



# 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.

**\*\*Please print, complete and return SIX(6) STARRED pages from the link on the website. \*\***

### **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 have FUN!

### **Our Beginning**

My Time Kids 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 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.

### **Afterschool Classes** (additional fees apply)

Gymnastics, Private & Semi-Private Spanish, and Music

\*variety of enrichment classes is offered based on talents/ specialties of staff\*

### **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, Thanksgiving Feast, Holidays Around the World Celebration, Family Tea, 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 3 years of age. My Time hours of operation are Monday- Friday from 9:00am/ 9:10am to 2:00pm/ 2:10pm with an extended care option available as early as 8:30am and pick up as until 5:00pm. Staggered arrival and dismissal times based on class placement.

- 2 day option- Tues./Thurs.
- 3 day option- Mon./Wed./Fri.
- 4 day option- Mon- Thurs (Pre-Kinder classes only)
- 5 day option- Mon.-Fri.

## Calendar

My Time Kids Academy follows 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](http://www.MyTimeKids.com) for your convenience.

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

## Enrollment

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

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

\*These forms and fees act as a deposit to secure the child's place on the My Time roster.

Enrollment is dependent on a number of factors including the school's ability to accommodate and adhere to capacity restrictions as well as preschool readiness of the child.

## 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 6<sup>th</sup>. 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 by BrightWheel.

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

First Month's Tuition, Annual Enrollment and Activity/ Supply Fees- see our office for current fee plans.

My Time welcomes payment for multiple months or the full year in advance. Tuition may be paid in advance or 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 6<sup>th</sup>. 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.

## BrightWheel: Billing, Communication, Attendance software

Upon receipt of registration forms, an invitation to join BrightWheel will be emailed to the emails listed on the registration form. MTKA administration will create an account for your family in the BrightWheel system, 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 will only be accepted via ACH draft through BrightWheel. It will present as a draft from your bank by BrightWheel. Please reach out to the My Time office staff with questions or concerns.

## Withdrawal from MTK Program

Please note the following:

- Annual Enrollment/ Re-enrollment 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 30 day written notice.

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Intent to withdraw a child from any My Time Kids program requires a 30-day written notice. Notices may be handwritten or emailed to [info@mytimekids.com](mailto:info@mytimekids.com). The date of the email or receipt of written notice will be considered the time stamp for the 30 day notice. Refunds will not be given when withdrawal notices are given with less than 30 days. Tuition is non-refundable due to 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 young 3s class: 2-3 teachers per 12 students

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

Age 4-5 class: 1-2 teachers per 8-12 students

### **Communication**

Our main form of communication with families is via the BrightWheel 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 [info@mytimekids.com](mailto:info@mytimekids.com) or 512-291-7730 (office).

Teachers will briefly communicate important details via BrightWheel 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 class and school updates via email, Brightwheel 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 BrightWheel 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 provided by the teacher.

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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.

### **Room Parent/ Volunteers**

Our teachers love room parents/ volunteers and appreciate parent involvement! Any volunteer opportunities needed will be sent via the Bright Wheel app.

### **Lunch, Snacks, & Water Bottles... Please put your child's name 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. 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.

\*\*\*Group sensory activities have been limited due to COVID protocols. Individual sensory activities may be provided.\*\*\*

### **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.

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On rainy 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 and will adjust recess/ outside times accordingly and provide alternative movement and play activities in the gym.

On occasion, we utilize the fenced play area behind the building next door (Musician's Woodshed) that is great for large motor skills, sports, and parachute activities. Children use a guidance rope with a teacher in the front and at the end of the line. Parents/ Guardians will be notified on days we will utilize this play area.

### **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.

### **Restroom and Toileting Expectations**

Diapers are not permitted. Pull-ups may be worn during nap times for our youngest learners. We understand accidents will happen, but it is our goal that all children recognize and communicate with their teacher when they need to use the restroom. Children must also be able to manipulate their clothing, unfasten and remove clothing to use the restroom and clean themselves with little to no assistance. All students should be comfortable in underwear and willing to "try" use the toilet when prompted by staff. It is for this reason that we discourage wearing belts or clothing with complicated snaps, buttons or ties. We are not equipped to change diapers/ pull-ups as part of our daily routine. If you feel your child needs a bit more time, please reach out to our office to edit your start date. We find the most success with toilet training when parents are practicing these same skills at home.

### **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 (excluding Caterpillar/ Butterfly classes) in attendance will participate in a quiet activity time after lunch. Licensing does not permit children to sleep more than three hours. My Time Kids policy states that all students in the Caterpillar/ Butterfly class will rest/ nap after lunch in their classroom- please send in a crib sheet and small toddler size blanket for Caterpillar students only. All other students will need only a beach towel. Sleeping is not required in any classroom, however, quite resting and remaining on the nap cot or beach towel is expected in 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. As soon as you enter the classroom, your child becomes your responsibility. **\*\*\*This process is temporarily suspended due to COVID protocols.\*\*\***

**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 9:30/9:40am. 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.

Children will only be released to the persons listed on the forms provided in enrollment packet unless we have permission in writing from you. 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 BrightWheel.

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- **Morning Arrival-**

Please park in the spaces directly facing our building. If spaces are full, please wait for one to open. For safety reasons, we will not be walking children to vehicles parked elsewhere in our parking lot.

Parents:

- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.
- ❖ Parents will scan check-in QR code from the BrightWheel app 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 depart from the parking space to allow others to park.

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.
- ❖ Conduct Health Screening & take child's temperature
- ❖ 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:

- ❖ Park in the spaces closest to the MTK front doors.
- ❖ Place ORANGE Early Care sign in your dash
- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.

- **Afternoon Pick-up-**

Please park in the spaces directly facing our building. If spaces are full, please wait for one to open. **Please remain in your vehicle** and wait for a staff member to come to you. You may have to wait a moment in order to park in one of these spaces. For safety reasons, we will not be walking children to vehicles parked elsewhere in our parking lot.

Parents:

- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.
- ❖ Park in spaces facing the MTKA building with child's **NAME CARD** clearly visible from your rear-view mirror or propped up against the windshield- laying flat on dash prevents staff from being able to read it.
- ❖ Parents will scan check-in QR code from the BrightWheel app using their personal cell phone to “check in” their child.
- ❖ After your child has been escorted inside by staff, please depart from the parking space to allow others to park.

Staff:

- ❖ Approach the vehicle from the PASSENGER side ALWAYS-
- ❖ LOAD all children from 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.
- ❖ Staff are not permitted to buckle car seats or boosters- this is the responsibility of the adult driving the car
- ❖ Parents may exit the vehicle AFTER staff have helped children into the car

After-Care Pick-Up:

- ❖ Park in the spaces closest to the MTK front doors.
- ❖ CALL the landline: 512.291.7730 (Bee Cave Campus)
- ❖ Remain in your vehicle and wait for a staff member to come to your passenger door.

## 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 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 BrightWheel 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 or quarantines/ classroom closure due to contagious illnesses.

## Immunizations

My Time Kids Academy requires students be fully immunized according to the Texas State Health Department Schedule. 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](http://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 4<sup>th</sup> birthday. You may ask your pediatrician to fax these directly to our office.

## Health, Illness and Incidents- **COVID protocols supersede all policies listed at this time.**

Our program is designed for well children that are able to comfortably participate in all activities both indoors/ outdoors. 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, 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 at least 48 hours.

**My Time will call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger.**

Your cooperation is needed in maintaining high health standards for My Time. 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. We ask that you keep your child at home or will be notified to pick up your child if any of the following occur:

- ANYONE in the household is feeling unwell, or has COVID-like symptoms
- The symptoms prevent the child from participating comfortably in activities.
- The symptoms result in greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one or more of the following accompanied by behavior changes or other signs of illness in the past **48 hours**:
  - Fever (99.6° or higher)
  - Diarrhea (2 or more episodes in 48 hours)
  - Vomiting (2 or more episodes in 48 hours)
  - 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 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 office upon return by a staff member.
- 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: (48 hour return policy)

- 48 hours after temperature has remained normal **without** the use of medication.
- 48 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.
- With written documentation from a medical professional confirming that the child is no longer contagious and may resume regular activities.

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 48-hour 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.

**\*\*\*Anyone exhibiting symptoms related to COVID will not be permitted to attend until proper COVID protocols have been met- see COVID addendum.\*\*\***

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 the 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 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. All medications must be labeled with the child's name and official prescription. All medications are to be kept locked in the office and not within reach of children.

My Time Kids keeps 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.

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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 labeled with the child's name and official prescription. 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 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) adjacent field (Bee Creek 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... Bee Creek Campus will move to further field behind property. 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 Delay by 1 hour- MTK start time is 10am with no Early Care**
- **LTISD Delay 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 the preschool 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 CPR and first aid and have completed 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 to their children while at school at all times. For the health and safety of our school during the pandemic, we reserve 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.

We love volunteers! Please speak with our office about the necessary steps including, but not limited to a mandatory background check.

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.

## **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 512-291-7730.

## **Sunscreen & Insect Repellent**

Please arrive to school each day with Sunscreen & Insect Repellent already applied to your child.

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 from Enrollment Packet.

We LOVE to play and learn outside! 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 from Enrollment Packet.

Parents must note permission for both sunscreen and insect repellent on Policies/ Procedures form from Enrollment Packet. 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 at our school.

### **Parent Family Code of Conduct**

All parents and family members on My Time campus, and/or participating in school events, are expected to behave in a manner that models kindness, decency, and respect. Disagreements are to be handled in a respectful manner and never in the presence of children. Adults must be always responsible for their behavior and choices. Cursing and other inappropriate language is strictly prohibited on campus and school events. Threats towards teachers, staff, administration, students, or families of My Time will not be tolerated and will be reported to authorities. Failure to uphold this Code of Conduct will result in enrollment being terminated immediately without refund.

### **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.

### **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.

### **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](http://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](http://www.AbusePreventionSystems.com)) or AgriLife Child Maltreatment (<https://agriflifeextension.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/](http://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

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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. Criminal Background Check 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, ammunitions 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.

**Information regarding Childcare Minimum Standards and our most recent childcare licensing inspection report 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: 512-291-7730 or Director's Cell: 512-925-5915

You can also email the Director of the program at: [info@mytimekids.com](mailto:info@mytimekids.com)

# PLEASE SEE COVID PROTOCOLS ON THE FOLLOWING PAGE

## **PRINT, COMPLETE & SUBMIT**

the SIX (6) pages with the large star ★ in the bottom right corner from the Enrollment Packet [link](#) on the website. These forms are required for enrollment.

# COVID-19 Protocol as of 8/21/2023

My Time Kids Academy has implemented the following additional guidelines during the current phase of the Covid-19 Pandemic. These guidelines may change as additional information becomes available and/ or updated criteria are sent from state officials. As our enrollment increases, we may need to adjust these procedures. We will update families of any changes via BrightWheel.

**Please note:** Test results submitted must PCR or Rapid Antigen tests from a medical professional/ facility and include: findings, type of test performed/ administered, date and medical facility contact information, medical professional's signature or stamp. Results from home test kits, self-test kits provided by employers, and self-administered test **will not be accepted** due to inaccuracies in testing and outside variables.

## What to Bring to School

All children should bring the following items each day. Please send a backpack or small bag to contain all of your child's belongings to and from school.

All personal items must be clearly labelled with the child's first and last name.

1. Arrive in outdoor weather appropriate clothing including closed toe shoes, please no flip-flops.
2. Water bottle (spill-proof. sport bottle style)
3. Nut-free snack
4. Nut-free lunch
5. Backpack or bag with closure to contain all personal items each day
6. Beach towel (older students that rest for 30min following lunch)  
Fitted crib sheet & small toddler size blanket (Caterpillar class that naps from 12:15- 2pm)
7. Seasonal Sunscreen/ Insect Repellant (applied daily by parent prior to arriving at MTKA)
8. NOTHING ELSE

## Further explanation of each item above:

Even though items must be stored in cubbies, there is potential for them to get mixed up. **Please label everything.**

- **Outdoor weather appropriate clothing:** We will spend as much time as possible outside each day. Send rainboots for rainy days as we will go out when it is safe to do so. Closed toe shoes are required for safety. Flip flops are not conducive to safe play on our play structure or field.
- **Water bottle of water:** clearly labeled with child's first and last name to avoid confusion. Please refrain from sending water bottles with screw top lids- they frequently spill and flood school furniture. Water only- no juices, milks, or shakes are permitted. Water bottles will be sent home daily- please send a fresh one each day.
- **Nut-free snack and lunch:** We are a NUT FREE campus. Please include a note in lunch or snack if peanut alternatives have been sent such as sun-butter. Children should be able to open all containers with minimal assistance. Please provide utensils if needed for certain foods.
- **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.
- **Beach towel:** (all classes other than Caterpillar) The towel provides a tangible way for children to maintain social distance during quiet time after lunch each day. We will teach children how to spread out the towel so they are not touching anyone else's towel and to remain on their towel to keep an appropriate distance from others during quiet time. This towel will remain in their cubby all week and go home at the end of each week to be washed. Blankets, loviess, pillows or bulky nap mats are discouraged as we do not have the space to store them.

- **Fitted Crib Sheet & Small Toddler Size Blanket** (only Caterpillar class that naps) These children nap on nap cots that must be covered in a fitted crib sheet to lay on and a small thin blanket to cover up with. These students may bring a lovey (to remain at school) and use during class nap time. Please refrain from sending “the special” lovey or blanket that must go home each night as this increases the home to school transfer of germs.
- **Sunscreen/ Insect repellent:** Applied daily by parent prior to arriving at MTKA. Teachers will have a basket to store personal sunscreen & insect repellent in order to have access for reapplication, if necessary, after lunch. Applying sunscreen requires us to don and discard a new pair of gloves between each child. Besides being incredibly time consuming, the process creates a huge amount of plastic waste and expense.
- **NOTHING ELSE:** Every item that goes back and forth between school and home has the potential to transport germs. To limit the transport, please make sure that your child brings only essential items to school each day. Toys, stuffed animals, purses, or unnecessary items of clothing are not permitted.

**My Time Kids Academy has implemented the following additional guidelines during surge times of COVID. These guidelines may change as additional information becomes available and/ or updated criteria are sent from state officials. Families will be notified of changes.**

### **SOCIAL DISTANCING STRATEGIES**

- Class group numbers will remain stable and include the same children each day.
- Teachers will remain assigned to their group/classroom and only rotate to other classrooms if there is no other alternative.
- My Time Kids Academy will institute curb-side morning drop off and afternoon pick-up to limit direct contact between parents and staff members. Staff members assigned to drop off and pick up shall wear a mask during peak COVID times while performing these duties.
- Entry to the campus will be limited to the following persons at this time per licensing guidelines:
  - Operation staff
  - Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff
  - Professionals providing services to children enrolled with MTKA
  - Children enrolled at MTKA
- Staff will observe social distancing measures while maintaining 6 feet of distance from other staff and parents.
- MTKA is not requiring students to wear masks at this time. Everyone recognizes the challenges these guidelines present for young children and for extended periods of time. Children/ Adults over the age of 2 years must wear masks when present on our campus during peak COVID times (with the exception of eating/drinking and exercise).
- MTKA staff will wear masks during peak COVID times when in the building (with the exception of eating/drinking). During scheduled outside times (recess/ field time) MTKA staff will keep their mask around their neck or on their person when it is not covering their nose and mouth as to have immediate access to it when in close contact with children.
- MTKA will alter schedules and/ or minimize daily group activities that may promote transmission. Children’s activities will be constructed with social distancing guidelines in mind.
  - Limit the mixing of children, such as staggered playground times and keeping groups separate for special activities.
  - Naptime cots are spaced out as much as possible. Cots will be arranged alternate head-to-toe to further reduce the potential for viral spread.
  - Circle time seating will be spread out using seat markers on the floor.
  - Spacing children during table activities and meals, when possible.
  - Children encouraged to observe personal space of others. Children will be encouraged to maintain distance and discouraged from activities that require close contact.
  - Discovery Room: surfaces and items will be disinfected between each class use.
  - Velcro dots placed on the floor (appropriately distanced) designating where to stand while waiting for restroom.

## **INTENSIFIED CLEANING/ DISINFECTING EFFORTS**

- All bathrooms shall be cleaned and disinfected at a minimum of three times per day. (morning, after lunch and after the building is empty at the end of the day)
- High- touch items and surfaces shall be routinely cleaned, sanitized- especially toys and games, doorknobs, light switches, front door key-pad, sink handles, countertops, nap cots, toilet training potties, desks/ tables, chairs, and cubbies.
- All cleaning products will be used according to the directions on the label. For disinfection, EPA-registered, fragrance-free household disinfectants will be used.
- EPA-registered disposable wipes shall be available to child-care providers and other staff members so that commonly used surfaces can be wiped down before use.

### Clean and Sanitize Toys & Materials

- Toys that cannot be cleaned and sanitized will be removed from access.
- Cloth toys, pillows, dress up clothes shall be laundered frequently.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids shall be set aside until they are cleaned by hand by a person wearing gloves with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried. Designated bins for this purpose are in each room of our building.
- Toys shall not be shared between classes/ groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned shall be placed in a separate container marked for "soiled toys." These toys shall be disinfected before being permitted back in the rotation of play items.
- All classroom materials that are used each day will be cleaned AND sanitized at the end of the day. When possible, they may be cleaned and sanitized immediately after use.
- Group sensory table play will be limited. Playdough may be used in class, each child will have their own portion in an individual container.

### Clean and Disinfect Bedding

- Each child's bedding/ beach towels shall be kept separate and stored in individually labeled bins (3yrs +) or bags (Caterpillar class).
- Nap cots in Caterpillar class shall be labeled for each child and disinfected after each use.
- Personal bedding/ beach towels shall be sent home each week to be cleaned.

### Handwashing

Staff and children shall wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol shall be used if soap and water are not readily available. Children will be supervised when using hand sanitizer.

All children and staff shall engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- Before & after sensory play
- After contact with bodily fluids
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

## **DROP/ OFF PICK UP PROCEDURE**

My Time Kids Academy will **institute curb-side morning drop off and afternoon pick up** to limit direct contact between parents and staff members and adhere to social distancing recommendations by officials and limitations of entry to the campus. **Parents are asked to remain in the vehicle at all times.**

**Morning Drop Off:** \*\*\*Please observe staggered arrival times\*\*\*

9:00am & 9:10am- based on class assignment (see email from admin)

- Park in spaces facing the MTKA building and wait for a staff member to conduct health screening from the passenger side of window of your vehicle. You may have to wait a moment in order to park in one of these front spaces. For safety reasons, we will not be collecting children from vehicles parked elsewhere in our parking lot.
  - Remain in vehicle- staff will collect children and their belongs from the car.
  - **Daily Screening to include:** questionnaire, temperature checks, visual health screening (see screening protocol section below)
- Parents will scan check in code using their personal cell phone to “check in” their child. This is to avoid contact with school iPad and limit transmission.
- Staff will collect children from the passenger side of the vehicle to promote efficiency and avoid congestion between vehicles. Parents may have to turn in seat to unbuckle children without exiting the vehicle.
- Hand hygiene stations (hand sanitizer) will be set up inside the lobby of the school. Students must apply upon entry to their classroom- staff will dispense to avoid high contact.
- Curbside staff member will pass child off to staff member inside of the building. After your child has been escorted inside by staff, please depart from the parking space to allow others to park.
- Families with children in more than one drop off category shall arrive at the 9:10am drop-off time unless enrolled in the Early Care program.

**Afternoon Pick Up:** \*\*\*Please observe staggered pick-up times

2:00pm & 2:10pm based on class assignment (see email from admin)

- **After-Care:** please call 512-291-7730 when you arrive to reach the MTKA office. They will escort your child to your car.
- Please be on time as staff must still return to the building to complete cleaning and disinfection duties for the day before they may leave.
- Park in spaces facing the MTKA building with your NAME CARD clearly visible from your rear view mirror. You may have to wait a moment in order to park in one of these spaces. For safety reasons, we will not be walking children to vehicles parked elsewhere in our parking lot.
- Curb-side staff will radio call for the staff member inside to escort your child to the front door.
- Please wait for a curb-side staff member to escort your child to the PASSENGER side of your vehicle. Children will load the vehicle from the rear passenger door regardless of the location of their car seat.
  - At this time, please scan the “check out code” and then wait for staff to leave before you exit the car in order to secure your child in their car seat. Please scan check out code FIRST.
- Parents will scan check in code using their personal cell phone in order to “check out” their child. This is to avoid contact with school iPad and limit transmission.

## **SCREENING PROTOCOLS- STAFF & CHILDREN**

Staff or students with a temperature of 99.6°F or above (contactless or tympanic) or other signs of illness will not be admitted to the facility nor permitted to return until they are symptom free for 48 hours without the aid of medication, regardless of “cleared to return to school” notes from pediatrician’s office. Please be on the alert for signs of illness in your children and keep them home when they are sick. **All students and staff will be screened upon arrival to school each day and throughout the day at scheduled times.**

- Please take your child’s temperature before coming to MTKA to ensure they do not have a temperature of 99.6° or higher. Children will be screened again upon arrival using thermometers belonging to MTKA.

The readings from our thermometers will be the final temperature logged for the day. Temperatures that register as a fever (99.6°F or higher) will be confirmed by a second staff member.

- Staff will make a visual inspection of the child for signs of illness to include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, excessive runny nose, or extreme fussiness- as well as the list of symptoms in the MTKA Parent Handbook. Please refer to the chart at the end of this document for specific protocols to be followed should symptoms be present at morning drop-off or arise after the child has been admitted to the program day.
- Staff and children will undergo a health screening “re-check” each day after lunch and before rest. These temperatures will be logged in the class temperature log each day. Staff or students with a temperature of 99.6°F or above (contactless or tympanic) or other signs of illness will immediately be brought to the office- parents contacted for immediate pick up (staff sent home). Should the parents not be able to pick up the child within 30 minutes of the phone call, the emergency contact person will be called to pick up the child. The child or staff sent home will not be permitted to return until symptom free for 48 hours, regardless of “cleared to return to school” notes from pediatrician’s office.

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 shall be sent home immediately at the discretion of the Director on Duty. If parents are unable to promptly pick up the child, the emergency contact person on file will be contacted to do so:

- Cough/ Runny nose
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 99.6 degrees Fahrenheit (contactless or tympanic)
- Known close contact with a person who is lab-confirmed to have COVID-19

## COVID Return to School Protocols

Individual <b>Tested Positive</b> for COVID or <b>someone in the household</b> has tested positive	<b>EXPOSED</b> to a COVID positive individual (at school or out of school)
<ul style="list-style-type: none"> <li>• 10-day quarantine</li> <li>• May return on date given, or when individual has been symptom free for 48 hours. No test required to return</li> </ul>	<ul style="list-style-type: none"> <li>• monitor symptoms <u>from home</u> for 7 days</li> <li>• obtain negative test result on Day 6 or 7 from exposure</li> <li>• may return on Day 8 from exposure with <b>negative test results, no symptoms, no fever</b></li> <li>• should symptoms appear after returning to school, the timeline will reset</li> </ul>

### Additional Information:

- Director will give exact dates after consulting with APH nurse (return to school, testing dates)
  - Testing must be from a medical professional/ facility. We are unable to accept results from home and self-test kits. Documentation should include: test date, name & DOB of patient, type of test administered, results and medical professional’s signature or official stamp.
  - MTKA is not requiring students to mask upon their return as we feel this is a family decision.
  - If symptoms/ fever arise after returning to school, the student should remain at home following the MTKA return to school policy- 48hrs symptom free without medication. An administrator will reach out with further information as additional testing may be required.
- ❖ Individuals that prefer not to obtain a test for exposures must adhere to the 10-day quarantine.
  - ❖ Individuals exhibiting symptoms that could be COVID-19 and want to return before completing the above isolation period, must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis. Individuals that test positive or have been exposed to a positive case **MUST** follow the chart above. Consult with MTKA administration for clarification.
  - ❖ Please refer to MTKA Return to School Policy for all illnesses not related to COVID-19.

### Exclusion from Work- Staff:

Employees with the new or worsening signs or symptoms listed above may not return to until:

- The individual may return to work when **all three** of the following criteria are met:
  - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
  - and at least 10 days have passed since symptoms first appeared: or –
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or –
- If the employee exhibits symptoms associated with COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Employees exposed to COVID-19 individuals must isolate for 4 days and then test with a medical facility. A negative test result and 100% masking while on campus though day 10 are required to return to work.

### Exclusion from Care- Child:

If a parent believes that they or the child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 10 days after the last day they were in close contact with the individual with COVID-19.

- In the case of a child who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
  - at least 2 full days (48 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
  - and at least 10 days have passed since symptoms first appeared;
- If the child has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period, the individual **must obtain a medical professional's note** clearing the individual for return based on an alternative diagnosis. 48hr rule applies at a minimum.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and may not return to school until the individual has completed the same three-step criteria listed above.

### **TEMPORARY CLOSURE PROTOCOLS:**

Upon receiving confirmation of a positive case on campus (child or staff), MTKA will:

- Contact the Health Department for guidance and plan
- Notify Childcare Regulation
- Notify MTKA families
- Implement the requirements/ directives cited by the Health Department and Childcare Regulation
- Please note, MTKA may choose to implement a plan that goes OVER and BEYOND the requirements given to us from officials.

### **My Time Kids Academy will:**

- ❖ Operate in accordance with applicable state rules, including Health and Human Services Commission (HHSC) emergency rules applicable to the set for licensed child-care facilities- [HERE](#)
- ❖ Provide a safe environment- to the best of our ability- for all staff and children in attendance. This may involve requesting a child be picked up if exhibiting symptoms listed in this document and/ or our parent handbook. Your promptness is appreciated and expected in this instance.
- ❖ Ensure that all staff have taken the following required health and safety training related to COVID-19 per state guidelines:
  - Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
  - Special Considerations for Infection Control during COVID-19

## 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 48 hours without the aid of medications. This applies to all staff and students in relation to symptoms/ illness other than COVID (see chart for details). Any child sent home due to illness may not return to My Time the following day as they must be symptom free **without the aid of medication** for a minimum of 48 hours.

Symptom/Diagnosis	When person will be sent home/excluded	When person may return
<b>Child/Staff Has any COVID Symptoms</b>  <b>Fever = or &gt; 99.6°F</b>  <b>Dry Cough</b>  <b>Shortness of Breath</b>	Immediately	When child has been symptom free, without fever reducing medication for 48 hours, and 10 days have passed since first symptom appeared
<b>Family/child has traveled internationally or to area/region considered COVID “hot spot” in the last 14 days..</b>  <b>During peaked COVID numbers in our area</b>	Circumstances will be reviewed by MTKA admin at that time. Until person who traveled has been home for 14 days	Circumstances will be reviewed by MTKA admin at that time. Until person who traveled has been home for 14 days
<b>Chicken Pox</b>	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
<b>Cold Symptoms</b>  <b>Runny Nose</b>  <b>Stuffy Nose/ Congestion</b>  <b>Sneezing</b>  <b>Watery eyes</b>  <b>Cough (see above)</b>	If accompanied by Fever => 99.6°F (see fever criteria above)	When exclusion criteria are resolved
<b>Diarrhea</b>	More than one occurrence in 4-hour period while at MTKA- or 2+ occurrences in 24 hours	When diarrhea subsides for 48 hours. If sent home from MTKA, may not return the following day.
<b>Diaper Rash</b>	If sores are oozing and leak body fluid outside the underwear coverage area	When exclusion criteria are resolved
<b>Hand, Foot &amp; Mouth Syndrome</b>	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.
<b>Head Lice</b>	When nits/eggs are noticed or present	When exclusion criteria are resolved. A written note from a physician stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events

<b>Irritability</b>	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
<b>Itching</b>	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria is resolved and with a doctor's note stating the child is not contagious
<b>Lethargy</b>	If lethargy prevents participation or requires greater attention than can be provided without compromising ratios	When exclusion criteria is resolved
<b>Mouth Sores</b>	When sores cause drooling- see also HFM criteria	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
<b>Pink Eye (Conjunctivitis)</b>	When discharge from either eye is noticed  Pinkish/red swollen or irritated eyes	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious, unless, at least 5 days has passed and no visible sign of infection
<b>Rash</b>	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> <li>• Behavior change</li> <li>• Fever of 99.6°F or higher</li> <li>• Has oozing/ open wound</li> <li>• Child is unable to participate</li> </ul>	When exclusion criteria is resolved AND with a doctor's note stating the child is not contagious
<b>Strep Throat</b>	If child has a positive strep culture	After at least 24 hours of antibiotic medicine. If sent home from MTKA, may not return the following day.
<b>Vomiting</b>	After 1 occurrence at MTKA	When vomiting subsides for 48 hours. If sent home from MTKA, may not return the following day.

**COVID Guidelines for Excluding Children & Staff**  
(please see chart on the next page)

## COVID Guidelines for Excluding Children & Staff

### COVID Return to School Protocols

Individual <b><u>Tested Positive</u></b> for COVID or <b>someone in the household</b> has tested positive	<b><u>EXPOSED</u></b> to a COVID positive individual (at school or out of school)
<ul style="list-style-type: none"> <li>10-day quarantine</li> <li>May return on date given, or when individual has been symptom free for 48 hours. No test required to return</li> </ul>	<ul style="list-style-type: none"> <li>monitor symptoms <u>from home</u> for 7 days</li> <li>obtain negative test result on Day 6 or 7 from exposure</li> <li>may return on Day 8 from exposure with <b>negative test results, no symptoms, no fever</b></li> <li>should symptoms appear after returning to school, the timeline will reset</li> </ul>

### Additional Information:

- Director will give exact dates after consulting with APH nurse (return to school, testing dates)
  - Testing must be from a medical professional/ facility. We are unable to accept results from home and self-test kits. Documentation should include: test date, name & DOB of patient, type of test administered, results and medical professional's signature or official stamp.
  - MTKA is not requiring students to mask upon their return as we feel this is a family decision.
  - If symptoms/ fever arise after returning to school, the student should remain at home following the MTKA return to school policy- 48hrs symptom free without medication. An administrator will reach out with further information as additional testing may be required.
- 
- ❖ Individuals that prefer not to obtain a test for exposures must adhere to the 10-day quarantine.
  - ❖ Individuals exhibiting symptoms that could be COVID-19 and want to return before completing the above isolation period, must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. Individuals that test positive or have been exposed to a positive case **MUST** follow the chart above. Consult with MTKA administration for clarification.
  - ❖ Please refer to MTKA Return to School Policy for all illnesses not related to COVID-19.