



**Seasons Preschool**  
**A Ministry of Thousand Hills Church**  
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## **Seasons Preschool Operational Policies**

### **Parents and Staff**

Sharon Williamson, Executive Director  
Bianca Graf, Director of Operations  
Christina Simon, Director of Careers & Human Resources

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## **About the Directors**

The leadership team at Seasons Preschool is dedicated to creating a Christ-centered environment where children, families, and staff can grow and thrive. Together, Sharon Williamson (Executive Director), Bianca Graf (Director of Operations), and Christina Simon (Director of Careers & Human Resources) oversee all aspects of the program—ensuring quality education, operational excellence, and a positive team culture that reflects the mission of Thousand Hills Church.

## **Mission and Faith-Based Purpose**

Seasons Preschool operates as a ministry of Thousand Hills Church. Our mission is to provide a Christ-centered early childhood environment that nurtures each child's spiritual, social, emotional, and academic growth. We believe that children are uniquely created by God and thrive when they experience love, structure, and purposeful play. Our program partners with families to build a foundation of faith, learning, and character that will last a lifetime.

## **Section 1 – Program Overview**

### **1.1 Licensing and Compliance Statement (§746.101-§746.107 Min. Standards)**

Seasons Preschool is licensed by Texas Health and Human Services – Child Care Regulation (CCR) and operates in compliance with the Texas Administrative Code, Title 26, Chapter 746. Licensing inspections and reports are available for review at the school or on the CCR website.

### **1.2 Hours of Operation and Closures**

The center is open year-round Monday–Friday, 8:00 a.m.–4:00 p.m. Closures loosely follow the area school districts schedules. Seasons Preschool is closed two weeks between the summer and school year session and two weeks before the end of the school year and beginning of summer session. A current school year and summer calendar is on our website, or you can request a copy from the preschool office.

### **1.3 Admissions and Enrollment Procedures (§746.501 Min. Standard)**

Enrollment is open to children birth through Pre-Kindergarten without regard to race, color, or national origin. Required forms include, but are not limited to, the child's enrollment packet, medical and immunization records, emergency contacts, and photo/video consent. A non-refundable registration fee secures enrollment. Priority enrollment for the upcoming summer and/or school year enrollment begins in December for currently enrolled families. Priority unenrolled siblings begin in February. Once priority enrollment has ended remaining enrollments will be available to the community. It is important for currently enrolled families to re-enroll in the time allowed to secure their future enrollment. Enrollment is secured when the registration fee is paid and all returning enrollment forms are submitted. Failure to do so may lead to termination of enrollment. Parents will be notified via email and/or school postings of any procedure or policy change.

### **1.4 Age Groups and Class Placement**

Children are placed according to age, developmental level, and classroom availability. Transitions are made when a child is ready, with director approval and parent communication. Ultimately, our goal is to put them with the children they will graduate and move to kindergarten with.

## **1.5 Parent Access (Open-Door Policy) (§746.501 Min. Standard)**

Parents are welcome to visit their child's classroom at any time during operational hours. All visitors must check in with a Director, wear a visitor badge, and follow safety and confidentiality guidelines. *(see Parent Observation Policy 1.6A)*

## **1.6 Parent Rights (§746.501(37), Division 5 Min. Standard)**

At Seasons Preschool, we believe in open communication and strong partnerships with parents. We value the trust you place in us to care for your child and are committed to maintaining transparency, respect, and cooperation in every aspect of our program.

In compliance with the Texas Health and Human Services Child Care Regulation Division 5, all parents have the following rights:

### **A. Access to the Facility (§746.301 Min. Standard)**

- Parents are welcome to visit the center at any time during operating hours to observe their child, the childcare center's operation, or program activities.
- Parents must check in at the front office upon arrival for security purposes but do not need prior notice to visit their child's classroom.

### ***Parent Observation Policy***

Seasons Preschool values transparency and family partnership. In accordance with **Texas Minimum Standards §746.501 and §746.521, parents may observe their child at any time during operating hours.** To protect all children, staff, and classroom learning environments, the following policies apply:

#### **1. Access & Check In**

- Parents must check in at the front office, sign the visitor log, and wear a visitor badge while on site.
- A staff member may escort parents to the classroom if needed to ensure safety and minimal disruption.

#### **2. Length of Observation**

##### **- Each observation is limited to one (1) hour per visit.**

- This time limit helps protect the classroom environment by:
  - Maintaining children's normal routines and minimizing distractions.
  - Reducing separation anxiety or emotional disruption for children.
  - Allowing teachers to remain focused on supervision, safety, and instruction.
  - Ensuring fairness so all families have equal opportunity to observe.
- Parents may return for another observation on a different day if more time is needed.
- Extended visits (longer than one hour) may only be approved in advance by the Executive Director in special cases such as evaluations or support planning.

#### **3. Parent Code of Conduct During Observation**

- Parents must remain in the designated observation space and observe quietly.
- Parents may not interact with any children, including their own child, during the

observation.

- Cell phones must be silenced and put away. No texting, emailing, phone calls, recording, or photography is allowed during observation.
- Conversations with teachers will not take place during classroom instruction but may be scheduled afterward if needed.

#### **4. Confidentiality and Privacy Expectations**

- No discussing or sharing information about any child other than their own outside the classroom.
- No photos, videos, or recordings of children or staff.
- No posting or sharing classroom information, behaviors, or images on social media, group chats, or messaging platforms.

#### **5. Temporary Restrictions**

- The Executive Director may temporarily limit or delay observations when necessary to protect children's emotional well-being, safety, health concerns, emergency drills, or licensing investigations.

#### **B. Communication with Staff (§746.303 Min. Standard)**

- Parents have the right to review their child's records and discuss daily care, learning progress, or concerns with teachers and/or Directors.
- Teachers and Directors maintain open lines of communication through Tadpoles reports, email, conferences, and personal meetings.

#### **C. Access to State Licensing Information (§746.305 Min. Standard)**

Parents have the right to:

- Review minimum standards for licensed childcare centers at any time (available in the Director's office and online at [www.hhs.texas.gov/childcare](http://www.hhs.texas.gov/childcare)).
- Review the most recent Licensing Inspection Report posted on the Parent Board.
- Contact Child Care Regulation (CCR) at any time with questions or concerns:

**Texas Health and Human Services  
Child Care Regulation Division  
Website: [www.hhs.texas.gov/childcare](http://www.hhs.texas.gov/childcare)  
Phone: 1-800-862-5252**

#### **D. Parental Notifications (§746.307 Min. Standard)**

- Parents will be notified of:
- Any communicable disease outbreaks or classroom health notices.
- Policy or operational changes that affect children's health or safety.
- Serious incidents involving their child (injuries, illness, or behavioral issues).

#### **E. Access to Minimum Standards and Licensing Reports (§746.309 Min. Standard)**

- A copy of Texas Minimum Standards is available in the school office for parent review.
- The most recent Licensing Report and Compliance History are posted on the parent board

and available online.

- Parents may also contact the local Licensing Representative for information about compliance history.

#### **F. Reporting Concerns or Violations**

If a parent has a concern about their child's care, they are encouraged to first discuss it with the Director or Executive Director.

If the issue is not resolved, parents may contact:

**Texas Health and Human Services, Child Care Regulation**

**Phone: 1-800-862-5252**

**Website: [www.hhs.texas.gov/childcare](http://www.hhs.texas.gov/childcare)**

Reports of suspected abuse or neglect must be made directly to the Texas Abuse Hotline at **1-800-252-5400 or online at [www.txabusehotline.org](http://www.txabusehotline.org).**

#### **G. Partnership Commitment**

Seasons Preschool believes in partnering with parents as the primary educators and advocates for their children. We welcome your questions, participation, and feedback as part of our shared mission to nurture, teach, and guide each child in a Christ-centered environment. Please email or call a director during normal working hours or as soon as you become aware of a problem or concern. A director will get back with you as quickly as possible and no later than one business day. If the concern needs to be addressed further we will schedule a meeting and include appropriate staff within one week.

#### **1.7 Communication and Tadpoles App**

Seasons Preschool communicates daily through the Tadpoles app and email updates. Teachers and Directors share photos, notes, and reminders. Parents are encouraged to contact the Directors with any questions or concerns.

### **Section 2 – Health, Safety, and Security**

#### **2.1 Health and Illness Policy ([§746.3601-§746.3701 Min. Standards](#))**

Children exhibiting fever, vomiting, diarrhea, rash, or contagious illness must remain at home until symptom-free for 24 hours without medication. In cases such as Hand-Foot-Mouth (HFM), children may return with a doctor's note or after 5 days when lesions are healed. Parents must notify the school immediately of communicable diseases. If a child becomes sick in our care, we will notify the parents, and the sick child must be picked up within 30 minutes. If we cannot reach a primary guardian, a director will call an authorized pick-up person. It is the parent's responsibility to keep their contact info and contact info of authorized persons up to date.

## **2.2 Medication and Allergy Policy (§746.3801 Min. Standard)**

Medication will only be administered by a director with written parental authorization and must be in the original container with the child's name and dosage instructions. Allergies and EpiPens are managed per each child's doctor-signed Allergy Action Plan. All caregivers are trained to administer EpiPens.

## **2.3 Sanitation and Handwashing (§746.3401-§746.3501 Min. Standards)**

Staff and children wash hands before meals, after toileting, and after outdoor play. Tables, toys, and equipment are sanitized daily. Diapering areas are cleaned after each use.

## **2.4 Weather, Outdoor Play & Air Quality (§746.501-§746.511 Min. Standards)**

Children go outside daily except when temperatures are above 100°F, below 40°F, during lightning or severe weather, or when air quality is rated 'unhealthy for sensitive groups.' Indoor gross-motor activities replace outdoor play when conditions are unsafe. Teachers inspect the playground before and after use.

## **2.5 Safety and Security Procedures (§746.501 Min. Standards)**

All exterior doors are on timed locks. Hallways are monitored during drop-off and pick-up, and cameras monitor all classroom, hallway, and playground areas. Staff should never open locked doors for unknown persons. Visitors check in with a Director and wear a name tag. Deliveries are handled by a Director. Contractors are accompanied by a Thousand Hills Church staff pastor.

## **2.6 Emergency Preparedness, Evacuation, and Drills (§746.5201-§746.5607 Min. Standards)**

Seasons Preschool maintains a written Emergency Preparedness Plan that addresses evacuation, relocation, sheltering, and communication during any emergency.

**Fire Drills are conducted monthly.** Staff guide children calmly to the nearest designated exit and gather at the east playground assembly area. Attendance is taken immediately.

**Severe Weather Drills are conducted every three months.** Children and staff move to interior hallways and away from doors until an all-clear is given. (Note: our classrooms do not have windows or blinds.)

**Lockdown Drills are conducted quarterly.** Staff secure classroom doors and move children to interior, low-visibility areas within the building.

Each drill is documented with date, time, and the name of the Director conducting the drill.

**Alternative Evacuation Site:** If full evacuation of the preschool is required, children and staff will relocate to:

**Don Camillo's Italian Cuisine**

## **829 S. Stemmons Freeway, Lake Dallas, Texas 75065**

Directors will carry attendance rosters, emergency contact information, and first-aid kits. Parents will be notified through Tadpoles, text message, and email once all children are safely relocated.

### **2.7 Preventing and Responding to Abuse and Neglect of Children**

#### **(§746.501(33) Min. Standard)**

Seasons Preschool is committed to protecting all children in our care from abuse and neglect. Our goal is to maintain a safe, nurturing, and faith-based environment where every child's physical, emotional, and spiritual needs are respected and met.

#### **A. Required Annual Training for Employees**

All employees of Seasons Preschool complete annual training on preventing, recognizing, and reporting child abuse and neglect, as required by the Texas Health and Human Services Commission, Child Care Regulation (§746.1309). Training includes:

- Definitions and examples of abuse and neglect**
- Warning signs and indicators of possible abuse or neglect**
- Responsibilities as mandatory reporters**
- Procedures for reporting to the Texas Abuse Hotline or law enforcement**
- Awareness of increased vulnerability of children with disabilities**

Documentation of completed training is maintained in each employee's personnel file.

#### **B. Increasing Awareness: Employees and Parents**

Seasons Preschool promotes awareness and education through:

- Annual staff training and discussions during staff meetings**
- Parent communications, newsletters, and posted materials regarding child safety**
- Information for families on recognizing emotional, physical, and behavioral signs of abuse or neglect**

#### **Warning signs may include:**

- Sudden changes in behavior or performance**
- Unexplained bruises or injuries**
- Fear of certain adults or reluctance to go home**
- Extreme withdrawal or aggression**
- Inappropriate sexual behaviors or knowledge**

#### **C. Prevention Techniques**

To prevent abuse and neglect:

- Staff are never alone with a child in an area not visible to others**
- Classroom doors remain open or visible through windows when occupied**
- Staff supervise children actively at all times**
- Positive guidance and redirection methods are used; corporal punishment is prohibited**
- Parents are encouraged to maintain open communication with teachers and**

## **Directors**

Prevention information and resources are posted on the Parent Board and provided from the Texas Department of Family and Protective Services (DFPS).

### **D. Coordination with Community Organizations**

Seasons Preschool partners with Thousand Hills Church and community organizations to promote child and family wellness. Directors coordinate with:

- Texas Department of Family and Protective Services (DFPS)**
- Texas Abuse Hotline (1-800-252-5400)**
- Local law enforcement agencies**
- Family counseling and ministry support networks**

These partnerships provide guidance, resources, and support for staff and parents.

### **E. Parent Actions and Reporting Procedures**

Parents who suspect abuse or neglect should take immediate action to protect the child.

Parents may report concerns directly to:

- Texas Abuse Hotline: 1-800-252-5400**
- Online: [www.txabusehotline.org](http://www.txabusehotline.org) (available 24/7)**
- Local Law Enforcement: Dial 911 for emergencies**

Parents may also contact a Director for guidance or support in making a report. Seasons Preschool will cooperate fully with any investigation conducted by DFPS or law enforcement.

### **Commitment to Safety**

Our staff, families, and community partners share the responsibility of protecting children. Through awareness, prevention, and coordinated response, Seasons Preschool strives to provide a safe and loving environment for every child entrusted to our care.

## **2.8 Procedures for Handling Medical Emergencies (§746.501(32) Min. Standard)**

Seasons Preschool is committed to providing immediate, calm, and appropriate care for any child or staff member who experiences a medical emergency. All staff are trained annually in CPR, First Aid, and Emergency Preparedness, and understand their responsibilities in responding quickly and communicating effectively during an emergency.

### **A. Immediate Response Steps**

When a medical emergency occurs, staff follow these steps in order:

- 1. Stay calm and ensure safety.** Move other children away from the scene to a safe area.

**2. Assess the situation.** The first adult on the scene quickly determines if the child is breathing, conscious, and safe from further harm.

**3. Provide First Aid or CPR as trained.**

- If the situation is life-threatening (choking, not breathing, head injury, seizure, severe allergic reaction, etc.), call 911 immediately.
- Use the child's posted Allergy Action Plan or medical instructions if applicable.

**4. Notify a Director immediately.**

- A Director will assume charge of emergency coordination and call the child's parent or guardian.
- One staff member always remains with the child.

**5. Call emergency services (911) if necessary.**

- Give the school's location:

**Seasons Preschool  
8380 S. Stemmons Freeway  
Hickory Creek, Texas 75065**

- Provide the child's name, age, symptoms, and any known medical conditions.

**6. Follow EMS instructions until emergency responders arrive.**

- A Director or designated staff member accompanies the child to the hospital if transport is required.
- The child's file, medical forms, and emergency contact information are taken along.

**B. Parent Notification**

The parent or guardian is notified immediately after emergency services are contacted or the situation is stabilized. A written Incident/Illness Report is completed the same day and signed by both the staff member and a Director. The parent signs the report upon pickup or review.

**C. Documentation and Review**

All medical emergencies are documented and filed in the child's record. Directors review each incident to evaluate the response and identify any needed improvements to emergency procedures or staff training.

**D. Follow-Up and Support**

If hospitalization or serious injury occurs, the Executive Director follows up with the family and reports the incident to Child Care Regulations. Staff involved in the incident receive debriefing and emotional support as needed. Any changes to classroom safety measures are communicated promptly to staff and parents.

## **E. Emergency Supplies**

Each classroom and directors offices is equipped with a First Aid kit. Kits are checked monthly and restocked as needed. Emergency contact lists and children's medical forms are kept with each classroom's emergency backpack.

## **2.9 Safe Sleep Policy for Infants (§746.501(35), Subchapter H Minimum Standard)**

Seasons Preschool is committed to providing a safe sleep environment for all infants from birth through 12 months of age. Our policy is designed to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Infant Death (SUID) in accordance with the American Academy of Pediatrics and Texas Health and Human Services Child Care Licensing standards.

### **A. Sleep Positioning**

- Infants are always placed on their backs to sleep, for every nap and nighttime rest.
- Once an infant can independently roll from back to stomach and stomach to back, they may choose their own sleep position.
- Infants who fall asleep in a device not designed for sleep (car seat, swing, stroller, etc.) are moved to a crib immediately.
- No positioning devices, wedges, or sleep aids are used unless required by a physician and documented in the child's file.

### **B. Sleep Environment**

- Each infant sleeps in a safety-approved crib that meets current Consumer Product Safety Commission (CPSC) standards.
- Crib mattresses are firm, flat, and covered only with a tight-fitting crib sheet.
- No blankets, pillows, bumper pads, stuffed animals, toys, or loose bedding are allowed in or around the crib.
- Pacifiers may be used if the parent provides them and they are free of attachments, clips, or strings.
- Each infant has a designated crib labeled with their name and used only for that child.

### **C. Room and Supervision Requirements**

- Staff visually check infants every 15 minutes while sleeping and remain in the same room at all times.
- Lighting remains sufficient for staff to see each infant's face and breathing pattern clearly.
- Classroom temperatures are maintained between 65–82°F, as required by §746.2427.
- Cribs are placed away from windows, blinds, heaters, or cords.

### **D. Individual Sleep Needs**

- Infants follow their own natural sleep schedules unless otherwise agreed upon with parents.
- Parents may provide a sleep preference form that includes comfort routines (rocking, pacifier, music, etc.) consistent with this policy.

- Swaddling is not permitted unless a written physician's note is on file specifying the medical reason and duration of use.

#### **E. Staff Training**

All staff working with infants receive annual training on Safe Sleep practices, including:

- Recognizing unsafe sleep environments
- Monitoring and documenting infant sleep
- Responding to emergencies and SIDS prevention awareness
- Subchapter H crib and equipment safety requirements.

#### **F. Parent Education**

- Parents receive a copy of the Safe Sleep Policy upon enrollment of an infant.
- Seasons Preschool provides information from the Texas Department of Family and Protective Services (DFPS) and the American Academy of Pediatrics on safe sleep practices.

### **Commitment to Safety**

Our Directors and staff are dedicated to maintaining a consistent, safe, and nurturing environment for every infant. By following these guidelines, we partner with parents to protect the health and well-being of each child entrusted to our care.

### **2.10 – Breastfeeding Accommodations ([§746.501\(38\)](#), [§746.3809](#) Min. Standard)**

Seasons Preschool supports mothers who choose to breastfeed their infants. We provide a private space with an adult-sized seat where a mother may comfortably and privately breastfeed her child during operating hours.

Parents have the right to breastfeed or provide breast milk for their child while in care. When breast milk is provided, it must be securely stored, labeled with the child's full name and date, and will be promptly refrigerated upon arrival.

### **2.11 Immunization Requirements ([§746.501\(8\)](#) Min. Standard)**

Seasons Preschool is committed to maintaining a healthy environment for all children and staff. Immunization records are required by the Texas Department of State Health Services (DSHS) and Child Care Regulation to prevent the spread of vaccine-preventable diseases.

#### **A. Child Immunization Requirements**

- Parents must provide current immunization records for each child before the first day of attendance.
- Records must include the child's full name, date of birth, and documentation of vaccines required by the Texas Minimum State Vaccine Requirements for Child-Care Facilities.
- Immunization records must be signed or stamped by a physician or other authorized health provider.
- It is the parent's responsibility to ensure records remain current and updated as new immunizations are received.

## **B. Provisional Enrollment and Updates**

- Children who are behind on immunizations may be enrolled provisionally for up to 30 days, provided they are in the process of receiving required doses.
- Updated documentation must be submitted to the school as vaccines are administered.
- The school will maintain a reminder log to track upcoming due dates for children's immunizations.

## **C. Exemptions**

The State of Texas allows exemptions from immunizations for:

1. Medical reasons, documented by a licensed physician, or
2. Reasons of conscience, including religious beliefs, documented by an official exemption affidavit from the Texas Department of State Health Services (DSHS).

Children with an exemption affidavit on file may be temporarily excluded from care during an outbreak of a vaccine-preventable disease, in accordance with public health guidance.

## **D. Employee Immunization Awareness**

- Seasons Preschool encourages all staff to stay current with recommended immunizations, including the annual influenza vaccine.
- Employees working with infants and toddlers are encouraged to be up to date on pertussis (Tdap) and hepatitis B vaccinations.
- Proof of vaccination is not required for employment but may be requested during health outbreaks or public health events.

## **E. Recordkeeping and Confidentiality**

- All immunization records are maintained in the child's or employee's confidential health file.
- Records are available for review by licensing representatives or health officials upon request.
- Information is not shared without written parental or employee consent unless required by law.

## **F. Parent Notification and Updates**

Parents will be notified annually of Texas state immunization requirements and any changes issued by the Department of State Health Services. Updated requirements are available upon request in the preschool office.

## **G. Commitment to Health and Safety**

Seasons Preschool values the health of every child and staff member. By ensuring up-to-date immunizations, we help protect our community and promote a safe, healthy learning environment for all.

## **2.12 Hearing and Vision Screening Requirements (§746.501(9) Min. Standard)**

Seasons Preschool follows the Texas Department of State Health Services (DSHS) requirements for vision and hearing screening to help identify potential concerns early and support each child's healthy development and learning success.

### **A. State Requirements**

In accordance with Texas Health and Safety Code, Chapter 36, all licensed childcare centers must ensure that:

- Children who are four years old by September 1 of the current school year receive both a vision screening and hearing screening.
- Screenings must be completed within 120 calendar days of enrollment.
- Screening results are recorded and kept on file at the school for review by licensing or health authorities.

### **B. Approved Screenings**

- Screenings must be conducted by a certified screener or a licensed health professional trained and approved by DSHS.
- Screenings may be performed:
  - By a contracted screening service provider,
  - By the child's personal physician, or
  - Through a parent-provided screening record from a recent doctor's visit (dated within the past year).

### **C. Parent Responsibilities**

- Parents will be notified when screenings are scheduled and must give written consent.
- Parents may submit screening results completed by their child's physician instead of participating in an on-site screening.
- Results must be submitted within the required timeframe.

If the screening results indicate a potential concern, the Director will notify the parent in writing and recommend follow-up with the child's healthcare provider.

### **D. Documentation and Recordkeeping**

All screening records are maintained in the child's health file.

Records must include:

- The date of screening,
- Results for each eye and each ear, and
- The screener's name and certification or credentials.
- Records are confidential and may be reviewed only by the parent, licensing, or authorized health personnel.

### **E. Referrals and Follow-Up**

- If a screening identifies a potential concern:
- Parents will receive a referral notice for follow-up with a qualified healthcare professional.

- Documentation of the follow-up or physician's evaluation must be provided to the preschool to complete the child's record.

## **Commitment to Early Detection and Support**

Seasons Preschool values early detection as a vital part of each child's growth and success. By identifying and addressing potential hearing or vision concerns early, we can better support each child's learning, confidence, and overall development.

### **2.13 Insect Repellant and Sunscreen Policy (§746.501(11),**

#### **§746.3803-§746.3815 Min. Standards)**

Seasons Preschool values the health and comfort of every child. To protect children from insect bites and sun exposure, staff may apply insect repellant and sunscreen according to Texas Minimum Standards and with written parental authorization.

#### **A. Parental Authorization**

- Parents must complete and sign a Topical Medication Permission Form authorizing staff to apply insect repellant and/or sunscreen to their child.
- Parents may either:
  1. Provide their own product, labeled with the child's full name, or
  2. Consent to the school-provided product listed on the permission form.
- Authorization forms are kept in the child's file and must be renewed annually or as needed when products change.

#### **B. Product Use and Labeling Requirements**

- Only non-aerosol products approved for children are used.
- Each container must be labeled with the child's first and last name and stored safely out of children's reach.
- Staff verify product expiration dates before each use.
- Products are not shared between children under any circumstances.

#### **C. Application Procedures**

- Insect repellant and sunscreen are applied only as needed and according to manufacturer directions.

Sunscreen is typically applied:

- Before outdoor play,
- After water play, and
- At least 30 minutes before sun exposure.
- Insect repellant is applied when outdoor conditions indicate a reasonable need for protection.
- Staff wash hands before and after applying topical products and use disposable gloves if needed.

#### **D. Parent-Provided Products**

- Parents may provide preferred sunscreen or repellent, but it must meet the same labeling and safety requirements.

- Parents are responsible for replacing or replenishing products as needed.
- If no permission form is signed and no product is supplied, staff will not apply sunscreen or repellent.

### **E. Staff Responsibilities**

- Staff document all applications on the Tadpoles parent app
- Any skin irritation or reaction is reported to a Director and to the parent immediately.
- Directors ensure compliance with all storage, labeling, and safety requirements.

### **Commitment to Safety and Care**

Seasons Preschool partners with parents to protect each child from unnecessary sun and insect exposure. By following these safety standards and documentation procedures, we promote health, comfort, and peace of mind for every family.

## **Section 3 – Supervision and Guidance**

### **3.1 Staff-to-Child Ratios (§746.1701 Min. Standard)**

State ratios are always maintained. Staff must request assistance if the number of children exceeds ratios. Teachers and Directors share responsibility for compliance.

### **3.2 Supervision Requirements (§746.1203 Min. Standard)**

Children are always within sight and sound of staff. Teachers must never leave a group unattended. Staff should remain actively engaged with children at all times.

### **3.3 Playground Safety (§746.4601-§746.4901 Min. Standards)**

Directors inspect and record playground maintenance and safety each day. Teachers inspect the playground before use, ensuring gates are latched and surfaces are safe. Staff position themselves to view all areas of the playground and ensure equipment is used safely and appropriately for each age group.

### **3.4 Essential Functions of Caregivers**

All employees must be able to:

- Observe and respond to children's needs and emergencies.
- Lift 30 lbs. to waist height repeatedly.
- Reach a child 20–30 feet away within 30 seconds.
- Crouch to child level, sit on the floor, and stand as needed.
- Identify children's cognitive, social, and physical needs.

### **3.5 Discipline and Guidance Policy (§746.2801-§746.2807 Min. Standards)**

Seasons Preschool uses positive redirection, modeling, and encouragement to guide behavior. Corporal punishment, isolation, or shaming are never permitted. Teachers support children in learning appropriate behaviors through calm correction and consistent

expectations. All parents and Seasons employees must agree to and sign a Discipline and Guidance agreement included in the enrollment packet and employee application.

### **3.6 Suspension and Expulsion of Children (§746.501(34) Min. Standard)**

Seasons Preschool strives to provide a Christ-centered, nurturing environment where every child feels safe, supported, and loved. We believe that all children can learn positive behaviors through guidance, redirection, and partnership between families and staff. Suspension or expulsion is a last resort and will only be considered after all reasonable strategies have been tried.

#### **A. Prevention and Positive Guidance**

Our goal is to prevent behaviors that lead to suspension or expulsion by:

- Maintaining low teacher-to-child ratios.
- Using positive guidance, redirection, and age-appropriate expectations.
- Observing and identifying early signs of challenging behavior.
- Partnering with parents to support each child's individual needs.

Teachers and Directors work closely with parents to create a consistent plan that supports the child's emotional and behavioral growth both at school and home.

#### **B. Steps Prior to Suspension or Expulsion**

Before considering suspension or expulsion, Seasons Preschool will:

1. Document all incidents of concerning behavior, including the date, time, and response.
2. Communicate with parents to share observations and seek input.
3. Develop a written Behavior Support Plan, which may include classroom strategies, family input, and short-term goals.
4. Consult with the Director and Executive Director to explore additional support resources, such as behavior specialists or family counseling through church or community programs.
5. Allow adequate time for intervention and improvement before any decision about suspension or expulsion is made.

#### **C. Temporary Suspension**

A temporary suspension may occur only when:

- A child's behavior presents a safety risk to themselves, other children, or staff.
- The behavior significantly disrupts the learning environment despite all interventions.

If suspension is necessary:

- Parents will receive written notice describing the behavior, prior interventions, and the terms for returning to care.
- The suspension period will be as brief as possible, typically no longer than two school days, to allow time for review and planning.

#### **D. Expulsion**

Expulsion is considered only as a last resort after all other steps have failed.

Grounds for expulsion may include:

- Repeated or severe physical aggression or unsafe behavior.
- Continued disruption after documented interventions and conferences.
- Failure of a parent to meet with staff or participate in a behavior plan.

If expulsion becomes necessary:

- The family will receive written documentation of all steps taken prior to expulsion.
- Directors will assist the family in finding alternative care options or referrals for additional support.
- A child will never be expelled due to a disability, special need, or parent complaint.

#### **E. Family Partnership**

Seasons Preschool believes that open communication, grace, and teamwork are essential to helping children succeed. Directors, teachers, and parents work together prayerfully and professionally to ensure that every child receives compassionate guidance and care.

### **3.7 Accident and Incident Reports ([§746.501 Min. Standard](#))**

Staff complete an incident report for any injury or behavioral situation requiring attention. Parents are notified the same day and must sign the report for the child's file.

## **Section 4 – Parent Partnership**

### **4.1 Parent Communication and Tadpoles App**

Daily communication is provided through Tadpoles. Parents receive activity notes, reminders, and photos. Concerns are directed to a Director. All communication follows the Confidentiality Policy ([Section 4.6](#)).

### **4.2 Tuition and Payment Policy**

#### **Invoices and Due Dates**

- Invoices are sent on the 28th of each month for the following month's tuition.
- Tuition is due on the 10th of each month.
- Payment may be made by cash or check and must be dropped in the tuition box located in the school office.

#### **Late Payments and Fees**

- Payments not received by the 10th are considered late and will incur a \$10 per child late fee.
- If tuition is one week past due, the child's enrollment may be placed on hold until the balance is paid in full.
- Families with repeated late payments may be required to set up automatic debit payments on the 10th of each month or may be dismissed from the program.

## **Withdrawals and Notice**

- Families must provide written notice prior to the 28th of the preceding month when withdrawing a child.
- If a family withdraws after the 1st of the month, half of that month's tuition will be due, or the family may be subject to immediate removal from the program.
- Tuition is non-refundable.
- Tuition is divided into equal monthly payments and is not adjusted for school holidays or weather closures.

## **Returned Payments**

- Returned checks or failed transactions will incur a \$35 returned payment fee, in addition to any applicable late fees.
- Future payments may be required in the form of a money order or cashier's check.

## **Communication**

All financial matters, billing concerns, or tuition questions must be discussed directly with the Executive Director. This ensures privacy, accuracy, and consistency in handling all financial matters.

## **4.3 Arrival and Dismissal Procedures (§746.501)**

Parents sign children in using the sign in sheet and caregivers sign children in and out with the Tadpoles app. Authorized pick-ups must be listed in writing. Staff verify identification before release. If a caregiver is providing transportation outside of school hours, see the Outside Babysitting and Caregiving Policy ([Section 4.8](#)).

### **A. Early Care**

The doors for early care drop off open/unlock at 8:00am. Drop off for early care ends at 8:15am. For security reasons, the doors remain locked between 8:15am and 8:30am for regular drop off.

### **B. Early Pick-Up**

For security our entrance always remains locked except during drop off and pick up times. If you drop off your child late (after 9:15am) or pick up your child early (before 2:30p) the doors are locked. Please use the buzzer and a Director will buzz you in.

## **4.4 Authorized Pick-Up Policy**

Only individuals listed on the child's authorized pick-up list may take a child from the center. A valid State Photo ID is required for anyone unfamiliar to staff.

## **4.5 Visitor and Tour Policy**

Visitors are greeted by name, introduced to staff, and invited to observe the class routine. Teachers continue normal activities to allow families to see authentic classroom engagement.

## **4.6 Confidentiality and Privacy Policy**

All information about children and families is confidential and shared only on a need-to-know basis. Staff may not discuss children or families in public areas or online. Questions of concern should be directed to the Directors. Failure to maintain confidentiality may result in disciplinary action including termination.

## **4.7 Parent Concerns and Conflict Resolution**

Parents are encouraged to bring concerns to a Director as soon as the problem arises. Parents may call or email during normal business hours. A Director will respond as soon as possible and within one business day. If an email is received outside of business hours the Director will respond the next business day. If resolutions cannot be made, meetings with appropriate parties can be scheduled. The goal is partnership and positive communication.

## **4.8 Outside Babysitting and Caregiving Policy**

Outside babysitting by staff is a private arrangement between the employee and parent—not a Seasons Preschool service. Both parties must:

1. Notify a Director before any arrangement.
2. Sign a Babysitting Liability Waiver acknowledging personal responsibility.
3. Provide written permission if transportation is involved and list the caregiver in Tadpoles as an authorized pick-up.

Staff does not represent the program while babysitting privately.

## **4.9 Parent Involvement and Volunteers**

Parents are welcome to participate in classroom activities and events after completing any required background check or volunteer form.

# **Section 5 – Curriculum and Daily Operations**

## **5.1 Curriculum and Learning Approach (§746.1309 Min. Standard)**

Seasons Preschool provides a faith-based, play-centered curriculum that nurtures the whole child—spiritually, socially, emotionally, physically, and intellectually. Teachers plan hands-on activities that promote exploration, creativity, and early academic foundations consistent with developmentally appropriate practice.

## **5.2 Daily Schedules (§746.2201 Min. Standard)**

Each classroom follows a balanced schedule including learning centers, circle time, outdoor play, snacks, meals, rest, and Bible stories. Routines provide structure while allowing flexibility for the needs of each group.

## **5.3 Promotion of Indoor and Outdoor Physical Activity (§746.501(36), Subchapter F, Min. Standard)**

Seasons Preschool promotes daily physical activity as an important part of a child's healthy growth, learning, and development. We provide both indoor and outdoor opportunities that

encourage movement, coordination, exploration, and fun while meeting safety and supervision requirements.

#### **A. Daily Physical Activity (§746.2203)**

- Children engage in active play every day, both indoors and outdoors, weather permitting.
- Active play includes running, jumping, climbing, dancing, stretching, and other movement activities that promote coordination and strength.
- Each age group has a designated indoor/outdoor activity time for approximately 30 minutes each indoor/outdoor activity
- Children are not kept sedentary for extended periods except during meals, rest time, or planned learning activities.
- Children are required to wear clothing that they can easily move in and must wear closed toed shoes during indoor/outdoor activity time

#### **B. Outdoor Play (§746.2205)**

- A minimum of 30 minutes of outdoor play is provided daily unless restricted by weather, air quality, or safety conditions. - Teachers encourage creative and physical play using playground equipment, games, and nature exploration.
- Children wear weather-appropriate clothing, and sun protection measures (shade, sunscreen, hats) are used as needed.

**See Also: Section 2.4 – Weather, Outdoor Play & Air Quality**

#### **C. Indoor Physical Activity (§746.2207)**

- When outdoor play is not possible, indoor gross-motor activities are provided (parachute games, dance, obstacle courses, balance activities, etc.).
- The gym or large classroom spaces are used to ensure safe, age-appropriate movement.
- Seasons Preschool contracts with Stretch-N-Grow, an instructor-led physical education program once a week. Children 2 and over participate for 30 min. Indoor physical activity (P.E.) is provided for 30 minutes each day.

#### **D. Structured and Unstructured Play**

- Each classroom provides both structured (teacher-led) and unstructured (child-initiated) play opportunities.
- Teachers model participation, enthusiasm, and safe movement to encourage active lifestyles.

#### **E. Developmental Appropriateness**

- Activities are adapted to each child's age, ability, and developmental stage.
- Infants enjoy supervised tummy time, reaching, and floor movement.
- Toddlers and preschoolers engage in active exploration, coordination games, and teamwork activities.

#### **F. Staff Participation and Modeling**

- Staff participate in active play with children to model healthy habits and encourage physical engagement.
- Teachers monitor all play areas to ensure safety and provide gentle redirection when needed.
- Staff receive annual training on promoting physical activity and preventing overuse of sedentary equipment or screen time.

#### **5.3 Commitment to Healthy Development**

Seasons Preschool believes that active bodies help build active minds. Through daily movement, exploration, and joyful play, we nurture physical wellness, coordination, and confidence in every child.

#### **5.4 Inclusive Services for Children with Special Care Needs (§746.501(39), §746.2202 Min. Standards)**

Seasons Preschool is committed to welcoming and supporting all children, including those with special care needs, developmental differences, or disabilities. We believe each child is created by God with unique strengths and abilities, and we strive to provide an inclusive environment that meets individual needs while maintaining safety and dignity for all.

##### **A. Enrollment and Individualized Support**

- Families will have the opportunity to share information about their child's special care needs during enrollment.
- Directors review all relevant medical, developmental, and behavioral information with the family to determine the best classroom placement and support plan.
- An Individual Care Plan may be developed in collaboration with parents, healthcare providers, and specialists. This plan outlines specific accommodations, routines, and communication methods to ensure consistency between home and school.

##### **B. Collaboration with Families and Professionals**

- Directors and teachers maintain open communication with families and any outside professionals (therapists, medical providers, or early intervention specialists) involved in the child's care.
- Written parent consent is obtained before sharing any information with external agencies or specialists.
- Adjustments to the Individual Care Plan are made as needed through regular review and family meetings.

##### **C. Classroom Inclusion and Adaptations**

- Children with special care needs are included in all classroom activities whenever safely possible.
- Teachers modify materials, routines, and expectations as appropriate to support participation and learning.
- Staff use positive guidance and developmentally appropriate strategies to ensure every child feels safe, valued, and included.

#### **D. Staff Training and Preparedness**

- All staff receive orientation and ongoing training on inclusion, recognizing and supporting special care needs, and collaborating with families.
- Teachers are trained to follow Individual Care Plans and respond to medical or behavioral concerns appropriately.

#### **E. Health, Safety, and Emergency Procedures**

- Any necessary emergency procedures related to a child's special care needs are documented in the Individual Care Plan and reviewed with all staff who work with that child.
- Emergency supplies or medications provided by parents are stored safely and accessed only by directors or trained staff.
- Staff communicate promptly with parents if a child experiences any significant change in behavior, health, or development.

#### **F. Commitment to Inclusion**

Seasons Preschool values an inclusive Christian environment where all children can learn and grow together. Our staff, families, and community partners work hand in hand to ensure that every child receives care and education that promotes dignity, independence, and belonging.

#### **5.5 Meals and Snacks (§746.3301-§746.3309 Min. Standard)**

Parents are responsible for providing nutritious lunches from home. Seasons Preschool supplies morning and afternoon snacks that meet state nutritional guidelines. Food allergies are posted discreetly in each classroom. Teachers sit with children to model table manners and conversation. Caregivers are not permitted to cook food. Food that needs to be lightly warmed can be done on occasion. Please use a thermos to keep food warm and ice packs to keep food cool.

#### **5.6 Rest Time (§746.2901 Min. Standard)**

All children participate in a quiet rest period each day. Children who do not sleep may engage in quiet activities such as reading or drawing. Rest mats/cots are provided and are labeled and sanitized daily. Blankets are provided and washed weekly or as needed. Crib sheets for infants are washed daily.

#### **5.7 Personal Belongings and Clothing**

Children should wear comfortable, weather-appropriate clothing that allows free movement and messy play. All belongings must be labeled with the child's name. The school is not responsible for lost items. Children have individual cubbies. Clear backpacks for storing belongings are required for preschool and pre-kindergarten 1 classrooms.

#### **5.8 Birthdays and Celebrations**

Families may coordinate simple classroom celebrations with the teacher. All treats must be store-bought and peanut-free if applicable. We do not allow frosted cupcakes or cake. Please

see a director or your child's teacher for acceptable alternatives. Holiday activities reflect the Christian mission of the program while remaining developmentally appropriate.

## **5.9 Screen Time and Technology Use (§746.2207 Min. Standard)**

Seasons Preschool does not use computers or electronic devices with children. The only exception is an occasional short, G-rated movie that supports curriculum or celebrates a special occasion. Movies require prior written parental permission and are limited in length according to licensing standards. Teachers remain present and engaged.

# **Section 6 – Licensing and Records**

## **6.1 Recordkeeping and File Access (§746.601-§746.611 Min. Standards)**

Enrollment, health, and staff records are maintained securely. Parents may review their child's file upon request. Licensing representatives have access to records during inspections.

## **6.2 Licensing Visits and Compliance (§746.1015 Min. Standard)**

Licensing inspectors may visit unannounced to ensure compliance with Minimum Standards. Directors cooperate fully and display the license, inspection reports, and emergency plans on the parent board.

## **6.3 Confidentiality of Records**

All records are stored in locked files or password-protected digital systems. Staff and volunteers must not access records without authorization.

See Also: Section 4.6 – Confidentiality Policy

## **6.4 Gang-Free Zone Statement (§746.501(41) Min. Standard)**

Under the Texas Penal Code, any area within 1,000 feet of a licensed childcare center is designated as a Gang-Free Zone. This means that criminal offenses related to organized criminal activity are subject to increased penalties when they occur within 1,000 feet of Seasons Preschool. The purpose of this law is to help protect children by reducing potential gang activity and promoting safe environments for families and the community.

## **Parent Acknowledgment**

I have received, read, and understand the Seasons Preschool Operational Policies Manual. I agree to follow all policies and procedures outlined within. I understand these policies are designed to ensure the safety, well-being, and faith-based educational experience of every child enrolled in the program.

I also understand that Seasons Preschool operates as a licensed childcare center under the Texas Health and Human Services Child Care Regulation (Title 26, Chapter 746), and that these policies may be updated as required by licensing or ministry needs.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seasons Preschool | Operational Policies  
Licensed by Texas Health and Human Services – Child Care Regulation

## Staff Acknowledgment

I have received, read, and understand the Seasons Preschool Operational Policies Manual. I agree to follow all operational, safety, and conduct expectations described within. I understand that adherence to these policies is a condition of employment and that I am responsible for knowing and practicing the procedures that align with Texas Minimum Standards (Title 26, Chapter 746).

I acknowledge that failure to follow these standards may result in disciplinary action, up to and including termination.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_