



2023/2024

## Parent Handbook

A ministry of Bee Creek United Methodist Church

3000 Bee Creek Rd.  
Spicewood, TX 78669

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## MISSION STATEMENT

It is the mission of Bee Loved Preschool to provide the children in our community with a loving Christian setting: to offer nurturing and encouragement; to guide them in learning about themselves, the world and God's love; to build their self esteem; and to see them, not as they are now, but as they are capable of becoming.

## GOALS

Bee Loved will provide:

- A safe and healthy environment for our children and employees.
- A nurturing environment for learning and growing.
- Age appropriate activities to enhance motor skills.
- Christian nurture of faith development.
- Opportunities for young children to learn and excel at their level.
- Experiences and activities that will fulfill the child's basic individual needs including spiritual, emotional, physical, psychological, social and intellectual.
- Guidance as the child learns to work cooperatively with other children in small group and large group activities.
- Excitement as we lay the foundation for learning.

## PHILOSOPHY

- We believe in supporting children's physical, cognitive, spiritual, social, emotional & language development.
- Children's activities should be selected based on an individual's development.
- There is a balance of indoor and outdoor time, active and quiet play as well as individual, small and large group activities.
- The learning environment is bright, secure, fun and motivating so that the children are encouraged to achieve their full potential.
- A consistent routine with a predictable schedule is imperative.
- Teachers are early childhood professionals that conduct themselves in a respectful manner to model the best behavior for the children.
- Diversity of each family and child are welcomed, respected and incorporated in an inclusive environment.
- A constant line of open communication between home and school is encouraged and practiced to provide the best care for the children.
- Supporting social relationships by creating opportunities for meaningful interactions with others, nurturing friendships and by teaching conflict resolution skills at every age promotes self-esteem and good social skills.

## ARRIVAL AND DEPARTURE

Arrival and Departures will be staggered. The arrival time for the three year old classrooms will be 8:45 a.m and the departure time will be 1:45 p.m. Arrival time for the two and four year old classrooms will be 9:00 a.m. and departure time will be 2:00 p.m. It's important that all children arrive during their designated time slots.

Early drop off is offered from 8:00 a.m. to 9:00 a.m. and after care is offered from 2:00 to 4:00 p.m. There are additional fees associated with our early arrival and after care programs. Children must be potty trained to be enrolled in our extended care. We do not have a drive thru line for extend care. Children must be dropped off at the playground and picked up at the playground or cabin 5A gate.

Drop off will happen at the students classroom gate or classroom door. The drop off time for three's is 8:45 a.m. The drop off time for two's and four's is 9:00 a.m. Only staff and children will be allowed to enter the gated areas, classroom or playgrounds during this time. We encourage parents to have quick good-bye's in the morning.

Please be prompt when bringing or picking up your child. We have observed that it can be a very traumatic experience for a child when his/her parent is late. If an emergency arises please call the school office and leave a message so we can assure your child that everything is fine and you will arrive shortly.

You always have the option to pick up your child early. We realize this can be a long day and we encourage you to do what is best for your family. Please call, email or send a message on Procure to the office to make special arrangements.

The school will offer a drive thru service for dismissal time. The drive-thru line will be staggered into different pick up times. The three's time slot is from 1:30 to 1:45 a.m., The two and four year olds are from 1:45 to 2:00 p.m. Children will be escorted to their cars by their teacher. Your child's teacher will hold your child's hand while walking out to the car and ensure that they are delivered to their parent/guardian for the parent/guardian to properly buckle their child into the car. Parent/guardians are required to sign their child out before leaving. Please, for the safety of the children, **do not pass cars in the drive-thru line**. Parents may park in the lower parking lot and walk up to sign their child out if they wish to avoid the drive-thru line. Only children and staff are permitted into the gated area during dismissal. Please wait at the gate to have the teacher open the gate to sign your child out.

CELL PHONE USAGE is prohibited during drop off and pick up! The safety of all the children, staff and parents are our number one priority! Kindly respect our policy and put away phones for this short period of time.

**A \$10.00 late fee will be assessed for pick up later than 5 minutes after your child's scheduled pick up time.** If you are not at the school you will be charged \$10 and an additional \$1 per minute thereafter. We realize the line may be backed up at times but it's important that you are at the school by the designated pick up time. Continually being late will not be tolerated.

The school must have written authorization from one of the parent/guardians for any child who is to be picked up by someone not authorized on the enrollment form. Please notify the office prior to pick up if someone other than the usual person is to pick up your child, even if they are listed on the authorization enrollment form. Proper identification will be needed. Please inform the person of our pick up procedures.

## CHILDREN WITH SPECIAL NEEDS

Bee Loved recognizes that there are children with special needs and we are willing to work with parents and their special needs children. However, the school may not be equipped with the resources and services necessary to meet the special needs of each child. An evaluation by a professional may be needed to determine what is best for the child. In the event that a child needs one on one care it may be necessary for the parent to pay for a third caregiver to assist the child in the classroom.

## CLASS PARTIES AND BIRTHDAY CELEBRATIONS

We will have a minimum of two holiday party celebrations during the year. Please consult the teacher about party guidelines.

Please make arrangements with your child's teacher for birthday celebrations. Any shared birthday treats must be store bought and individually wrapped.

## CLOTHING

The children play actively every day, and it is important that they are comfortable, and safe as they play. Since independence is a goal for every child, parents are to choose clothing that their children can manage by themselves. Play clothes suitable for painting and playing should be chosen. Elastic waistbands are best. Children should wear shoes that will be both comfortable and functional for the playground area. Preferably a closed toe shoe to help prevent injury from tripping or getting rocks, twigs, or dirt in shoes. Please no flip flops or heels at any time.

Children are permitted to wear a face mask each day. Teachers will honor the request to have a child wear a mask and assist them when needed but cannot force a child to comply. Masks will be placed in the child's backpack should they frequently remove or misplace them. Please label with your child's name.

We also ask that parents respect the school dress code while on the property. Choose clothing that is appropriate and in good taste while dropping off or picking up your children. Examples of inappropriate clothing are curse words, crude gestures or statements on shirts, half-shirts, bikini's, or tight clothing. Adults and children must have shoes on when entering the school.

## COMMUNICATION

Our office hours are Monday thru Thursday from 8:00 a.m. to 4:00 p.m. Bee Loved will primarily communicate by email. On occasion, you may also receive a phone call, text or message on Procure. Monthly calendar reminders and information about special events will regularly be sent out. Weekly folders with school work and communication will be sent home with your child. Please make sure you review your child's folder.. We use a communication tool called Procure for additional information. Families will be given information at the beginning of the year on how to sign into the app to receive updates on their child from their teachers.

The preschool director is always available to meet with you about any concerns. In addition, the teacher is always willing to discuss a child's progress/problems with parents but not at busy times or in front of the child. If needed, please make arrangements for a phone conference or an in person conference without the presence of your child. We encourage you to keep open lines of communication with the teacher. We view ourselves as partners with you, not substitutes for you. Your young child is a precious gift from God. Let us know how we can best serve you and your child.

You may visit Bee Loved Preschool at any time during our hours of operation to observe your child, program activities, the building, & the premises and equipment without having prior approval but must check into the office and adhere to our guidelines.

A copy of the Texas State Minimum Standards and Bee Loved Preschool's most recent licensing inspection report will be made available in the school office. Parents may contact the local licensing office at 512-834-3426 or [www.hhs.texas.gov](http://www.hhs.texas.gov)

We follow a strict confidentiality policy with every family and staff member at Bee Loved. Information will not be shared with anyone other than the parent or guardian of a student. Grandparents/ family members, friends, etc will not be given information without written consent from a parent or legal guardian. We are required by law to share student information with both parents unless given a court order stating otherwise.

While we understand that many parents attend BCUMC, we ask that any concerns regarding Bee Loved Preschool be directed to the Bee Loved Preschool Director. We encourage parents to go directly to the teacher if there are any classroom/teacher concerns. If you do not feel comfortable going to the teacher, please contact the Director for assistance. When a parent questions the Director about a school policy or procedure, the Director will refer to the Bee Loved Policy and Procedures manual for guidance and inform the parent of the policy or procedure we have in place. If the parent disagrees with a policy, procedure or the Director's handling of a situation the Director will forward the parent's concern to their supervisor for further review.

We believe showing mutual respect and kindness is the foundation for productive communication. It is our policy that children, parents and staff treat all members of the Bee Loved community with courtesy and respect. Aggressive parent behavior or threats is a reason to terminate the relationship between Bee Loved and the family.

## CALENDAR

The Bee Loved calendar is independent but mostly follows the LTISD calendar. The calendar will be distributed to families in August 2023. The first day of school is August 21, 2023 the last day of school is May 16, 2024. Scheduled school closures for holidays and teacher in service days are noted on the calendar. Parent/Teacher Conference Days are also listed on the calendar.

## CURRICULUM AND INSTRUCTION

There will be a variety of learning experiences offered to the children of Bee Loved.

Religious activities will be presented through chapel time, stories, songs, and prayers. Short lessons may be pulled from the Pinnacle curriculum. Other topics will include meeting new friends and community members, holidays, and good manners. Creativity experiences will include cutting, pasting, tearing, coloring, and dramatics. Musical experiences will be singing, rhythm, marching, singing games, and movement. Books will be read and creative story-telling will be shared using puppets and finger plays, and other learning tools. Large motor skills will be reinforced through indoor and outdoor games and activities, including hopping, crawling, use of parachutes, rhythm activities, etc. Fine motor skills will be encouraged using such activities as cutting, coloring, tearing, puzzles, painting, clay/play dough, molding, sorting, matching, pouring, sifting, etc. The use of electronics will be used in the classrooms on a limited basis for educational use only. Developmentally appropriate activities will be used to introduce language skills, math skills, science, and geography.

## EMERGENCY INFORMATION

Parents are responsible for making sure the emergency contact information, including the child's physician name and phone number, remains current throughout the school year. Parents should notify their child's teacher and the office if any contact information changes.

In the event there is an emergency on BCUMC property our staff will notify parents immediately and follow our emergency guidelines. Each class has the guidelines posted in the classroom. If an emergency warrants Bee Loved students and staff to evacuate the property, we will go to the Pedernales Fire Department on Bee Creek Rd. and await parent arrival.

Emergency drills are conducted each month per state guidelines.

## ACCIDENT/INCIDENT POLICY

Our staff will do everything possible to provide a safe atmosphere for your child while he/she is attending Bee Loved. However, should an accident/incident occur, our staff will take the following steps:

1. An adult will remain with the child at all times.
2. Basic first aid will be administered if needed.
3. The parent will be notified immediately if medical attention is provided.
4. The parent will receive an incident report within 24 hours.
5. We will call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger. Parents will be notified immediately.

## ENROLLMENT

A child must be two years of age to enroll at Bee Loved Preschool. Before a child enters the three year old classroom they must be working on toilet training routines that include communication of needs to adults and the knowledge of when to use the bathroom. We will assist you in the potty training experience. Children must be fully potty trained to enroll in the three and four year old classrooms.

An up-to-date immunization record and registry with the Imm Trac 2 Texas state immunization office, a doctor's statement that your child is healthy to begin school, a Texas state admissions forms and all other paperwork are required prior to your child's first day of school. Children four years old or older must have documentation that they have completed a hearing and vision exam.

Each January returning students and their siblings will be given priority to pre-register for the fall classes before the public is invited to do so. Registration will be open to the public no later than March 1st.

The annual enrollment fee of \$150 for returning students and \$175 for new students is to be paid by January 31<sup>st</sup> to confirm your child's enrollment for the next school year. These fees are NON-REFUNDABLE.

As enrollment procedures and/or policies change, parents will be notified in a timely manner and parents will need to initial the changes made to any handbook.

## STUDENT WITHDRAWAL

Since the school's operation is based on capacity enrollment, 30-day written notice must be given if it becomes necessary to withdraw your child. This includes early/ after care, summer camp balances, schedule changes or regular programming. Refunds will be given on advanced payments.

Since every child is unique, it would be impossible to set forth the exact criteria or instances that might result in Bee Loved Preschool dismissing a child from our school. Rather than attempt to define precise conduct that might warrant intervention, our preschool has elected to take each situation on a case-by-case basis.

If your child is not ready for the group experience or if his/her needs are not best met in the group setting, the Director reserves the right to dismiss the child after a confidential conference with the parents. Excessive aggressive behavior that affects the well being of the classroom could progress the following steps taken for a child's dismissal. We do not believe the child should remain in school unless he/she derives some benefit from the program.

Bee Loved Preschool will take the following steps to help a child:

- Teacher documents observations in classroom
- Director will make classroom observations
- Teacher and Director meet with parents to discuss the situation and to develop methods of correcting the behavior problem
- Sometimes a schedule change for the child will be necessary
- Ask the parent to have the child examined by a pediatrician, at the parents' expense
- Ask the parent to have the child evaluated by a child guidance professional, at the parents' expense
- Ask the child's established therapist to observe the child in the Bee Loved Preschool setting, to gain insight and provide teachers with additional assistance on classroom behaviors, at the parents' expense
- Ask the parent to provide an aide for the child, at the parents' expense
- If the steps above fail or the Parent does not comply with the schools request, then Bee Loved Preschool reserves the right to request the immediate withdrawal of a child

Students may be asked to leave Bee Loved if the student and/or Parent/Guardian does not comply with all of our policies and procedures.



## HEALTH AND SAFETY

Please DO NOT send your child to school if he/she is ill. A child must be fever free for 24 hours without the use of anti-fever medication before returning to school. 100 or above is to be considered a fever. If a child comes to school with fever or develops a temperature during the day, the parent/guardian will be called to pick up the child.

Isolation space will be provided with a staff member until the parent/guardian arrives. Please notify management when your child is known to have been exposed to a contagious disease outside the school.

A person with head lice must get treatment and have all nits removed before returning to class. We reserve the right to check a person's scalp as we deem necessary.

School personnel will not give medication, unless it is under a doctor's prescription. The parent must provide written authorization and instructions on the day the medication is to be given. **DO NOT PUT MEDICATIONS IN YOUR CHILD'S BACKPACK OR LUNCH BOX.** We will not apply, insect repellent, sunscreen or any type of lotion without written authorization from a doctor. Please apply those items before arriving to school.

**All students with an allergy** must have an allergy action form filled out and signed by a doctor. If they've been prescribed an epi-pen then the student's family is responsible for providing Bee Loved Preschool an auto-injector in their name in the original box for the classroom,

### **WE ARE A NUT FREE SCHOOL.**

Please use baby bottles/sippy cups that are BPA free. All teething toys should be "PVC-free" and "phthalate-free"

Bee Loved will provide a comfortable place for nursing mothers as needed. You may also provide breastmilk for your child while in our care.

Bee Loved Preschool is a gang free zone.

Our anti-idling policy is put in place to reduce children's exposure to vehicle exhaust. Kindly turn your car off if you are in the drive thru line or parked for over 4 minutes.

Firearms, illegal drugs and smoking are prohibited on campus.

Air quality will be monitored by the air quality index. Outdoor activities will be limited or avoided during unhealthy air quality index days.

## HEALTH CHECKS

Our staff will conduct routine health checks on students enrolled at Bee Loved Preschool. They will be looking at breathing, coughing, discharge from the eyes and nose, bruising, swelling, cuts, sores and rashes. Our staff will document if there are changes in sleep, eating/drinking, toileting or behavior. Parents may be notified of any health concerns. We keep a health check training log on each child in our care.

## NAP TIME

The two year old classrooms have a designated time every class for nap/rest. The three and four year old classrooms, have a nap/rest time available if the student chooses. Children will be provided an area where their nap mat is away from all doorways and with adequate space for walking. Children will not be forced to sleep or put in a position where they are constrained. The lighting will be dimmed and soft music will be played. Students are encouraged to remain quietly on their nap mats if they choose not to sleep. Nap items will be sent home weekly for cleaning.

Any child that is in our care for more than five hours must have a rest period.

## LEARNING ENVIRONMENT

Learning at Bee Loved takes place in a warm, friendly, and relaxed Christian setting. Learning materials are freely accessible. The program provides a balance between free play and child directed learning activities. Free play is a valuable learning tool for a preschooler. It is a pleasant, enjoyable approach to discovery. Through informal interaction with the teacher and other children, your child will learn kindness, consideration of others, sharing, caring of toys, good health habits, and a love of Christ. Learning centers are designed to prepare your child for their future educational development.

## PHOTOGRAPHS

Unless we are informed otherwise, student photographs may appear in the school's website, Procure, BCUMC publications and the local newspaper.

## SCHOOL CLOSURES

Bee Loved observes the same bad weather days and holidays as the Lake Travis Independent School District or at the discretion of the Bee Loved administration. If bad weather or other occurrences close school or delay the start of LTISD schools, announcements will be made by the news media by 6:30 a.m. on the morning of the cancellation/delay. A refund will not be made for school closures due to unforeseen circumstances.

**Pandemic Closure:** In the event that a staff member or child tests positive for a pandemic related illness, Bee Loved will immediately notify the (health department) HHSC childcare licensing and the classrooms that were potentially exposed. Bee Loved will follow the guidance of the Austin Health Department to determine how to proceed.

## FIELD TRIPS/ TRANSPORTATION

Bee Loved does not participate in field trips and does not provide transportation for children.

## SNACKS

Parents will provide a daily snack for their child. Snacks must be nutritious (ex. Crackers, cheese, fruit, veggies, raisins). We ask that you keep sugar and nut products at home.

## LUNCH

Parents need to provide a healthy lunch. Please include **ONLY** water or white milk to drink. Bee Loved is required by law to ensure that all students are provided a lunch as outlined in the nutritional chart state guidelines (see attached chart). Please save sugar items such as candy, cake, cookies, etc. for after school.

## STAFF QUALIFICATIONS

Teachers must be certified in Cardiopulmonary Resuscitation (CPR, First Aid, and AED). All teachers must receive a minimum of 25 hours of continual education each year to maintain the skills necessary to best meet the needs of the children. Lead teachers must have a minimum of an Associate's Degree in Early Education/Child Development and/or two years of teaching in an early care and education classroom. Assistant Teachers must have a minimum of a CDA Credential and one year of teaching in an early care and education classroom. Experience may be substituted in lieu of credentials. Staff members are encouraged to be active Christians and have the desire, training, and personal characteristics necessary to achieve the goals stated in the purpose of Bee Loved. We strongly encourage teachers to maintain their immunizations, but it is not required.

## PROCEDURES FOR CHILD ABUSE AND NEGLECT

Bee Loved Preschool is required by law to report any suspected child abuse, neglect, exploitation or deprivation to DFPS. We will report any child left in a vehicle at pickup or drop-off. In Texas, it is illegal to not report suspected cases of child abuse. Any person making a report to DFPS is immune from civil or criminal liability as long as the report is made in good faith. The reporter's name is also confidential and will not be provided directly to the accused person by any DFPS employee. There are several agencies that will act on reports of abuse- The Austin Police Department, The Travis County Sheriff, Departments Travis County Child Protective Service and The Texas State Child Abuse Hotline (1-800-252-5400). Our staff undergoes annual child abuse training. Bee Creek UMC also has safe sanctuary policies that will be followed. For more information on child abuse education on reporting and prevention please contact The Center for Child Protection (1-512-472-1164)

## STATEMENT OF NONDISCRIMINATION

Bee Loved admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate based on race, color, national and ethnic origin in administration of its education policies, admissions policies, and scholarship programs.

## SUPPLIES

Each child should have a school bag, with sturdy handles or heavy straps, large enough to contain a folder. a change of clothes should be left at school and any diapering supplies if a student is not potty trained.

A supply fee of \$150 is due every August for each student enrolled at Bee Loved. Supply fees are non-refundable.

## TOILET TRAINING

We would love to work with you on potty training your child! It is a proven fact that children have an easier time potty training with a consistent routine. You must be working with your child on toilet training routines that include communication of needs to adults and the knowledge of when to use the bathroom. Being fully toilet trained includes pulling clothing up and down on their own and wiping their own bottoms. Your child must be fully potty trained by the time they enter the three year old classroom to be enrolled in the Bee Loved program. The only exception to this is if there is a medical condition. This will require a note from the students doctor.

## TUITION

Bee Loved operates as an educational ministry of Bee Creek United Methodist Church. BCUMC congregation generously provides our school with facilities, utilities, and secretarial and custodial support. The congregation values Bee Loved as an important part of its ministry in the community. However, by necessity, all salaries and current operating expenses must be met monthly by tuition and registration fees.

All payments are collected using an online payment processing software called Procure/Tuition Express. Automatic draft payments can be arranged by using a bank account or credit card. Parents may visit [www.myprocure.com](http://www.myprocure.com) if they wish to make monthly payments from a phone or computer. Payments made by credit or debit card will incur a 2% transaction fee. Payments made with a bank account have no fee.

Tuition payments are due on or before the first of each month.

Tuition rates for the 2023/2024 school year are:

Two's M/W \$330

Two's T/Th \$330

Three's T/W/Th \$435

Three's ' M/T/W/Th \$575

Fours M/T/W/Th \$540

A 5% sibling discount will be applied to the second child's tuition. Monthly enrollment in our extended care program is \$12 per hour. The drop in rate for extended care is at a rate of \$14 an hour. An annual non-refundable enrollment fee of \$150 for returning students and \$175 for new students is required to hold your child's position at Bee Loved. A security deposit equal to the last month of tuition is due on May 1<sup>st</sup> of every year. This will pay for the following May tuition payment each year. **Registration Fees and Security Deposits are non-refundable.**

Yearly tuition payments receive 4% off the total tuition cost if paid in full by August 1<sup>st</sup>. If you should leave before the end of the school year and tuition has been paid in full with a discount, a refund will be made minus the original discount and security deposit once the 30-day notice is received.

Refunds are not given after Spring Break (mid March) with or without 30 day notice due to the difficulty of filling a spot so close to the end of the school year.

All rates apply whether the child is in attendance or absent due to illness, vacation, holidays, bad weather day, etc.

**A late penalty of \$25.00 will be added to the tuition balance if it is not received by the 5<sup>th</sup> of each month. A student may not be allowed to continue enrollment if there is a past due balance. A bank charge of \$25.00 will also be assessed for each returned payment.**

## VOLUNTEERS.

Volunteers that are regularly and frequently present must have a FBI background check before entering our campus. Background checks must be paid for by the volunteer. We appreciate your volunteerism with this program.

## DISCIPLINE AND GUIDELINES

Our staff uses positive Christ-centered methods for discipline. The children will learn the rules/limits of Bee Loved to ensure the safety and well-being of students and staff. Teachers help the children to develop self-discipline by:

- Setting clearly defined limits.
- Redirecting the child when necessary.
- Responding to child with patience, love, and understanding.
- Using positive reinforcement of appropriate behavior choices.
- Discussing with the child, the reason for discipline, teaching about consequences of negative behavior, and positive alternatives.
- Self-quieting time which is limited to no more than one minute per year of the child's age. If needed, the child may be seated in a chair to relax and to think about his/her actions.

The teacher will work towards an acceptable solution and if a problem persists, the parents will be contacted as part of the problem-solving process. We reserve the right to request the withdrawal of a child who is unable to adapt to a group situation.

Bee Loved staff never uses harsh, cruel or unusual treatment on any child.

## PANDEMIC POLICY

Pandemic protocols will be reviewed and revised after each community outbreak stage as defined by local authorities. Any changes in these policies will be communicated with parents and staff prior to changing.

We request that Bee Loved management be notified immediately if your child or someone in the household tests positive for a pandemic related illness. The staff, health department, licensing department, and classroom families will be notified if a staff member or child tests positive. Personal information will remain confidential. The Austin Health Department hotline will be notified and we will await their direction.

Should Bee Loved have to close because a staff or child tests positive we will not refund tuition during the deep cleaning/ quarantine period. Bee Loved will only refund tuition if we close due to a government shut down. Full tuition is still due during the quarantine period.

**Social Distancing/ Mixing Classrooms/Combining Children:** A daily health screening is performed before staff or students enter the classroom. Combining classrooms and mixing groups indoors will be strongly discouraged. Children might be combined for outdoor play and Chapel time. Teachers are encouraged to bring the classroom outdoors and provide as much social distancing as the space allows.

**Personal Protection Equipment:** Teachers will assist children in using a mask but cannot force compliance if you choose for your child to wear one. Staff may wear a mask but are not required unless otherwise mandated by the health department.

**Enhanced Cleaning:** Surface cleaning will be mandated throughout the day using EPA approved cleaners. All bathrooms will be cleaned and disinfected twice per day. Toys will be set aside sanitized/ disinfected if touched by bodily secretions. Staff will use disposable gloves.

**Handwashing:** Staff and children will routinely wash hands for 20 seconds using soap and water. Children and staff will wash hands after they arrive to school, before and after food, after toileting and after outside time. As well as anytime there are bodily secretions.

**Diapering:** Staff and children will wash hands before diapering. Staff will then wear gloves and clean the child, remove the soiled diaper and wipes, replace diaper, wash the child's hands, clean the diaper station with an EPA registered sanitizer or disinfectant solution. Staff will remove gloves and wash their hands again.

**Napping:** Children will be spaced as far apart as possible and be placed in head to toe order to reduce the potential for viral spread. Mats will be disinfected before and after each use.

**§746.3305**

**How do I know what a child's daily food needs are?**

Subchapter Q, Nutrition and Food Service  
09/01/03

(a) The daily food needs for children 12 months through 23 months are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Needs	Number of Servings To Meet 1/2 Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or 1/2 oz. Cheese or 4 oz. Yogurt
Meat/ Meat Alternative	1	1 and 1/2	1/2 to 1 oz. Cooked meat or 1/2 to 1 Egg or 1/2 c. cooked beans
Vegetables and Fruit	1 and 1/3 +	2 +	2 to 3 Tb. Cooked vegetables or 2 to 3 Tb. Canned fruit or 1/4 to 1/2 Small fresh fruit or 1/4 to 1/2 c. Juice
Grains	1 and 1/3 +	2 +	1/2 Slice Bread or 1/4 to 1/2 c. Cooked Cereal or 4 oz. to 1/3 c. Pasta or Rice or 1 or 2 Crackers

(b) The daily food needs for children two years through five years are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet 1/2 Daily Requirement	Serving Size
Milk	2/3 of One Serving	1	1 c. Milk or 2 oz. Cheese or 1 c. Yogurt
Meat/ Meat Alternative	2/3 of One Serving	1	2 & 1/2 oz. Cooked meat or 1 Egg or 1/2 c. Cooked beans
Vegetable	1	1 and 1/2	1/2 c. Raw or cooked vegetable or 1c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/4 c. Dried fruit or 3/4 c. Juice
Grains	2	3	1 Slice Bread or 1/2 c. Cooked cereal 1 oz. Ready to eat cereal or 1/2 c. Cooked pasta or rice or 3 to 5 Crackers

(continued)



**Requirements Regarding Gang-Free Zones**  
**For Child Care Centers**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does this mean for my day care center?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative or your local licensing office.*

Child Care Licensing/jr  
 DFPS  
 8/31/2009

**PARENT'S ACKNOWLEDGEMENT**

Child's Name (printed) \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

My signature below acknowledges that Bee Loved has provided me with the Bee Loved Parent Handbook and I have read, had an opportunity to ask questions, understand, and am willing to abide by the policies and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

—

My signature below acknowledges that I have read, had an opportunity to ask questions, and understand the Discipline and Positive Guidance Policy of Bee Loved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I consent to photographs, videotaping and its/their release, publication, exhibition, or reproduction to be used for public relations or advertising in the schools website, Procure Software, BCUMC publications and the local newspaper or school newsletter.

Signature \_\_\_\_\_ Date \_\_\_\_\_