



Parent Handbook

EXPLORE



MOVE



PLAY



CREATE



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Welcome to My Time Kids Academy!

Thank you for sharing your children with us! This handbook will provide you with important information about My Time. Please take the time to familiarize yourself with the policies and procedures in the handbook. Feel free to contact us with any questions.

My Time Mission and Philosophy

The My Time Kids Academy was created to engage the curiosities of young minds, expand imagination and creativity, develop friendships, and encourage exploration.

My Time is a place where children can simply be children— a place where self-esteem, imagination, self-awareness, and social bonds are formed. Our curriculum was designed through years of experience to stimulate a child's innate desire to move, create, explore, play, and pursue learning through purposeful, playful, social experiences that build a strong foundation for lifelong learning. We are "Different by Design."

Our Beginning

My Time Kids Academy was founded in 2007, by Lorie Baez. Lorie had a vision to create a space where children could explore the world on their terms through movement and hands-on, engaging learning activities. My Time is a licensed preschool and early elementary that offers extensive enrichment programs to provide a foundation for a lifelong love of learning!

Enrichment Classes

My Time offers the following enrichment opportunities for children included in tuition:

Spanish, Theatre & Creative Play, Music & Movement Class, Cooperation Games/ PE, Gymnastics, STEAM Discovery and Art.

Afterschool Classes (additional fees apply)

Cub Club Cooking, Tiny Hop Dance, Sprouts Nature & Science, Soccer Starts, Art, Tennis

Other Classes/Childcare Opportunities during the year (additional fees apply)

School Year Holiday Camps, Summer Day Camp (by the session and full summer)

Family Events

Meet the Teacher Night, Popsicles in the Park, Preschool Playdates, Mystery Reader, Halloween Costume Parade, Thanksgiving Feast, Holidays Around the World Celebration, Family Picnic, Student Art Show, Graduation Ceremony with Cap & Gown Celebration, End of Year School-wide Family Celebration

School Hours

My Time offers year-round programs including preschool, summer day camps, and school year holiday camps for children beginning at 2.5 years of age. My Time hours of operation are Monday- Friday from 9:00am to 2:00pm with an extended care option available as early as 8:00am and pick up as until 5:00pm. Staggered arrival and dismissal times based on class placement.

- 2 day option- Tues./Thurs. (reserved for students 2y11m & younger)
- 3 day option- Mon./Wed./Fri. or Tues./ Thurs./ Fri.
- 4 day option- Mon- Thurs (Pre-Kinder classes only)
- 5 day option- Mon.-Fri.

Calendar

My Time Kids Academy follows a **modified version** of the Lake Travis ISD calendar for all observed holidays. Information regarding all My Time programs is available on the website. The full calendar is accessible at www.MyTimeKids.com for your convenience.

Note: My Time Kids fall semester begins AFTER the Lake Travis school district start date and the MTKA spring semester ends BEFORE the Lake Travis school district final date.

Enrollment

All families are asked to thoroughly read the My Time Kids Academy Parent Handbook prior to enrolling their child and reach out with any questions.

1. Schedule a tour of our campus
2. Complete online application
3. Submit Required Fees*
4. Submit Forms and Records*

*These forms and fees secure the child's place on the My Time roster and are not a deposit.

Enrollment is dependent on a number of factors including the school's ability to accommodate and adhere to capacity restrictions as well as school readiness of the child. See fee schedule for non-refundable fees.

Tuition and Fees

Tuition is calculated by multiplying a daily tuition rate by number of days scheduled per academic year. This rate is divided into 9 monthly payments. Tuition is based on open school dates only. Tuition is billed the first of every month and is considered late by the 6th. Full payment is due each month regardless of the number of days your child is expected to be in attendance. See the My Time office for a copy of current tuition fees. Sibling discount equals 10% off monthly tuition of the older child (applied to the lesser amount if different tuition rates apply). Payment for tuition/ fees will only be accepted via our tuition software. It will present as a draft from your bank.

Secure your child's place on the roster by paying the following **non-refundable fees**:

Annual Enrollment + Activity/Supply Fees + Facility/ Grounds Fee current fee plans available upon request.

My Time welcomes payment for multiple months or the full year in advance. Tuition may be paid in advance for an entire academic year (August- May) for a discount of 3% up to \$400 from the total 9-month tuition rate. Discounts do not compound. Fees schedule lists most current discount rates and information.

In the event tuition becomes past due, My Time holds the right to withdraw a child from the program. A late fee of \$25.00 per month will be assessed on the 6th. The child may be withdrawn at the end of the second month in which tuition is not paid, and the spot will be filled immediately with families from the waitlist. If circumstances or hardships arise that make it difficult to pay tuition, please contact Lorie to set up pay schedule and sign a payment agreement. No refund or prorates are made for absences, bad weather days, vacations or teacher in-service days, holidays or any day the school is closed due to unforeseen circumstances including closures initiated by state officials, CDC, or administration. Absences may not be made up by attending on an alternate day.

Software: Billing, Communication, Attendance software

Upon receipt of registration forms, families are invited to join our childcare management software program. Billing information is to be set up by the parent in the child's account. The system generates an invoice alert the week before tuition is due. Payment for tuition/ fees may be paid via ACH draft or credit card payment through this software. Please reach out to the My Time office staff with questions or concerns.

Withdrawal from MTKA Program

Please note the following:

- Annual Enrollment/ Re-enrollment fee is non-refundable, noted at time of enrollment.
- Facility/ Grounds fee is non-refundable, noted at time of enrollment
- Fall/Spring Supply & Activity fee is non-refundable, noted at time of enrollment.
- Tuition refunds will not be granted without proper 60-Day written notice.
 - Withdrawal from Early Elementary programs require a 60-Day written notice.

Intent to withdraw a child from My Time Kids program requires a 60-day written notice. Notices may be handwritten or emailed to info@mytimekids.com. The date of the email or receipt of written notice will be considered the time stamp for the 60-day notice. Refunds will not be given when withdrawal notices are given with less than 60 days. Tuition is non-refundable due to illness, vacation, closure initiated by state officials, CDC & Health Officials, or MTKA administration due to COVID-19, other severe health emergencies or unforeseen instances that may arise due to, but not limited to, maintenance, plumbing, electricity, water issues.

The parents/guardians whose names appear on the registration for the child enrolled with My Time Kids Academy agree that they shall be liable for any and all costs incurred by My Time Kids Academy arising from or relating to the collection of Tuition, Late Fees and/or Service Charges which are not paid as specified in the handbook, including any and all attorney fees and court costs. My Time Kids Academy also has the right to collect interest, charged at the legal rate, for all outstanding balances.

Student/ Teacher Ratios

My Time ratios allow us guarantee that each child receives individual attention and quality care.

Age 2-3 class: 1-2 teachers per 9 students

Age 3-4 class: 1-2 teachers per 8-9 students

Age 4-5 class: 1-2 teachers per 8-11 students

Communication

Our main form of communication with families is via the school communication app system and to parent/guardian emails submitted at registration. Teachers will not have phone or email access during the school day. Please refrain from contacting teachers via their personal numbers or email. Immediate questions, concerns or messages should be directed to the front desk at beecreekinfo@mytimekids.com or 512.518.4151 (office).

Teachers will briefly communicate important details via the school communication app or periodically through communication notes. If more time is needed by either the teacher or parent to discuss a particular situation or concerns, a time to meet will be scheduled. For supervision and safety reasons, dismissal time is not the best time for lengthy conversations.

Families are informed of important updates via email, in app messages, notices posted outside of each classroom and/or sent home with students. Should any school policies be updated, parents will be notified immediately. Please ensure that you check the school communication app daily or turn on the notifications from this app. Questions or concerns regarding a new or existing policy, may be discussed, at any time, with directors directly via phone, email, or in person.

Custodial Status of Children

All parents/guardians agree that should their child(ren) be the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), they shall provide copies of all such agreements to My Time Kids Academy and shall provide to My Time Kids Academy any and all changes, amendments and updates to such agreements in a timely manner.

Parent/ Teacher Conferences

Formal conferences are offered bi-annually during the My Time academic calendar to allow teachers and parents to discuss the child's developmental progress in the classroom. Formal conference dates are posted on the annual calendar. Parents will be notified to sign up for a specific meeting time with their child's teacher. Parents and teachers may request conferences throughout the school year should concerns arise.

Treats/ Snacks/ Foods Used For Education

***My Time is a **nut-free school**. Please read labels carefully. Any products containing any kind of nuts are not permitted. We will ban or restrict certain foods other than nuts on a class-by-class basis to ensure the safety of all children attending our program in certain cases.

Occasionally, Teachers tie in foods with the curriculum themes for the week. Please let your teacher know if you prefer to send alternative food for these times if you prefer your child not have those items.

Holiday parties are scheduled through the year that require parent volunteers to help plan and provide a snack or lunch for the class.

If you would like to bring a special treat for your child's birthday, please let the teacher know in advance. Check with your child's teacher to ensure that there are no allergies in the classroom that prevent serving certain foods. Birthday invitations may only be sent out in the classroom if all students are invited.

Lunch, Snacks, & Water Bottles... the child's name is required to be clearly labeled on all 3

Families are to provide a snack and lunch for their child each day and are responsible for meeting the nutritional needs of their child, My Time does not provide meals or snacks. **Please ensure the snack is clearly marked with the child's name.** Please pack nutritious, low sugar snacks/meals to provide energy for the mind and body. Ice packs and thermos containers are recommended as we do not have the capability to reheat foods in class. Water bottles will be refilled throughout the day as needed. Please refrain from sending anything other than **water** such as shakes, fruit/ vegetable juices, coconut water, drinkable yogurt or milks. ***Due to the severe nature of nut allergies, we are a nut-free campus. Please do not send snacks or lunches that contain nuts of any kind. Read labels carefully.**

My Time follows an intuitive eating-based approach. By following intuitive eating, we are helping children develop autonomy over their bodies, and trusting both parents and teachers in the process. My Time staff will provide reminders for children to eat at mealtime, but will not enforce eating a certain amount, or in any particular order. Self-feeding is expected of children during snack/ lunch. We ask that you keep this in mind when deciding what and how much to pack your child for snack and lunch. Please reach out if you would like more information on intuitive eating for children.

Clothing/ Dress Code

Please **LABEL ALL ITEMS** from home, outerwear especially, with your child's name. Outwear without a name inside will be labeled by staff on inside label as we must be able to identify what belongs to who. The same goes for water bottles, lunch boxes, snack containers, and backpacks. For sanitary reasons, My Time does not permit pacifiers on campus.

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 at My Time, please choose clothing that children can manage by themselves. We discourage complicated belts, straps, snaps or ties which children cannot manipulate for themselves. Play clothes that are comfortable and do not bind and are suitable for messy activities in class and outdoor play should be chosen. **Each child should have a pair of rainboots on campus at all times- we use these in the garden and on muddy days for the playground.** We recommend shorts/ bicycle shorts be worn underneath dresses and skirts. **Children should wear closed-toe shoes for safety.** 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. Flip-flops are not permitted. Long hair should be pulled back for safety.

We love to get messy while learning by utilizing sensory bins, paint, pastels, sand, food, etc. Staff cannot promise clothing will not be stained or soiled due to the nature of our hands-on, exploratory curriculum. For this reason, we require that you send a seasonal set of clothing including (including socks and underwear) in a labeled sealable plastic bag for your child in case of accidents or spills~ not all accidents are potty related.

Outside Play

Outside play facilities are available for your child to develop his/her gross motor skills. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Moderate to vigorous active play extends opportunities for large/small muscle and social-emotional development, by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

On inclement weather days, alternative physical activities will be provided indoors. All age groups play outdoors daily, weather permitting. Please send your child with a coat, hat and gloves for cold weather. **Children should wear closed-toe shoes for safety.** Sunscreen and/or insect repellent should be applied daily, by the parent/ guardian, before arrival at My Time. In the event of extreme weather, My Time administration will evaluate the circumstances with local weather stations and adjust recess/ outside times accordingly and then provide alternative movement/ play activities in the gym. Students are ensured a minimum 30 minutes of structured and unstructured play each day up to 1.5+ hours based on individual attendance schedule and times.

Water Play

My Time students have supervised access to water tables, sensory bins, and watering cans/hose for the garden that may contain small shallow amounts of water. The water is dumped between each class and fresh water added. Children are supervised at all times while participating in these activities. None of the water activities require swimming or being submerged in water.

Toys and Personal Belongings

Personal belongings and toys tend to get lost and are distractions to active learning, thus we ask that students refrain from bringing them unless needed for security or as requested by teacher for show and tell or special events. Please leave electronic devices at home. **My Time is not responsible for lost or misplaced items.**

Backpack or Bag with Closure: Having a bag to contain all items being transported back and forth each day makes it easier to ensure it all gets to and from home/school. Please label it with your child's name. MTKA provides each child with a backpack tag. These allow any staff member to correctly identify and locate backpacks as there are usually many students with the same backpack design or color.

Restroom and Toileting Expectations

We are not equipped to change diapers/ pull-ups and frequent accidents as part of our daily routine. If you feel your child needs a bit more time, please contact our admin team to edit your start date.

All students are expected to be fully toilet trained before attending school. While occasional accidents are a normal part of early childhood, children should be able to participate in the school day without requiring routine toileting assistance or timed reminders from teachers. Diapers are not permitted. Pull-ups may be worn during nap times for our youngest learners or when necessary, as part of a documented medical need. We find the most success with toilet training when parents are practicing these same skills at home. These expectations are in place to ensure that our teachers can safely supervise the entire class while providing every child a positive, successful school experience.

Independent toilet trained children should be able to:

- Consistently use the restroom for both urination and bowel movements.
- Comfortable in underwear throughout the school day.
- Tell a teacher when they need to use the restroom.
- Use the restroom when prompted by a teacher without significant resistance.
- Pull clothing up and down independently, also be able to manipulate their clothing, unfasten and remove clothing in the restroom. It is for this reason that we discourage wearing complicated clothing.
- Complete toileting routines with minimal assistance, this includes wiping to the best of their ability.
- Wash and dry their hands independently.
- Remain clean & dry throughout the day

Frequent Accidents

We understand that occasional accidents happen and will always respond with patience, kindness, and encouragement. If frequent accidents occur, the following process will be followed:

- Home & School Partnership
Frequent accidents occurring during the first week: We will communicate with the family to discuss what we are observing at school and inquire about strategies that are being used successfully at home so we can provide consistency and support.
- Temporary Break
If frequent accidents continue the following week, despite these efforts, the child will be asked to take a two-week break from school to focus on developing consistent toileting independence at home before returning.
- Program Readiness
If, after returning, a child continues to have frequent accidents and is not yet consistently meeting our toileting expectations, we may determine that they are not developmentally ready for the program at this time. Enrollment may be discontinued, and the child is welcome to return once they are consistently able to meet the expectations outlined above, provided space is available.

Rest/ Nap Times

In compliance with State Licensing requirements, all students in our care for 5 or more hours must rest/nap each day after lunch. All students in attendance will participate in a quiet activity time after lunch. Licensing does not permit children to sleep more than three hours. All students will need a rest time towel or mat. Sleeping is not required in any classroom, however, quite resting and remaining on the rest time spot is expected as to not disrupt other classmates that are resting/ sleeping. Please practice quiet time at home.

Arrival and Dismissal Times-

Please sign in when you drop your child off each day, this is a State Licensing requirement. Please sign your child out on this same log/device when you pick up at the end of the day. All children should be picked up by their scheduled pick-up time. Children must be supervised at all times on the My Time campus/ grounds/ property. As soon as you enter the classroom, your child becomes your responsibility.

Students that arrive “on time” gain the most benefit from our program. Morning Center Time provides essential learning opportunities for students and are open upon arrival and close around 9:30am. Students often feel sad when they miss these fun, hands-on opportunities. If a situation arises that causes you to be late, please contact us immediately or notify admin via the app.

Release of Students

Children will only be released to the persons listed on the forms provided in enrollment packet unless we have permission in writing from parents/guardians. If you plan for someone other than yourself to pick up your child, please provide written authorization in advance and notify your child's teacher. Upon arrival, individuals picking up a child will be asked to present and allow photocopy of valid identification, which matches the name given by the parent's written note. Please send notifications in to our communication app.

- **Morning Arrival-**

Please proceed to your designated drop off porch (North Porch or Front Porch). A staff member will be there to greet you and help your child from the vehicle with their belongings.

Parents:

- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.
- ❖ Parents will scan check-in QR code using their personal cell phone to “check in” their child.
- ❖ Answer all applicable questions and complete the process all the way through until the GREEN check-in screen appears.
- ❖ After your child has been escorted inside by staff, please proceed to the exit gate to permit the next cars in line to drop off.

Staff:

- ❖ Approach the vehicle from the PASSENGER side ALWAYS- the child may need to cross over through the back seat if their seat is on the other side of the car.
- ❖ Unload children from the passenger side- the child may need to cross over through the back seat if their seat is on the other side of the car.
- ❖ Escort children to the building and into their assigned classroom

Early- Care Drop-off:

- ❖ Early Care staff are awaiting your arrival until 8:15a. If you arrive after 8:20a, please bring your child to the door.
- ❖ Line up in the car line in front of the front double doors.
- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.

- **Afternoon Pick-up-**

Please park in the designated spaces in the front parking lot. Please keep the exterior driveway around the back of the school open and clear for everyone to use as they exit if needed.

Parents:

- ❖ Access the building through the front porch lobby doors, a staff member will be there to greet you.
- ❖ Parents will scan check-in QR code using their personal cell phone to “check out” their child.
- ❖ After your child has been checked out, please proceed to your vehicle.
- ❖ Be sure to take children's belongings with you each day. (lunch box, water bottle, backpack, etc)
- ❖ Children must be supervised at all times on the My Time campus/ grounds.
- ❖ As soon as you enter the classroom to check out your child, your child becomes your responsibility.

- ❖ Staff:

- ❖ Supervise the children in their care.
- ❖ Confirm children have been checked out correctly using the school software.
- ❖ Ensure each child is dismissed to an approved guardian or person listed on approved pick up list provided at enrollment.

❖ After-Care Pick-Up:

- ❖ Ring doorbell when you arrive.
- ❖ Parents will scan check-in QR code using their personal cell phone to “check out” their child.

Late Pick-Up

The following policy has been set in place if your child is not picked up by you or another designated individual at the designated, agreed upon time in your registration/ enrollment application.

- My Time staff will attempt to reach all emergency contact numbers, including parents or guardians at home, work, and cell phone followed by emergency contact numbers as provided by parents.
- Any child not picked up by their designated dismissal time, will immediately be placed into our aftercare program and will begin accruing fees up to the full drop-in fee until 5:00pm. This fee is due immediately upon pick up of the same day. Late fee schedule is available in the office.

Drop-In Attendance: Add-On Day or Hours

Drop-In care is an option only when/ if space is available in your child’s assigned class. Attending on a day other than the days your child is scheduled must be approved 24 hours prior by MTK Administration, teachers cannot grant consent, and is considered “Drop- In Care” and is charged a daily rate. Drop-In applies to preschool hours and aftercare. **Absences are unable to be made up by attending on an alternate day.**

Absences

If your child will not be attending on a scheduled day, please mark them “absent” in the communication app. This alerts the staff immediately of your child’s absence. Parents are required to inform the school if a child will not be at school on a scheduled day. This will enable the school to maintain appropriate ratios and help the classroom teacher effectively plan for the daily activities.

Absences are unable to be made up by attending on an alternate day. Refunds and/ or prorates are not made for absences, vacations, teacher in-service days, holidays or unforeseen circumstances such as bad weather/ school closings, illnesses, closure initiated by state officials, CDC & Health Officials, or MTKA administration due to COVID-19, other severe health emergencies or unforeseen instances that may arise due to, but not limited to, maintenance, plumbing, electricity, water issues.

Immunizations

My Time Kids Academy prefers students to be fully immunized according to the Texas State Health Department Immunization Schedule. State Affidavits are required for any child without up-to-date childhood immunizations. My Time requires all records be on file with our school within one week of the admission date and must be signed by a healthcare professional who has examined the child within the past year. You may ask your pediatrician to fax these directly to our office. If you/ your child’s physician prefers to delay these, you must submit an original notarized state affidavit accompanied by signed documentation from the pediatrician stating the planned dates to obtain vaccination(s) that will be kept in your child’s file at My Time. You may request the form by going online to the following website: <https://corequest.dshs.texas.gov> Please visit www.tdh.state.tx.us/immunize for current immunization requirements for Texas childcare centers. Texas Administrative Code, Title 25 Health Services, §§97.61-97.72

Hearing/Vision Screening Report

All children 4 years and older, are required by the state, to complete a vision and hearing screening with numeric results. Please obtain a copy of these screenings from your physician. Parents must submit the report from this screening to My Time within one week of the child’s start date, or the child will not be admitted to school. For children that will turn 4 after their initial start date, it is the parent’s responsibility to make sure this screening is completed and that My Time has a report on file within one week of the child’s 4th birthday. You may ask your pediatrician to fax these directly to our office.

Health, Illness and Incidents-

*detailed chart at the end of this document

Our program is designed for well children that are able to comfortably participate in all activities both indoors/ outdoors. Your cooperation is needed in maintaining high health standards for our students and staff. Adhering to these policies offers protection for the child who has been ill, as well as the children enrolled and the teachers on staff at My Time. My Time Kids Academy is an inclusive program meeting the individual needs of

all children in care. If your child becomes ill while at My Time, you will be notified immediately and expected to arrange pick-up of your child **within 30 minutes of being called**. In the event a parent cannot be reached or is unable to arrive within a reasonable time, a person listed on the child's emergency contact list will be notified and asked to come for your child. In most cases, the child will be in the front office with the Director or other staff member. **Any child sent home due to illness may not return to My Time the following day** as the child must be symptom free **without the aid of medication** for the entirety of the following school day. **My Time will call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger.**

We ask that you keep your child at home or will be notified to pick up your child if any of the following occur:

- The symptoms prevent the child from participating comfortably in activities both indoors and outdoors.
- The symptoms result in greater need for care that leads to compromising the health, safety, and supervision of the other children in care.
- **Fever 100.4° or higher or (99.6° or higher accompanied by other symptoms of being unwell or exhibiting lethargy)**
**For example, a child with a temperature below 100.4°F who is lethargic, heavily congested or with constant discharge from the nose, persistently coughing, vomiting, experiencing diarrhea, or showing other signs of illness may still be excluded or sent home for the day and the following day. Our goal is always to balance the well-being of the individual child with the health of the entire school community.
- The child has one or more of the following accompanied by behavior changes or other signs of illness in the past **48 hours**:
 - Fever
 - Diarrhea
 - Vomiting
 - Combination of runny nose, cough and/or sore throat
 - Rashes with fever
 - Mouth sores with drooling
 - Sore or discharging eyes
 - Discharge that is yellow/green from the nose or ears
 - Urinary problems
 - Head lice and/or nits. A written note from a physician or removal service stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events. Students must be checked in the office by a staff member upon return before being readmitted to school.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, behavior changes, or other signs that the child may be ill as deemed by the parent, the Director or child's teacher; or
 - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Children experiencing any of the above may return to school:

- 24 hours after temperature has remained normal **without** the use of medication.
- 24 hours after initial dose of antibiotics (including topical ointments).
- No episodes of diarrhea for a full 48 hours, **without** the use of medications.
- No episodes of vomiting for a full 48 hours, **without** the use of medications.

Children who are seen by a physician for symptoms of a common cold, allergies or other viruses are not required to provide a doctor's note but must follow the 24-hour/ entirety of next day policy. Return notices from doctors will not take the place of the school policy. Please notify the director if your child becomes ill with a contagious disease so that parents of other children may be notified. The diagnosed child will remain anonymous; however, we are required to alert parents that their child may have been exposed.

Parents will be notified by phone if your child is injured or has any symptom requiring exclusion from regularly scheduled activities. Parents are responsible for making sure the emergency contact information, including the child's physician name and phone number, remains current throughout the year. **It is My Time's policy to alert parents any time that a child in our care bumps their head.** If an injury results in an emergency room visit or doctor's office, you must notify the director within 24 hours.

Tuberculosis Testing

Based on local health department guidelines, proof of TB testing is not required to be enrolled or employed with our program.

Medication Policy

My Time requires a Medication Authorization Form, which includes medication instructions from the doctor prior to administering any medications. Medication of any kind may not be given until receipt of this form and written permission from parents/ guardians. My Time documents each dose given and will discard any medications unless collected by the parent. In accordance with DFPS/ HHSC guidelines, all medication must be in the original container labeled with the child's full name and the date it was brought to school noted on medication form - we will not administer expired medication of any sort. All medications must be labeled with the child's name and official prescription/ RX#. All medications are to be kept locked in the office and not within reach of children.

My Time Kids keeps triple antibiotic ointment and hydrocortisone cream in the office should the need arise. Permission to apply either of these must be granted by the parent at time of enrollment and will be logged in the office general medical log rather than requiring a Medication Authorization Form.

Severe Allergy and Emergency/ Prescription Medication Policy:

Children with serious medical issues such as, but not limited to, asthma attacks or severe allergic reactions, must have a Medication Authorization Form in their file (signed by parent and the child's healthcare provider) allowing our staff to administer the emergency medication should symptoms occur at school (i.e. Benadryl, or Epi-pen, rescue inhaler). If the child's allergy requires emergency medication, such as an Epi-Pen, a Severe Allergy Action Plan must be submitted prior to the first day in attendance. Parents are to provide all necessary medications and documentation. Children with documentation requiring emergency medication will not be admitted to school without the medication on site at all times, for this reason we do not permit emergency medications (Epi-Pens) to travel back and forth between home and school each day. Severe Allergy Action plans must be on file and updated every 6 months.

In accordance with DFPS/ HHSC guidelines, all medication must be in its original container labeled with the child's full name and the date it was brought to school noted on medication form- we will not administer expired medication of any sort. Emergency medication must be in the original container, labeled with the child's name and official prescription details attached. All medications are to be kept locked in the office and not within reach of children.

Discipline & Guidance

Guidelines and expectations are in place to ensure safety and provide a nurturing learning environment. My Time staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, and empathy. We encourage the use of similar discipline methods at home to provide consistency for children in all realms of their life.

My Time Kids has adopted the State of Texas Discipline and Guidance policy
TAC, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Discipline will be:

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

My Time Staff will:

- Use praise and encouragement of appropriate behavior while redirecting unacceptable behavior using positive statements.
- Remind a child of behavior expectations daily by using clear, positive statements;
- Use brief supervised separation from the group (appropriate for the child's age and development) in order to allow the child to cool down and reset. Limited to no more than 1 minute per year of age.
- Encourage children to "own their actions" after another classmate is hurt, intentionally or accidentally, by offering to help "make it right".

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

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;

- Placing a child in a locked or dark room, bathroom, or closet; and
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D); and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Aggressive Behavior

If a child bites, hits, scratches, pinches, kicks or exhibits any other aggressive behavior twice within a 4 hour period, the child will be required to be picked up from My Time for the remainder of the day. For recurring or extreme behavioral issues, the child's teachers and the director will call a meeting with both parents, if possible, to establish a behavior plan to address the undesirable behavior. If the behavior becomes a threat to other children, staff or to self, his or her enrollment may be suspended, or the family may be asked to make other preschool arrangements for the child.

Biting Policy

We recognize that a biting incident is traumatic for both the children and the parents and the staff. While we recognize that biting is "developmentally appropriate" for children under three, it is not acceptable behavior. Children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset, or stressed. As a result, some tend to bite. Children who are in pain due to teething also tend to bite. Each time a child bites, an incident report is given to the victim's parents and the biter's parents are also informed. We follow privacy acts and will not release the children's names to either party. If a child is biting consistently for more than two weeks, the parents will be asked for support at home to help end the biting. If the situation doesn't improve, a parent conference will be scheduled.

Dismissal and Suspension Policy

My Time Kids Academy believes that a child's success starts with a solid partnership with our families within our school. While our philosophy and mission seek to accommodate a wide range of individual differences, at times, a student's behavioral/ developmental needs may require specialized staff that we are unable to provide. In this instance, administration will partner with parents to determine the best plan of action. Additionally, there may be instances that arise when a child's/ parent's/ family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. Prior to the policy being enforced, meetings will be held with the family to work towards a positive solution and find the best learning environment for the child. Ultimately, My Time Kids Academy will attempt multiple approaches before making the final decision to suspend or dismiss a child from our program.

Emergency Protocol and School Closure

The safety of our students and staff is our first concern. Emergency Preparedness Plans, Evacuation routes and relocation plans are posted in every classroom. The designated relocation area inside the building is the innermost room, as this space has no windows, an interior room and is easily accessible. If we need to evacuate the building, we will follow our emergency evacuation plans and relocate to the safe zone area The Musician's Woodshed, Suite 107 (Bee Cave Campus). Should the situation warrant we relocate further away than list above, Bee Cave Campus we will gather at A+ Federal Credit Union through the gate on the far north side of the parking lot- 3600 Ranch Rd 620 S, Austin, TX 78738. Routine drills will be conducted according to licensing requirements. Detailed emergency preparedness plans that are available for review upon request.

Inclement Weather: My Time observes the same bad weather days and holidays as the Lake Travis Independent School District or at the discretion of the My Time administration. If bad weather or other occurrences close 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. These days will not be made up nor will refunds be given for missed days. Whenever possible, we will provide closing information through our BrightWheel notification system for students and group text for staff.

My Time will be CLOSED for the day if LTISD cancels school due to severe or inclement weather.

- **LTISD Delays by 1 hour- MTK start time is 10am with no Early Care**
- **LTISD Delays by 2 hours- MTK classes are canceled for the day**
- **LTISD closes school early- MTK will close school early**

Hold Harmless Policy

Families employing MTK staff outside of school hours are to understand that this private caregiving is not within the staff member's scope of employment activity and that the staff member is not acting on behalf of My Time Kids. Accordingly, My Time Kids assumes no responsibility for the actions or well-being of either the staff member or of the child.

Assumption of Risk, WAIVER OF LIABILITY

Injuries can and may occur in sports, gymnastics or activities involving height and/ or motion, including but not limited to gymnastics, tumbling, trampoline, low beam and bar, tumble track inflatable, other gymnastics equipment and materials, as well as playground equipment etc. Being fully aware of these dangers, the parent/ guardian voluntarily consent to the persons participating in all programs at My Time Kids Academy (MTKA)/ My Time Kids Gym LLC. Parents/ Guardians on their own behalf, and the behalf of the child and respective heirs, administrators, executors, and successors hereby covenant to sue and forever release My Time Kids Academy (MTKA)/ My Time Kids Gym LLC, its officers, directors, shareholders, employees, or other representatives, whether paid or volunteer, from all liability for any and all damages or injuries suffered the student/ child/ participant while under the instruction, supervision or control of MTKA/ My Time Kids Gym LLC.

My Time Staff Training

Each staff member receives annual training following the State Licensing & Regulation Guidelines and Requirements including Child Maltreatment trainings. My Time staff are certified in pediatric CPR, first aid, AED use, rescue breathing and have completed and cleared the FBI background check. Teachers meet to discuss such topics, not limited to, discipline and guidance, curriculum, emotional and social development, health and safety. All staff are cross-trained in all areas/ positions to be able to provide support when needed in all areas of our building.

In-House Field Trips

My Time may have special guests or animals during the school year that allows the children to have hands-on and enrichment experiences to enhance their learning. Notices will be given in advance and parents may have the opportunity to participate as well. If a permission slip is required for one such event, a child who does not have a permission slip on file will not be eligible to participate.

Visitors and Volunteers-

Parents have access at all times to their children while at school. For the health and safety of our school during times of high transmission, MTKA reserves the right to require masks, temperature checks and health screenings of anyone entering the school. Making prior arrangements with administration is appreciated but not required. MTKA follows an open door policy.

Parents are welcome to visit and observe their child at any time during the school day. Please keep in mind that children are able to thrive and learn most successfully in an environment where they remain independent. We ask that any visits are preapproved by the administration and your child's teacher. Should visits become too frequent or disruptive for your child or others, we may ask that they be discontinued or conducted in a more discreet manner.

We love volunteers! Please speak with our office about the necessary steps including, but not limited to a mandatory fingerprinting and background check. Our teachers love room parents/ volunteers and appreciate parent involvement! Volunteer opportunities will be sent via the communication app throughout the year.

Photo Policy

My Time takes photos of the children during their daily activities. These photos are used for student portfolios, parent education, for classroom and hall displays and to provide the parents with memorabilia highlighting the child's year. If you prefer that your child's picture NOT be used for marketing purposes, you must indicate that you do not give permission on the Policies/ Procedures form which you receive as part of your enrollment forms. Children will never be identified by name in photos used on the My Time web site or in marketing materials. Contact administration if you are unsure what photo permissions you have provided for your child.

Pesticides

As part of our commitment to provide your child with a safe, pest-free learning environment, the preschool applies quarterly pesticides to help manage insects, weeds or pathogens. Pesticide applications on the property are made only by trained and licensed Texas Department of Agriculture technicians. Should you have any questions about our pest management program or wish to be notified in advance of pesticide applications, you may contact the preschool office at 512.518.4151.

Sunscreen & Insect Repellent

We LOVE to play and learn outside! Please arrive to school each day with Sunscreen & Insect Repellent already applied to your child. Parents must note permission to reapply for both sunscreen and insect repellent on Policies/ Procedures form. Should you prefer to send in an alternative of either product, it must be: 1) safe for the age of the child, 2) in the original container labeled with the child's name. Expired products are not permitted for use.

Our outdoor play space backs to a natural green space. My Time has "OFF! Family Brand" insect repellent on hand should a reapplication be warranted. Parents must note permission on Policies/ Procedures form at the time of enrollment.

Please apply sunscreen as needed to your child prior to coming to school each day. My Time has HEB Spray Sunscreen Kids SPF50 on hand should a reapplication be warranted. Parents must note permission on Policies/ Procedures form at the time of enrollment.

Animals at My Time

Animals provide a unique learning opportunity for children. From time to time, students may have classroom pets or interact with animals. All animals present at My Time will meet the requirements set by Texas Child Care Licensing. Proper handwashing will be required after interactions with animals. A notice to parents will be communicated prior to a visiting pets or animals being present on campus or in class.

Infant Feeding Room Available

Any parent on our campus during program hours has a right to nurse or bottle feed their infant child. For your convenience, we offer a comfortable place to do so during program hours, please see the office for information.

Infant Safe Sleep Policy

My Time does not provide care for infants. My Time staff adhere to all licensing requirements for actively monitoring children in our care during play and nap/ rest times.

Vaccine- Preventable Diseases for Employees

My Time Employees are not required to obtain vaccine preventable immunizations.

Department of Family and Protective Services- Child Care Licensing

14000 Summit Drive, Suite 100 Austin, Texas 78728

512-834-3426 www.dfps.tx.gov

Child Abuse/ Maltreatment

My Time staff are required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Department of Human Services Protective Services Office and a local or state law enforcement agency. As mandated reporters, My Time Kids Academy staff cannot be held liable for reports made to DFPS/ Child Protective Services, provided the report was made in good faith. Staff are not required to discuss reports or concerns with parents prior to reporting the matter to authorities. Best practice is to report ALL suspicions or allegations of abuse.

My Time Kids Academy staff receives annual training on recognizing and preventing abuse and neglect. MTKA has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings and supplemental materials. Abuse Prevention Systems

(www.AbusePreventionSystems.com) or AgriLife Child Maltreatment (<https://agrilifeextension.tamu.edu/solutions/child-care-training-courses/>).

Additional informational materials will be provided to any interested parties.

The Statewide Abuse & Neglect Hotline is available 24 hours a day, 7 days a week at 1-800-252-5400, if you would like to report any suspected abuse or neglect. If any parties feel they need assistance or intervention in any matters related to possible child abuse, neglect, or exploitation, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/ or <https://www.txabusehotline.org> for more information.

Zero Tolerance Policy

My Time Kids Academy holds a **zero tolerance for abuse** in MTKA programs and activities. It is the responsibility of all volunteers and staff members at MTKA to act in the best interest of each child in every aspect of our program. My Time Kids Academy is committed to protecting the children in our care and have implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. The personal behavior of MTKA staff members or volunteers must foster trust at all times – personal conduct must be above reproach.

Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors directly to MTKA Administration.

We care for children and desire to protect them, MTKA requires all volunteers and staff members to complete **4**

SAFETY STEPS before employment or volunteer work begins:

1. Screening Process to include:
 - a. Employment application with references
 - b. In person interview(s)
 - c. Affidavit for Applicants, Form 2985
 - d. Childcare Licensing Request for Background check, Form 2971
2. Annual Policies and Procedures training
3. Annual Sexual Abuse & Maltreatment Training
4. Cleared Criminal Background Check & fingerprinting prior to working with children

ENFORCEMENT OF POLICIES

My Time Kids Academy staff members who supervise other staff members or volunteers are charged with the diligent enforcement of all MTKA policies. Violations of policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of MTKA Administration.

Non- Discriminatory Policy

My Time Kids Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Firearms and Weapons

At no time, is any person permitted to carry any type of firearm, ammunition and/ or weapons on My Time Kids campus for any reason. If required, anyone entering our facility will be asked to secure any weapons before entering the facility, regardless of a valid permit to carry such weapon. Weapons are considered but not limited to: firearms, knives with intended use other than common table-wear, explosives, archery equipment. Concealed carry and open carry permits are not permitted on our campus at any time. Only Law Enforcement of Government Officials are exempt from this policy.

Gang Free Zone

As a result of section 42.064 of House Bill 2086 we are required to distribute information about gang-free zones to our families. My Time is a Gang-Free Zone. 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 harsher penalty.

Parent/ Family Rights~ Senate Bill 1098

In compliance with Section 42.04271 a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- Review the childcare facility's publicly accessible records;
- Receive inspection reports and information about how to access the childcare facility's online compliance history;
- Obtain a copy of the facility's policies and procedures handbook;
- Review at the request of the parent or guardian the facility's:
 - Review the facility's staff training records and any in-house training curriculum used by the facility;
- Review the child-care facility's written records concerning the parent's or guardian's child
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - *MTKA does not utilize video recording on campus
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior written notice from the facility;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the childcare facility's local Childcare Regulation office;
- File a complaint against the childcare facility by contacting the local Childcare Regulation Office;
- Exercise any of these rights and be free from retaliatory action by the facility.

Information regarding Childcare Minimum Standards, the most recent childcare licensing inspection report, and record of inspections by all other offices may be obtained in the My Time office.

Policy Questions or Concerns

If for any reason you have a question or concern about My Time Kids policies, please call the My Time Office: 512.518.4151 or Owner/ Founder's Cell: 512-925-5915

You can also email the Director of the program at: BeeCreekInfo@mytimekids.com

PLEASE SEE ILLNESS PROTOCOLS ON THE FOLLOWING PAGES

My Time Kids Academy

Guidelines for Excluding Children & Staff with Illness

Return to School Policy: Individuals may return to school after being symptom free for 24 hours without the aid of medications. Any child sent home due to illness may not return to My Time later that day or the following day as they must be symptom free **without the aid of medication** for the entirety of the following school day (24 hours implies the entirety of the following school day). Return notices from doctors will not supersede our school policy.

A child that is sent home due to illness, fever or symptoms of illness may not return later that same day or the following day. A temperature less than 100.4°F does not automatically mean a child is well enough to attend. Lethargy, significant behavior changes, persistent discomfort, or symptoms requiring more individualized care than staff can reasonably provide may also require exclusion from care.		
Symptom/Diagnosis	When person will be sent home/excluded	When person may return
Child/Staff Has any COVID Symptoms	Immediately	When child has been symptom free, without fever or symptom reducing medication for 24 hours
Fever	Temperature=$\geq$ 100.4°F or, Elevated Temperature $\geq$ 99.6°F accompanied by cold symptoms, congestion, excessive cough or sneezing or discharge from the nose, lethargy or other symptoms of being unwell. When illness or demeanor prevents comfortable participation or creates an excessive care need.	When exclusion criteria are resolved and child is fever/ symptom-free for 24 hours A child is sent home due to illness, fever or symptoms of illness may not return later that same day or the following day.
Chicken Pox	Immediately when lesions are noticed or present	When all lesions are dried and crusted. (typically takes 6+ days) Additionally child is fever/ symptom-free for minimum of 24 hours.
Cold Symptoms Runny Nose Stuffy Nose/ Congestion Sneezing Watery eyes Cough	If accompanied by Fever $\geq$ 99.6°F (see fever criteria above) Children should remain at home that have discharge that is yellow/ green from the nose or ears. The excessive mucus causes a sanitation concern for classmates and teachers.	When exclusion criteria are resolved. A child is sent home due to illness or symptoms of illness may not return later that same day or the following school day.
Diarrhea	One occurrence in 4-hour period while at MTKA- or more than one occurrence in 24 hours	When diarrhea subsides for 48 hours or normal bowel movements have returned consistently for 12 hours. *If sent home from MTKA, may not return the following day.
Diaper Rash	If sores are oozing and/or leak body fluid outside the underwear coverage area. If bleeding or causing pain/ discomfort when using the restroom.	When exclusion criteria are resolved. Staff may not apply creams, medications or ointments to genitalia or buttocks.
Hand, Foot & Mouth Syndrome	Immediately when lesions are noticed or present	When exclusion criteria are resolved for 48 hours and with a doctor's note stating the child is not contagious. May not return until sores/ symptoms are gone.

Head Lice	When nits/eggs and or nymph/adult lice are noticed or present	When exclusion criteria are resolved. A written note from a physician or professional stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected and participate fully indoors and outdoors without exceptions.
Impetigo	Immediately when lesions/ sores are noticed or present	When all lesions are dried, must be 100% covered until they are gone.
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	48 hours and exclusion criteria is resolved and with a doctor's note stating the child is not contagious. Sores must be 100% covered
Lethargy	If lethargy prevents participation or requires greater attention than can be provided without compromising ratios	When exclusion criteria is resolved and child is able to fully participate indoors and outdoors without exceptions.
Mouth Sores	When sores are open, cause drooling, or are weeping- see also HFM criteria Fever blisters----	When exclusion criteria is resolved and with a doctor's note stating the child is not contagious. Fever blisters must be healed, not oozing or causing child pain/ discomfort.
Pink Eye (Conjunctivitis)	When discharge from either eye is noticed Pinkish/red swollen or irritated eyes	When exclusion criteria is resolved and with a doctor's note stating the child is not contagious, unless at least 3 days have passed with no visible sign of infection or weeping/ crusted lashes
Rash	When unidentified rash is noticed and is accompanied by: • Behavior change • Temperature of 99.6°F or higher • Has oozing/ open wound • Child is unable to participate	When exclusion criteria is resolved AND with a doctor's note stating the child is not contagious Non-contagious rash must be covered fully until gone in order to be in school.
Strep Throat	Presenting with signs/ symptoms related to strep or has a positive strep culture.	After at least 48 hours of antibiotic medicine or when exclusion criteria are resolved in not taking antibiotics. If sent home from MTKA, may not return the following day.
Vomiting	After 1 occurrence at MTKA	When vomiting subsides for 48 hours. *If sent home from MTKA, may not return the following day.