

TEGA

**Preschool Enrichment
Academy**

and

**Kid's Day Out
Handbook**

STATEMENT OF PURPOSE

Our program is designed to provide high quality care in a safe and nurturing environment that promotes physical, emotional, creative, social, and cognitive development for children.

ENROLLMENT PROCEDURES

Prior to participation in our program, all registration information is completed online as well as the supplemental form. Students 18 months old – 5 years old must have a current shot record, and wellness check on file. 4 year olds must also have a current hearing & vision screening on file. You must schedule an application meeting with the director prior to enrolling. After enrolling we will take 48 business hours to review your application and enrollment. Once we have reviewed your enrollment we will send you a welcome letter with our available start date.

OPERATION TIMES

TEGA Preschool: runs August through May. Hours are 9:00am – 12:00pm and 9:00am to 3:00pm for extended care.

KDO Summer Camp operates June, July, and August. Hours are from 8:30am to 6:00pm. early drop begins at 7:30am.

TUITION

Tuition is billed monthly, and drafted automatically on the 25th of the preceding month. Parents may opt out of auto-draft by paying the full amount due at least one business day prior to the 25th. Tuition is calculated on a 36 week school year, which allows for a holiday break in December and a Spring break in March, and is divided into equal monthly payments. You will make the same payment each month regardless of holidays. We will not allow students to attend if tuition is not current.

CONFERENCES

We are happy to schedule TEGA parent/teacher conference for our Pre-K class. This conference allows parents and teachers to discuss children's progress in schoolwork, achievement and classroom behavior that will help them prepare for kindergarten. If a parent would like to set up a conference, they are welcome to contact the child's teacher and center director during business hours.

DROPPING OFF YOUR CHILD

All preschool students drop off time is at 9:00am. After 9:10 the teachers will be busy working with students. If you do arrive late, observe what is going on, and help your child become involved. All students must be present and accounted for by 9:15 am. TEGA feels that for each student to gain the most from the programs we provide it is vital that students arrive **on time each day**. We will not accept children dropped off at nap time.

Pick Up Procedures:

Preschool – parents should sign students in and out located at the front desk. If you are having someone other than the designated parent / guardian on your child's registration form, the individual must be an approved contact person and provide a driver's license. Please do not pick up your child between 1:00-2:45 as it disrupts nap time.

SUPPLIES

TEGA provides an abundance of supplies for the children. However, please refer to the supply list for your child's class for supplies needed. Each class will be responsible for a few supply items each year. The teachers will send home reminders pertaining to these supplies.

Hooks: each child will have a designated hook in the hallway. A BAG or back pack is recommended to hold:

- Diapers (3-5),
- Wipes
- Extra clothes (shirts, pants, underwear, socks)
 - ◆ To avoid mix-ups, it is best if you send these in large plastic zip-loc bag labeled with your child's name.
- Lunchbox.

Please, LABEL EVERYTHING

DIAPERS/POTTY:

- If your child is still in diapers, please bring an extra set: of diapers, wipes & extra clothes. We go through lots of wipes, not only for diaper changes but for cleaning hands and faces after lunch.
- If your child is potty trained, please send at least one complete change of clothing (including socks), preferably two. Accidents happen, even to the experienced potty-goers!

TEGA CURRICULUM

TEGA provides an integrated, hands-on environment that fosters exploration, experimenting and discovery. Our staff chooses resources and texts that help us provide a developmentally appropriate program of education. Below are a list of our goals and objectives.

Social

- Learn to play, work & communicate with peers & adults
- Adjust to group situations
- Accept others that may be different from self
- Develop a sense of community
- Accept change in environment and routines

Emotional

- Develop a positive self-concept
- Be free to risk failure and make mistakes
- Show independence and responsibility
- Channel emotions in appropriate and acceptable outlets

Physical

- Develop gross and fine motor skills
- Develop hand-eye and eye-foot coordination
- Become aware of his/her body
- Learn basic gymnastics skills

Creative

- Provide opportunities for creative expression
- Become familiar with the use of scissors, glue, crayons, and other art supplies
- Expose children to rhythm, beat, and music

Intellectual

- Continue to develop language use and understanding (ex. alphabet recognition and writing skills)
- Develop pre-reading and reading skills (ex. distinguish left from right, top from bottom, and phonics)
- Gain awareness of shapes and colors
- Develop number skills (ex. counting, use of calendars, time, and measurement)
- Enrich lives with appropriate children's literature
- Expand science concepts (ex. body parts, 5 senses, and observe, understand, collect and investigate nature)
- Develop listening skills
- Develop an ever-increasing attention span

REST TIME

Children enrolled in TEGA and KDO will participate in a rest time following lunch. You will need to send a labeled nap mat, pillow, blanket, and a bag to store nap mat belongings in. Nap mats will go home daily. We ask that you wash your mat regularly. Children who do not regularly nap will rest for 1 hour and then be allowed to read a book, color, or play with a small toy.

KDO CURRICULUM

The Kid's Day Out curriculum includes indoor sport games, outdoor sport games, arts & crafts, swimming and gymnastics. Please refer to the posted daily schedule for specific activities. KDO is June-August.

SNACK

Please provide a personal snack from home sent daily that is clearly labeled with students first and last name, as well as AM or PM Snack.

LUNCHES

Students enrolled should bring a labeled lunch box with everything they will need, including a spill-proof drink, utensils, napkins, and bibs if needed. There is a microwave in the classroom if you would like to send something that needs to be heated. Please be aware that because you are providing meals for your child, TEGA is not responsible for its nutritional value, or for the daily food needs of your child. However, we encourage the children to eat their nutritional food first, before we offer any desserts provided.

EMPLOYEE INTERACTIONS

Professional interactions between employees and parents are of utmost importance at TEGA. We encourage parents to communicate openly and regularly with employees to produce the most successful and beneficial outcome for our students. However, all interactions and conversations must be conducted on the premises or via the TEGA business phone. To protect the privacy and family time of our employees contacting via personal phones and or social media is prohibited. We do not allow our staff to babysit or nanny TEGA customers while employed at TEGA.

SUNSCREEN AND INSECT REPELLENT

TEGA will administer sunscreen and bug spray as weather and time of year requires. If you do not want your child to use sunscreen or bug spray please notify your child's teacher and provide a personal supply that will be used specifically for your child.

DRESS CODE

Please dress your child in clothes that are suitable for gymnastics, playtime, and arts and crafts. If your child dresses in a skirt or dress we ask that shorts be worn underneath so that he or she may participate in all gymnastic activities. Each child must also bring a complete change of clothes, which includes socks and underwear in a labeled Ziploc bag daily. Child care licensing requires that students are offered outdoor play time twice a day. While we typically do not go outside if the temperature is above 100 degrees or below 40 degrees we ask that you dress your child appropriately for the weather. In fall and winter months, please send a labeled coat daily.

DISCIPLINE

Our main goal is to develop children into individuals who are aware of their actions, how their actions affect others, and how the choices they make can help them resolve difficulties and conflicts. When we encounter situations that require us to intervene we will use the following procedures:

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Caregivers will 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 daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or "cool down time" from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must 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; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

We make every effort to communicate with parents and encourage you to do the same. Cooperatively, parents and teachers will decide on the appropriate action to take when necessary.

TEGA takes harmful actions to other students and teachers very seriously. We therefore work on a three strike policy. Parents will be notified immediately and asked to pick up their student from school for the remainder of the day. After the two harmful behavior the student will be on a three day suspension from the program to ensure the safety of other students. If harmful behavior continues after returning from suspension the student will be dismissed from the program. TEGA Kids Superplex reserves the right to terminate care for the child for discipline problems at any time.

FIELD TRIPS

Written permission is required for all field trips. You will be given advance notice and an outline of activities. We must have a written permission slip and any required money before your child will be allowed to participate. Transportation to and from field trips will be provided by TEGA. Parents are always welcome to transport their own children and participate in field trips. Children 18 months - 2 yrs will not leave the facility for field trips. All children must be potty trained to go on field trips. 3 years olds will need to provide their own car seats for transportation. 4year olds may use their own or use our TEGA booster seats.

PARTY INVITATIONS

Party invitations can be given to your child's teacher to distribute into folders. For confidentiality purposes we cannot give out contact information for other families.

PARENT LETTERS

We will send home monthly calendars containing our curriculum and activities. Emails will also be sent out to update parents of events, changes, and activities. Please make sure you have a current email address in the TEGA parent contact system.

WATER ACTIVITIES

In our summer program we will have water activities. 3 & 4 year olds will have a swimming lesson with a certified water safety instructor during the summer season. 2 Year olds will have water play days once a week. They may participate in other water activities such as the sprinkler. We will stay within the minimum required standards for ratios at all times.

PARENT CODE OF CONDUCT

Keep in mind that young children are present in our building. Adult language is not appropriate for young children. TEGA Kids Superplex 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. TEGA Kids Superplex reserves the right to terminate care in the event of disruptive behavior from a parent or a guardian.

TEGA Kids Superplex must follow certain rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents/guardians, must follow these rules while on our property.

PARENTAL INVOLVEMENT

Parents are every child's first and most important teacher. Research has shown that parental involvement has a positive effect on children, and can enhance academic performance, self-esteem, and a child's motivation to learn. Therefore, we welcome parents to volunteer to help in the classroom or on field trips and encourage you to:

- Help your child attend regularly.
- Teach your child self-reliance by encouraging him/her to do things for himself.
- Confer often with the teachers about your child.
- Report any upsetting experiences that may help the teacher better understand your child.
- Take an interest in the program and whatever your child brings home.
- Understand that many things done in class are intangible and your child will not always bring something home.
- Take time to listen to your child's daily experiences and discuss them with real interest. However, do not become alarmed if your child does not mention his/ her daily activities. You may initiate a conversation by saying, "Tell me what you did today."

WEATHER

We will follow the decision of Frenship ISD during inclement weather. We will contact parents via email and inform local news stations of any delays or closures for inclement weather.

HOLIDAY CLOSINGS 2021 - 2022

TEGA Preschool:

August - TEGA Preschool STARTS

September 6 – Closed for Labor Day

September 20 (Monday) – FISD school Holiday,

Preschool as scheduled

FISD TEGA camp day

October 11 (Monday) – closed for Columbus Day

October 12 (Tuesday) – FISD ½ Day,

November 8 (Monday) – FISD & CISD Camp Day,

Preschool as scheduled

November 22-26 – Closed for Thanksgiving

December 17 (Friday) – all schools ½ day,

Preschool as scheduled

December 20-25 – Closed for Christmas Break

January 3-4 (Monday, Tuesday) – Camp Days,

Preschool as scheduled

March 14-18 – Closed for Spring Break

May 20- last day of school

TEGA maintains an emergency preparedness plan designed to ensure the safety of children during an emergency while in our care. The full emergency preparedness plan is available for review by parents upon request.

EMERGENCY PROCEDURES

In the event that a child needs medical attention, we will first contact a parent or guardian. If we cannot reach you, we will phone your emergency contact. If those 2 attempts fail, 911 will be called and ambulatory services requested.

GANG-FREE ZONE

TEGA is designated as a “Gang-Free Zone”. Gang-related or organized criminal activity within 1,000 feet of our program is prohibited and subject to increased penalty under Texas law.

ILLNESS

When a child becomes ill at school, the child will be separated from the group to avoid spreading the illness. There must always be a current phone number where you can be reached. Parents should sign a release allowing emergency medical care in the event of a serious illness or injury.

For the safety of your child, if exposure to a communicable disease has occurred or is suspected, we reserve the right to require proof of diagnostic testing and a negative test result, or proof of treatment prior to re-admittance to school.

*Please keep your child at home if they show signs of any of the following: sore throat, fever, earache, inflamed eyes, rash, ringworm, diarrhea, vomiting, runny nose with discoloration, cough and congestion if accompanied by fever, headache, discharge from eyes, ears, or nose, impetigo, or any communicable disease. **A child should not be brought to school until they have been symptom free for 24 hours without medication.***

The Texas Department of Human Services requires exclusion from care for the following illnesses:

- Fever until they have a normal temperature without any anti-fever medication for 24 hours
- Diarrhea/vomiting until they are symptom free for 24 hours
- Chicken pox until 6 days after last crop of blisters
- Common Cold/Flu until after the acute stage
- Giardia until after release by doctor
- Head lice/scabies until treatment has been underway for 24 hours
- Impetigo until treatment has been underway for 24 hours
- Infectious hepatitis until written release by physician
- Meningitis until written release by physician
- Mumps until 9 days after swelling
- Pink eye (conjunctivitis) until release by physician
- Poliomyelitis until written release by physician
- Rubella (German measles) until 5 days after rash begins
- Streptococcal (infections, scarlet fever) until treatment has been underway for 24 hrs
- Viral hepatitis until written release by physician

IMMUNIZATIONS

The Texas Department of State Health Services requires that children enrolled in child-care facilities be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenza* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases. Immunizations needs vary depending on the age of the child, and the minimum number of doses required for each vaccine is indicated on the schedule at the back of this handbook. More information can be found at www.ImmunizeTexas.com.

A copy of the child’s complete immunization record must be on file with TEGA by the date of admission. TEGA does not accept students without immunizations.

HEARING & VISION SCREENINGS

All children that have reached their 4th birthday must have a vision and hearing screening within 120 days. You may also present proof of an exam if an exam has been conducted in the past year.

MEDICATION

We prefer not to administer medication. However, if necessary, medication will only be given if we have a written, dated, and signed request from a parent or physician. All medication must be checked in at the front desk, and parents must sign medication into the medicine log. Please do NOT store medicine in your child's bag.

Prescription medications should be in the original container, labeled with the child's name, date, instructions, and the doctor's name.

Non-prescription medications should be labeled and dated. Directions must be on the container. If your child does not meet the requirements on the label (i.e. too young), we must have a note from a doctor. Parents must log medication into the medication log (located in the sign in book). Medication must be given to the student's teacher to be kept in a safe space until administration.

POLICY CHANGES

We will notify parents of any operational or policy changes in writing. Parents will be required to sign, date, and return the policy change form to the office.

GRIEVANCES

If you have a complaint, please speak to the Program Leader or Director. If you do not feel that your complaint was handled correctly, speak to the General Manager. We take parent grievances very seriously and will take immediate corrective action whenever possible.

WITHDRAWAL

Your child's spot is reserved from the date of registration through **May** of that year. Therefore, if you decide to withdraw your child, we require a 30 day written notice. Drop forms are at the front desk. You will be responsible for payment 30 days after you drop. We also urge you to set up an appointment with the Director to discuss your reason for leaving, and to provide us with an objective opinion about the strengths and weaknesses of the program.

LICENSING INSPECTION

Parents are welcome to view our most recent licensing inspection or review the Minimum Standards. To contact the TXDPRS please call 806-698-6969. To report abuse please call the PRS Hotline at 1-800-252-5400 and visit their website at www.dfps.state.tx.us or www.txchildcaresearch.org.

PREVENTION OF CHILD ABUSE

Child abuse and neglect are against the law in Texas, and so is failure to report it. TEGA provides annual training to employees to increase awareness of issues regarding child abuse and neglect, including warning signs of abuse and neglect, as well as methods for increasing employee awareness of prevention techniques for abuse and neglect. Anyone that suspects abuse should report it within 48 hours, and may use the child abuse and neglect hotline at 1-800-252-5400.

United States Consumer Product Safety Commission (CPSC)

A children's product is considered to be unsafe if it has been recalled by the CPSC. CPSC recalls may be accessed at: www.cpsc.gov or dfps.state.tx.us

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