

DRAGONFLY INTERNATIONAL SCHOOL  
POLICY MANUAL

# HOURS OF OPERATION

DRAGONFLY INTERNATIONAL SCHOOL WILL FOLLOW THE SAME SCHEDULE AS DRIPPING SPRINGS INDEPENDENT SCHOOL DISTRICT.

CLASSES WILL BEGIN ON AUGUST 25 AND RUN THROUGH JUNE 4<sup>TH</sup>.

HOURS OF OPERATION ARE:

MONDAY            8:30 AM    TO    5:00 PM

TUESDAY           8:30 AM    TO    5:00 PM

WEDNESDAY       8:30 AM    TO    5:00 PM

THURSDAY         8:30 AM    TO    5:00 PM

FRI DAY            8:30 AM    TO    5:00 PM

SATURDAY         CLOSED

SUNDAY            CLOSED

# RELEASE OF CHILDREN

## CHILD DROP OFF AND PICK-UP

THE MORNING DROP OFF WILL CONSIST OF PARENTS BRINGING THEIR CHILD INTO THE FACILITY AND SIGNING THEM IN. WE WILL HAVE A PRE-PRINTED SIGN-IN SHEET FOR EACH DAY LISTING THE STUDENTS THAT SHOULD BE IN CLASS. THE PARENT MUST SIGN THEM IN WITH DATE AND TIME.

EACH CHILD WILL HAVE A LIST OF APPROVED PEOPLE TO PICK UP THE CHILD. IF DRAGONFLY STAFF DOES NOT KNOW THE PERSON SHOWING UP TO PICK UP A CHILD THEY WILL BE REQUIRED TO SHOW PROOF OF IDENTIFICATION, THIS WILL BE COMPARED TO THE APPROVED PICK-UP LIST. A COPY OF THEIR DRIVERS LICENSE WILL BE MADE FOR FUTURE REFERENCE.

A CHILD WILL NOT BE RELEASED TO ANYONE THAT IS NOT ON THE APPROVED PICK UP LIST. DRAGONFLY STAFF MAY ALSO WRITE DOWN THE MAKE MODEL AND LICENSE PLATE OF THE CAR OF SOMEONE THAT ARRIVES TO PICK UP A CHILD THAT THEY DO NOT KNOW. AT TIMES THIS COULD SLOW DOWN THE PICK-UP PROCESS BUT THIS IS FOR THE SAFETY OF YOUR CHILD AND ALL CHILDREN AT THE SCHOOL.

IF YOU NEED TO CHANGE THE AUTHORIZED PEOPLE TO PICK-UP PLEASE COME INTO THE OFFICE TO ADDRESS THIS WITH THE DIRECTOR AND WITH YOUR CHILD'S TEACHER.

WE WILL ASK TO MAKE A COPY OF EACH PERSON'S DRIVERS LICENSE ON THE APPROVED PICK UP LIST FOR EACH STUDENT AND WILL KEEP THIS IN A BOOK AT THE PICK UP STATION TO HELP IDENTIFY THOSE ELIGIBLE TO PICK STUDENTS UP.

## I LLNESS AND I NJURY

IF A CHILD BECOMES I LL WHILE AT DRAGONFLY THE TEACHER OR AIDE WILL REMOVE THEM FROM THE CLASSROOM AND TEND TO THEIR NEEDS. THE CHILDS PARENT WILL BE NOTIFIED AND THE CHILD WILL REMA IN SEPARATED FROM THE REST OF THE CLASS UNTIL THE CHILD'S PARENT ARRIVES.

I N THE CASE OF AN I NJURY AGA I N THE CHILD WILL BE SEPARATED FROM THE REST OF THE CLASS WHILE BEI NG ATTENDED TO. DOCUMENTATION OF THE I NJURY (I F I T REQUI RED MEDICAL ATTENTION BY A HEALTH CARE PROFESSIONAL) WILL BE REPORTED ON THE I NCIDENT/I LLNESS REPORT. ALL I NJUR I ES WILL BE REPORTED TO THE PARENT. PARENT WILL BE NOTIFIED AT THE TIME OF I NJURY BY A PHONE CALL AND ALSO WILL RECEIVE A WRIT TEN REPORT OF THE ACCIDENT.

PARENTS WILL BE REQUI RED TO SIGN THE FACI L I T Y COPY OF THE REPORT TO I NDI CATE THEY HAVE BEEN NOTIFIED AND RECEIVED A COPY OF THE REPORT.

COPI ES OF I NCIDENT/I LLNESS REPORT WILL BE MAI NTA I NED I N THE OFFICE FOR THE LENGTH OF TIME THE CHILD I S ENROLLED PLUS THREE MONTHS.

### MEDI CATION

DRAGONFLY I NTERNATIONAL SCHOOL WILL DI STRI BUTE MEDI CATION TO CHI LDREN I F I N ACCORDANCE WI TH OUR MEDI CATION POLI CY REQUI RI NG PARENTAL AUTHORI ZATION, AND THEN THE CARE-GIVER I S REQUI RED TO SIGN AND DATE A MEDI CATION DI STRI BUTI ON FORM EACH TIME THE MEDI CATION I S GIVEN TO THE STUDENT AS WELL AS NOTIFYI NG THE PARENT THAT THE MEDI CATION HAS BEEN DI STRI BUTED. DOCUMENTATION OF PARENT AUTHORI ZATION AND THE DI STRI BUTI ON WILL BE KEPT ON FILE I N THE OFFICE.

# ILLNESS THAT WOULD PROHIBIT A CHILD FROM BEING ADMITTED TO CLASS

IF YOUR CHILD EXHIBITS ANY OF THE FOLLOWING SIGNS THEY WILL NOT BE ADMITTED TO CLASS, OR IF IT OCCURS DURING CLASS WOULD BE REASON FOR THE CHILD TO BE REQUIRED TO BE PICKED UP BY THE PARENT.

1. ILLNESS PREVENTS THE CHILD FROM PARTICIPATING COMFORTABLY IN CHILD-CARE CENTER ACTIVITIES INCLUDING OUTDOOR PLAY.
2. ILLNESS RESULTS IN A GREATER NEED FOR CARE THAN CAREGIVERS CAN PROVIDE WITHOUT COMPROMISING THE HEALTH, SAFETY, AND SUPERVISION OF OTHER CHILDREN IN CARE.
3. THE CHILD HAS ONE OF THE FOLLOWING, UNLESS MEDICAL EVALUATION BY A HEALTH-CARE PROFESSIONAL INDICATES THAT YOU CAN INCLUDE THE CHILD IN THE CHILD CARE CENTER'S ACTIVITIES:
  - ORAL TEMPERATURE OF 100.4 DEGREES OR GREATER, ACCOMPANIED BY BEHAVIOR CHANGES OR OTHER SIGNS OR SYMPTOMS OF ILLNESS.
  - RECTAL TEMPERATURE OF 101.4 DEGREES OR GREATER, ACCOMPANIED BY BEHAVIOR CHANGES OR OTHER SIGNS OR SYMPTOMS OF ILLNESS.
  - AXILARY TEMPERATURE OF 99.4 DEGREES OR GREATER, ACCOMPANIED BY BEHAVIOR CHANGES OR OTHER SIGNS OR SYMPTOMS OF ILLNESS.
  - SYMPTOMS AND SIGNS OF POSSIBLE SEVERE ILLNESS SUCH AS LETHARGY, ABNORMAL BREATHING, UNCONTROLLED DIARRHEA, TWO OR MORE VOMITING EPISODES IN 24 HOURS, RASH WITH FEVER, MOUTH SORES WITH DROOLING, BEHAVIOR CHANGES, OR OTHER SIGNS THAT THE CHILD MAY BE SEVERELY ILL
4. A HEALTHCARE PROFESSIONAL HAS DIAGNOSED THE CHILD WITH A COMMUNICABLE DISEASE, AND THE CHILD DOES NOT

HAVE MEDICAL DOCUMENTATION TO INDICATE THAT THIS CHILD IS NO LONGER CONTAGIOUS.

# DISPENSING MEDICATION

## MEDICATION

DRAGONFLY INTERNATIONAL SCHOOL WILL ADMINISTER MEDICATION TO YOUR CHILD UNDER THE FOLLOWING GUIDELINES:

1. PARENTS MUST SIGN AN AUTHORIZATION FORM (DIS-MA), WHICH AUTHORIZES US TO DISPENSE MEDICATION ACCORDING TO THE TIMES ON THE AUTHORIZATION FORM IN ACCORDANCE WITH THE LABEL ON THE MEDICATION.
2. THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER LABELED WITH THE CHILDS FULL NAME AND THE DATE BROUGHT TO DRAGONFLY.
3. MEDICATION WILL BE ADMINISTERED IN AMOUNTS ACCORDING TO THE LABEL OR DIRECTIONS OR AS AMENDED BY A PHYSICIAN.
4. MEDICATION WILL ONLY BE ADMINISTERED TO THE CHILD FOR WHOM IT IS INTENDED.
5. MEDICATION WHICH HAS EXPIRED WILL NOT BE ADMINISTERED.
6. THE PARENT OR GUARDIAN WILL BE NOTIFIED BY PHONE EACH TIME MEDICATION IS ADMINISTERED
7. IF A CHILD HAS PERIODIC AND RECURRING MEDICAL PROBLEMS (I.E. ALLERGIC REACTIONS) THE PARENT OR CHILDS HEALTH CARE PROFESSIONAL MAY SIGN A MEDICATION AUTHORIZATION ALLOWING ADMINISTRATION FOR UP TO 6 MONTHS. THIS AUTHORIZATION MUST INCLUDE INFORMATION ON SYMPTOMS TO WATCH FOR.

# DRAGONFLY INTERNATIONAL SCHOOL MEDICATION AUTHORIZATION FORM

I \_\_\_\_\_ HEREBY AUTHORIZE  
DRAGONFLY INTERNATIONAL SCHOOL AND ITS EMPLOYEES TO  
ADMINISTER THE FOLLOWING MEDICATION TO MY CHILD(REN)  
ACCORDING TO THE FOLLOWING INSTRUCTIONS.

CHILD'S NAME: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_

TIMES TO ADMINISTER: \_\_\_\_\_

PERSON TO CONTACT UPON ADMINISTRATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AUTHORIZATION EFFECTIVE DATE: \_\_\_\_\_

AUTHORIZATION ENDING DATE: \_\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# DRAGONFLY INTERNATIONAL SCHOOL MEDICATION ADMINISTRATION LOG

DATE: \_\_\_\_\_

CHILD'S FULL NAME: \_\_\_\_\_

NAME OF MEDICATION(S): \_\_\_\_\_

DATE/TIME/AMOUNT OF MEDICATION GIVEN:

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FULL NAME OF EMPLOYEE DISPENSING MEDICATION:

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I HAVE ADMINISTERED THE ABOVE MEDICATION TO THE CHILD  
LISTED ABOVE IN ACCORDANCE WITH PARENTAL/PHYSICIAN  
DIRECTIONS:

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EMPLOYEE SIGNATURE

DATE

# MEDICAL EMERGENCIES

IN THE EVENT OF A MEDICAL EMERGENCY, THE STAFF AT DRAGONFLY WILL REMOVE ALL OTHER CHILDREN AWAY FROM THE EMERGENCY SITUATION AND KEEP THEM IN A CALM STATE. DRAGONFLY STAFF WILL PROVIDE AS MUCH MEDICAL CARE AS FEASIBLE UNTIL EMS ARRIVES. WE WILL CONTACT THE PARENT AS SOON AS WE HAVE THE SITUATION AND THE REST OF THE CHILDREN UNDER CONTROL. IF A CHILD NEEDS TREATMENT BY EMS AND IS DETERMINED THAT THEY NEED TO BE TRANSPORTED TO THE HOSPITAL SOMEONE FROM DRAGONFLY WILL EITHER RIDE ALONG OR FOLLOW THE AMBULANCE TO THE HOSPITAL AND WILL WAIT AT A MINIMUM UNTIL THE PARENT ARRIVES AND THE SITUATION CAN BE FULLY EXPLAINED. ANY EMERGENCY WILL BE RECORDED AND LOGGED ON THE INCIDENT/ILLNESS REPORT.

## FIRE OR OTHER EMERGENCY.

WE WILL HOLD MONTHLY FIRE DRILLS TO ENSURE THE STUDENTS KNOW WHAT TO DO IN CASE OF A FIRE. TEACHERS WILL PRACTICE EXITING THE BUILDING AND GATHERING IN THE EAST FIELD BY THE PICNIC TABLES.

WE WILL ALSO HOLD MONTHLY TORNADO DRILLS IN WHICH ALL THE STUDENTS WILL GATHER IN THE CENTER OF THE BUILDING IN THE "WORLD CENTER" AND WILL BE INSTRUCTED IN THE PROPER TAKE COVER POSITION.

IN THE EVENT OF A REAL EMERGENCY THE DIRECTOR WILL HAVE A CELL PHONE WITH ALL OF THE EMERGENCY NUMBERS PRE-PROGRAMMED OR WILL HAVE A PRINTED EMERGENCY CONTACT LIST OF ALL STUDENTS. UPON GATHERING A COUNT SHOULD BE MADE OF ALL STUDENTS TO ENSURE EVERYONE IS PRESENT. THEN THE TEACHERS WILL NEED TO KEEP EVERYONE TOGETHER AND TAKE WHATEVER ACTION IS NECESSARY. ALL STUDENTS AND TEACHERS SHOULD REMAIN TOGETHER UNTIL THE EMERGENCY IS OVER AND ALL OF THE STUDENTS HAVE BEEN PICKED UP BY THEIR PARENTS.

# PARENTAL NOTIFICATION

DRAGONFLY WILL MAINTAIN A PARENTAL NOTIFICATION LOG IN THE MAIN OFFICE. THE PURPOSE OF THIS LOG IS TO RECORD DATES, TIMES, AND REASONS FOR CONTACTING PARENTS. THIS COULD BE TO TELL THE PARENT WHAT A GREAT DAY THEIR CHILD HAD OR TO DISCUSS AN ISSUE THAT CAME UP DURING THE DAY.

THIS PARENTAL NOTIFICATION LOG DOES NOT INCLUDE DAILY OR WEEKLY "WHAT I DID TODAY REPORTS" RATHER IT WILL BE FOR PHONE CALLS PLACED TO THE PARENT.

## COMMUNICATION POLICY WITH PARENTS:

DRAGONFLY INTERNATIONAL SCHOOL WILL PROVIDE EACH FAMILY AND EMPLOYEE WITH A COPY OF THE POLICY HANDBOOK. EACH MEMBER WILL BE REQUIRED TO SIGN ACKNOWLEDGING RECEIPT OF SAID HANDBOOK.

IF A CHILD IS INJURED OR BECOMES ILL A PHONE CALL WILL BE PLACED TO THE DESIGNATED PARENT OR GUARDIAN. THE CHILD WILL BE SEPARATED FROM THE REMAINING STUDENTS UNTIL THE PARENT OR GUARDIAN ARRIVES.

IN THE EVENT OF AN OUTBREAK OF A COMMUNICABLE DISEASE A NOTICE WILL BE SENT HOME TO EACH STUDENT EXPLAINING WHAT DISEASE WAS PRESENT (I.E. CHICKENPOX) BUT WE WILL NOT IDENTIFY WHICH STUDENT(S) ACTUALLY HAD THE DISEASE FOR PRIVACY REASONS. WE WILL ALSO POST THIS ON THE MAIN BULLETIN BOARD.

# DISCIPLINE AND GUIDANCE PRACTICES

WE WILL USE A VARIETY OF DISCIPLINE AND GUIDANCE WITH THE STUDENTS. THESE INCLUDE BUT ARE NOT LIMITED TO:

TEACHING THE STUDENTS TO USE THEIR WORDS. WE WANT TO ENCOURAGE THE CHILDREN AT A YOUNG AGE TO BE ABLE TO EXPRESS THEIR FEELINGS APPROPRIATELY TO EACH OTHER ABOUT CONFLICT AND PROBLEMS. WE WILL ENCOURAGE THEM TO USE THEIR WORDS TO TELL EACH OTHER WHAT IS CAUSING THEM PROBLEMS.

TEACHERS WILL ALSO USE THE 1-2-3 MAGIC TO CORRECT INAPPROPRIATE BEHAVIOR AND TO LET THE CHILDREN KNOW THAT THEY NEED TO MAKE A CORRECTION. AT ALL TIMES WE WANT THE CHILDREN TO HAVE THE ABILITY TO SEE WHAT NEEDS TO BE CHANGED AND TO MAKE THAT CHANGE ON THEIR OWN TO INSTILL THESE VALUES AND PROBLEM SOLVING ABILITIES. THIS ALSO HELPS TO BUILD THEIR SELF CONFIDENCE.

POSITIVE REINFORCEMENT - EACH CHILD WILL START THE DAY WITH 5 STARS AND THEY CAN LOSE AND GAIN BACK DURING THE DAY. BY THE END OF THE DAY THEY WANT TO HAVE 5 STARS IN THEIR CUP. THEY ARE SENT HOME WITH A NOTE THAT THEY HAD A 5 STAR DAY.

WITH YOUNGER STUDENTS WE TRY TO REDIRECT MORE THAN DISCIPLINE.

TEACHERS MAY USE A TIME-OUT CHAIR IF NECESSARY AND FOR AGE APPROPRIATE AMOUNTS OF TIMES. (2 MINUTES FOR A TWO YR OLD, ETC.) THIS WILL BE DONE AS A MEANS TO SEPARATE THE CHILD FROM THE INAPPROPRIATE ACTIVITY FOR A BRIEF TIME SO THAT THEY CAN CORRECT THEIR BEHAVIOR.

THE STOP LIGHT METHOD MAY ALSO BE USED FOR THE OLDER CHILDREN TO HELP GIVE THEM A VISUAL CLUE AS TO THEIR CURRENT BEHAVIOR PATTERN.

DISCIPLINE WILL BE:

1. INDIVIDUALIZED AND CONSISTENT FOR EACH CHILD
2. APPROPRIATE FOR THE CHILD'S LEVEL OF UNDERSTANDING
3. DIRECTED TOWARD TEACHING THE CHILD ACCEPTABLE BEHAVIOR AND SELF CONTROL.

A CAREGIVER MAY ONLY USE POSITIVE METHODS OF DISCIPLINE AND GUIDANCE THAT ENCOURAGE SELF ESTEEM, SELF-CONTROL, AND SELF DIRECTION, WHICH INCLUDE AT LEAST THE FOLLOWING.

1. USING PRAISE AND ENCOURAGEMENT OF GOOD BEHAVIOR INSTEAD OF FOCUSING ONLY UPON UNACCEPTABLE BEHAVIOR.
2. REMINDING A CHILD OF BEHAVIOR EXPECTATIONS BY USING CLEAR POSITIVE STATEMENTS.
3. REDIRECTING BEHAVIOR USING POSITIVE STATEMENTS, AND
4. USING BRIEF SUPERVISED SEPARATION OR TIME OUT FROM THE GROUP, WHEN APPROPRIATE (ONE MINUTE PER AGE OF THE CHILD)

THERE WILL BE NO HARSH, CRUEL OR UNUSUAL TREATMENT OF ANY CHILD. THE FOLLOWING TYPES OF DISCIPLINE AND GUIDANCE ARE PROHIBITED.

1. CORPORAL PUNISHMENT OR THREATS OF CORPORAL PUNISHMENT.
2. PUNISHMENT ASSOCIATED WITH FOOD, NAPS, OR TOILET TRAINING
3. PINCHING, SHAKING, OR BITING A CHILD
4. HITTING A CHILD WITH A HAND OR INSTRUMENT
5. PUTTING ANYTHING IN OR ON A CHILD'S MOUTH
6. HUMILIATING, RIDICULING, REJECTING, OR YELLING AT A CHILD
7. SUBJECTING A CHILD TO HARSH, ABUSIVE, OR PROFANE LANGUAGE,
8. PLACING A CHILD IN A LOCKED OR DARK ROOM, BATHROOM, OR CLOSET WITH THE DOOR CLOSED

9. REQUIRING A CHILD TO REMAIN SILENT OR INACTIVE FOR INAPPROPRIATELY LONG PERIODS OF TIME OR THE CHILD'S AGE.

MY SIGNATURE VERIFIES THAT I HAVE READ AND RECEIVED A COPY OF THIS DISCIPLINE AND GUIDANCE POLICY.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CHECK ONE

PARENT

EMPLOYEE/CAREGIVER

## MEALS

AT DRAGONFLY INTERNATIONAL SCHOOL PARENTS ARE RESPONSIBLE FOR PROVIDING THEIR CHILD(REN'S) LUNCH. DRAGONFLY WILL PROVIDE A MORNING AND AFTER LUNCH SNACK. AS OUR CURRICULUM ENTAILS TRAVELING TO A DIFFERENT PART OF THE WORLD EACH WEEK WE TRY TO PROVIDE SNACKS REPRESENTATIVE OF THAT PART OF THE WORLD. WE PROVIDE OPTIONS OF MILK, WATER, OR JUICE, AND ALL SNACKS INCLUDE FRUIT, VEGETABLES AND GRAINS.

# IMMUNIZATION REQUIREMENTS

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TIFF (LZW) decompressor  
are needed to see this picture.

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# TUBERCULIN TESTING REQUIREMENTS

ALL STUDENTS AND EMPLOYEES MUST HAVE ON RECORD EVIDENCE OF A NEGATIVE TB TEST, PRIOR TO ADMISSION TO THE CHILD CARE CENTER.

## HEARING AND VISION SCREENING

ALL CHILDREN ENROLLED AT DRAGONFLY ON THAT ARE AGE 4 OR ABOVE AS OF 9/1/08 MUST BE TESTED FOR VISION AND HEARING PER THE TEXAS HEALTH AND SAFETY CODE. THIS TEST MUST BE COMPLETED WITHIN 120 DAYS OF THE CHILDS ADMISSION. THESE ARE SIMPLE TESTS TO CHECK FOR VISUAL ACUITY OF EACH EYE (I.E. 20/20, 20/30 ETC AND TO ENSURE HEARING IS APPROPRIATE AT 100, 2000, AND 4000 HERTZ.

WE WILL NOTIFY YOU IN ADVANCE OF THE DATES OF THESE TESTS OR YOU MAY HAVE THEM DONE BY YOUR PHYSICIAN BUT WE WILL NEED A SIGNED COPY FROM THE PHYSICIAN.

# ENROLLMENT PROCEDURES

PRIOR TO OR ON THE FIRST DAY OF ADMISSION EACH PARENT WILL BE PROVIDED A COPY OF DRAGONFLY INTERNATIONAL SCHOOLS POLICY MANUAL. EACH PARENT WILL NEED TO SIGN A FORM STATING THAT THEY HAVE RECEIVED A COPY OF THE MANUAL. DURING THE COURSE OF THE YEAR IF CHANGES ARE MADE OR IF ADDITIONAL ITEMS ARE ADDED TO THE POLICY COPIES WILL BE PROVIDED TO EACH PARENT AND WILL REQUIRE A SIGNED RECEIPT FOR ANY CHANGES OR ADDITIONS. ALL FORMS NECESSARY FOR ENROLLMENT MUST BE COMPLETED PRIOR TO THE ADMISSION OF THE CHILD.

THESE FORMS INCLUDE:

- PERSONNEL INFORMATION FORM
- AUTHORIZED CHILD PICK UP FORM
- IMMUNIZATION FORM
- STATEMENT OF CHILD'S HEALTH FROM A HEALTH CARE PROFESSIONAL
- EMERGENCY CONTACTS
- PERMISSION FOR LIBRARY FIELD TRIPS
- NAME ADDRESS TELEPHONE # OF CHILD'S PHYSICIAN OR EMERGENCY CARE FACILITY.
- AUTHORIZATION TO OBTAIN MEDICAL TREATMENT AND TO TRANSPORT THE CHILD FOR EMERGENCY MEDICAL TREATMENT
- A STATEMENT OF ANY SPECIAL ISSUES OR CARE NEEDS (ALLERGIES, PREVIOUS HOSPITALIZATIONS/INJURIES WITHIN THE PAST 12 MONTHS) MEDICATIONS PRESCRIBED FOR CONTINUOUS LONG TERM CARE.

# TRANSPORTATION

DRAGONFLY INTERNATIONAL SCHOOL DOES NOT PROVIDE TRANSPORTATION TO OR FROM SCHOOL. IF A FIELD TRIP IS SCHEDULED WE WILL PROVIDE DOCUMENTATION OF INSURANCE AND INFORM YOU OF HOW YOUR CHILD WILL BE TRANSPORTED TO AND FROM THE LOCATION. A PARENTAL PERMISSION SLIP WILL BE SENT HOME AND NOTICE OF THE FIELD TRIP WILL BE POSTED ON THE MAIN BULLETIN BOARD 48 HOURS IN ADVANCE OF THE FIELD TRIP.

# FIELD TRIPS

PRIOR TO ANY FIELD TRIP TAKING PLACE A NOTICE WILL BE POSTED 48 HOURS IN ADVANCE ON THE MAIN BULLETIN BOARD.

THE FOLLOWING RULES WILL BE IN PLACE FOR ALL FIELD TRIPS:

- A SIGNED PERMISSION SLIP FROM THE PARENT OR GUARDIAN FOR THE CHILD TO PARTICIPATE IN THE FIELD TRIP, INCLUDING PERMISSION TO TRANSPORT THE CHILD IF APPLICABLE.
- ONE OR MORE CAREGIVERS MUST CARRY EMERGENCY MEDICAL CONSENT FORMS AND EMERGENCY CONTACT NUMBERS FOR EACH CHILD ON THE FIELD TRIP.
- CAREGIVERS MUST HAVE A WRITTEN LIST OF ALL STUDENTS ON THE FIELD TRIP AND WILL CHECK IT OFTEN TO ENSURE THE PRESENCE OF ALL STUDENTS.
- CAREGIVERS MUST HAVE A FIRST AID KIT IMMEDIATELY AVAILABLE ON FIELD TRIPS.
- EACH CHILD MUST WEAR A SHIRT, NAMETAG, OR OTHER IDENTIFICATION LISTING THE NAME OF THE CHILD CARE CENTER AND THE CHILD CARE CENTER'S TELEPHONE NUMBER.
- EACH CAREGIVER MUST BE EASILY IDENTIFIABLE BY ALL CHILDREN ON THE FIELD TRIP BY WEARING A HAT, CHILD CARE CENTER TEE SHIRT, BRIGHTLY COLORED CLOTHES, OR OTHER EASILY SPOTTED IDENTIFICATION.
- EACH CAREGIVER SUPERVISING A FIELD TRIP MUST HAVE TRANSPORTATION AVAILABLE, OR A CELL PHONE AVAILABLE IN CASE OF EMERGENCY.
- CAREGIVERS WITH TRAINING IN CPR AND FIRST AID WITH RESCUE BREATHING AND CHOKING MUST BE PRESENT ON THE FIELDTRIP.

# LIBRARY PERMISSION SLIP

I \_\_\_\_\_ AUTHORIZE DRAGONFLY INTERNATIONAL SCHOOL AND its EMPLOYEES TO TAKE MY CHILD(REN) ON FIELD TRIPS TO THE DRIPPING SPRINGS LIBRARY ON ANY DAY THEY ARE AT DRAGONFLY. ANYTIME THEY ARE TAKEN TO THE LIBRARY THEY WILL BE REQUIRED TO WEAR A DRAGONFLY INTERNATIONAL SCHOOL T-SHIRT WITH THE SCHOOLS NAME AND PHONE NUMBER ON IT. DRAGONFLY WILL MAINTAIN A SUPPLY OF THESE SHIRTS AT THE SCHOOL. THESE SHIRTS WILL BE WORN OVER THE CHILDS CURRENT CLOTHING AND UPON RETURN WILL BE RETURNED TO DRAGONFLY SO THAT THEY CAN BE WASHED. ANYTIME THE CHILD IS TAKEN ON A TRIP TO THE LIBRARY A NOTE WILL BE SENT HOME TO LET THE PARENT/GUARDIAN KNOW THAT THIS HAS TAKEN PLACE.

THIS AGREEMENT IS EFFECTIVE FROM 8/25/2008 THROUGH 6/4/2009.

STUDENTS NAME: \_\_\_\_\_

PARENTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## WATER ACTIVITIES

DRAGONFLY INTERNATIONAL SCHOOL DOES NOT HAVE A POOL OR WADING POOL. WE DO ALLOW THE CHILDREN TO PLAY WITH WATER TABLES AND IN KID FRIENDLY SPRINKLERS. WE WILL NOTIFY THE PARENTS IN ADVANCE OF DAYS THAT WE WILL BE USING SPRINKLERS SO THAT APPROPRIATE CLOTHING AND TOWELS CAN BE SENT WITH THE CHILD.

# ANIMALS

AT DRAGONFLY WE HAVE A NUMBER OF ANIMALS WITHIN THE CLASSROOMS. THE PURPOSE IS TO FOSTER A CHILD'S NATURAL CURIOSITY ABOUT NATURE.

WE CURRENTLY HAVE THE FOLLOWING TYPES OF ANIMALS

<u>TYPE</u>	<u>ANIMALS NAME</u>
RABBIT	TEXAS
3 PARAKEETS	NILE, TIGRIS, EUPHRATES
ZEBRA FINCH	AMAZON
GERBIL	ATHENS
RESCUE RAT	EVEREST
TARANTULA	INDONESIA
VIETNAMESE HISSING LIZARD	SAIGON
FROG	BRAZIL
MILLIPEDE	VICTORIA "VICKI"
FISH	ARCTIC, MISSISSIPPI, "NESSIE"
HERMIT CRABS	MALIBU
EMPEROR SCORPION	SAHARA
BETA	ASIA

THESE ANIMALS ARE FOR OBSERVATION. ON OCCASION WE MAY TAKE THE GERBIL OR THE RAT OUT AND LET THEM RUN IN THEIR PLASTIC BALLS AND THE CHILDREN WOULD BE ALLOWED TO PET THEM. AFTER ANY CONTACT WITH ANIMALS THE CHILD AND ANIMAL HOLDER WOULD BE REQUIRED TO WASH THEIR HANDS.

## PARENTAL DISCUSSION OF POLICIES

WE WELCOME YOUR INPUT, DISCUSSION, QUESTIONS, AND CONCERNS REGARDING OUR POLICY MANUAL. PLEASE FEEL FREE TO DISCUSS THESE POLICIES WITH US. IF YOU HAVE A PARTICULAR CONCERN IN REGARDS TO SOMETHING THAT AFFECTS YOUR CHILD PLEASE CALL TO SET UP A TIME TO MEET WITH YOUR TEACHER AND WITH THE DIRECTOR TO GO THROUGH THESE CONCERNS. WE WILL ALWAYS TRY TO MAKE TIME TO DISCUSS ANY CONCERNS YOU MAY HAVE ON THE SPOT. HOWEVER, IT MAY BE NECESSARY TO SCHEDULE TIME TO BETTER FACILITATE THE DISCUSSION. WE CAN BE REACHED AT 512-858-9780.

## PARENTAL VISITS

WE WELCOME ALL PARENTS TO VISIT THE CLASSROOM TO SEE HOW THEIR CHILD IS DOING AND TO OBSERVE THE TEACHER AND CLASS INTERACTION. IF YOU WANT TO VISIT YOU WILL NEED TO SIGN IN AT THE MAIN OFFICE AND GET A VISITOR BADGE AND TO WASH YOUR HANDS. WE WILL LIMIT THE NUMBER OF VISITORS TO A CLASSROOM TO (2) AT ANY GIVEN TIME EXCEPT IF THE PARENT (S) WANTS TO EAT LUNCH WITH THEIR CHILD. AT THE END OF YOUR VISIT YOU WILL BE ASKED TO RETURN TO THE OFFICE AND SIGN OUT AND RETURN THE VISITOR BADGE.

## PARENTAL HELPERS

IF PARENTS WISH TO PARTICIPATE IN CHILD CARE ACTIVITIES OTHER THAN ASSISTING WITH FIELD TRIPS THEY MUST MEET ALL OF THE REQUIREMENTS OF AN EMPLOYEE INCLUDING BACKGROUND CHECK AND ORIENTATION PROCESS TO THE FACILITY. IF THEY WISH TO HELP AS A CAREGIVER THEY WILL NEED THE ADDITIONAL 8 HOURS OF PRE-SERVICE TRAINING AS REQUIRED BEFORE THEY WOULD BE ALLOWED TO BE LEFT ALONE WITH A CHILD.

## MINIMUM STANDARDS

A COPY OF THE MINIMUM STANDARDS RULES WILL BE MAINTAINED IN THE OFFICE AT ALL TIMES. IF A PARENT WISHES TO REVIEW THESE STANDARDS THEY MAY STOP IN AT THE OFFICE AND ASK TO REVIEW THE DOCUMENTS. IN ADDITION A PARENT MAY ASK TO SEE THE MOST RECENT LICENSING INSPECTION REPORT AND THIS WILL BE PROVIDED FOR THEIR REVIEW AS WELL.

IF COPIES ARE REQUESTED A NOMINAL FEE OF .25 PER PAGE WILL BE REQUIRED.

# LOCAL LICENSING CONTACTS

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

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

CHILD CARE INFORMATION: 1-800-862-5252

REPORTING ABUSE & NEGLECT 1-800-252-5400

## BACKGROUND CHECKS

BACKGROUND CHECKS WILL BE PERFORMED ON ANY EMPLOYEE OR NON-COMPENSATED HELPER COMING INTO CONTACT WITH THE STUDENTS. DOCUMENTATION WILL BE MAINTAINED TO SHOW THAT WE HAVE SENT TO LICENSING BY MAKING COPIES AND INCLUDING IN EMPLOYEES FILE AND/OR USING A DOMESTIC CARRIER SUCH AS FEDEX TO DOCUMENT WHAT WAS SENT AND WHEN IT WAS RECEIVED. DUE DATES FOR RENEWAL OF BACKGROUND CHECKS WILL BE MAINTAINED ON AN EXCEL SPREADSHEET. ONCE LICENSE IS OBTAINED WE WILL BE ABLE TO DO THIS ONLINE AND THEN A PRINT SCREEN OR FORMAL RECEIPT WILL BE PRINTED.

# ANNUAL TRAINING

ANNUAL TRAINING - IN ADDITION TO PRE-SERVICE TRAINING FOR CAREGIVERS, ORIENTATION, CPR AND FIRST AID EACH CAREGIVER MUST OBTAIN 15 HRS OF ANNUAL TRAINING.

AT LEAST 6 HRS MUST BE IN:

1. CHILD GROWTH AND DEVELOPMENT
2. GUIDANCE AND DISCIPLINE
3. AGE APPROPRIATE CURRICULUM
4. TEACHER CHILD INTERACTION

THE REMAINING CLOCK HOURS OF ANNUAL TRAINING MUST BE IN ONE OR MORE OF THE FOLLOWING TOPICS:

1. CARE OF CHILDREN WITH SPECIAL NEEDS
2. ADULT AND CHILD HEALTH
3. SAFETY
4. RISK MANAGEMENT
5. IDENTIFICATION AND CARE OF ILL CHILDREN
6. CULTURAL DIVERSITY FOR CHILDREN AND FAMILIES
7. PROFESSIONAL DEVELOPMENT (EFFECTIVE COMMUNICATION TIME AND STRESS MANAGEMENT)
8. PREVENTING THE SPREAD OF COMMUNICABLE DISEASES
9. TOPICS RELEVANT TO THE PARTICULAR AGE GROUP THE CAREGIVER IS ASSIGNED (I.E. TODDLER GROUP - TOILET TROOP OR BITING)
10. PLANNING DEVELOPMENTALLY APPROPRIATE LEARNING ACTIVITIES.
11. MINIMUM STANDARDS AND HOW THEY APPLY TO THE CAREGIVER.

AN EXCEL SPREADSHEET WILL BE MAINTAINED TO TRACK THIS INFORMATION AND CERTIFICATES OF COMPLETION, DOCUMENTATION OF ATTENDANCE OR COPIES OF RECEIPTS WILL BE MAINTAINED IN THE EMPLOYEES FILE. IN ADDITION A CHART WILL BE MAINTAINED IN THE OFFICE DOCUMENTING THE HOURS AS A VISUAL REFERENCE.

# DIAPER CHANGING GUIDELINES

- THE CHILD MUST BE SUPERVISED AT ALL TIMES
- KEEP SANITIZER AND DIAPERING ITEMS OUT OF CHILDRENS REACH.
- SANITIZING SOLUTION MUST BE AVAILABLE AT ALL TIMES
- DIAPER CHANGING SURFACES MUST BE SANITIZED AFTER EACH USE. IF CHANGING MULTIPLE DIAPERS YOU MAY COVER THE SURFACE WITH A NON-ABSORBENT PAPER LINER THAT IS DISPOSED BETWEEN EACH DIAPER OR WIPE THE SURFACE DRY AFTER TWO MINUTES OF CONTACT WITH THE SANITIZING SOLUTION. ONCE ALL DIAPERS ARE CHANGED THE SANITIZING PROCESS IS AS FOLLOWS:
  - WASH WITH WATER AND SOAP
  - RINSE WITH CLEAR WATER
  - SPRAYING ON DISINFECTING SOLUTION AND ALLOWING IT TO BE ON FOR 10 MINUTES
  - ALLOWING THE SURFACE TO AIR DRY
- ALL EMPLOYEES MUST WASH HANDS AFTER CHANGING A DIAPER EVEN IF USING DISPOSABLE GLOVES
- ALL CHILDREN MUST WASH HANDS AFTER HAVING DIAPER CHANGED.
- ALL EMPLOYEES MUST WASH HANDS AFTER USING RESTROOM
- POWDERS, CREAMS, OINTMENTS, OR LOTIONS MAY NOT BE APPLIED UNLESS THE PARENT PROVIDES THESE ITEMS FOR THE CHILD

# HEALTH AND SAFETY

EVERYDAY BEFORE STUDENTS ARRIVE A VISUAL INSPECTION WILL BE MADE OF THE OUTDOOR PLAY AREA TO ENSURE THE SAFETY OF THE PROPERTY BEFORE CHILDREN ARE ALLOWED OUTSIDE. THE REVIEW WILL INCLUDE LOOKING FOR DEBRIS, WILD ANIMALS, FALLEN LIMBS, OR ANY OTHER DANGEROUS OBSTACLES.

INDOOR SAFETY WILL BE MAINTAINED DAILY REVIEWS TO ENSURE ALL PLUGS ARE COVERED, NO SHARP CORNERS, SMALL ITEMS THAT COULD BE SWALLOWED ARE REMOVED.

ANY TIME A STUDENT PLACES A TOY, OR ANY OTHER INSTRUMENT IN THEIR MOUTH IT WILL BE TAKEN AWAY AND PLACED IN A LOCATION FOR ITEMS THAT NEED TO BE SANITIZED.

HANDWASHING SIGNS ARE POSTED IN BOTH BATHROOMS AS WELL AS SIGNS IN THE KITCHEN AS FAR AS THE PROPER DISPOSAL OF PAINT ITEMS.

TABLES AND CHAIRS WILL BE SANITIZED ON A DAILY BASIS AT A MINIMUM AND MORE OFTEN AS NEEDED.

GARBAGE CANS FOR FOOD PRODUCTS WILL BE COVERED TO PREVENT SMELLS, AND INFESTATION FROM OCCURRING. SEPARATE GARBAGE CANS WILL BE MAINTAINED IN THE BATHROOM FOR DIAPERS AND FOR USED PAPER TOWELS. GARBAGE CANS IN THE CLASSROOM FOR DISPOSAL OF PAPER PRODUCTS NEED NOT BE COVERED.

## MAINTAINING SANITARY MEASURES.

AT THE END OF THE WEEK ALL DRESS UP CLOTHES WILL BE LAUNDERED AND DISINFECTED. THOSE ITEMS THAT CAN BE SOAKED IN DISINFECTING SOLUTIONS WILL BE AND THEN BE ALLOWED TO AIR DRY. FLOORS WILL BE SWEEPED AND MOPPED DAILY. ANIMAL CAGES WILL BE KEPT CLEAN AND LOCATED IN AREAS TO PREVENT STUDENTS FROM OPENING THEM. ALL GARBAGE WILL BE EMPTIED ON DAILY BASIS. BATHROOM GARBAGE WILL BE EMPTIED AT LEAST DAILY AND MORE OFTEN AS NEEDED ESPECIALLY CONCERNING THOSE CONTAINERS WITH SOILED DIAPERS.

CLEANING AND SANITIZING SOLUTIONS WILL BE MADE AVAILABLE IN ALL CLASSROOMS AND WILL BE KEPT OUT OF ACCESS BY THE STUDENTS.

SIGNS HAVE BEEN POSTED IN THE BATHROOMS CONCERNING HANDWASHING FOR DIAPER CHANGING AND FOR EMPLOYEES; THESE EMPLOYEE HANDWASHING SIGNS WILL ALSO BE POSTED IN EACH CLASSROOM. HANDWASHING WILL BE COVERED DURING ORIENTATION AND DURING SUBSEQUENT TEACHER IN-SERVICE DAYS.

HANDWASHING WILL BE INCORPORATED INTO THE TIMING OF THE DAILY SCHEDULE (I.E. WASH HANDS BEFORE GOING OUT, AND WASH HANDS WHEN COMING BACK IN FROM OUTSIDE).

## CHILD'S PERSONNEL FILE

EACH CHILD ATTENDING DRAGONFLY INTERNATIONAL SCHOOL WILL HAVE A SEPARATE PERSONNEL FILE WHICH WILL BE KEPT IN THE MAIN OFFICE. THIS FILE WILL BE BROKEN DOWN INTO THREE SECTIONS. ONE FOR EMERGENCY CONTACT AND MEDICAL OR SPECIAL NEEDS, A SECOND SECTION FOR IMMUNIZATION RECORDS, AND THE THIRD FOR ALL OTHER DOCUMENTATION INCLUDING BUT NOT LIMITED TO TEACHER AND PARENT COMMENTS, INCIDENT REPORTS, ETC. AN EXCEL SPREADSHEET WILL BE DEVELOPED TO LIST TIME FRAMES OF ITEMS TO BE COMPLETED FOR EACH CHILD.

A MASTER ATTENDANCE RECORD WILL BE MAINTAINED IN A SEPARATE LOG IN THE MAIN OFFICE.

# DRAGONFLY INTERNATIONAL SCHOOL

I \_\_\_\_\_ HAVE PARTICIPATED IN THE NEW HIRE ORIENTATION AT DRAGONFLY INTERNATIONAL SCHOOL AND AM AWARE OF THE MINIMUM STANDARDS OF CARE, HAVE RECEIVED A COPY OF THE STATUTE REGARDING "REPORTING SUSPECTED CHILD ABUSE OR NEGLECT". I HAVE ALSO RECEIVED A DRAWING OF THE FACILITY SHOWING THE EXITS AND ESCAPE ROUTES IN CASE OF AN EMERGENCY.

I HAVE BEEN TRAINED ON THE USE OF A FIRE EXTINGUISHER AND HAVE BEEN INSTRUCTED IN THE LOCATION OF THE FIRST AID KIT (S).

I HAVE RECEIVED A COPY OF THE POLICY MANUAL FOR DRAGONFLY INTERNATIONAL SCHOOL.

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SIGNATURE

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DATE