       |
| Center Time          | While teacher is working with small groups for art others are in centers.                                                                                                                                                                                                  |
| Table Top Activities | Children do quite table top activities. As they leave, activities are put away.                                                                                                                                                                                            |
| Enrichment Programs  | Library, Bible Class and Character Development, are rotated through the classes during the day.                                                                                                                                                                            |

## CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Education Station Academy typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs.

## **ESA Screen Time Policy**

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 1 hour per week at child care.

Screen time includes the use of television, videos, computers, and video games during care.

TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development.

Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow a maximum of 1 hour per week of educational, age-appropriate screen time.
- We allow zero screen time for children under the age of two.
- We do not allow television or movies to be left on as background noise.
- We do not have television or movies playing during mealtimes.
- We do not offer screen time as a reward.

## **CHILD TO STAFF RATIOS**

Education Station Academy exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

## **NAP TIME**

Supervised rest periods are provided for all children under five years of age who remain at Education Station Academy for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a mat to rest on for naptime. Please provide a clean blanket and sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby. Minimum Standards requires that we do not put blankets, stuff toys pacifiers or any other object in cribs when infants are in the crib. All infants are required to be put down on their backs for sleeping unless they roll over on their own. We are not allowed to swaddle a child unless we have a written note from the attending physician.

## **Daily items to bring**

- ✓ Change of clothes including socks (seasonably appropriate).
- ✓ Diapers pull-ups and wipes (if applicable).
- ✓ All children over the age of 12 mos. are required to wear shoes at all times. No flip flops or shoes that do not have backs on them are allowed. They are unsafe on the playground and cause serious accidents.

There should be a change of clothing for your child at the center at all times. If your child is in the process of toilet training and uses disposable pull-ups, we ask you to provide the center with two sets of clothing. It is very common for young children to have an accident.. Please replace any soiled clothing sent home with a fresh set the next day.

## **PERSONAL BELONGINGS**

Parents must supply all bottles for their child. Education Station Academy provides toddler training cups, diapers and wipes. Please label everything with your child's first and last name.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids. Please dress your children in play clothes since PLAY is what we do.

Please leave all valuable items at home since Education Station Academy cannot be responsible for broken or lost items.

## **BIRTHDAYS**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a “store bought” treat to share with the class. Please make arrangements with the teacher several days in advance

## **SCHOOL SAFETY POLICIES**

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

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

## **CAMERAS**

Education Station Academy has closed circuit cameras in all classrooms. A monitor is located in our front lobby for parents to view. Parents may request to view previous footage from the Center Director. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

## **PHOTOGRAPHS**

Education Station Academy believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

## **OUTSIDE EMPLOYMENT**

Employees of Education Station Academy are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

## **CELL PHONES**

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

## **CYBER IDENTITY/SOCIAL NETWORKING WEB SITES**

Cyber identity and social networking is very exciting these days. However, please understand that employees of Education Station Academy are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and MySpace.

## **BITING**

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Education Station Academy will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

## **PARENT REFERRALS**

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us. If one of those families decides to enroll their child(ren), we will credit your account the amount of 1 week's tuition after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you.

## **Staff**

ESA strongly believes in hiring quality staff to provide positive role models to each child. We take extra care in hiring and providing new employee orientation. Thorough reference and background checks are completed for every employee. ESA promotes continuing staff education in early childhood development. Above and beyond the 15 hours of annual training required by the DFPS. ESA strives to maintain employees by offering an extensive employee benefit package. To ensure the safety of our children, each staff member is required to have a current CPR and First Aid certificate. Staff must also show a copy of tuberculin testing before working with the children.

## **Parent Communication**

Communication between the staff and families is important for a quality childcare program. We want families to know we have an open door policy to discuss any concerns. Open communication is necessary in meeting the needs of the child, family, and staff. Teachers will provide a Daily Report for ages two years and younger to let you know about your child's day. A Weekly Report will be given to the families of children ages three years and older. Both reports will highlight themes and areas of learning for each class. A copy of the class daily schedule will be posted outside each classroom.

## Licensing

ESA is licensed by the State of Texas. The license is prominently displayed for your review. We are frequently inspected by various regulatory agencies to ensure compliance in the areas of health and safety. The licensing inspection reports are posted for your review. All other reports are available for review upon request. A copy of the minimum standards for childcare centers is available in the front office and we encourage you to read it. To create a quality program and safe environment for children, we work closely with these regulatory agencies to be in compliance with state and local laws and guidelines. All employees are required by law to report any suspicious signs of child abuse or neglect to Child Protective Services. Families may contact the following local agencies:

Local licensing office – 214-951-7902

Child abuse hotline – 1-800-252-5400

Texas Dept. of Family and Protective Services website:

[www.w.dfps.state.tx.us/childcare](http://www.dfps.state.tx.us/childcare)

## Programs Offered

The Education Station Academy care includes:

Infants (6 weeks – 18 months)

Toddlers (18mo-23mos)

Twos (24 months – 36 months)

Pre-k 1(3 years – 4 years)

Pre-2 (4- - 5 not starting Kdg. next year)

Pre-k3 (4-5 starting Kdg next year)

School age children (Kdg thru 5th grade))

Before and after school care

Summer camp

## Parent Visitation

ESA has an open-door policy for parents. We welcome and encourage your visit at anytime during business hours to connect with your child and assess the care provided.

We offer conferences to our parents if we feel that they are needed as well if you want to sit and talk with the teacher. You can call and make an appointment to sit down with the teacher and the director. We encourage this so parents will know how their children are progressing in the growth towards Kindergarten.

## PARENT RESPONSIBILITIES

**Children must be signed in and out** by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, staff of Education Station Academy is not permitted to take children home from our center.

**In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home.** Education Station Academy staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- ✓ Communicate any concerns regarding our program or your child immediately to staff.
- ✓ Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- ✓ Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and
- ✓ The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.
- ✓ Please be aware of the scheduled meal times of breakfast and lunch, 8:30 am and 11:30am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- ✓ Please do not allow your child to bring gum or candy to the classroom.
- ✓ We STRONGLY encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating and MUST be taken home at the end of the day.
- ✓ Periodically check on your child's supply of extra clothing. Please take home soiled Clothing promptly.

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

## **WITHDRAWAL FROM PRESCHOOL PROGRAM**

A two-day written notice must be given for withdrawing a child from Education Station Academy. If a family fails to give a thirty-day notice, Education Station Academy has a right to draft the remaining weeks from the families' bank account. Education Station Academy has a right to refuse service to any family for any reason.

## **CUSTODY SITUATIONS**

Education Station Academy prefers NOT to get involved with custody disputes. Education Station Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Education Station Academy has the right to terminate care.

## **INCLEMENT WEATHER POLICIES**

Education Station Academy will open most days during inclement weather. Please check local TV stations and web sites for announcement of closing. Full tuition is due during inclement weather times. We follow the CISD school closings for inclement weather. We will email blast all of our parents of the closings, put it on our Facebook page and also on our website, [WWW.esalavon.com](http://WWW.esalavon.com) under the ESA News and on the front page of the website. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

## **OUTDOOR PLAY**

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

# Indoor And outdoor Play

Education Station Academy strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology. Infants will be given opportunities for physical activity, including supervised tummy time. Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Education Station Academy will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

# Center Policies

Please update us in writing of any changes in phone numbers or addresses. It is the parent's responsibility to provide the school with addresses, special needs, allergies, etc. This is crucial to your child's safety and well-being. You may send us an email ([laura@esalavon.com](mailto:laura@esalavon.com)) or ask at the front desk for a new enrollment card to fill out.

## Fees and Payments

Payments may be made by check, money order, credit card, debit card, or monthly ACH debit from your account. If you are interested in ACH payments, please ask at the office for an enrollment form.

## Tuition

Tuition fees are due on Monday, in advance of service. Tuition is considered late after closing on Tuesday evening. **Families with delinquent accounts on Wednesday morning will charged a \$15.00 late fee.** If we do not receive payment, you will be ask to withdraw. To re-enter another enrollment fee will be charged.

Tuition charges include the cost of our program, curriculum, salaries, and maintenance based upon a full year of enrollment. Reductions in tuition will not be made for missed days or when the school is closed.

## Other Fees

- ✓ Initial enrollment fee of \$100.00 per family. This fee will ensure your child's place on our class rolls. This is a non-refundable fee.
- ✓ Supply fees of \$70 are due January 1<sup>st</sup> and August 1<sup>st</sup>.
- ✓ Supply fees for school age children will be due as follows:
  - Returned checks will incur a \$35 service charge to your account.
  - A late pick up fee of \$1 per minute will be charged to your account after 6:35p.m.
- ✓ A \$10 fee will be charged when you have not communicated to the center by 2:00p.m.
- ✓ that your school age child does not need to be picked up by our bus.
- ✓ ESA will provide care to your school age child on school in-service days and weeks when the public school is closed. An additional fee of \$20 per day will be charged to families who need this service not to exceed the full time rate of our preschool class. Please advise the office if your child will be at ESA on those days.

## Arrival and Departure

Parents must sign their child in and out of the classroom each day. This form will be located in your child's classroom. This is necessary for the safety and accountability of each child in an emergency situation and is a regulation of the DFPS of the State of Texas. Your child must be released to the staff member who is assigned to your child's class. When picking up, children need to be signed out and checked out with their teacher.

In the event that a child will be picked up by someone other than the parent or legal guardian, you must notify the school in writing. Proof of identification will be required by this person. We realize that situations happen on occasion which require a parent to call the center about someone else picking up their child. An office staff member will verify the identity of the person calling for the safety of the child.

**ESA has no legal authority to refuse the release of a child to either parent or their designee except in the case of legally served court orders. We must have a notarized court order on file regarding parental custody or visitation. Please notify the office immediately of any restraining orders and provide us a copy of the legal document.**

## PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Education Station Academy prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Education Station Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Education Station Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including our teachers who have children in our care and parents must follow these rules while on our property.

## Confidentiality

ESA respects the rights of each family to privacy and confidentiality regarding all health, behavioral, developmental, financial records and any information concerning your child. Various federal and state statutes, local ordinances and regulatory rules protect these rights to privacy and confidentiality. If your child is involved in an altercation, or biting incident with another child, the Education Station Academy will not reveal the child's name that was involved with the biting or altercation without the written consent form from that parent, except as required by law. Federal law prohibits the Education Station Academy from testing children who bite for HIV and Hepatitis B.

## **Child Safety**

Each classroom will have a closed circuit camera mounted for video monitoring. The monitors will be located in the front office. Parents may observe the classrooms at any time. Only the owners or the Executive Director may stop a recording for review.

## **Absences**

It is helpful for the teachers and cook to know which child will be in attendance each day. Please notify the center by 9:00 a.m. if your child will not be attending.

## **Holidays and Closings**

- ✓ New Year's Day
- ✓ Memorial Day
- ✓ Independence Day (Forth of July)
- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ Day after Thanksgiving
- ✓ Christmas Eve
- ✓ Christmas Day
- ✓ New Year's Eve (3:00pm early closing)

If a holiday falls on a weekend, we will inform you of whether it will be observed on the preceding Friday or the following Monday. Our tuition rates take into account the closing of the school on these days and therefore there will be no reduction in tuition during these weeks.

## **Equal Opportunity Provider**

The Education Station, LLC is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin.

## **Clothing**

Children remain busy each day with indoor and outdoor activities. Please dress your child in comfortable and washable play clothes. Our curriculum includes experiences with paint, clay, sand, water, etc. We require that you send a change of seasonal clothing for those fun, but messy activities. It is also necessary to dress your child in closed toe/heel shoes with rubber soles. This will help prevent accidents on the playground and in our gymnasium. Many accidents happen in cowboy boots, dress shoes, flip flops, etc.

Please dress your child in easy to manage clothing. Our staff encourages independence in dressing while working on their toileting needs.

During the winter months, children must bring hats, mittens, and coats. Please label all these items. We do all that is possible to keep up with each child's personal belongings but it takes both the parent and ESA to make this possible. So please help out by putting your child's name on the label. Education Station Academy is not responsible for lost articles of clothing.

## **Soiled Clothing**

If your child soils his or her clothing we will rinse it out and put them in a sealed plastic bag. The bag will be labeled and put in the Childs back pack or cubby to be picked up at the end of the day. We do not want the responsibility for washing your Childs clothes and having them shrink or put in with the wrong colors and possibly spread germs through the wash.

## **Diapers**

ESA requires the use of disposable diapers. Diapers which have an inner absorbent lining, attached to an outer water proof covering that prevents the escape of stool and urine. This minimizes the spread of infection to children and staff. Cloth diapers may be used if prescribed by a Doctor or health care provider and if laundered by a commercial service.

## Dismissal Policy

Please be aware that should one of the following situations arise, ESA may ask you to withdraw your child.

- ✓ The failure to pay your child's tuition on time.
- ✓ Verbal or physical abuse by your child to other children or staff.
- ✓ If your child bites and we cannot get it under control.
- ✓ Non compliance with immunization and exclusion due to illness.

## Toilet Training

ESA works hand in hand with parents with toilet training. Your child's teacher will talk with you and together come up with the best plan that works at school and at home. Toilet training can only be accomplished if done both at home and at school. Until your child is toilet trained they must wear a pull-up and or training pants covered by plastic underpants.

## Daily Reports

We recognize that communication between center personnel and parents is essential. We make a concerted effort to communicate the kind of day your child experienced. We appreciate you sharing any insights into your child's life that could influence his or her progress at the center.

Parents of **Infants** will fill out a monthly feeding chart. You will receive a report from your child's teachers, outlining the amount bottles and the oz's taken at each feeding, the amount of food, length of naps, diaper changes weather dry wet or a bowel movement.

Parents of **mobile infants (12 mos. thru 17 mos.** will fill out a monthly feeding chart or until they are on solely on ESA's food. You will receive a daily report letting you know foods eaten, diaper changed and length of naps. Until your child is toilet trained, he or she must wear disposable diapers or pull-ups or toilet training pants covered by plastic underwear.

Parents of **toddlers and twos** will get a daily report in their cubby letting their parents know what kind of day they had, their diaper changes, and the food eaten.

The rest of the classes will have a bulletin board on the outside of their classroom door with a what we did today notice. We will have a weekly newsletter in your child's cubby on Friday letting you know what to expect next week.

# Education Station Academy

Parent Handbook Addendum

Updated July 2026

**Curriculum Goals** – We use the “Circle Curriculum” written and provided to us from the “Texas School Ready Program”

## Circle Infant and Toddler Curriculum



## Circle Pre-K Curriculum



**Parent Conferences** – It is stated that they are available upon request. However, if the are held once or twice a year and documentation supports that, higher scores can be achieved for that measure.

### Developmental Assessments Policy

Education Station Academy provides resource information as needed for further screenings/ referrals, evaluations, and early intervention and treatment. Local resources will be provided to the parents/ guardians, in addition to referral to local agencies specialized in early intervention. A list of early intervention specialists can also be found by clicking on this website:

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

## Health and Nutrition

Our early childhood program is committed to promoting oral health, balanced screen time, and healthy eating through Farm to Early Care Education (ECE) practices. We encourage families to prioritize oral hygiene by teaching children to brush their teeth twice a day, floss regularly, and attend routine dental check-ups. To support this, we provide families with educational materials.

In addition, we emphasize the importance of managing screen time based on the American Academy of Pediatrics' guidelines, which recommend no more than one hour per day of high-quality content for children aged 2-5. We offer families resources to create healthy screen-time habits, such as incorporating screen-free routines during meals and before bed, and engaging alternatives like outdoor play and hands-on activities.

Our Farm to ECE initiative encourages children and families to embrace healthy eating by incorporating fresh, locally sourced foods into daily meals and snacks. Children participate in garden activities where they learn to grow their own produce, and families receive information on the benefits of nutritious, whole foods. By fostering a connection between children and their food, we aim to instill lifelong healthy eating habits.

## Accommodations for Families

**This document outlines our program's policies and process in supporting families and children who may need additional accommodations to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parents' primary language. Please notify Center Management if you or your child requires accommodations, we will ensure that we do our part in making sure your needs are met.**

Below are ways that our program will partner with your family:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive meetings if needed.
3. Complete supporting documentation from authorized medical professionals for any accommodation related to the child's physical or developmental needs.
4. Provide materials and resources in parent/child's primary language.
5. Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

### **Acknowledgement of Receipt & Understanding**

I hereby certify that I have read and fully understand the contents of this Parent Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with the Executive Director. I agree to abide by the policies set forth in this handbook and understand that compliance with Education Station Academy's policies is necessary for a smooth running center. My signature below certifies my knowledge, acceptance and adherence to the company's center's policies.

I acknowledge that the company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this company and its customers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please tear out and return with your enrollment packet.**

We hope that your stay at the Education Station Academy is a pleasant one and we strive to make our center a home away from home for your child. We look forward to getting to know your family better.

Thanks

The Staff of the Education Station Academy



*Education Station  
Academy*

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