



A PARENT/GUARDIAN(S) GUIDE TO CHILD CARE REGULATIONS **FUTURE EXPLORERS ACADEMY HANDBOOK**

Dear FEA Parent/Guardian(s):

Thank you for choosing Future Explorers Academy! Our commitment to you is to protect the health, safety, and well-being of your child as he or she grows.

The following information will assist you in understanding our policies and procedures and how they relate to childcare laws and regulations. A copy of these regulations are available for review in the Director's office. The policies listed herein are in addition to what has been provided to you in the Future Explorers Parent Handbook.

I. FUTURE EXPLORERS' ACADEMY POLICIES AND PROCEDURES

CHILD CARE LICENSING REGULATIONS

Future Explorers Academy is licensed by the State of Texas. Our childcare license will be on display in the lobby area or in the Director's office. Inspections occur periodically by state licensing to ensure quality programming is being provided to your children in a healthy and safe environment. Future Explorers Academy complies with all state and local regulations regarding fire and safety procedures for the facility, staff credentials, health, nutrition, staff/child ratios, and recordkeeping. We appreciate and value the support of the state regulatory agencies and their commitment to quality childcare.

OPEN DOOR POLICY

Future Explorers Academy has an Open-Door Policy for Parents to visit, observe and participate in their child's activities. Parents are welcome to schedule an appointment with the Director to discuss and review the Academy's policies and procedures. A copy of the Texas Minimum Standards for Operating a Childcare Center is in the front lobby. All current state licensing inspection reports as well as the contact information for the local licensing office, DHHS, child abuse hot line and DFPS website are in the front lobby.

PROCEDURES FOR PARENTAL NOTIFICATIONS

The parent/Guardian of a child at Future Explorers Academy will be immediately contacted by phone if there is an allegation that the child has been abused, neglected, or exploited, as defined in Texas Family Code §261.001, while in our care or are injured and the injury requires medical treatment by a health-care professional or hospitalization. Parent/Guardians will be immediately contacted if your child shows signs or symptoms of an illness that requires hospitalization, has had an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector or has been involved in any non-routine situation that

placed, or may have placed, the child at risk for injury or harm. For example, a caregiver forgetting the child in a center vehicle or failing to prevent the child from wandering away from the child-care center unsupervised or has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center because of severe weather. Future Explorers Academy will notify the parent/Guardian of less serious injuries by phone and when upon picking up the child up from Future Explorers Academy. Less serious injuries include minor cuts, scratches, and bites from other children requiring first-aid treatment by employees. All other communications will go through email.

PROCEDURES FOR SUPPORTING INCLUSIVE SERVICES TO CHILDREN WITH SPECIAL CARE NEEDS.

Future Explorers Academy will provide a child with special care needs with accommodation recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize as recommended any adaptive equipment that has been provided to the center for a child’s use and ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval. Activities will integrate children with and without special care needs. Caregivers will adapt equipment and procedures and vary methods as necessary to ensure that they care for a child with special needs in a natural environment.

SUPERVISION OF CHILDREN

Future Explorers Academy will enlist staff to supervise and maintain proper child ratios both on site and during field trips. The appropriate number of staff and child ratios will be always maintained at the Academy.

STAFF/CHILD RATIOS

Children between the ages of six weeks and twelve years are served by Future Explorers Academy. Each age group will maintain staff in accordance with state requirements and Future Explorers Academy lower ratios as seen below.

MINIMUM STANDARDS FOR CHILD CARE CENTERS VS. FUTURE EXPLORERS ACADEMY RATIOS		
Specified Age of Children in Group	The Maximum Group Size and Number of Children Two or More Caregivers may supervise is §746.1609	Future Explorers Academy Ratio for Two or More Caregivers
0-11 months	10	8
12-17 months	13	8
18-23 months	18	12
2 years	22	16
3 years	30	20
4 years	35	20
5 years	35	24
6-8 years	35	30
9-13 years	35	30

HOURS OF OPERATION

The Academy is open from 6:00 a.m. to 6:30 p.m, Monday through Friday. The Academy is closed on the following days to observe holidays:

Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
Day After Christmas
New Year's Eve
New Year's Day

We do not have teacher in-service/training days during the week to ensure minimum impact on parents.

PROCEDURES FOR THE RELEASE OF CHILDREN

Future Explorers Academy will only release children to a parent, or a person designated by the parent. We will use document 2935 to collect parent/guardian information as well as emergency contacts. On our app we have copies of all parent/guardian identifiers to verify that the child is picked up by the approved parties. We will retain this information in the child's records, and we will periodically update verification documents. All employees will be instructed in the child-care center's policies for the release of children, including the verification plan.

LATE PICKUP POLICY

\$1.00 per minute is charged for the first 15 minutes (6:31pm to 6:45pm). \$2.00 per minute is charged for the second 15 minutes (6:46pm to 7:00pm). Every attempt will be made to contact a child's parent/s and the provided emergency contact if a parent fails to arrive, but Child Protective Services (CPS) must be called after 7:00pm. Parent/Guardian will be required to pay the outstanding invoice prior to the child's next day of attendance. An invoice will be sent via My Orbit App or via email.

PARKING LOT POLICY

Future Explorers Academy discourages leaving your vehicle idle in the parking lot except for cases of extreme heat or cold to maintain engine temperatures. No vehicles may be left idle while under the Porte-Cochere as exhaust can accumulate in an area with known high pedestrian traffic.

FIREARMS AND OTHER WEAPONS

As a reminder, per Texas Penal Code 10, Section 46.03(1), firearms, clubs, or other restricted weapons are NOT allowed on Future Explorers Academy property even if that person possesses a concealed or open carry permit. No written authorizations will be given to, any employee, parent, or visitor to carry a weapon.

JEWELRY POLICY

No jewelry, except stud earrings, may be worn while at school due to the child's safety.

SMOKING POLICY

Future Explorers Academy provides a tobacco-free environment for its employees, customers, and visitors. As such, all visitors and employees are prohibited from using any tobacco product (cigars, cigarettes, dip, chew, etc.) or any nicotine inhaled product (e-cigarettes) on our property. We have adopted this policy because we have a sincere interest in the health of our employees, children, and visitors.

SCHOOL SAFETY

Future Explorers Academy reserves the right to contact local authorities if a situation arises that would place the children or staff in danger.

Additionally, we have several safety features and programs built into the school. These include tamper proof plugs, cameras, security systems, scheduled inspection and maintenance program, fire systems, magnetic locks to exterior doors and magnetic interior door locks to go back to the classrooms from the lobby and Art/Library etc. Some of these features may not be in your own home. To ensure the continual safety of your own child, we highly recommend that, if not already done so, you outfit your own home with child safety devices and develop safety related plans. A great resource to help with this is <https://www.cdc.gov/safekid>. For more information on our specific features and programs please see the owner or director.

RESERVATION DISCOUNT PROGRAM / VACATION CREDIT

Families are eligible to receive a one-week tuition credit within one calendar year. This allows families the flexibility to not pay for tuition for up to one week when the child will not be present. The calendar year will be based on the family's start date with the Academy. The option to use this credit will not carry over if this option is not used. To obtain this credit, parents must submit a written request to the Director at least one week prior to the child being absent from the facility.

HEALTH CHECKS

Staff members conduct daily health checks on the children to identify potential health concerns. These checks take place upon arrival of each child. During the health check staff members look at the following factors:

- Decide if the child's behavior is typical or atypical for time of day and circumstances.
- Check the child's appearance and note the following:
 - o Skin – pale, flushed, rash
 - o Eyes, nose, mouth – note color; are they dry or is there discharge?
 - o Is the child rubbing eyes, nose, or mouth?
 - o Breathing – normal or different; cough?
- Caregivers will ask the parent how the child has been feeling at home by asking a variety of questions below:
 - o Sleeping normally?
 - o Eating/Drinking normally? When did the child last eat or drink?
 - o Any unusual events?
 - o Bowels and urine normal? When was the last time the child used the toilet or was changed?

HEALTH AND SAFETY POLICY

Immunizations: The Center for Disease Control has released guidelines for vaccinating young children. Future Explorers Academy follows state guidelines regarding immunization and always recommends parents consult with their own physicians about immunizations.

When a child is absent from the Academy due to an illness, Future Explorers Academy will require written note from the parent explaining the reason for the absence upon the child's return. Additionally, depending on the circumstances the Director/Management reserves the right to request a doctor's note for any medical absences.

We ask that you please keep your child home if he/she has any symptoms or illnesses.

Some types of illnesses are listed below but this list is not intended to be all inclusive list. If your child develops any of symptoms or illnesses listed below, a staff member will contact you to arrange pick up of your child. Please plan to have someone pick up your child immediately for the safety of the other children and staff, and your own child's comfort.

Bacterial meningitis Conjunctivitis (pinkeye)
Difficulty or rapid breathing Earache
Gray or white stool
Head lice
High Fever Impetigo
Measles Mumps
Pertussis Rubella
Severe cramps (stomach) Severe headache or stiff neck Severe coughing (croup/whooping) Sore throat or trouble swallowing Tinea (ringworm) Toothache
Varicella (chicken pox) Vomiting
Unusual spots or rashes Yellowish skin or eyes
Unusual dark or tea colored urine
Unusual behavior (i.e. excessive crying, cranky, less active than normal)

Please keep your child home until he or she has been symptom free for 24 hours or when you receive a written release from your child's physician indicating he or she can return to the Academy without spreading the infection.

When medication is prescribed by a physician, the child must remain at home until the medication has been administered for a period of 24 hours.

Please inform the Director immediately if your child has been diagnosed with or exposed to any of the following illnesses:

Bacterial meningitis Conjunctivitis (pinkeye)
Difficulty or rapid breathing Earache
Gray or white stool
Head lice
High Fever Impetigo
Measles Mumps
Pertussis Rubella
Severe cramps (stomach) Severe headache or stiff neck Severe coughing (croup/whooping) Sore throat or trouble swallowing Tinea (ringworm) Toothache
Varicella (chicken pox) Vomiting
Unusual spots or rashes Yellowish skin or eyes
Unusual dark or tea colored urine
Unusual behavior (i.e. excessive crying, cranky, less active than normal)

For more information on Health Procedures within the Academy, check your family Information Board or ask the Director to share the information with you.

If a child needs to be transported via ambulance to a hospital, our Primary Medical Resource/Hospital is listed below. Parents will be contacted immediately upon injury or illness necessitating the child's need for emergency transport to a hospital.

**Memorial Hermann Pearland
10907 Memorial Hermann Dr.
Pearland, Texas 77584**

IMMUNIZATION REQUIREMENTS

Each child enrolled at Future Explorers Academy must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). This requirement applies to all children in care from birth through 14 years of age. Future Explorers Academy must maintain current immunization records for each child in our care, including any immunization exemptions or exceptions. All immunizations required for the child's age must be completed by the date of admission, unless the child is exempt or excepted from an immunization, and the exemption or exception is verified by the date of admission. If your child is homeless or you have a child in foster care and is admitted, you have up to 30 days to provide records if evidence of immunization is not available. You should immediately refer the child to an appropriate health-care professional to obtain the required immunizations.

A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC §97.62. For some diseases, a child who previously had a disease and is accordingly naturally immune from it may qualify for an exception to the immunization requirements for the disease. To claim this exception, the person applying for the child's admission must meet the criteria specified by the DSHS rule at 25 TAC §97.65.

Acceptable documentation for immunizations records includes an official immunization record generated from a state or local health authority, including a record from another state. For example, the record may be from the Texas Immunization Registry, a copy of the current immunization record that is on file at the pre-kindergarten or school that the child attends, or the health passport for a child in the conservatorship of DFPS. The record must include the child's name and date of birth, the type of vaccine, number of doses and the month, day, and year the child received each vaccination. An official immunization record or photocopy is acceptable. For example, the record may be from a doctor's office or a pharmacy. The record must include the child's name and date of birth, the type of vaccine, number of doses and the month, day, and year the child received each vaccination. The signature (including a rubber stamp or electronic signature) of the health-care professional who administered the vaccine, or another health-care professional's documentation of the immunization if the name of the health-care professional that administered the vaccine is documented. Clinic contact information must be on the document if the immunization record is generated from an electronic health record system.

For each child attending a pre-kindergarten program or school away from the child-care center, Future Explorers Academy must have either a copy of the current immunization record that is on file at the prekindergarten program or school the child attends or a signed statement from the child's parent/Guardian that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school listed in the statement.

Requirements for tuberculosis screening and testing vary across the state. Currently the Texas Department of State Health Services does not require tuberculosis testing for children or caregivers in our region.

HOW WE PROTECT CHILDREN FROM VACCINE-PREVENTABLE DISEASES

Future Explorers Academy follows state guidelines regarding protecting children from vaccine preventable diseases by requiring employees to adhere to state regulations regarding vaccines. Future Explorers Academy always recommends that each employee consult with his/her own physician about immunizations. For more information on current recommended

immunizations for adults, visit www.cdc.gov/vaccines. All employees will be required to follow Universal Precautions to protect children from exposure to disease, to include the use of protective medical equipment, including gloves and masks, based on the level of risk the employee presents to children by the employee's routine and direct exposure to children. Future Explorers Academy prohibits discrimination or retaliatory action against any employee, except that required use of protective medical equipment, including gloves and masks, may not be considered retaliatory action. A written copy of each staff member's medical record will be kept on file in the Academy. Staff members who do not comply with Academy policies may be subjected to disciplinary action up to and including termination of employment.

Staff are trained on required state guidelines and procedures during staff orientation and annually. This training includes but is not limited to conducting health checks/recognition of signs and symptom of illness and exclusion criteria, health education, child abuse and neglect, parent communication, infection control, and the emotional and physical care of children. Additional topics to be covered can be found in the Professional Development section of the state regulations.

Children's food allergies are posted in the classroom for staff members to see and follow.

A written health care policy, emergency plan, parent handbook, and employee handbook are made available to each staff member and emergency telephone numbers are posted near every telephone.

PROCEDURES FOR DISPENSING MEDICATION

In this handbook medication means a prescription medication or a non-prescription medication, excluding topical ointments such as diaper ointments, insect repellent, or sunscreen. Future Explorers Academy will require authorization to administer medication to a child from the child's parent/Guardian. This must be in writing, signed and dated by the parent or guardian or by telephone to administer a single dose of a medication. Authorization to administer medication expires on the first anniversary of the date the authorization is provided. Parent/guardians may not authorize Future Explorers Academy to administer medication more than the medication's labeled instructions or the directions of the child's health-care professional. Parent authorization is not required if Future Explorers Academy administers a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Future Explorers Academy administers the medication as prescribed, directed, or intended.

HEARING AND VISION SCREENING PROGRAM

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services (DFPS) licensed child-care center and licensed child care home in Texas, or children who are four (4) years old by September 1st of that year or older, must be screened or have a professional examination for possible vision and hearing problems.

EMERGENCY PLAN

Future Explorers Academy has prepared an emergency plan specific to our Academy. The primary purpose is to provide for the health, safety, and security of our students, staff, family members and guests in the event of an emergency. It provides detailed procedures to manage all aspects of any emergency that might be encountered. A copy of the Emergency Plan will be located in the lobby in the parent's information binder, as well as in each classroom binder.

The following is a summary of our Academy's Emergency Preparedness Plan.

Emergency Requiring Evacuation:

In case of an emergency that requires off-site evacuation, the school will evacuate to a designated emergency location. The emergency location is posted in the reception area.

Shelter-In Place (Lockdown) Required Due to Outside Threat by a Dangerous Person:

1. Notify 911 immediately and follow their instructions based on the situation.
2. Activate all magnetic locks to interior doors to the classrooms and the exterior doors. All Blinds will be put in the closed position.
3. Once a Dangerous Person is identified, no one will be allowed to enter or leave the building.
4. If children are in the Library/ Art Room, all exterior doors will be locked. As well as the interior magnetic doors to the lobby and interior door to the classroom.
5. Staff will move children to an interior area of the classroom or Academy, away from windows.
6. Parents will be notified via our childcare app of the situation and the doors will be locked until further notice.
7. Wait for an all clear to open doors and then notify parents that the lockdown has been lifted.

Reaction to Inside Threat by a Dangerous Person:

1. Immediately call 911 and follow instructions based on their instructions.
2. Remain calm.
3. If there is an accessible escape path, evacuate the building and follow our evacuation plan to the offsite location.
4. Once at a safe location:
 - a. Notify the police of your location.
 - b. Take attendance.
 - c. Send a note via app or call to notify parents of the situation.
5. If evacuation is not possible, find a place to hide where the dangerous person is less likely to
 - a. find you; closets, kitchen, server room, bathrooms, etc.

Reaction to Threat Due to Severe Weather:

1. Shelter-In Place (tornado, severe storm).
2. All teachers are notified of the impending danger and instructed not to leave the building.
3. Ensure all doors and windows are closed and secured.
4. Maintain all children in classrooms and away from the windows.
5. If an immediate threat, relocate children to the hallway or a windowless room like the kitchen (if possible).
6. The children will remain in this location until such time the tornado threat is gone.

SEVERE WEATHER/DELAYED OPENING/EARLY CLOSURE

In most cases, we will follow the recommendations of Alvin ISD. In such events, where we are required to alter our opening or closing times, we will inform employees and families through the following ways:

- Future Explorers Academy (<https://www.futureexplorersacademy.com/>)
- Email or by phone
- My Orbit App
- Local news and radio stations (as possible)

TRANSPORTATION

Future Explorers Academy will take the following precautions when loading and unloading children from any vehicle, including any type of bus. Loading and unloading children at the curbside of the vehicle or in a protected parking area or driveway. We will not allow a child to cross a street unless the child is accompanied by an adult at any time before entering or after leaving a vehicle. All children will be accounted for exiting the vehicle before leaving the vehicle unattended. Children will never be left unattended in a vehicle. All vehicles are equipped with a child passenger safety system alarm and cameras. A child passenger safety seat system to restrain a child when transporting the child. The restraint system must meet the federal standards for crash-tested systems as set by the National Highway Traffic Safety Administration, be properly secured in the vehicle according to manufacturer's instructions. Future Explorers Academy will use child safety seats and child booster seats that have not expired or been damaged or involved in an accident. Each child booster seat, safety vest, harness, or a safety belt, will be used as appropriate to the child's age, height, and weight according to manufacturer's instructions for all vehicles. A child 12 years old or younger must not ride in the front seat of a vehicle. The following safety restraint devices for a child must be used when the vehicle is on and during all times when the vehicle is in motion.

Future Explorers Academy ensures the safety of all children on field trips or excursions and during any transportation provided by Future Explorers Academy. Anytime we take a child on a field trip, Future Explorers Academy must have signed permission from the parent to take a child on a field trip, including permission to transport the child. One or more caregivers will carry emergency medical consent forms and emergency contact information for each child on the field trip. Caregivers will have a written list of all children on the field trip and must check the list frequently to account for the presence of all children. A first-aid kit will be immediately available on field trips. Caregivers will have a copy of a child's food allergy emergency plan and allergy medications. 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 will have transportation available, a communication device such as a cellular phone or two-way radio available, or an alternate plan for transportation at the field-trip location in case of emergency. One or more caregivers per group of children will have current training in pediatric first aid and pediatric CPR. Parents/Guardians of each child who will be on the field trip will be notified indicating when and where the child will be going, and when the child is expected to return to the Future Explorers Academy. The notice will be posted at least 48 hours in advance of a field trip. You must post the field trip notice in a prominent place where parents and others may view it. The notice must remain posted until all children on the field trip have returned to Future Explorers Academy.

BENEFITS OF PHYSICAL ACTIVITY

Future Explorers Academy daily schedule includes Indoor/outdoor physical activity twice a day for at least 30 minutes each time. The benefits of physical activity in the early childhood setting are strengthening children's bones, muscles, hearts, and lungs. improves children's coordination, balance, posture, and flexibility. helps children maintain a healthy weight. boosts children's immune systems. We offer various types of physical activity such as gardening, indoor play, playgrounds, and large outdoor field. All of these include structured play and unstructured play. If there is extreme weather conditions recess will be held inside or in our Library/Art room. We

will also follow the Child Care Weather Watch chart when there is wind chill or heat index warnings.

WATER ACTIVITIES

Future Explorers Academy does not have any water activities on campus. If we elect to have water activities, we will need permission for participation in water activities including whether the child is able to swim without assistance. We will follow the ratios listed in Division 7 of Minimum Standards for Child Care Center chapter §746.2101.

ANIMALS

If Future Explorers Academy chooses to have animals on the premises and/or on field trips, we will notify parents in writing when animals are or will be present and ensure the animals do not create unsafe or unsanitary conditions. We will ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea and that caregivers and children practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages. Children will not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.

CHANGE OF CLOTHING/SHOE POLICY

Accidents happen. For all Pre-K and younger children, please pack a minimum of two (2) seasonally appropriate change of clothes (including socks and underwear) each in gallon size plastic bags (one complete change of clothing per bag) marked with your child's name and place it in your child's cubby or give it to the teacher. Be sure to replace this extra set of clothes as seasons change and your child grows. Elementary school-aged children will benefit from the same suggestion; even older kids sometimes have accidental spills at lunch and during art class.

Students will not be allowed to wear any type of open-toed shoes. All shoes must have a protected toe cap. Shoes must be free from any type of "ventilation" on the sides around the toe area.

DIAPER POLICY

Parents are responsible for bringing disposable diapers, wipes, and ointments for their children who are not toilet trained. You will be notified via our app when more diapers, wipes, or ointments are needed. If you have been notified and fail to bring more there will be a fee charged per change to your account for using Future Explorers Academy provided diapers or wipes. Additionally, we will be unable to apply any ointments not provided by Parents due to possible contamination issues.

WEDGES FOR NAPPING

Future Explorers Academy requires a doctor prescription for wedge use within the classroom. An approved waiver/variance from the Department of Family and Protective Services is required. Children using wedges will be monitored more frequently and will require an additional teacher to watch the child while he/she sleeps.

PACIFIER POLICY

Students that use a pacifier may not have anything attached to them. This includes stuffed animals/loves and clips. Pacifiers must be labeled with their first name and last initial.

BREASTFEEDING POLICY

At Future Explorers Academy, we support your family's right to breastfeed and to provide

breast milk for your child while in our care. The Academy Director will provide you with a comfortable and private area for on-site breastfeeding. You may store the breast milk at the Academy; However, breast milk must be labeled with the infant's full name and the date and time that the milk was expressed. Any unfinished and unrefrigerated formula or breast milk will be discarded after one (1) hour.

FOOD ALLERGY POLICY

We recognize that food allergies are common among young children. To be able to accommodate every child's special dietary restriction we ask parents to complete the Dietary Restriction Form to provide to the Academy with a list of all necessary allergies in conjunction with your child's pediatrician's recommendations. We will substitute food items on our menu for those children who are allergic.

Per the Texas Department of Family and Protective Services every child that has a true food allergy must have an individualized plan prepared by the child's health care professional that includes:

1. A list of each food the child is allergic to;
2. Possible symptoms if exposed to a food on the list; and
3. The steps to take if the child has an allergic reaction.

Due to the large number of children with peanut allergies, we do not serve any products containing nuts. This includes any milk that is made from nuts. If your child will need substitute food items due to religious or cultural preferences, please provide this information on the Dietary Restriction Letter.

FOOD SERVICE PRACTICES

Future Explorers Academy will serve all children ready for table food regular meals and morning and afternoon snacks. The meals and snacks will follow the meal patterns established by the U.S. Department of Agriculture (USDA) We will follow these patterns regardless of whether we are participating in the program for reimbursement. A child at Future Explorers Academy will not go more than three hours without a meal or snack being offered unless the child is sleeping. We will serve enough food to allow a child to have second servings from the vegetable, fruit, grain, and milk groups if the child requests it. Future Explorers Academy will ensure a supply of clean, sanitary drinking water and that it is always available to each child at every snack, mealtime, and during and after active play. Water will be served in a safe and sanitary manner. Future Explorers Academy will not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration. Food will never be used as a reward. Future Explorers Academy will not serve a child food identified on the child's food allergy emergency plan. Food Allergy plans will be shared with Management, all caregivers that care for your child and the Food Service Cooks.

OUTDOOR PLAY POLICY

Future Explorers Academy will observe all of Texas' regulations and Future Explorers guidelines regarding morning and afternoon outside play times.

SUNSCREEN/BUG SPRAY PROTECTION POLICY

Future Explorers Academy asks that each child arrive at the Academy with sunscreen/bug spray already applied. We will apply sunscreen/bug spray every afternoon to each child before they go outside. Parents are required to bring sunscreen/bug spray labeled with their child's name. We cannot apply sunscreen/bug spray not provided by parents due to possible contamination issues.

EXTRACURRICULAR FIELD TRIPS POLICY

Future Explorers Academy does not allow children to leave or join the group after the group has left our school grounds. You must wait to pick up your child when they have arrived back at Future Explorers Academy and been accounted for in roll call.

SUSPENSION AND DISENROLLMENT POLICY

If a child displays inappropriate behavior on an ongoing basis, the Director will observe the classroom and the child's behavior, then set up a meeting with parents and staff and develop a specific program agreed to by all parties to implement during daily programming. If such efforts do not improve behaviors, disenrollment of the child may occur. One week's notice will be provided for disenrollment, unless the inappropriate behavior jeopardizes the health or safety of other children or members of the Academy's staff. In such cases, immediate disenrollment or suspension may occur.

II. CHILDCARE LICENSING REQUIRED NOTICES

AGENCY CONTACTS

For additional information regarding childcare contact:

Local Child Care Licensing Office

1330 E. 40th

Houston, TX 77022

713-287-3238

https://www.dfps.state.tx.us/child_care/ Child Abuse Hotline: <https://www.txabusehotline.org/>

National Association for the Education of Young Children: www.naeyc.org

RECALLED PRODUCTS

The Federal Consumer Product Safety Commission compiles and makes available lists of unsafe/recalled products. This information can be found at:

<http://www.cpsc.gov/en/Recalls/>

GANG FREE ZONE

Texas House Bill 2086 requires licensed childcare centers to provide parents and guardians of all children information about gang free zones. The gang free zone is a designated area (1,000 ft. radius) around a specific area where prohibited gang activity is subject to increased penalties under the Texas law. Parents may contact the local governing body to obtain a copy of the gang free map.

CHILD ABUSE AND NEGLECT

See attached Child Abuse and Neglect information sheet. If you did not receive this sheet, please ask the Academy Director or other Management for a copy for your review. We take child abuse and neglect very seriously and ask that all parents help us in identifying and stopping by contacting us or Child Protective Services (CPS) directly with their concerns.

KNOW YOUR RESPONSIBILITY

Law requires that anyone who SUSPECTS a child is being mistreated report the matter to Protective Services or the Police. In cases of child neglect anyone may report the suspected neglect, but professionals are required to do so. Any person who in good faith makes a report of abuse or neglect is immune from any civil liability or criminal penalty.

Future Explorers Academy upon notification of a child's involvement in a Child Protective Services investigation, will cooperate with Child Protective Services, Department of Social Services regarding the welfare of the child.

The following information is provided so that you will be familiar with the physical and behavioral indicators of child abuse and neglect. Please note that the presence of any of these indicators does not necessarily mean a child is being abused or neglected. They may, however, lead you to suspect abuse or neglect and therefore report it.

PHYSICAL ABUSE

Bruises: on any infant; facial bruises; in unusual patterns; clustered in one area of the body; in various stages of healing; both eyes "blackened" with no injury to the nose.

Burns: caused by immersion in hot liquid; cigarette burns usually on palms of hands (leaving "crater" shaped burns); caused by hot implement such as electric iron or curling iron (leaving burn marks in the shape of implement).

Welts, cuts, abrasions, and fractures may also indicate abuse. Since these injuries may occur through normal childhood experiences, they should only cause concern when coupled with some other physical or behavioral indicator. You should also be concerned if the injury does not seem likely, given the child's age and physical development.

Behavioral Indicators

Child: overly compliant, or shy, or aggressive behavior; avoids parents; inhibited crying hyperactive; avoids physical contact; low frustration tolerance; distrustful.

Parent: holds unrealistic expectation for the child's physical or emotional development; "immature"; dependent; belligerent; aggressive; low sense of self-esteem.

NEGLECT

Child: Extremely dirty and unkempt; clothes inadequate for the weather; medical problems left untreated; inadequately supervised; undernourished.

Behavioral Indicators

Child: Withdrawn; shy; passive; always tired; developmentally slow.

Parents: Apathetic; shows little concern for the child; angers when questioned about child's care; impulsive in decision making; inconsistent disciplinary practices.

SEXUAL ABUSE

Child: Difficulty in sitting or walking; repeated symptoms of medical problems with the genitals, or digestive system; venereal disease; pregnancy.

Behavioral Indicators

Child: Unusual sexual behavior or knowledge; nightmares; poor peer relationships; few social skills; extremely isolated; repeated "runaways."

Parents: Extremely overprotective; overly interested in child's social and sexual life; sees child as highly sexualized.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

All Future Explorers Academy Employees are required to take annual training for preventing and responding to abuse and neglect. Future Explorers Academy coordinates with community organizations. If you would like more information, please let a member of our team know. If you or a child has been a victim of abuse or neglect and need assistance or need to know the procedure for reporting child abuse, please see the Director. The number for reporting abuse or neglect can be found in the beginning of this handbook.



REQUIRED SIGNATURES AND ACKNOWLEDGMENT OF PARENT/GUARDIAN(S)

I have received, read, and fully understand and agree to the terms and agreements listed within Future Explorers Academy's Parent/Guardian Handbook. I agree to abide by and follow all policies and procedures set forth in the Handbook and agree to provisions that are incorporated herein, my agreement is memorialized by my signature below.

CHILD'S NAME

Parent(s)/Guardian(s):

Printed Name

Signature

Date

Printed Name

Signature

Date