



**SonShine**  
PRESCHOOL

# Parent Handbook

2021-2022

Welcome to SonShine Preschool. We are a direct ministry of Austin Ridge Bible Church, serving families in Austin since 1987. Our preschool program offers your child an opportunity for a tender and loving introduction to school in a safe, fun Christian environment. Children learn best through play; therefore, we strive to provide daily opportunities for play through art, science, literacy, music, and Bible stories. Our strong child development program provides an opening for children to interact and explore the world God has created, while nurturing a love for learning and encouraging problem solving skills and language development. SonShine is a place where children experience God's love because they are loved. We are so happy and thankful you are here!

*Annie Rabke*  
Director of SonShine Preschool

#### Our Vision for SonShine Preschool

Our vision at SonShine Preschool is to impact children's lives for eternity with the gospel message of Jesus Christ.

#### Our Mission Statement

SonShine Preschool's purpose is to provide a rich learning environment for children that places God at the center. We seek to integrate God's Truth in all we do, to daily convey God's love to each child, and to foster a natural wonder about God's creation. Because we believe parents are a child's most important teachers, our secondary purpose is to support our parents every way we can. Our desire is to love and care for our children and families in a way that encourages spiritual growth and a love for Jesus.

*"Train up a child in the way he should go; even when he is old he will not depart from it."* Proverbs 22:6

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## **Philosophy of Education**

The SonShine Preschool program is a developmental, play-based program, so our classes are designed based on the needs of preschool aged children. Because play is children's work, we seek to provide activities which are developmentally appropriate for each child.

*"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning."* ~ Mr. Rogers

## **Enrollment Procedures**

### **Registration**

For the coming school year, registration takes place during the **last week of January**. The first day of registration is for the families currently enrolled in our program. The second day of registration is open for members of Austin Ridge Bible Church and SonShine alumnae families. Day three of registration is for the general public. Classes are filled on a first-come, first-served basis. During registration, if the class you wish to enroll your child in becomes full, you will be placed on a Wait List for that class. The SonShine office will contact you when, and if, a space becomes available. The Wait List does not roll over from year to year.

For all classes, the child must be the class age by September 1. The two-year-olds will be divided into two classes based on age with a younger 2s class and an older 2s class.

### **Supply/Event Fee**

There is a non-refundable Supply/Event Fee due a registration.

PreK classes (ages 4 and 5) are required by the state to have an annual Vision and Hearing Screening. We contract with an outside source to do the screening. Parents will be invoiced for this fee or may choose to have the screening done at their pediatrician's office. Results must be shared with the SonShine Preschool.

### **Enrollment**

The first week of May, Medical Forms, your child's Immunization Record, Allergy Questionnaire, Emergency Contacts list, and one month's tuition (*applied to May of the following school year*) are due. Tuition is non-refundable.

### **Tuition**

Regular tuition payments begin September 1 and continue through April. Tuition is due the 1<sup>st</sup> of each month. A late fee will be assessed unless prior arrangements have been made with the SonShine Office. Failure to pay tuition may cause the child's place in the class to be forfeited. SonShine Preschool may charge a fee for each check returned from the bank.

Tuition may be paid online through ProCare. Checks, cash and money orders are all acceptable forms of payment, as well.

\*\*\* No adjustments or refunds in tuition can be made for illness, vacation, transfer, or withdrawal.

### **Policy Changes**

If policy changes occur, parents will be notified by email.

### **Hours, Days, & Months of Operation**

SonShine Preschool hours are 9:00-1:00. Older 2s-PreK meet Mondays, Wednesdays, and Fridays. Our Young 2s meet Wednesdays and Fridays. We are in session late August through mid May.

### **Developmental Lesson Planning**

Learning activities will be based on the developmental level of the children in a particular age group.

Our preschool curriculum *may* revolve around a monthly theme. Some of the themes covered during the school year might include: All About Me, On the Farm, Families, Winter, Community Helpers, Spring, Animals, Our Environment or Under the Sea.

In addition to our monthly themes, the classes include a Bible lesson. Each class has a daily Bible time with story and songs. Additionally, the students memorize a Bible verse each month. Every other week, the Austin Ridge Children's Ministry Team leads chapel for our 3s-PreK children.

Also, in our weekly Music class, we have interactive stories, learn new rhythms while playing instruments, dance to silly songs, and sing solfège just like they did in *The Sound of Music*. Most importantly, the children learn to use music to worship Jesus!

### **Attendance, Drop-off and Pick up**

#### **Attendance**

Attendance is documented and tracked through monthly sign-in & out sheets.

#### **Drop-off**

Preschool begins promptly at 9:00 a.m. Please ensure that your child arrives at school on time each day so they do not miss beginning activities and are not disruptive to the class when it is already in progress. If your child will be absent, please call or email the preschool office (512-263-1722 or [sonshineschool@austinridge.org](mailto:sonshineschool@austinridge.org).) *Thank you so much.*

Parents need to personally escort their child(ren) to the classroom to sign them in and out. If you arrive before 9:00, please remain outside the classroom until door is open.

#### **Pick up**

Pickup is promptly at 1:00 p.m. Please understand our staff have responsibilities after the children are picked up, so we appreciate your commitment to picking up promptly. We do understand there can be extenuating and unforeseen circumstances. If you find yourself in an unanticipated situation, please call the office as soon as possible.

**Please note:** Anyone picking up your child must be listed as an "authorized pick up" on your child's information sheet. Phone requests will be accepted for emergencies only and must be followed up with a note for your child's file. No child may be released to the care of anyone under 18.

#### **Late Policy**

Save for unexpected occurrences, our late fee policy is \$5 per five minutes after 1:00.

#### **Clothing**

Children should wear comfortable, washable play clothes in which they can move easily and are free to play and explore. Please keep in mind that any clothing worn to preschool will be subject to paint, glue, outside elements, etc. Clothing should be simple enough for children to manage alone. In the interest of safety, children should wear closed-toe, rubber-soled shoes. We recommend tennis shoes. Please do

not send your child in crocks, sandals, flipflops, or cowboy boots; they are problematic for preschool activities. The exception will be on special event days such as Cowboy Day. On these occasions, notification will be sent home by office staff or teachers.

Austin weather can change rapidly, so please provide layered clothing, particularly during fall/winter months. We play outdoors every day except when it's raining. Please send your child with warm outerwear, and please be sure to label all removable clothing.

Please provide a labeled zip-lock bag containing a change of clothes for your child. Even if they have never had an accident, we need a change of clothes. In the world of preschool and play, many things can happen. Included in the bag should be shirt, shorts (or pants in cold weather) underwear and socks. In the event we need to change your child's clothes, we will send soiled clothing home in the provided bag. Please send a replacement set the following school day.

We have a *no costume* policy at SonShine Preschool at Halloween or any other time during the school year.

### **Sunscreen**

SonShine Preschool staff members are not authorized to apply sunscreen. Parents should apply sunscreen to their child before school.

### **Discipline**

**See Appendix D for HHSC Guidelines**

Discipline shall reflect the truth of God's Word and shall be based on an understanding of the individual needs and development of a child. Our desire and goal in discipline is to point children to Jesus and to how He has instructed we interact and treat others. Using Scripture, employees shall seek to redirect when needed and teach the child to respect others and to respect authority. No physical punishment will ever be given.

If a problem behavior persists, the teacher or director will notify parents. A conference may be requested.

It is most important that the child learn that they need to follow rules because it pleases God, and because He has called us to obey Him and His Word.

### **Emergency Preparedness Plan**

Should it become necessary to vacate the building in an emergency situation, your child will be taken to "Building C" on the Austin Ridge Bible Church property. SonShine Preschool is located in "Building A". A copy of the SonShine Preschool Emergency Preparedness Plan is available in the school office upon request.

### **Food Allergy Policies**

SonShine Preschool is committed to the safety of our students and acknowledges that some students have allergies that are triggered by certain foods and may lead to an anaphylactic reaction, which can be life threatening. The preschool reserves the right to prohibit specific foods from the classroom area or full campus if deemed necessary. SonShine Preschool is a nut and peanut free environment. Refer to the following list for tree nuts and foods commonly containing tree nuts that are not allowed at SonShine Preschool.

| <b>List of Tree Nuts and Foods Commonly Containing Tree Nuts</b>  |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Almond</li> <li>• Artificial nuts</li> <li>• Brazil nut</li> <li>• Beechnut</li> <li>• Butternut</li> <li>• Cashew</li> <li>• Chestnut</li> <li>• Chinquapin nut</li> <li>• Coconut</li> <li>• Filbert/hazelnut</li> <li>• Gianduja (a chocolate-nut mixture)</li> <li>• Ginkgo nut</li> <li>• Hickory nut</li> <li>• Litchi/lichee/lychee nut</li> <li>• Macadamia nut</li> <li>• Marzipan/almondpaste</li> <li>• Nangai nut</li> </ul> | <ul style="list-style-type: none"> <li>• Natural nut extract (e.g., almond, walnut)</li> <li>• Nut butters (e.g., cashew butter)</li> <li>• Nut meal</li> <li>• Nut meat</li> <li>• Nut paste (e.g., almond paste)</li> <li>• Nut pieces</li> <li>• Pecan</li> <li>• Pesto</li> <li>• Pili nut</li> <li>• Pine nut (also referred to as Indian, pignoli, pigfiolia, pignon, pifion, and pinyon nut)</li> <li>• Pistachio</li> <li>• Praline</li> <li>• Shea nut</li> <li>• Walnut</li> </ul> |

Source: Food Allergy Research and Education [www.foodallergy.org/allergens/tree-nut-allergy](http://www.foodallergy.org/allergens/tree-nut-allergy)

### **Snack, Lunches, & Water Bottles**

Each school day, parents should send a peanut & nut free snack and lunch along with a water bottle. All items should be clearly labeled with child's first name and last initial. Snacks need to be:

- in a separate Ziploc baggie
- labeled "SNACK" with your child's first name and last initial

Please do not send foods that require heating. Please provide drinks in containers that do not easily leak or spill. Sippy cups sent for younger children must be labeled with child's first name and last initial. Remember that water is a very thirst-quenching and healthy beverage.

Please keep nutrition in mind when preparing your child's snack and lunch. Sandwiches, cheese, fruits, mini-bagels, raisins, raisins, crackers, vegetables, and pasta are a few good choices. Foods on which children can easily choke, such as grapes, should be cut in half. **\*\*Please do not send candy in your child's lunch box to preschool.**

Foods which contain excessive amounts of sugar, salt, food additives or preservatives should be avoided. According to the standards set by the *Texas Department of Family and Protective Services*, SonShine Preschool is not allowed to serve beverages with added sugars such as carbonated beverages, fruit punch or sweetened milk save for particular occasions such as holidays or special events.

Water will be always be available at lunch, snack, and after active play.

## **Birthdays**

Simple recognition is given to each child on his or her birthday. Parents may provide a set of disposable birthday paper goods to be used. At snack time or lunch, children's food will be served on the party plates. Stickers may be sent to share with the class on your child's birthday; however, it is optional. Additionally, if a birthday treat (cupcakes, popsicles, etc.) is to be provided, please notify the teacher and families a week in advance. **Birthday treats must be nut/peanut free.**

Private birthday party invitations may be handed out only if they include the entire class.

## **Holidays and Class Parties**

- We do not celebrate Halloween.
- Classes celebrate Thanksgiving with a special feast. The meal is in keeping with our food policies. A week in advance, your child's teacher will share the menu.
- We focus on and celebrate Christ at Christmas and Easter.

## **Cooking in Class**

Occasionally, teachers may cook in their classrooms. Prior to any cooking, teachers will notify parents.

## **Illness & Health Policies**

**\*Please see Appendix A for SonShine Preschool Health Protocols**

*PLEASE HELP KEEP ALL OUR PRESCHOOL PEOPLE – BOTH BIG & SMALL – HEALTHY!*

SonShine Preschool has a "zero tolerance" policy. Therefore, if your little one has any of the following symptoms please stay home:

- Persistent cough
- Continual runny nose (**Please have a doctor's note if symptoms are due to allergies.**)
- Green or yellow nasal discharge
- Discharge from the eyes or red eyes and puffy eyelids
- Diarrhea, fever, sore throat, or vomiting within the last 24 hours
- Persistent headache and/or muscle pain
- Skin eruptions or rash (until diagnosed by a doctor)

Also, if your child meets the following conditions, please stay home:

- Contact with someone diagnosed with Covid-19 in the last 14 days
- Been on antibiotics for less than 24 hours
- Requires fever-suppressing medication or cough medicine

Parents will be notified if their child develops symptoms of illness during the day. Please make every effort to pick up your child within 30 minutes of the initial phone call.

## **Injuries**

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

In case of medical injury or illness requiring immediate professional care, the staff will call 911 and, as appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately.

## **Communicable Diseases**

SonShine Preschool follows the communicable diseases exclusions required for schools as defined by the *Texas Department of State Health Services*. This list includes, but is not limited to, the communicable diseases listed below. If your child has been medically diagnosed with a contagious disease, by law, the school must be notified as soon as possible.

- Chickenpox, Measles, Pertussis (whooping cough)
- Covid
- Fifth Disease accompanied by fever
- Strep Throat
- Hand, Foot, Mouth Disease
- Conjunctivitis (pink eye)
- Influenza

## **Lice**

SonShine Preschool has a "no nit policy" regarding lice. This means that a child must not attend school until he/she receives one treatment and all head lice, nits (lice eggs), and egg cases have been removed from the child's head. On the child's first day back, he/she will need to come to the office for a head inspection before reentering the classroom.

## **Medical and Immunization Records**

According to the rules of the Texas Department of Family and Protective Services, a Medical Form, signed by a physician, and Immunization Records *or* an Affidavit exempting Immunizations are required for each child. For the protection of the entire student body and staff, no child will be allowed to begin school without completed or updated documentation on all health records. *Please see Appendix F for the current Texas Minimum State Vaccine Requirements for Child-Care Facilities*. If there are any changes to the immunization record, the child's general health or any other contact information during the year, please notify the preschool office as soon as possible.

The Texas Department of State Health Services does not require tuberculosis testing for children enrolled at SonShine Preschool.

## **Medication**

Authorization to administer medication to a child must be obtained from the child's parent in writing, signed, and dated or in an electronic format that may be viewed and saved. Authorization by telephone to administer a single dose complies with Licensing (746.3803). Any medicine dispensed will comply with Minimum Standard Rules for Licensed Child-Care Centers.

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

1. A completed TFPS Authorization for Dispensing Medication Form must be on file in the office before any prescription or non-prescription medication can be administered.
2. Medication administered according to manufacturer's recommendation.
  - a. Must be in original container labeled with the child's full name & date brought
  - b. Not be administered after expiration date
  - c. If applicable, must include a copy of information provided by pharmacy
3. Prescription medication must be unexpired and provided in its original container.
4. When administering medication, the following must be recorded:
  - a. Full name of child to whom it was given

- b. Name of medication
- c. Date, time, & amount of medication given
- d. Full name of employee administering medication

All medication must be disposed or returned to parents when the child withdraws, the medication is out of date, or no longer required by the child.

### **Food Allergy Emergency Plan**

A plan is required for a child with a known food allergy that has been diagnosed by a health-care professional. Both the health-care professional and parent must sign and date the plan. Copy must be kept in child's file.

The plan must include:

1. List of each food child is allergic to
2. Possible symptoms if exposed to food listed
3. Steps to take if child has an allergic reaction

Requirements for **EpiPens**:

1. Please provide **1** EpiPen to the school office on or before the **1<sup>st</sup>** day of school
2. Provide an **Anaphylaxis Emergency Action Plan** for your child signed by their pediatrician or allergist.

Please do not send any medication mixed into your child's drink container from home.

### **Vision & Hearing Screening**

State law requires that all four and five year olds have a vision and hearing test. SonShine Preschool will provide screening by an outside specialist; parents will receive a copy of the test results. The cost of the test (\$25) will be invoiced. Parents may choose to have these screenings done at their local provider.

### **Parent Conferences**

Conferences for PreK classes are held in late winter/early spring. Please see the preschool calendar for dates. Approximately 2 weeks before conferences, your child's teacher will contact you to schedule a time. This conference is designed to share achievements, progress, and recommendations. *At anytime during the school year, parents or teachers may request a conference.*

### **Parent Notifications**

The SonShine Preschool office staff and classroom teachers will maintain on going communication with parents throughout the school year. Communication to parents may include emails, letters, posted signs, notifications via ProCare, and phone calls as needed. Parent communication pertaining to SonShine Preschool policy changes will be distributed from the Director by both email or written letters sent home the same day with the parent at pick up.

### **Parent Orientation**

Parent Orientation will occur shortly before school starts to acquaint parents with the values, policies, teachers, classrooms, and other parents. There will be opportunities for parents to hear from their child's teacher and visit the classroom. Time will also be given for parents to sign up for volunteer activities throughout the year.

### **Parent Participation**

There are many ways you can participate at SonShine Preschool, and we love and are grateful for all parental involvement. ☺

- At Parent Orientation or during the first week of school, sign up to help in the following areas:
  - Room Parent, Classroom Substitute, Fundraising, Special Events and Family Outreach
- If you have a special hobby, talent, or skill to share, please let the office know so we can get you involved!
- We seek to make SonShine Preschool moms and dads aware of activities or programs at Austin Ridge Bible Church and in the Austin area.

### **Parent Visitation**

We welcome parents at any time in our school. No prior approval is required. At the beginning of each school year, all parents will be issued the door keypad code so they may enter at any time during school hours. We encourage parent involvement, especially with class parties and special events. Also, if you have any questions or concerns, please contact your child's teacher and/or the Director to discuss or schedule a visit.

### **Severe Weather & Emergencies**

In case of an emergency or school closure, parents will be alerted via ProCare.

SonShine Preschool will follow Eanes ISD for any school closures or delayed start times due to severe weather.

### **Texas Health and Human Services Commission (HHSC)**

SonShine Preschool meets all Minimum Standard Rules for Licensed Child-Care Centers as required by the Texas Health and Human Services Commission (HHSC). A copy of our license may be found on the bulletin board in the SonShine Preschool Office. For more information visit: <https://hhs.texas.gov/> or call 512-834-3426.

A copy of the Minimum Standards Rules may be found in the SonShine Preschool office or online at the site listed above.

*If at any time during the school year you have questions about any of the policies and procedures in this handbook, please contact the Director to discuss.*



SonShine Preschool  
Health Protocol &  
Operational Policies  
Continued  
&  
Appendixes

# SonShine Preschool Parent Handbook

## Appendix A

### Health Protocols



# 2021-2022 School Year

## Health Protocols

Currently, Health & Human Services Commission, with whom we are licensed, has no emergency guidelines in place. SonShine Preschool prayerfully continues to work closely with HHSC, Austin Public Health, and Austin Ridge Bible Church as we make decisions for our staff and those within our walls. At this time, we have adapted the following protocols. If any protocols change, parents and staff will be notified immediately.

- At this time, SonShine Preschool will not require or mandate face coverings; however, if any staff, child, or parent wishes to wear one, we will fully support and encourage them.
- Parents will be allowed in the building for drop off and pick up and volunteer opportunities.

SonShine Preschool's Health Protocol requires your help. We need you to monitor the health of your child and not send him or her to school if he or she is displaying any symptoms of illness, **or if you or your child have been exposed to a person with COVID-19**, or are displaying symptoms or other signs of illness.

We realize that some of our extended family members are more vulnerable to infection than others, and we recommend that those who are at higher risk not pick up or drop off children during this time. We are also sensitive to the fact that some staff may be dealing with special COVID-19 vulnerabilities, and we will be working with them on a case by case basis. Finally, we recognize that health guidance cannot anticipate every unique situation, therefore we will continue to closely monitor our practices and if changes are needed, you will be promptly informed.

### 1. Preventing the Spread of COVID-19 & other illnesses

1. We have a **NO Tolerance** policy for any illness and require sick children and staff to stay home.
2. We have an isolation room if a child becomes ill at school.
  - a. A school staff member will stay with the child until parents arrive.
  - b. We require immediate pick up by a parent (within 30 minutes).
  - c. We follow CDC guidelines on how to disinfect areas where a sick child or staff has had access.
3. If COVID-19 is confirmed in a child or staff member, the school will:
  - a. Contact the local health authority (**Austin Public Health**) to report the presence of COVID-19 in our facility. APH will advise us on procedural protocols to follow to keep staff and families as safe as possible.
    - Not every situation is the same; therefore, protocols differ per situation.
  - b. Contact Child Care Licensing to report the presence of COVID-19 in our facility.
  - c. Contact our families and notify them of the circumstances surrounding the positive case and how it is being handled, while maintaining patient confidentiality.
  - d. Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.
  - e. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection are not necessary.
  - f. Continue routine cleaning and disinfection.

4. Each classroom will be furnished with hand sanitizer.
  - a. This will be used throughout the day.
5. Handwashing will be our first line of defense.
  - a. Staff will wash hands upon arriving and throughout the day.
  - b. Supervision of children during handwashing will be conducted by our staff. They will ensure children wash for a full 20 seconds.
  - c. Children's hands will be washed:
    - Upon entering the classroom each morning
    - Before eating
    - Upon entering after outdoor play
    - After using the bathroom
    - And any other time needed
  - d. If handwashing is not available, then a 70% alcohol-based hand sanitizer will be used. Children will be closely monitored during this use, and the hand sanitizer will be out of their reach.

## 2. Health Screenings

1. The "CDC considers a person to have a fever when he or she has a measured temperature of 100.4 F". Any SonShine preschool staff member or child with a temperature of 100.4 or greater will be sent home.
2. At drop-off & throughout the day, staff will also check for any of these signs or symptoms:

|                                     |  |                        |
|-------------------------------------|--|------------------------|
| *Persistant cough and/or runny nose | Shortness of breath or difficulty breathing        | Chills                 |
| Green/yellow nasal discharge        | Persistent headache                                | Sore throat            |
| Persistent muscle pain              | Discharge from eyes and/or red puffy eyelids       | Loss of taste or smell |
| Diarrhea                            | Skin eruptions or rash until diagnosed by a doctor |                        |

- \*If cold-like symptoms are due to allergies, please send a doctor's note.
  - Staff and Children will not be allowed entry if any of the symptoms are seen.
  - If they develop during the day, staff will be sent home, and parents will be notified to pick up their child.
3. Staff or children with new or worsening symptoms listed above may not return to campus until they are 24 hours symptom and fever free without medication.
  4. Also, please keep your child home if he or she has:
    - Had contact with someone diagnosed with Covid-19 in the last 14 days
    - Been on antibiotics for less than 24 hours
    - Requires fever-suppressing medication or cough medicine

If a staff, child, or family member tests positive for Covid, the director should be notified immediately (School: 512-263-1722 / [annie.rabke@austinridge.org](mailto:annie.rabke@austinridge.org) & [sonshineschool@austinridge.org](mailto:sonshineschool@austinridge.org)) APH will be informed and give procedural directions.

## 5. Cleaning and Disinfecting

1. We will follow HHSC and CDC guidelines for cleaning and sanitizing products.
2. Per state licensing requirements, table tops, furniture, and other similar equipment used by children will be sanitized regularly and throughout the day (before & after eating, toileting, heavy use, etc.).
3. Routine cleaning will be intensified during the day.
  - Bathroom faucets, doorknobs, toilet seats and handles will be cleaned regularly.
  - Cabinet handles, surfaces, light switches, tables, trash cans, and toys will be cleaned frequently.
  - Hard surfaces on the playground such as slides, swings and chains will be disinfected as needed.
    - HHSC does not require routine cleaning of outdoor play equipment.
  - Each morning before school and at the end of each day, staff will clean and sanitize rooms.
4. Each classroom will have tissues, hand sanitizer, cleaning sanitizer, and Clorox wipes which are stored out of children's reach.
5. Toys that cannot be cleaned and disinfected will not be used.
6. Machine washable toys and dress up clothes will be washed weekly.

### Helpful links:

- The World Health Organization: <http://www.who.org>
- The Center for Disease Control: <https://www.cdc.gov/coronavirus/index.html>
- Texas Health & Human Services Commission: <https://www.dshs.texas.gov/coronavirus/>

# SonShine Preschool Parent Handbook

## Appendix B

### Breastfeeding

**Breastfeeding**

Austin Ridge Bible Church has a designated room for breastfeeding mothers on the first floor of Building A. It is a quiet, private room with adult sized rockers. Please ask the SonShine Preschool office to unlock this private room for your use.

Also, you have the right to provide breast milk for your child while in care at school.

# SonShine Preschool Parent Handbook

## Appendix C

Child Protection  
Reporting and Preventing  
Child Abuse

## **Child Abuse and Neglect - Prevention and Reporting**

Staff at SonShine Preschool receive at least one hour of annual training covering the prevention and reporting of child abuse.

The Texas Department of Family and Protective Services states that there are three general reasons people do not report suspected cases of child abuse:

1. Fear of lawsuit or reprisal if abuse is reported.
2. Ignorance of where and how to make reports.
3. Belief that the abusive treatment is within normal range.

The law **requires** any person who believes that a child is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Teachers and other professionals must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. Unfortunately, many cases go unreported. While it is sometimes a matter of no one recognizing the signs, often the suspicion is there and still no complaint is made. Reporting suspected child abuse makes it possible to protect the child and for a family to get help. DFPS would rather get a report and later learn it is unfounded than for people to hesitate until they are certain abuse or neglect is going on.

There are several agencies that will act on reports of abuse:

- Austin Police Department
- Travis County's Sheriff's Department
- Texas DFPS
- Texas State Child Abuse Hotline:

CHILD ABUSE & NEGLECT HOTLINE: 1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org)  
24hr Abuse/Neglect Hotline: 1-800-252-5400

Staff at SonShine Preschool will receive at least one hour of training annually covering the prevention and reporting of child abuse. Our staff will communicate to the Director any concerns as to the well-being of children and/or families in the program. If a staff member sees signs of abuse, or has reason to suspect abuse, we will contact the Texas Department of Family and Protective Services/Health and Human Services as well as take other appropriate actions to obtain assistance and intervention.

### **Preventing Child Abuse**

Child abuse prevention is stopping child abuse and neglect before it happens. The best way to prevent child abuse and neglect is to support families and provide parents with the skills and resources they need. Although all causes cannot be summed up, certain issues make people more at risk. Stress, relationship problems, substance abuse, financial problems, depression, and other mental health problems can all lead to abusive or neglectful behavior.

Prevention builds on family strengths. Through prevention activities such as educating parents, frequent communication with families, and parent support groups, many families are able to find the support they need to care for their children. Prevention efforts help parents develop their parenting skills, understand the benefits of positive discipline techniques, and understand and meet their child's emotional, physical, and developmental needs. Prevention programs can help parents identify other needs they may have and offer assistance in getting additional support.

**Community Resources offering parenting classes and other support to families:**

- Center for Child Protection, 512-472-1164, <https://centerforchildprotection.org/>
- Austin Child Guidance Center, 512-451-2242, [www.austinchildguidance.org](http://www.austinchildguidance.org)
- For Kids' Sake, 512-476-9490, [www.for-kids-sake.com](http://www.for-kids-sake.com)
- For help with a family crisis contact Safe Place, 512-267-SAFE, [www.safeplace.org](http://www.safeplace.org).
- Online training is available at Texas A&M Extension Service, <https://agriflifeextension.tamu.edu/>

More information can be found under parenting at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

# SonShine Preschool Parent Handbook

## Appendix D

### Discipline and Guidance Policy

*Minimum Standards Rules for Licensed Child-Care Centers  
Subchapter L, Discipline and Guidance*

**§746.2801 To what extent may caregivers discipline the children in their care?**

*Subchapter L, Discipline and Guidance  
September 2003*

Discipline must be:

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

**§746.2803 What methods of discipline and guidance may a caregiver use?**

*Subchapter L, Discipline and Guidance  
September 2003*

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**§746.2805 What types of discipline and guidance or punishment are prohibited?**

*Subchapter L, Discipline and Guidance  
September 2003*

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

# SonShine Preschool Parent Handbook

## Appendix E

Texas Penal Code

**Gang-Free Zone**

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

# SonShine Preschool Parent Handbook

## Appendix F

Current Texas Minimum  
State Vaccine  
Requirements for  
Child-Care and Pre-K  
Facilities

<https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

## 2021 - 2022 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

| Age at which child must have vaccines to be in compliance: | Minimum Number of Doses Required of Each Vaccine |         |                                 |   |   |  |                            |                                   |
|--|--|---------|---------------------------------|---|---|--|----------------------------|-----------------------------------|
|  | Diphtheria / Tetanus / Pertussis (DTaP)          | Polio   | Hepatitis B (HepB) <sup>1</sup> | <i>Haemophilus influenzae</i> type b (Hib) <sup>2</sup> | Pneumococcal conjugate vaccine (PCV) <sup>3</sup> | Measles, Mumps, & Rubella (MMR) <sup>1,4</sup> | Varicella <sup>1,4,5</sup> | Hepatitis A (HepA) <sup>1,4</sup> |
| 0 through 2 months   |  |         |                                 |   |   |  |                            |                                   |
| By 3 months  | 1 Dose   | 1 Dose  | 1 Dose                          | 1 Dose  | 1 Dose  |  |                            |                                   |
| By 5 months  | 2 Doses  | 2 Doses | 2 Doses                         | 2 Doses   | 2 Doses   |  |                            |                                   |
| By 7 months  | 3 Doses  | 2 Doses | 2 Doses                         | 2 Doses   | 3 Doses   |  |                            |                                   |
| By 16 months   | 3 Doses  | 2 Doses | 2 Doses                         | 3 Doses   | 4 Doses   | 1 Dose   | 1 Dose                     |                                   |
| By 19 months   | 4 Doses  | 3 Doses | 3 Doses                         | 3 Doses   | 4 Doses   | 1 Dose   | 1 Dose                     |                                   |
| By 25 months   | 4 Doses  | 3 Doses | 3 Doses                         | 3 Doses   | 4 Doses   | 1 Dose   | 1 Dose                     | 1 Dose                            |
| By 43 months   | 4 Doses  | 3 Doses | 3 Doses                         | 3 Doses   | 4 Doses   | 1 Dose   | 1 Dose                     | 2 Doses                           |

↓ Notes on the back page, please turn over. ↓

- <sup>1</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
- <sup>2</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.
- <sup>3</sup> If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:
  - For children seven through 11 months of age, two doses are required.
  - For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
  - Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.
- <sup>4</sup> For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.
- <sup>5</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.dshs.texas.gov/immunize/school/exemptions.aspx](http://www.dshs.texas.gov/immunize/school/exemptions.aspx). The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



## Requisitos mínimos de vacunación en el estado de Texas de 2021 a 2022 para centros de cuidado infantil y de prekínder

Esta gráfica resume los requisitos de vacunación incorporados en las secciones 97.61 a 97.72 del título 25 (Servicios de salud) del Código Administrativo de Texas (TAC). La gráfica no pretende sustituir la consulta del TAC, el cual contiene otras disposiciones y detalles. Según lo dispuesto en el capítulo 42 del Código de Recursos Humanos, se confiere al Departamento Estatal de Servicios de Salud (DSHS) la facultad de establecer los requisitos en materia de inmunización para los centros de cuidado infantil.

Los niños deberán presentar comprobantes de vacunación aceptables antes de inscribirse, asistir o ser transferidos a un centro de cuidado infantil en Texas.

| Edad a la que el niño debe recibir las vacunas para cumplir con los requisitos: | Número mínimo de dosis necesarias de cada vacuna |         |                                 |   |  |   |                           |                                   |
|---|--|---------|---------------------------------|---|--|---|---------------------------|-----------------------------------|
|   | Difteria / tétanos / tos ferina (DTaP)           | Polio   | Hepatitis B (HepB) <sup>1</sup> | <i>Haemophilus influenzae</i> , tipo b (Hib) <sup>2</sup> | Vacuna anti-neumocócica conjugada (PCV) <sup>3</sup> | Sarampión, paperas y rubeola (MMR) <sup>1,4</sup> | Varicela <sup>1,4,5</sup> | Hepatitis A (HepA) <sup>1,4</sup> |
| De 0 desde 2 meses  |  |         |                                 |   |  |   |                           |                                   |
| Antes de los 3 meses  | 1 dosis  | 1 dosis | 1 dosis                         | 1 dosis   | 1 dosis  |   |                           |                                   |
| Antes de los 5 meses  | 2 dosis  | 2 dosis | 2 dosis                         | 2 dosis   | 2 dosis  |   |                           |                                   |
| Antes de los 7 meses  | 3 dosis  | 2 dosis | 2 dosis                         | 2 dosis   | 3 dosis  |   |                           |                                   |
| Antes de los 16 meses   | 3 dosis  | 2 dosis | 2 dosis                         | 3 dosis   | 4 dosis  | 1 dosis   | 1 dosis                   |                                   |
| Antes de los 19 meses   | 4 dosis  | 3 dosis | 3 dosis                         | 3 dosis   | 4 dosis  | 1 dosis   | 1 dosis                   |                                   |
| Antes de los 25 meses   | 4 dosis  | 3 dosis | 3 dosis                         | 3 dosis   | 4 dosis  | 1 dosis   | 1 dosis                   | 1 dosis                           |
| Antes de los 43 meses   | 4 dosis  | 3 dosis | 3 dosis                         | 3 dosis   | 4 dosis  | 1 dosis   | 1 dosis                   | <sup>2</sup> dosis                |

↓ Notas al reverso, por favor dé la vuelta. ↓

- <sup>1</sup> Una prueba serológica de infección o la confirmación serológica de inmunidad al sarampión, paperas, rubeola, hepatitis B, hepatitis A o varicela se aceptarán en lugar de la vacuna.
- <sup>2</sup> Una serie completa de la vacuna Hib consta de dos dosis más una dosis de refuerzo a los 12 meses de edad o después (tres dosis en total). Si un niño recibe la primera dosis de la vacuna Hib entre los 12 y los 14 meses de edad, solo será necesaria una dosis adicional (dos dosis en total). Si un niño ha recibido una sola dosis de la vacuna Hib en o después de los 15 a 59 meses de edad, cumple con los requisitos de esta vacuna específica. Los niños mayores de 60 meses de edad no necesitan recibir la vacuna Hib.
- <sup>3</sup> Si la serie de vacunas PCV se empieza a administrar cuando el niño es mayor de siete meses de edad, o si el niño se atrasó al recibir alguna dosis de la serie, entonces puede que no sean necesarias las cuatro dosis. Para ayudarse a cumplir con los requisitos, refiérase a la información siguiente:
  - Para los niños de siete a 11 meses de edad, se requieren dos dosis.
  - Para los niños de 12 a 23 meses de edad: si han recibido tres dosis antes de los 12 meses de edad, entonces deberán recibir una dosis adicional (para un total de cuatro dosis) a los 12 meses de edad o después. Si han recibido una o dos dosis antes de los 12 meses de edad, entonces necesitan un total de tres dosis, una de las cuales al menos deben recibirla a los 12 meses de edad o después. Si no han recibido ninguna dosis, entonces necesitan recibir dos dosis y ambas deberán recibirlas a los 12 meses de edad o después.
  - Los niños de 24 a 59 meses de edad cumplen con los requisitos si recibieron al menos tres dosis, una de las cuales la recibieron a los 12 meses de edad o después; o dos dosis, ambas recibidas a los 12 meses de edad o después; o una dosis recibida a los 24 meses de edad o después. De lo contrario, es necesaria una dosis adicional. Los niños mayores de 60 meses de edad no necesitan recibir la vacuna PCV.
- <sup>4</sup> Para la vacuna MMR y las vacunas contra la varicela y la hepatitis A, la primera dosis debe administrarse en el primer cumpleaños o después. Las dosis de vacunas administradas en los 4 días anteriores al primer cumpleaños satisfacen los requisitos.
- <sup>5</sup> Si se ha padecido anteriormente la enfermedad, esto puede documentarse con una declaración por escrito de un médico, del personal de enfermería de la escuela, o del padre o tutor del niño, y debe contener una afirmación como la siguiente: “Mediante este documento confirmo que (nombre del niño) tuvo varicela el día (fecha), o alrededor de esta fecha, y no necesita la vacuna contra la varicela”. Esta declaración por escrito será aceptable en lugar de cualquiera de las dosis requeridas de la vacuna contra la varicela.

La información sobre las exclusiones de los requisitos de inmunización, la inscripción provisional y la documentación aceptable de las inmunizaciones puede encontrarse en las secciones 97.62, 97.66 y 97.68, respectivamente, del Código Administrativo de Texas, y en línea en <https://www.dshs.texas.gov/immunize/school/default.shtm> (en inglés).

### **Exenciones**

La ley en Texas permite: (a) que los médicos declaren por escrito la exención médica, siempre que en ella se indique claramente que existe un motivo médico por el que la persona no puede recibir determinadas vacunas, y (b) que los padres o tutores opten por la exención de los requisitos de inmunización por motivos de conciencia, incluida una creencia religiosa. La ley no autoriza, sin embargo, a que los padres o tutores elijan la exención simplemente para evitarse molestias (por ejemplo, que se hubiera extraviado un registro o este estuviera incompleto, y para ellos fuera demasiado difícil acudir con un médico o a una clínica para corregir el problema). Las escuelas deben mantener una lista actualizada de los estudiantes con exenciones, con el fin de que puedan ser excluidos en el caso de una emergencia o una epidemia declarada por el comisionado de salud pública.

Podrá encontrar las instrucciones para solicitar la declaración jurada de exención oficial, que debe ser firmada por los padres o tutores que opten por la exención por motivos de conciencia, incluida una creencia religiosa, en [www.dshs.texas.gov/immunize/school/exemptions.aspx](http://www.dshs.texas.gov/immunize/school/exemptions.aspx) (en inglés). La declaración jurada de exención debe llenarse y enviarse a la escuela en su versión original.

En el caso de los niños sujetos a exenciones médicas, es necesario presentar a la escuela una declaración por escrito del médico. A menos que en la declaración conste por escrito que existe un padecimiento médico de por vida, la declaración de exención es válida por solo un año a partir de la fecha en que la firmó el médico.

### **Documentación**

Dado que se utilizan distintos tipos de registros personales de vacunación, cualquier documento será aceptable siempre y cuando un médico o el personal de salud pública lo haya validado. La validación incluye una firma, las iniciales o el sello. Un registro de vacunación procedente de un registro de salud electrónico debe incluir la información de contacto de la clínica o centro médico y la firma o el sello del proveedor, junto con el nombre de la vacuna y la fecha de vacunación (mes, día y año). Se acepta un registro oficial que provenga de una autoridad de salud. También se acepta un registro oficial que se haya recibido de funcionarios de la escuela, incluido un registro de otro estado.

