Parent Handbook

2026-2027

SonShine PRESCHOOL

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Austin, TX 78733

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Director: Annie Rabke

Dear families,

Welcome to SonShine Preschool. We are a 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. We are so happy and thankful that 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, shepherding our children in a way that fosters a love for Jesus and a love for learning.

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, daily convey God's love to each child, and 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.

"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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SONSHINE PRESCHOOL OVERVIEW

Play-based Learning

The SonShine Preschool program is a developmental, play-based program; therefore, 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

Philosophy of Education

Because SonShine Preschool is a developmental, play-based program, activities, daily schedules, and routines focus on the children and their developmental needs and growth. Learning through play lays the foundation for lifelong learning. The classroom setting invites a child to play, wonder, and explore through centers, art and good books. A wide variety of activities are provided to enhance physical, mental, social, emotional, and spiritual growth. These activities include dramatic play, blocks, home center, music, books, science, games, art, nature studies ("God's Wonders"), and outdoor play.

Language development, number concepts, pre-reading, pre-math readiness, and exposure to good literature should be integrated into all activities; however, no pressure will ever be put on a child to "learn" the alphabet, numbers, or any other skill. We seek to provide opportunities for children to learn through exploration and discovery. 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", "Farm Animals", "Families", "Winter", "Community Helpers", and "Spring".

Classes

We offer classes for 2, 3, 4, and 5 year old children. Class placement is dependent on the age of the child as of September 1 for the upcoming school year.

Preschool days are Mondays, Wednesdays, and Fridays from 9:00-1:00. We are in session beginning late August or early September through mid-May. Important dates are listed on the website, and an updated school year calendar will be posted at the start of each school year and handed out at Parent Orientation.

Chapel

Each class has a daily Bible time with story and songs. Additionally, the students memorize a Bible verse each month. Each week the Austin Ridge Children's Ministry Team leads chapel for our 3s-PreK children. Our 2 year olds join when ready.

Music

Additionally, we have a weekly Music class where children participate in interactive stories, learn rhythms while playing instruments, and dance to silly songs. Most importantly, the children learn to use music to worship Jesus!

Outdoor Playground & Outdoor Classroom

Children will have at least 30 minutes of scheduled outdoor play on our playground each day and 30 minutes of discovery in our outdoor classroom; however, if temperatures reach 100+ degrees Fahrenheit or drop below 32 degrees Fahrenheit, children will have indoor play in one of our large meeting areas or in the large foyer on Level 3. Plenty of room allows for space to run, jump, and indoor play.

After School Enrichment

Each school year we partner with optional, on-site enrichment providers. Registration information is communicated to parents prior to the start of each semester.

ProCare Preschool Management App

SonShine Preschool utilizes the ProCare Preschool Management App to support smooth, efficient communication between our school and families. All parents and caregivers are required to download the ProCare app, as it serves as our primary platform for several essential functions.

Through the ProCare App, families will:

- Pay tuition and fees securely and conveniently
- Communicate directly with teachers and staff about the school day
- Receive important announcements and notifications from the school
- View weekly photos and updates about their child's activities

Upon enrollment, families will receive instructions on how to create their ProCare account. Please ensure notifications are enabled so you don't miss important updates.

ENROLLMENT

Registration

For the coming school year, registration **opens in the third week of January.** Upon receipt of a completed application and payment of the application fee, children are placed on the waitlist for their age group. Class placement is dependent on the age of the child as of September 1 for the upcoming school year. Placement priority is given for current families, former families, and Austin Ridge staff and partner families. All other applications are then prioritized by the date and time they are submitted. Enrollment is complete once all required forms, fees, and the prepayment of May tuition have been received. **Our waitlist does not roll over from year to year; therefore, a new application must be submitted for each upcoming school year.**

Supply + Event Fee

There is a non-refundable Supply + Event Fee due upon enrollment.

May Tuition

One month's tuition is non-refundable, due upon enrollment, and will be applied to May of the upcoming school year.

Required Forms

The Medical Form, SonShine Policy Form, and Parent's Rights Form are due upon enrollment. All required forms such as Immunization records, Affidavit for Exemption from Immunization for

Reasons of Conscience, Food Allergy Action Plan (FARE), and/or Authorization for Dispensing Medication are due prior to your child beginning the school year. **Students may not attend school until all paperwork is filed with the SonShine Preschool office.**

Vision & Hearing Screening for 4 & 5 Year Olds:

PreK classes (ages 4 & 5) are required by the state to have an annual *Vision & Hearing* screening on file. Parents may choose to have the screening completed at their child's pediatrician's office and submit the results to SonShine Office no later than December 1 of the current school year. For any parents interested, we contract with Screen Austin to conduct the screening on campus in the fall, and parents are invoiced separately. Tests results will be sent home and kept on file in the office.

TUITION

Regular tuition payments begin September 1 and continue through April. Tuition is due the 1st 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.

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

- Tuition is non-refundable.
- No adjustments or refunds in tuition will be made for illness, vacation, transfer, withdrawal, or school closures due to weather or city issues (e.g. loss of power or water). However, if school is closed for several consecutive days, refunds will be reviewed with the Director of Operations and Finance Director. For extenuating circumstances, please contact the director.

2026-2027 Fees & Monthly Tuition

- Application Fee = $25
- Supply + Event Fee = $180
- Monthly Tuition = $400

SONSHINE PRESCHOOL POLICIES

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

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 in more detail.

Attendance

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

Drop-off

Preschool begins promptly at 9:00 a.m. As much as possible, 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 is absent, please send a message in the ProCare Classroom Chat to alert your child's teacher and send an email to the office.

Parents need to personally escort their child(ren) to the classroom to sign them in and out. Teachers will open their doors at 9 am to welcome and greet your child. Please note any changes to the authorized pick up or early pick up time, if your child has enrichment, or any other notes for the teacher on the daily attendance sheet.

Pick up

Pickup is promptly at 1:00 p.m. at the classroom. Parent, or an authorized person, must sign out their child. 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 and let us know. We will inform the teacher.

Authorized Pick ups

Anyone picking up your child must be listed in ProCare as an "Authorized Pick Up" and kept on file in the office on your child's information sheet. Please note if there is an authorized pick up on the daily attendance sheet. No child may be released to the care of anyone under 18. The teacher (or substitute or staff member) may ask for identification at any time. Please tell your authorized pick up to always have their ID on hand.

Late Policy

Parents must promptly pick up their child(ren) by 1:00 pm. A late fee will be invoiced via ProCare when children are not picked up promptly ($10 for the first minute, and $1 for each additional minute, per child).

Class Parties & Special Events

- We do not celebrate Halloween; instead, we enjoy our cherished tradition of **Cowboy Day**.
- We celebrate Thanksgiving with a special feast and a time of giving thanks to God for our many blessings. The meal follows our food policies, and your child's teacher will share the menu one week in advance.
- We focus on and celebrate Christ during our Christmas and Easter music programs.
- We celebrate God's love on Valentine's Day.
- We also enjoy additional special days and treasured traditions throughout the year, such as **Firefighter Day**, **Road to Bethlehem**, and **Field Day**.

Birthdays

Teachers celebrate with a special birthday placemat and a birthday sticker or crown, as well as birthday traditions they have set. Parents may read a special book. No food or treats (stickers, pencils, toys, etc.) may be brought. Private birthday party invitations may be handed out only if they include the entire class.

Clothing

Children should wear comfortable, washable play clothes that allow them to move easily and freely

explore. Please keep in mind that any clothing worn to preschool may come into contact with paint, glue, outdoor elements, and more. Clothing should also be simple enough for children to manage independently.

For safety reasons, children must wear closed-toe, rubber-soled shoes; tennis shoes are recommended. **Please do not send your child in Crocs, sandals, flip-flops, or cowboy boots**, as these can pose challenges during preschool activities and while navigating stairs. The only exception is designated special event days, such as Cowboy Day. Notice of these events will be sent home by office staff or teachers.

Because Austin weather can change quickly, please provide layered clothing, especially in the fall and winter months. We play outdoors every day except during inclement weather or when temperatures fall below 32 degrees or rise above 100 degrees. Be sure to send warm outerwear as needed and label all removable items.

SonShine Preschool has a no-costume policy. We also ask that children not wear pajamas to school unless it is a designated special event day, such as PJ Day.

To help foster a welcoming and respectful environment for everyone, we ask that all individuals on campus—children, staff, parents, and caregivers—wear attire appropriate for a church setting. Athletic wear is perfectly acceptable; however, clothing should be properly sized and should not expose undergarments, the chest, midriff, or back. Maintaining appropriate dress is a shared responsibility among the school, staff, parents, and caregivers.

Potty Training

Children in our 2 year old classes do not need to be potty trained. **However, children in our 3, 4 and 5 year old classes must be fully potty trained, meaning they are able to use the restroom independently and attend school without pull-ups or diapers.**

Our 2 year old teachers will come alongside parents as they begin potty training. We ask that potty training not begin at school until children can communicate their need to go to the potty. **Teachers will not give any food or other rewards for children going on the potty but can offer a lot of praise and positive reinforcement.**

Extra Clothing

Please provide a labeled zip-lock bag containing a change of clothes for your child including shirt, shorts (or pants in cold weather), underwear, and socks. 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. 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 for the following school day.

Enrichment Release

SonShine Preschool does not operate or supervise optional, on-site enrichment activities. At the end of the school day, your child will be checked in directly with the enrichment provider by their classroom teacher. From that point on, the enrichment provider assumes responsibility for your child. One SonShine staff member will always be present in the office during enrichment activities.

Sunscreen / Insect Repellant

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

FOOD POLICIES

Peanut & Nut Free

Children with food allergies to tree nuts and/or peanuts can have a severe allergic reaction through contact, inhalation, or ingestion. Because any type of nut residue can be spread by children's hands, **every classroom at SonShine Preschool is nut and peanut free for all snacks, lunches, and special events.**

You may pack sunflower butter. Please choose a sunflower butter that is certified made in a nut-free facility and label the container or sandwich with a note clearly indicating to the child's teacher that it is made with sunflower butter.

Additional Allergies

SonShine Preschool recognizes 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 a single classroom or the full campus if deemed necessary.

Snack, Lunches, & Water Bottles

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

- Snacks need to be in a separate Ziploc baggie or container, labeled "SNACK" with your child's first name and last initial.
- Sunflower Butter needs to be labeled "MADE WITH SUNFLOWER BUTTER" to let the teacher know it is safe to consume in the classroom.

We request juices not be sent. 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.

Please keep nutrition in mind when preparing your child's snack and lunch. Sandwiches, cheese, fruits, mini-bagels, raisins, craisins, 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 occasions such as holidays or special events.
Water will always be available at lunch, snacks, and after active play.

Additional Food in Classroom

Teachers may cook or provide food in their classrooms and will notify parents at least one week in advance if they plan to do so.

SAFETY POLICIES

Campus Security
SonShine Preschool keeps all doors locked during the school day. We have an onsite security guard to help maintain safety protocols. All parents are asked to use the parking lot entrance of Building A for every entrance and exit. Please call the office if you need to be let in during the school day.

Emergency Preparedness Plan
SonShine Preschool has an *Emergency Preparedness Plan* in place. Staff are trained and have a copy of the plan in their emergency folders. A copy is available for review in the office. According to the plan, fire drills are practiced monthly. Severe Weather and Active Attacker (Lock Down) drills are practiced 4 times each calendar year. Parents will be alerted via ProCare before the first lock down drill each school year.

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

HEALTH POLICIES

Care Needs
SonShine Preschool staff will work with parents and their health-care professional to assist and accommodate activities and learning for each child and ensure reasonable accommodations and modifications are made.

Injuries
In case of a minor injury or an 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 a medical injury or illness requiring immediate professional care, the staff will call 911 and, as appropriate, CPR and/or first aid will be administered by a staff member. Parents will be notified immediately.

Illness
*Please see Appendix A for SonShine Preschool Health Protocols

SonShine Preschool has a "zero tolerance" policy and your child will need to stay home if exhibiting any of the following symptoms:

- Persistent cough
- Continual runny nose (Please have a doctor's note if symptoms are due to seasonal allergies.)
- Green or yellow nasal discharge
- Discharge from the eyes or red eyes and puffy eyelids
- Diarrhea, fever, sore throat, or vomiting (Must be symptom free for 24+ hours)
- Persistent headache and/or muscle pain

- Skin eruptions or rash (until diagnosed by a doctor)
- Stomach Bug (Must be symptom free for 48+ hours)
- Has 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.

If you keep your child at home for illness, **please use the classroom chat in the ProCare preschool management app and email the office** to let us know.

SonShine Preschool, per HHSC requirements, follows *Austin Public Heath's Isolation & Exposure Guidance for Pre-K - 12th Grade Schools & Child Care Programs*.

https://www.austintexas.gov/sites/default/files/files/8.17.2022%20Isolation%20Exposure%20Guidance%20for%20Schools%20and%20Child%20Care%20Programs.pdf (August 17, 2022)

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 preschool office 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)
- Impetigo
- 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 must come to the office for a head inspection before reentering the classroom.

PARENT ENGAGEMENT

Parent Communication

The SonShine Preschool office staff and classroom teachers will maintain ongoing communication with parents throughout the school year. Communication to parents will primarily be through our ProCare Preschool Management App and emails and may also include letters, posted signs, and phone calls as needed.

Parent Conferences

In late October, your child's teacher will send communication regarding your child's progress.

In February, conferences for PreK classes are held. 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.

In February, 2s & 3s teachers will send home an evaluation form, sharing achievements, progress, and recommendations.

At any time during the school year, parents or teachers may request a conference.

Parent Orientation & Meet-the-Teacher

Parent Orientation and Meet-the-Teacher is typically the Thursday morning prior to the first day of school. The purpose is to acquaint parents with the policies, teachers, classmates, and classrooms. There will be opportunities for parents to hear from the director, meet their child's teacher, and visit the classroom.

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, and throughout the school year, there are opportunities to sign up for various special events and activities.
- If you have a special hobby, talent, or skill to share, please let the office staff or your child's teacher know so we can get you involved!

DISCIPLINE

*Please see Appendix C for HHSC Guidelines on Discipline

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 children to respect and obey those in authority and to respect others. No physical punishment will ever be given.

If a problematic behavior persists, the following steps will be taken to help a child. 1) Teacher documents observations in the classroom, notifies the director, and then notifies parents in person or

on the phone to discuss strategies to help and encourage the child. 2) If the behavior persists after two weeks, the Director observes and documents. 3) Teacher and Director meet with parents to discuss new strategies and an implementation plan with a follow up in approximately two weeks. If behavior persists with no improvement, next steps will be discussed with parents. Suspension or expulsion will be implemented if no change is observed or if harm is done to another student.

It is most important that children learn that rules are followed because it pleases God, and He has called us to obey Him and His Word.

If an independent educational consultant or therapist is recommended, it is at the parents' expense.

HEALTH AND HUMAN SERVICES COMMISSION (HHSC) COMMONLY REFERENCED POLICIES

SonShine Preschool meets all Minimum Standard Rules for Licensed Child-Care Centers as required by the Texas Health and Human Services Commission (THHSC). 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.

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.

Child Abuse

We are required, under the Texas Family Code 261.101, to report any suspected cases of child abuse to the Department of Human Protective Services office and a local or state law enforcement agency within 24 hours of noticing the suspected abuse. Please see Appendix B for additional information on Child Abuse Reporting.

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 https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx 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 Authorization for *Dispensing Medication Form* must be filed 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 of or returned to parents when the child withdraws, the medication is out of date, or it is no longer required by the child.

Food Allergy Action 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. A copy must be kept in the 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 1st day of school
2. Provide an **Authorization for Dispensing Medication Form** for your child signed by the parent.

Please do not send any medication mixed into your child's water bottle from home.

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.

Appendix A

Health Protocols

Currently, Health & Human Services Commission (HHSC), 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.

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 any symptoms of illness are observed. Please notify the office if you keep your child home due to illness.

Preventing the Spread of Illnesses

1. We have a **NO Tolerance** policy for any illness and require sick children and staff to stay home.
2. If a child becomes ill at school, he or she will be kept in the office or an unoccupied classroom until a parent is able to come.
    a. A school staff member will stay with the child until the 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. SonShine Preschool, per HHSC requirements, follows *Austin Public Heath's Isolation & Exposure Guidance for Pre-K - 12th Grade Schools & Child Care Programs*, updated on August 17, 2022.

    https://www.austintexas.gov/sites/default/files/files/8.17.2022%20Isolation%20Exposure%20Guidance%20for%20Schools%20and%20Child%20Care%20Programs.pdf

4. If a child has a **reportable communicable disease**, families will be notified.
5. Each classroom will be furnished with sanitizer, which will be used throughout the day.
6. 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 or before entering the classroom each morning
        - Before eating
        - Upon entering after outdoor play
        - After using the bathroom
        - And any other time deemed necessary by the teacher

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.

HEALTH SCREENINGS

1. The "CDC considers a person to have a fever when he or she has a measured oral temperature of 100.4 F". (underarm and forehead temperature of 99.4). 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 to keep in your child's file.
   - Staff and children will not be allowed to stay if any of the above symptoms are seen.
   - If they develop during the day,
     - Staff will be sent home
     - 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:
   - Been on antibiotics for less than 24 hours
   - Requires fever-suppressing medication or cough medicine

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 throughout the day will occur.
   - Toys, when placed in a child's mouth, will be removed until sanitized.
4. Each classroom will have tissues, hand sanitizer, and cleaning sanitizer, which will be stored out of reach of the children.
5. 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/

Appendix B

Child Protection Reporting & Preventing Child Abuse

Child Abuse and Neglect - Prevention and Reporting

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.

SonShine Preschool Staff will receive at least one hour of annual training covering the prevention and reporting of child abuse. Our staff will communicate to Austin Ridge Bible Church's Children and Family Pastor 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, the staff member 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.

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
24hr Abuse/Neglect Hotline:1-800-252-5400

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
- For Kids' Sake, 512-476-9490, www.for-kids-sake.com
- For help with a family crisis contact Safe Place, 512-267-SAFE,www.safeplace.org.
- Online training is available at Texas A&M Extension Service, https://agrilifeextension.tamu.edu/

More information can be found under parenting at www.dfps.state.tx.us

Appendix C

Discipline & 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 for good behavior instead of focusing only on 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 anddevelopment, 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