

Parent Handbook



Learning Naturally Everyday

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Georgetown Tx, 78626
512-630-2133

enrollment@wellspringpreacademy.com
www.wellspringpreacademy.com

Welcome

We are excited to welcome your family to our program. You and your family are encouraged to tour our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted.

This Parent Handbook describes our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. Our staff is always available to address any of your questions or concerns. Once again, welcome!

Our Philosophy

At Wellspring Preparatory Academy, our mission is to provide loving, respectful care to all children in our program. We are dedicated to the social, emotional, and academic development of every child in our care.

How do we accomplish this? We base every decision on our founding principles; that all children deserve respect, compassionate care, and a fun and engaging environment where they feel safe and secure.

Every policy is based on these beliefs. Our classroom schedule provides a natural rhythm and consistency each day. Our curriculum takes note of all aspects of a child's development to nurture and engage the whole child. The nutritious and wholesome food that we serve at snack and lunchtime is an opportunity to show our care and gratitude. Our security and safety policies provide the families of Wellspring assurance that everyone is safe and cared for in mind, body, and soul.

Enrollment and Tuition

Enrollment

Wellspring Preparatory Academy is open year round from 6:45 a.m. to 5:45pm., Monday through Friday. Holidays and in-service days off are noted on our annual calendar.

When your child is enrolled in Wellspring, you have the full right and authority to come in and see your child and the building without having to secure prior permission.

Children between the ages of 6 weeks and 12 years are eligible for enrollment at Wellspring Preparatory Academy. Enrollment will be granted without regard to a child's or a parent's race, color, creed, religion, national origin, gender, or disability. Parents can apply for enrollment at Wellspring Preparatory Academy by completing the Enrollment Application and paying the Registration Fee. The Registration Fee is due regardless of attendance.

The Enrollment Application must be completely filled out. Please don't leave any blank spaces. Initial where applicable. Your child(ren)'s start date at Wellspring Preparatory Academy will begin no earlier than three (3) days after submitting your fully completed application.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Electronic Funds Transfer Form*
- Tuition/Fee Agreement Form
- Statement of Health (Including any health care professional recommendations)
- Allergy Emergency Plan signed and dated by healthcare provider (if applicable)
- Parent Handbook Signed Agreement
- Infant/Toddler Supplemental Information Form (if applicable)
- Transportation Agreement (if applicable)
- Child's birth certificate copy

Continued enrollment at Wellspring Preparatory Academy is contingent upon the parent's adherence to the policies and procedures of Wellspring as outlined in this handbook including, but not limited to, timely payment of all tuition and fees. Parents are required to keep all recorded information up to date as necessary.

Parent Handbook Policies

The purpose of this handbook is to provide parents and guardians with the information needed to make informed decisions about the care that their child will receive. This handbook outlines all policies and procedures that parents are required to follow to ensure continued enrollment at Wellspring Preparatory Academy. We reserve the right to change the handbook to meet and exceed Texas Child Care Regulations and Standards. When there are any changes to the handbook, we will notify all parents and guardians via our communication apps, emails, and have printed copies available upod. Each change will require an acknowledgement agreement to be signed. During our annual enrollment process, it is required that all parents/guardians sign an updated acknowledgement of this handbook.

Questions

After reviewing this handbook in its entirety, if you would like to discuss any questions or concerns about the policies and procedures of Wellspring Preparatory Academy, please feel free to reach out to us at:

- director@wellspringprepacademy.com
- 512-630-2133

We will be more than happy to schedule some time with the Director/Owners and answer all of your questions and clarify any concerns you may have.

Full Time / Part Time

Upon enrollment, parents will have the opportunity to choose full or partial enrollment contingent upon both the available space and the classroom they are enrolling their child(ren) in. Enrollment is considered full time when all children are placed in the five (5) day option. Enrollment in our three (3) day or two (2) day a week options are considered part time.

Part Time

During the application process, you have the opportunity to request days that your child will attend Wellspring. Once approved and enrolled, you may not trade a scheduled day for another. Parents may turn in a written request to either add a day or change days. We recommend you turn in your written request as soon as your need arises. We strive to accommodate all requests as best as we can.

Drop-In Rate

There are times that you need care for your child on a day that you were not anticipating. We offer daily drop-in care for those times. To be eligible for drop-in rate, you must have no outstanding debts accrued. All enrollment documents must be fully completed. For new children enrolled needing drop in care, please be aware that there will be a three day waiting period once all

completed paperwork has been turned in. Drop-in is only available based on open spaces in the classroom.

Open Door Policy

When your child is enrolled in Wellspring, you have the full right and authority to come in and see your child and the building without having to secure prior permission.

Annual Enrollment Period

Wellspring Preparatory Academy reviews all documents and signatures on an annual basis. Our enrollment period is from July 1st to July 31st. We require all families enrolled to complete/update all documents and pay all fees by July 31st. This includes:

- Family Enrollment Form - This is an opportunity for all families to update their information and give new relevant information to Wellspring.
- Hearing / Vision test (if applicable)
- Tuition/Fee Agreement
- Child Information Record
- Parent Handbook signed
- Infant/Toddler Information form (if applicable)
- After School Transportation agreement (if applicable)
- Annual Enrollment fee paid in full (if applicable)
- Curriculum Supply Fee paid in full (if applicable)

Late Pick Up Policy

Our program is open Monday-Friday from 6:45 a.m to 5:45 p.m. Wellspring Preparatory Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. Any child who is in our care past 5:45 p.m. will be charged an additional \$5 for the first 5 minutes and \$5 for each additional minute after that. Late fee charges are based on the clock on our sign in system and end once all children have left the premises.

If your child is not picked up by 5 minutes after closing and there has been no communication from the parents/guardians, your emergency contacts will be called. If no emergency contact can be reached, we will contact local authorities and Child Protective Services as needed.

All late fees are expected by 5:45pm. the following day. This fee applies per child not per family.

Tuition

First Time Registration Fee

A first time registration fee of \$150 is due prior to your child's start date. This is a non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second registration fee will be expected.

Annual Enrollment Fee

An annual enrollment fee of \$150 is due during the enrollment month of July.

If a family enrolls and pays the First Time Registration during that calendar year, the Annual Enrollment Fee does not apply. The succeeding year is when we will apply the Annual Enrollment fee.

Annual Curriculum Supply Fee

An annual curriculum supply fee of \$150 is due upon enrollment and annually by July 31st.

This fee does not include families who enroll and pay the curriculum supply fee three months prior to July. The succeeding year is when we will apply the Annual Curriculum Supply Fee.

Tuition Due

- Due on Friday the week prior.
- Considered to be late payment by 12:00pm on Friday, the week prior.
- Payable according to the payment schedule whether or not the child(ren) attends that week or a holiday falls on that week.
- In the event that an NSF check or EFT return occurs, a \$35 NSF penalty will be added to the account.
- Receiving 3 NSF checks or EFT returns in a one-year period may terminate the enrollment.
- Assessed a \$10 late fee PER DAY.
- Children cannot return to care until all tuition and late fees have been paid.
- After five (5) days of no payment/communication starting from the previous Friday, we will consider your child(ren) disenrolled from Wellspring Preparatory Academy.

Tuition is expected to be paid weekly regardless of days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason.

In the event that Wellspring Preparatory Academy is closed due to an emergency, tuition will not be refunded or reduced for closures of 5 days or less. If Wellspring closes for more than 5 days, there will be a reduction in tuition based on the length of the closure.

Discounts

- Families with two or more children receive 5% off the oldest child's tuition.
- Families with three or more children receive 10% off the oldest child's tuition.
- We offer a 5% discount to our veterans. (Not to be combined with other discount offers).
- We offer a 5% discount to Parents/Guardians who work at Round Rock ISD or Georgetown ISD. (Not to be combined with other discount offers).

Details

*Electronic Fund Transfer Form must be filled out and kept on file at Wellspring regardless of payment method being used (check or online credit card).

Credit Card/Debit Card Processing Fee: There will be a 3% processing fee for all credit card/debit card transactions.

Family Vacations

Here at Wellspring Preparatory Academy, we understand that family time is important and we offer 5 days of tuition free vacation to our families as soon as enrollment is complete and all fees paid. Family vacations will only be granted to those who are enrolled full time and have no outstanding tuition or fees.

Family vacation is annual and resets to zero at the end of the enrollment period (July 31st). Each eligible family has until July 31st to complete all necessary paperwork and pay the annual enrollment fees to be granted their five (5) vacation days.

Fees

All responsible parties are required to sign a Tuition/Fee Agreement prior to enrollment of their child at Wellspring Preparatory Academy. This section provides a description of each fee.

First Time Registration Fee

This fee is due when a family enrolls in Wellspring Preparatory Academy for the first time, or withdrawals, then re-enrolls at a later time. The first time registration fee is \$150.

Annual Enrollment Fee

Wellspring Preparatory Academy charges an annual enrollment fee of \$150 every July. Our enrollment period is from July 1st to July 31st. Enrollment fees are once per calendar year, per family.

If a family enrolls and pays the First Time Registration during that calendar year, the Annual Enrollment Fee does not apply. The succeeding year is when we will apply the Annual Enrollment fee.

Curriculum Supply Fee

Wellspring Preparatory Academy charges an annual curriculum fee of \$125. This fee is charged upon enrollment and is due annually by July 31st.

Late Tuition Fees

A \$10 late fee PER DAY will be added to all non-payments. If tuition and/or late fees are not paid by Friday, the child(ren) cannot return to care the following Monday until paid. After five (5) days of no payment/communication starting from the previous Friday, we will consider your child(ren) disenrolled from Wellspring Preparatory Academy.

Late Pick Up Fee

Our program is open Monday-Friday from 6:45am -5:45p.m. Wellspring Preparatory Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. Any child who is in our care past 5:45pm. will be charged an additional \$5 for the first 5 minutes and \$5 for each additional minute after that. Late fee charges are based on the clock on our sign in system and end once all children have left the premises.

If your child is not picked up by 5 minutes after closing and there has been no communication from the parents/guardians, your emergency contacts will be called. If no emergency contact can be reached, we will contact local authorities and Child Protective Services as needed.

All late fees are expected to be paid by 5:45 p.m. the following day. This fee applies per child not per family.

After School Pick Up (Failure to Call Fee)

We will pick up your child according to the schedule of enrollment and on the transportation authorization. If you need to change your child's schedule, please fill out the schedule form at the front desk. If an event arises during the day that means you will not need us to pick up your child from school, please call the front office as soon as possible before 2:30 p.m.

When we arrive at the school to pick up, we intend to pick up all children that are on our roster and will not leave the school premises until all children are accounted for.

This means that we will reach out to parents immediately if their child is a no show at pick up. If we are unable to connect to parents in a timely manner, we will reach out to emergency contacts to gather information as to the whereabouts of the child.

For each occurrence of us reaching out to the parent to account for their child, we will assign a failure to call fee of \$25. Three instances of failure to call will require a meeting with the director to discuss circumstances. If a family consistently does not communicate with Wellspring about their child's schedule, we will hold the right to terminate for not following the policies and procedures outlined in this handbook.

Credit Card Debit Card Processing Fee

There will be a 3% processing fee for all credit card/debit card transactions.

Failure to Clock-In/Clock Out

Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out of each day. When a family fails to sign their child in or out, a \$5 penalty will be applied to your account for each occurrence.

NSF Check or EFT Return

In the event that an NSF check or EFT return occurs, a \$35 NSF penalty will be added to the account.

Activity Fee

During summer and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Note about Custody Disputes

Wellspring Preparatory Academy will not be involved in any custody disputes. In the event a court order is on file, Wellspring Preparatory Academy will not acknowledge which party is responsible for payment of tuition fees, late fees, other applicable fees as described in the parent handbook. Fees and withdrawal guidelines will apply regardless of which parent is responsible for tuition fees.

Withdrawal & Dismissal Policy

A two-week written notice is required before withdrawing from Wellspring Preparatory Academy. The account must be paid in full before the last week of enrollment.

Eligible families may not use vacation days during the two week withdrawal period.

Any account past due at the time of disenrollment will be paid through our electronic withdrawal option.

Once a family is no longer enrolled at Wellspring Preparatory Academy, their credentials will no longer gain them entrance to Wellspring.

Wellspring Preparatory Academy reserves the right to cancel the enrollment of a child at our discretion, including but not limited to the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- A child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical assessments.

Please contact the Director to schedule an appointment to pick up your child's items. After 30 days of non-payment and/or communication, we will assume your child's belongings as donated property.

Child Records

Access

All teachers/staff have access to your child's records in the event of an emergency. Parents/Guardians have access to their child's files during a parent conference. All documents are listed as business property and may not be removed from Wellspring Preparatory Academy's premises. Licensing has the right to access child files upon request.

What's Included

- Enrollment agreement
- Admission information
- Statement of child's health from a healthcare professional.
- Immunization Records
- Tuberculosis screening and testing information
- Vision and Hearing screening (if applicable)
- Licensing Incident/Illness Report
- Child's daily tracking system while in care at Wellspring
- Medication administration records
- A copy of any health care professional recommendation or orders providing specialized medical assistance to the child
- Birth Certificate

Length of Records Kept

- Medication administration records will be kept three months after administration of medication.

- Health care professional recommendations or orders will be kept three months after the health care professional has indicated that the specialized medical assistance is no longer needed.
- All other records; three months after the child's last day enrolled at Wellspring.

Pro Care

Your child's records are located at a secure site on Myprocare.com.

The best way to access this link is from the home page of our website (wellspringprepacademy.com)

Getting Access Online

During your onboarding process, you will receive instructions and login information on how to gain access to Pro Care to receive your confirmation code and login information.

Getting Access Offline

Parents without an Internet connection will receive "hard copies" of tuition statements and center communications. Please inform the office if you need to be placed on our Parent Print-Out List.

Communication

Proper communication between our parents, teachers, and staff of Wellspring is extremely important. We strive to continually communicate all notifications to all parents through multiple mediums including, but not limited to:

- Monthly newsletters
 - Classroom folders
 - Posted outside classroom
 - Website
- Social Media
 - Facebook
 - Twitter
 - Instagram
- Parent Bulletin Board
- Classroom Bulletin Board
- Procare Sign-In
- Signs posted at the entrance/front lobby
- Communication with staff

Personal family communication should happen on a daily and consistent basis both from the parents to the teachers, and the teachers to the parents. Wellspring uses both visual, verbal, and

written means to communicate the child's day and needs. Keeping in mind confidentiality issues, you may always request some private time to have a discussion with the teacher or director at any time.

If there are any changes to our policies and procedures listed in this parent handbook, the changes will be handed out to all parents to read, sign, and return.

Confidentiality

Wellspring Preparatory Academy takes confidential information very seriously. Discussion about children will only be held with the parent or guardian of those children. Teachers are not allowed to disclose information about other children to parents. Parents are reminded that the confidentiality and privacy rights are given to all children and our staff will not disclose information about any child in our care to those who are not their parent or guardian. A child's right to privacy is paramount and our staff will be given information only on a "need to know" basis.

If there are issues that arise, parent/teacher conferences will be scheduled with the director or owners present.

Communication with the teacher

You are encouraged to talk with your child's teacher daily about events at home and what they did during the day. The teacher will send daily reports for the infant, toddler, and two's program. **If you need to arrange a longer conversation** with your child's teacher you may always call or stop by the front desk to arrange a more in-depth conversation.

Parent Communication Expectations

Parents are reminded that all conversations that happen on Wellspring property are within earshot of children. Raised voices, profanity, slurs, physical interactions, and threatening behavior with any and all staff are prohibited and will result in immediate dismissal and possible escalation from local authorities.

Mailbox / Cubbies

Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters, and work your child did in class.

Parent Involvement

When your child is enrolled in Wellspring, you have the full right and authority to come in and see your child and the building without having to secure prior permission.

We know that the best environment for children is when caregivers and parents work together to ensure a safe and healthy space for the child. We encourage strong parent/guardian involvement at Wellspring and offer a variety of ways that you can be involved.

- Assist in program activities.
- Make donations of materials to the center. We can provide you with a list of suggested donations.
- Sharing your cultural heritage.
- Sharing your career choice.
- Reading and storytelling.
- Working the garden or outdoor areas.

If you would like to spend more time with the children at Wellspring, we will work with you to become a volunteer. This process involves background checks and fingerprinting among other procedures to ensure the safety of all children enrolled in our program.

Calendar

An annual school calendar will be provided during enrollment, at the beginning of the school year, on our website: wellspringpreparatoryacademy.com, and posted throughout the building. A copy can be requested anytime as well. This calendar shows our scheduled days off, in-service days, holidays, and celebrations.

Communicating schedule changes

A change in enrollment request must be submitted in writing two weeks prior. Please be aware that schedule changes can impact tuition rates and are based on availability.

Updating Information

Your child's information record must be updated to reflect any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment
- health/immunizations up-dates
- other pertinent information related to your child

The child's records will be updated on an annual basis during our re-registration process.

Child Records

All children enrolled in Wellspring Preparatory Academy will be only given one report/document. For example: there will only be one injury report made to be signed by one responsible party. In case of a custody dispute, please remember that Wellspring will not partake in any decision about records or documents other than by order of a court.

Other Questions or Concerns

For all other questions or concerns feel free to contact the director during normal business hours either in person or via our phone number, 512-630-2133.

Drop-off and Pick-up Policies

Security and safety for all is a top priority at Wellspring Preparatory Academy. Please take note that all policies and procedures put in place are for the best interest of the children, families and our employees. We invite all enrolled families to visit Wellspring at any time during our hours of operation to see our operation, premises, activities and equipment without securing prior approval.

Cell Phone

Wellspring Preparatory Academy is a cell phone free zone. Please finish any business that requires your attention on your phone before dropping off or picking up your child. This ensures that all attention is on the care and safety of your child while on Wellspring property.

Drop-off

Parents are expected to physically accompany their children into the center and enter through the main lobby. Please keep safety top priority and hold your child's hand while walking through the parking lot. It is of utmost importance that you bring all children and your personal belongings with you when you bring your child into Wellspring. If you need assistance, we will be happy to assist you in any way possible. Children are not allowed to be left unattended by the parent/guardian on Wellspring property.

The front lobby doors will be open from 6:30 a.m. to 9:30 a.m. Parents are expected to sign their children in using the ProCare App or via the terminal at the front desk before using their credentials to enter the main building. After 9:30 a.m., you will need to be buzzed in by the front desk to enter the front lobby.

Please keep in mind that even though manners usually ask for us to hold doors open, it is of vital importance that you make sure that the doors close behind you to assure that we know that everyone inside the building holds the proper credentials. The front desk staff are properly trained to help those who require assistance.

The teachers are glad to assist you and your child at your drop-off time. However, it is your responsibility to physically walk each of your children to their prospective classrooms. When you enter the classroom, the teacher will greet your family and give you an opportunity to talk to any pressing issues that may impact your child's day.

Once your child is dropped off to the teacher, parents are welcome to observe their child via our monitor in the front lobby. Wellspring staff are well trained and experienced to provide compassionate care to those who are struggling with separation.

Assumed responsibility of the child is on the parent until the teacher has signed in that child and has verbally acknowledged both the parent and child.

Social Media

The purpose of this policy is to protect the safety and privacy of all children and families in our care. Staff are asked to not accept any “friend requests” or “follow” requests from parents/guardians or family members of children enrolled in Wellspring Preparatory Academy.

While on Wellspring Preparatory Academy’s property, we ask for all families to refrain from taking videos or pictures of other children and staff. To ensure the right to privacy for other families please ensure that there are no other children in your videos or pictures before posting on social media.

Please communicate with the director if you would like to video a moment for your family so that we can help protect the privacy of other children in the classroom.

Health Checks

Every morning as children arrive into our care, we check for visible signs of illness or injury. Some symptoms we look for are a fever, runny nose, constant cough, rash, etc. In addition, if we see any signs of bruising, scratches or marks of any kind, it is brought to the attention of the office to further investigate the illness or injury. We do this to determine if the child is contagious and cannot attend or if contacting the parent is needed for further explanation of the illness or injury. If needed, a health check note will be completed and we will have parents/guardians sign and date.

Pickup

You may pick up your child at any point during the day. Our front lobby doors are open between the hours of 6:45a.m - 9:30 a.m. and 4:30 p.m. - 5:45 p.m. If you arrive to either drop off or pick up your child between the hours of 9:30 a.m. - 4:30 p.m., you will need to be buzzed in by the front desk to enter the front lobby.

Parents are required to enter through the main entrance and must check out their child at the front desk before proceeding to the classroom.

Pick Up Procedure

When you enter Wellspring to pick up your child, please remember to stop at the front desk/kiosk and clock your child out and read any messages that may be there. Enter your credentials to allow

entrance to the main building and pick up your children. When entering the classroom, greet the teacher and pick up any folder/cubby items as needed. Read the message board and make sure that you are up to date on any new information. The teacher will sign out the child and make sure that you have all relevant information about your child's day.

As you are leaving the classroom, make sure to close the door behind you. Please exit the building through the main entrance. The side exits are for staff use only. Please do not go onto the playground/other classrooms.

Responsibility of Parents

Safety of all children on Wellspring Preparatory Academy property is of utmost importance. While on our property, please assume responsibility for all members of your party until they have been signed into the classrooms and acknowledged by the teacher. When leaving for the day, parents are expected to assume full responsibility for their children once they enter the classroom.

Please make sure that your family does not visit other classrooms/spaces as you are leaving Wellspring for the safety of other children. When leaving Wellspring property, please make sure to hold hands/keep children close for their safety.

Please Note

Your child's classroom teacher may be available at pickup time for short questions. Please keep in mind that they are responsible for the other children still in their care and will always have the children as their first priority. For longer discussions or particular concerns, please schedule an appointment.

Authorization

Only the individuals listed on the **Child Information Record** who are authorized by the parent/guardian will be allowed to leave with a child. If there is an emergency and you need other individuals to pick up your child, please contact the front desk as soon as possible and provide the individual's name and phone number. They will be required to prove their identity through a government issued ID that will be copied and put into the child's folder. Individuals must be 18 years of age or older.

The front staff will communicate directly with the child's teacher about who is authorized to pick up, but please be aware that all staff at Wellspring are trained to request information from any unfamiliar person who is on Wellspring property. If they feel it is necessary, they may escort the unfamiliar person back to the front lobby to confirm their identity.

If there is any concern, the staff of Wellspring reserves the right to deny a person's request to pick-up a child until proper authorization is obtained.

Persons appearing to be impaired

Should a parent/guardian appear to be under the influence of alcohol or drugs while picking up their child, Wellspring Preparatory Academy will immediately contact the Williamson County Sheriff's department to assist us. The parent's right to immediate access does not permit Wellspring to deny the parent access to their child even if the parent appears to be impaired, but we will delay as long as possible while contacting the Sheriff, other parent/guardian, and Child Protective Services to notify them of the situation. Receiving this policy guide serves as your written warning that this is grounds for immediate dismissal.

Custody Orders

In cases where an enrolled child at Wellspring Preparatory Academy is the subject of a court order, Wellspring Preparatory Academy must be provided a certified copy of the most recent court order and all amendments thereto. The orders of the court will be strictly adhered to.

In the absence of a court order, both custodial parents will be afforded equal access to their child as stipulated by law. If conflicting court orders are presented, the most recent order will prevail. Once presented with a court order, Wellspring Preparatory Academy is obligated to strictly follow the entire order in its effect. All employees of Wellspring will not allow the court order to be violated and will report any violations to the proper authorities.

Holidays

Wellspring Preparatory Academy will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving,
- Christmas Eve
- Christmas Day

Early Close Days (12 P.M.)

- July 3rd.
- Day before Thanksgiving
- New Year's Eve Day

Regular tuition is expected as our teachers are paid for these days.

In-Service Training

Training is an integral part of our program here at Wellspring Preparatory Academy. There will be two in-service training days a year in which Wellspring will be closed. These days will be listed on our annual calendar and a 30 day notice will be communicated. Because in-service days are critical for us to provide high-quality care, tuition is still expected.

Unexpected Closings

Wellspring follows Georgetown ISD school calendar and closings, but we may choose to stay open during the school "snow days". This decision to open or open late will be made at the discretion of the Owners/Director of Wellspring Preparatory Academy while keeping the safety and security of all employees and families in mind. We will communicate via email, website, facebook and other communication apps for opening notifications.

On a rare occasion, our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). If we are forced to close in these situations, we will reach out by phone, email, website, facebook and any other communication apps that we require you to pick up your child as soon as possible. The safety and security of all children will still be top priority.

If Wellspring is closed no longer than 5 days due to an unexpected circumstance, we will still charge full tuition. If Wellspring closes longer than 5 days, the tuition will be reduced at a rate that will be communicated to all parents at that time.

Emergency and Disaster Plan

In the event of an emergency and or disaster situation at Wellspring Preparatory Academy, we will follow all emergency protocols that are outlined in our Emergency handbook. If you are on Wellspring property while the emergency/disaster occurs, we ask that you follow all instructions given to you at that time. Each staff member has been trained in their part of the emergency protocols. The safety and security of all is of the utmost importance at Wellspring.

Severe Weather/ Tornado

In the event of severe weather/tornado:

1. Children will be moved to their designated shelter zones within the school.
2. During this time, we will have all employees/children taking shelter and may be unable to answer the phones.
3. We will communicate with all parents when we are all clear and able to move about the school.

Shelter-in-Place

In the event that we are either told by local authorities or a situation occurs where we choose to shelter-in-place:

1. We will not allow any persons who are not authorized (ie, local authorities, emergency personnel) to enter the premises.
2. Children and Teachers will be sheltering in place and classrooms will be locked down until an all clear is given.
3. We will clearly communicate all pertinent information to parents as quickly and efficiently as possible as soon as we are cleared to do so.

Fire Drill / Shelter Outside

Fire drills will be held monthly. For Fire Drills, our procedures are:

1. Evacuate the building by one of the designated exits on the fire escape routes posted in each room.
2. The Director (or designated person in charge) will take the Emergency Binder.
3. Each teacher will take the attendance sheet when exiting the building.
4. Count all children while exiting.
5. Each teacher will use Name to Face, and account for each child on the attendance sheet.
6. The Director (or designated person in charge) will call "All Clear" when everyone is accounted for.

In the case of FIRE, we....

1. Evacuate building by one of the designated exits on the fire escape routes posted in each room.
2. The Director (or designated person in charge) will take the Emergency Binder.
3. Each teacher will take the attendance sheet when exiting the building.
4. Count all children while exiting.
5. Each teacher will use Name to Face and account for each child on the attendance sheet.
6. The Director (or designated person in charge) will call "All Clear" when everyone is accounted for.
7. Call 9-1-1.

In the case of HARMFUL VAPOR, we....

If inside:

1. Evacuate the building by one of the designated exits on the fire escape routes posted in each room.
2. The Director (or designated person in charge) will take the Emergency Binder.
3. Each teacher will take the attendance sheet when exiting the building.
4. Each teacher will use Name to Face and account for each child on the attendance sheet.

5. The Director (or designated person in charge) will call “All Clear” when everyone is accounted for.
6. Call 9-1-1.

If outside:

1. Shelter inside.
2. Close all doors and windows.
3. Turn off AC.
4. Call 9-1-1.

Evacuation

In the rare event that we have to evacuate Wellspring, we will safely move all children to our designated location. Once we or authorities in charge deem it safe for parents to pick up their children, we will let children leave following our safety and security procedures mandated by our Emergency Handbook.

Child Abuse and Neglect

Under the Child Protective Services Act, staff members are required by law to report any suspected child abuse or neglect to the proper authorities. The employees of Wellspring Preparatory Academy are considered Mandated Reporters. All employees are not required to discuss their suspicions with parents prior to contacting authorities nor are they required to investigate the cause of any suspicious marks, bruises, behavior or condition prior to making a report.

Under the Child Protective Services Act, reporters can be held criminally liable for failing to report suspected abuse or neglect. Wellspring Preparatory Academy takes this responsibility seriously as well as the safety and security of all children in our care.

As mandated reporters under the Child Protective Services Act, employees of Wellspring Preparatory Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in good faith.

Causes for reporting suspected child abuse/neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the body.
- Severe verbal reprimands.
- Improper clothing related to size, cleanliness, season.
- Transporting a child without appropriate restraints. (e.g. car seats, seat belts, etc).
- Dropping off or picking up a child while under the influence.
- Not providing appropriate nutritious meals for children including drinks.
- Leaving a child unattended.

- Failure to attend to the special needs of a child.
- Children who exhibit behavior that is consistent with an abusive situation.

Wellspring Preparatory Academy will provide information and professional articles about organizations that provide training to employees and parents that pertain to the prevention and reporting of child abuse and neglect.

Our employees will have annual training that focuses on prevention, recognition, and reporting of child maltreatment, including:

- Factors indicating a child is at risk for abuse and neglect.
- Warning signs indicating a child may be a victim of abuse or neglect.
- Procedures for reporting child abuse or neglect.
- Community organizations that have training programs available to employees, children, and parents.

All of this information will be posted throughout Wellspring and will include methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect.

The Child Abuse Hotline is (800) 252-5400. You may also make a report online at www.txabusehotline.org. The online report is only for reports that do not require an emergency response. An emergency is a situation where a child faces an immediate risk of abuse and/or neglect that would result in death or serious harm and warrants a phone call to the Child Abuse Hotline number listed above.

Wellspring will provide literature, contact information, and coordinate with local organizations that provide help to our employees and our families.

You have community resources to gain assistance and intervention if your child is a victim of abuse or neglect.

Williamson County Child Advocacy Center

<https://wilcocac.org/>

211 Commerce Blvd Suite # 101,

Round Rock, TX 78664

512.943.3701

wccacinfo@wilcocac.org

Personal Possessions

Naptime

All children at Wellspring Preparatory Academy will have rest time in their schedule except for Afterschool and Camps. For all classrooms except for infants, please bring:

- Labeled pillow.
- Labeled blanket.
- Or a pillow/blanket combination.

Remember to take all nap items home on Friday to wash and return on Monday.

Personal Items

A small pillow or small stuffed toy is permissible when children are working through separation anxiety or is requested for rest time. This item must be able to fit into the cubbies provided.

Items from home not allowed at Wellspring include:

- Toy guns
- Gum
- Money
- Candy
- Family heirlooms
- Electronics

Show and Tell

In our older classrooms, teachers might schedule a fun Show and Tell day. During our show and tell time, we will encourage everyone to share and play with items brought in. If there is a special item that the child would like to bring, but not share, please encourage them to bring another item as well that they wouldn't mind sharing.

Wellspring will not be responsible for any lost items.

Clothing

Dress Code

Natural learning is an integral part of our curriculum. We will be outside a lot doing a wide range of activities for all ages and encourage all children to play and naturally engage in outdoor activities that include a mud pit, sand play, and possible water play (weather permitting). We ask that all children dress in seasonally appropriate, washable, and comfortable clothing. Please keep in mind developmentally appropriate clothing choices to assist in the ease of toileting independently. Shoes should be rubber-soled (sneakers/tennis shoes). Open toed /open backed shoes are not permitted.

Please note that all jackets should not have any neck strings.

Please remember to label each extra clothing item (jackets,sweaters, swimsuits, towels, bags, etc) If wet or dirty clothes are sent home, please return a clean extra set of clothes the next day.

Extra Changes of Clothing

Please provide at least two changes of clothing labeled in a plastic bag.

- underwear
- socks
- pants
- shirts
- 1 extra pair of shoes (for those potty training)

Seasonal/Weather Clothing options

- Light jacket/cardigan
- Rain jacket
- Gloves
- Hat (no strings or ties)
- Layers of clothing options
- Long sleeve shirts
- Pants/shorts
- Rain boots

Diapers & Toilet Training

Infant /One's/ Two's

Parents are responsible for providing all diapers, wipes, and creams for their children. We will communicate via app/paper with parents to let them know when supplies are low so they can be replenished in a timely manner.

Wellspring's staff is experienced in positive toilet training and developing healthy habits. We work closely with the parent on when a child should start toilet training, issues that may arise, and continuation of this developmental milestone.

Items that are provided by home include but are not limited to:

- Easy on/off clothing.
- Training underwear.
- Training pull-ups.
- Extra changes of clothes including shoes/socks.
- Any motivational items that the child prefers. (excluding food)

Three's and Up

Here at Wellspring Preparatory Academy, we understand that children will have accidents and will gently assist when an accident occurs. We will continue to help them keep their independence and confidence. We will put soiled clothing/bedding in a plastic bag and communicate with parents that an accident occurred. Please remember to wash all bedding and bring back an extra change of clothes.

Bottles, Blankets, and Pacifiers

Bottles/Meals

Families enrolled in Wellspring Preparatory Academy are more than welcome to bring their family's preferred way of feeding their infant, providing that it meets the American Academy of Pediatrics guidelines. This includes breastfeeding, bottle feeding, and prepared/fresh food/cereals.

All families enrolled in our Infant program are required to provide enough food for the day. We will accept extra formula/breast milk for up to 2 weeks. We provide a standard refrigerator/freezer, bottle warmer, mini food processor, sanitizing dishwasher, and highchairs in our infant en-suite. We will label each child's bottle/food containers.

Our baby room offers a comfortable chair for parents who wish to come into our facility to breastfeed their child.

For our older infants who are exploring new foods and textures, we will communicate with parents on a regular basis on what foods they would like their child to try from our own Wellspring menu. We can process each meal based on parent preferences and developmental ability. Formula/Breast Milk/Cereals/Meals not provided by Wellspring are still provided by the parents. Extra food can be stored in your child's cubby.

Blankets/Personal Items

Wellspring Preparatory Academy has created a safe environment for your child to play and rest in. We provide comfortable chairs for your child's teacher to rock in, individualized cribs for our non walking infants, comfortable mats for those who are walking and plenty of space to play and practice developing skills.

Blankets

For our younger infants under the age of 12 months, due to our rigorous safety and security guidelines, personal items are not allowed to be put into the crib. This includes swaddlers, music boxes, soft toys, etc. The approved crib will be bare except for our approved sanitized sheets. If your child's health care provider requests a certain restrictive sleep device, a written notice must be given stating that the child can sleep in a device other than a CPSC approved crib.

Once a child has arrived at Wellspring Preparatory Academy, they will be removed from a car seat or other restrictive device, even if they are sleeping. They will be assessed and if need be, rocked back to sleep in our CPSC approved crib. Infants are not allowed to sleep on the floor, swings, bouncers, or other restraint devices.

Safe Sleep

All parents, staff and/or teachers who care for infants in our center will adhere to the following safe sleep practices to help prevent Sudden Infant Death Syndrome (SIDS):

- Infants will always be put to sleep on their backs.
- Once an infant is able to roll over, the infant will be put in a crib to sleep on his back and allowed to assume a preferred sleep position.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- No soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads or comforters will be used in cribs for children younger than 12 months of age.
- If additional warmth is needed, a sleep sack with arm holes or sleep clothing, such as sleepers or footed pajamas may be used.
- In the case of a medical condition requiring swaddling, use of a sleep positioning device or requiring a sleep position other than on the back, the parent must provide a signed "Sleep Exception Waiver" completed and signed by the infant's physician and the parent.
- The infant's head will remain uncovered for sleep. Bibs will be removed. Lighting in the room will allow the caregiver to view the infant's face at all times.
- The room arrangement will allow sleeping infants to be actively observed by sight and sound.
- Infants will not be allowed to sleep on a pillow, car seat, swing or bouncy chair. If an infant falls asleep any place other than the crib, the infant will be moved to the crib immediately.
- An infant who arrives asleep in a car seat will be moved to a crib immediately upon arrival.
- Infants will be placed in cribs that offer adequate space so that one infant may not reach into another crib.
- Infants may be offered a pacifier for sleep, if provided by the parent. No "Wubbanub" pacifiers are allowed (stuffed animal attached to pacifier).
- Amber teething necklaces are considered to be a choking hazard for young children and are not allowed in our facility.
- Infants that are awake will have supervised free movement and floor exercises.
- Wellspring Preparatory Academy is smoke-free. Smoking is not allowed in Texas child care operations. This includes e-cigarettes and any type of vaporizers.

Personal Items

For our younger students, there are a number of personal items that are used to ensure a smooth and enjoyable day including pacifiers, familiar t-shirts for smells, bottles, food containers, diapers, creams, wipes, and extra changes of clothing. We provide labeled and separated containers for each child in our care. We ask parents to help us label any personal items.

Transportation

Field Trips

Field trips are a fun way to both expand our curriculum and have exciting, memorable trips throughout the year. Safety and security are always our top priority here on school property and while on excursions. Wellspring Preparatory meets and exceeds the requirements for adult supervision and safety procedures while on field trips.

Parents will be notified through all communication mediums about upcoming field trips including:

- Date of Field Trip.
- Estimated time of departure and arrival.
- Name and address of destination.
- Purpose of Field Trip.
- Possible extra cost.

For your child to be eligible for the field trip:

- All tuition payments must be up to date.
- All fees possibly associated with field trips are paid.
- Permission slips signed and returned.
- Children appropriately dressed for the trip including Wellspring T-Shirt.
- Appropriate student behavior in classroom prior field trips.

Parents are welcome to attend and participate in our field trips. However, we ask that you follow the school bus in your own vehicle to the destination and back. If there is a special circumstance that requires you to pick up your child during the field trip trip, please inform the director prior to leaving. When leaving with your child at the excursion, all policies and procedures will still be in place. You must check out your child from the teacher and are responsible for your child once they are dismissed.

Parents while on the field trip are not allowed to be held responsible for any group of children. The teachers are responsible for all groups of children while away from the facility. Parents have an amazing opportunity to help facilitate learning and observations on field trips, while also helping gather materials for all children.

Before and After School Transport

Wellspring Preparatory Academy provides safe and reliable transportation to and from school. Communication between parents and front office staff is imperative to ensure the safety and security of all children being transported.

Before School

For before school we ask that all students arrive before 7:15 a.m. If you arrive after this time, your child will not be allowed to stay at the facility as our vans have already departed for school. From 6:45 a.m. - 7:15 a.m., we provide a breakfast option and an opportunity for children to visit before departing.

After School

Enrollment in our after school program enables us to pick up your child from their school and bring them back to Wellspring to participate in our after school activities. We will assume that with enrollment, we will pick up your child every day from school unless other arrangements have been made prior.

If you need to change your child's schedule, please fill out the schedule form at the front desk. If an event arises during the day that means you will not need us to pick up your child from school, please call the front office as soon as possible before 2:30 p.m.

When we arrive at the school to pick up, we intend to pick up all children that are on our roster and will not leave the school premises until all children are accounted for.

This means that we will be reaching out to parents immediately if their child is a no show at pick up. If we are unable to connect to parents in a timely manner, we will reach out to emergency contacts to gather information as to the whereabouts of the child.

For each occurrence of us reaching out to the parent to account for their child, we will assign a failure to call fee of \$25. Three instances of failure to call will require a meeting with the director to discuss circumstances. If a family consistently does not communicate with Wellspring about their child's schedule, we hold the right to terminate for not following the policies and procedures outlined in this handbook.

Student Behavior

Students are expected to follow directions given to them by Wellspring staff and behave appropriately and in a safe manner while on the bus. Failure to comply will result in a parent/director meeting to discuss the issue. Wellspring Preparatory Academy reserves the right to dismiss a family for not adhering to the policies and procedures outlined in this handbook.

Curriculum

Whole Child Curriculum

Whole Child Curriculum means that every aspect of child development is included in our comprehensive curriculum. This includes language and cognitive development, social and emotional growth, fine and gross motor skills, music and poetry, and science and nature exploration.

Whole Child Curriculum is a 40 week long curriculum throughout the whole year. This means that there is a natural rhythm to the school, filled with fun festivals and celebrations and clear goals for parents and teachers. Having clear goals enables everyone to see the whole picture. They know that the skills they are creating now will be the firm foundation for the next stage of life.

Our Curriculum covers:

- Phonics
- Handwriting
- Numbers
- Language Development
- Social / Emotional
- Poetry
- Storytime / Drama
- Science
- School Theme / Festivals
- Art Projects
- Gross / Fine motor skills
- Make / Bake / Cook
- Sensory
- Games

Indoor and Outdoor Physical Activity

Benefits of physical activity and outdoor play

As children grow and develop, it is important we give children many opportunities to participate in physical activities daily. When children participate in physical activity everyday, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and

motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Physical Activity (Indoor and Outdoor)

We believe that a planned but flexible routine is best for children. Our schedule includes a combination of indoor and outdoor activities that meet and exceed the following guidelines:

- Infants (6 weeks - 12 months)
 - A minimum of two daily opportunities for outdoor play to include free movement to last as long as is tolerated by the individual child.
 - Supervised tummy time.
 - Balance of active and quiet play that incorporates group and individual play.
 - Child-initiated activities where the equipment, materials, and supplies are within reach of the child.
 - Caregiver-initiated activities that include and promote movement, vestibular, proprioceptive development as well as cognitive and language development.

- Older Infant - Toddler - Preschool - Pre-Kindergarten - Afterschool (12 months - 12 years)
 - A minimum of 60 minutes of moderate to vigorous active play for toddlers
 - A minimum of 90 minutes of moderate to vigorous active play for preschool - afterschool children.
 - Balance of active and quiet play that incorporates group and individual play.
 - Child-initiated activities where the equipment, materials, and supplies are within reach of the child.
 - Caregiver-initiated activities that include and promote movement, vestibular, proprioceptive development as well as cognitive and language development.

Wellspring will promote all children's active play every day. Children will have ample opportunities to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their own physical abilities.

Unstructured and Structured Play

While your child is enrolled in Wellspring Preparatory Academy, our activity plan will include multiple opportunities for play that is both structured and unstructured. Structured activities are defined as activities that are goal-oriented and adult lead. Some activities that are structured can include:

- Organized group games (tag, duck, duck, goose)
- Activities that require children to follow directions. (Follow the leader, Do what I do, etc)
- Dance party
- Free dance

Unstructured activities are activities that are child led and do not require adult interaction. The child is free to create their own goals and creative ways to interact with the materials. Here at Wellspring, Unstructured activities can include:

- Free play
- Open-ended large free play
- Dress up
- Tool play
- Kitchen
- Imaginative play

Setting

Physical movement happens both inside the classroom and outside on the playground. Inside the classroom, we are set up to encourage small and large movements that are based on the creativity of the child's own intuition. Outside, we have large areas that encourage children to use their entire body to move about the space. Our large open spaces, balance beams, stumps, berms, slides, trikes, push toys, and more invite children of all ages to build strength, balance, flexibility, and sense to move their body safely through the world.

Clothing

All children enrolled in Wellspring Preparatory Academy participate in our physical activities both indoors and outdoors. It is required that all children bring their own seasonal and weather appropriate clothing as described under our dress code in this handbook. If a child is not dressed properly or is unable to participate in the indoor and outdoor activities, it is required that parents find alternative care until either the child is well enough to participate and/or appropriate clothing is available.

Inclement Weather - Physical activity

When we are unable to participate in our outdoor activities due to weather, Wellspring will provide multiple activity plans that include large and small movements in every available space, including classrooms. The plans include:

- Caregiver guided activities (Examples: freeze dance, follow the leader, obstacle courses)
- Child initiated activities (Self guided obstacle course, free movement around the room)

All of these activities are expected to meet and exceed the duration of our physical movement plan.

Inclement Weather

Sometimes, the weather is too severe for us to go outside and play. During this time, we will increase our physical movement activities inside. We will increase both the caregiver initiated physical activities as well as the child initiated activities utilizing every space available. The director

is in charge of determining if weather conditions are considered inclement weather based on our guidelines.

Wellspring considers the weather inclement when:

- The observed wind chill is less than 32 degrees Fahrenheit.
- The heat index is in excess of 105 degrees Fahrenheit.
- Heat advisory is in effect.
- Wind chill advisory is in effect.
- Severe weather including: severe thunderstorms- watch/warning
- Flash flood- watch/warning
- Lightning within 8 miles of Wellspring -with or without thunderstorm warning.
- Observed dust/particulate matter in the air that is determined to be a safety risk.

Extracurricular Activities

Water Play / Swimming Activities

Preschool: During the summer months we will have “In Center” water play activities that may include: sprinkler play and sensory play. There will be no swimming or wading pool activities.

School Age Children: Our summer camp program students will have an opportunity to play in sprinkler and water sensory activities.

All parents must give consent on their admission forms for their child to participate in any or all of these activities

Animal Activities

At Wellspring Preparatory Academy, we may offer opportunities for the children to interact with various animals. We ensure that our animals are not kept in unsafe or unsanitary conditions and children do not handle any animals that show signs of illness. All children and caregivers practice good hygiene and hand washing after handling or coming in contact with an animal or items used by an animal.

Classes

Occasionally we work with local dance, gymnastics and/or karate studios to hold classes here at our facility. This is an optional service in which you may choose to participate. Information will be readily available when this occurs.

Discipline and Guidance Policy

Wellspring Preparatory Academy believes that each child deserves the opportunity to learn and grow in a safe and nurturing environment. Our discipline policy is based on a positive method that encourages self-esteem, self-control, and self-direction and is individualized and consistent for each child. It is also developmentally appropriate. We use praise and encouragement of good behavior, reminders of positive behavior expectations, and redirect through clear and uplifting statements.

The following discipline and guidance are prohibited on Wellspring Property:

- Corporal punishments or threats of corporal punishments.
- Punishments associated with naps, food, or toilet training.
- Pinching, shaking, biting, or hitting a child.
- Hitting a child with a hand or instrument.
- Putting anything on or in 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.
- Requiring a child to remain silent or inactive for an inappropriately long period of time for the child's age. This includes requiring a child to remain in a restrictive device.
- Grabbing or pulling on a child.
- Placing a child in a restrictive device for time out.
- Grabbing or pulling on a child.
- Placing a child in a restrictive device for time out.

Any instances of prohibited discipline behavior on Wellspring Property by either parent or employee will result in immediate termination and possible further disciplinary action.

Celebrations

Birthday

A child's birthday is an exciting time for them and their families. We welcome birthday celebrations in our classrooms as well as bringing in treats. Please remember that we are a nut-free school and some of our children might have food allergies. Please let us know in advance if you are planning to bring in a treat. For birthday parties that are celebrated away from school and the entire class is not invited, please mail or pass out invitations outside of the school. If all children are invited to attend, please feel free to ask your child's teacher to pass out invitations.

Please Note:

Due to privacy reasons, we will not pass out mailing lists or phone numbers.

National Holidays

Wellspring Preparatory Academy celebrates all national holidays. We create special projects for each holiday and invite parents to participate. Please look at the calendar for information on school closures.

Photographs and Privacy

Each child enrolled in Wellspring Preparatory Academy has a right to privacy. Our own Wellspring staff will take pictures of the children in our care. However, the pictures are the property of Wellspring and will not be shared outside of the Wellspring Album without express permission from both Wellspring director/owners and the child's parents/guardians.

Permission to utilize your child's image in newspapers, magazines, brochures, publicity materials, and/or educational training outside of Wellspring Property will be granted via the Child's Informational Record.

Wellspring will not tolerate any sharing of information, gossip, or seeking unnecessary information about a child enrolled in our program. We reserve the right to terminate enrollment due to not following the policies procedures outlined in this handbook.

Meals, Snacks, and Food Allergies

Meal Plan

Wellspring Preparatory Academy believes that a healthy diet is critical for children’s learning and development. We follow the dietary guidelines set out by the American Academy of Pediatrics. We provide a light breakfast in the mornings (6:30 a.m. - 7:15 a.m.), a nutritious hot lunch and two healthy snacks daily included in your child’s tuition. Our monthly menu is posted to our website, parent information board, and outside your child’s classroom. In the event that a substitution must be made, we will choose a food of comparable nutritional value and inform all parents.

Sample menu for an idea of what your child will be provided.

Breakfast 6:30 a.m.-7:15 a.m. Choose from: Whole grain cereals and cereal bars, yogurt. Served with milk and water.

Monday	Tuesday	Wednesday	Thursday	Friday
<u>AM Snack</u> Yogurt Blueberries <u>Lunch</u> Bean Burrito Spanish Rice Melon <u>PM Snack</u> Pretzel Hummus	<u>AM Snack</u> Banana Muffin <u>Lunch</u> Lentil Dal Brown Rice Pineapple <u>PM Snack</u> Homemade Granola Bar	<u>AM Snack</u> Pancakes Turkey Sausage <u>Lunch</u> Margherita Pizza Romaine Salad Peaches <u>PM Snack</u> Graham Crackers Sliced Oranges	<u>AM Snack</u> Banana Bread <u>Lunch</u> Swedish Meatballs Penne, green beans Apples <u>PM Snack</u> Wheat Thins Sliced Cheese	<u>AM Snack</u> Ricecake Sunbutter <u>Lunch</u> BBQ Chicken Sandwich Broccoli Pears <u>PM Snack</u> Oatmeal Cookie Cantaloupe

Food Service

Wellspring takes mealtime as an opportunity to both fuel bodies and bond together as a class. Each meal/snack time is unrushed and spent utilizing our fine and gross motor skills. Our teachers closely supervise and monitor mealtimes.

Healthy Options

A wide variety of healthy food options are an important and integral part of childhood development. Choosing options that include fresh fruits and vegetables, a variety of protein choices, different carbohydrate structures, and dairy choices help your child learn how to choose food to fuel their body and mind. A sweet treat is nice to have, but it shouldn't play a big role in your child's diet.

Food Safety

Preparation

All food served here at Wellspring is prepared in a sanitized environment by a trained chef who holds a current Food Manager's License. All staff hold a food handler's license. Our kitchen is monitored by the Williamson County Health Department and is regularly checked to ensure all food is stored properly by staff and administration.

Choking Risk

Choking is a huge risk for children under the age of 4. Wellspring prepares their food to help reduce the choking risks. Our food will be chopped into smaller pieces and quartered as necessary. We ask that parents watch for choking hazards from foods brought from home and take action to ensure food safety and quality.

Parent Provided Meals

Parents are allowed to bring in nut-free meals to either substitute a full meal or provide extra servings for their child. When you choose to bring your child's own meals from home, Wellspring will not be responsible for the nutritional value or meeting the child's daily food needs. These meals must be prepared to be "ready to serve" and self-temperature controlled when being kept in the child's cubby inside the classroom. We are not responsible for cooking or preparing meals or snacks brought from home.

If parents choose to provide lunch, but not snacks, Wellspring will provide appropriate snacks.

Snacks provided by the parents must not be shared with other children unless it is a celebration and includes all children including those that have special dietary restrictions.

Please note:

No discount is provided for students who bring lunch from home.

Dietary Restrictions or Allergies

For children enrolled in Wellspring who have dietary restrictions or allergies, we require written approval from a physician or a registered or licensed dietician in the child's records to serve a therapeutic diet. We will make every effort to accommodate your child's dietary needs, but may request food be brought from home in some cases.

An allergy action plan and a medical action plan are to be completely filled out and kept in classrooms, the child's folder, kitchen, and front office.

Immunizations and Physicals

Children Immunization

All children who attend Wellspring preparatory must be fully vaccinated according to the Texas Department of Health Services.

Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren). Updates must be reported to the center director in writing.**

The Texas Department of State Health Services recommends the following Immunizations.

Age at which child must-have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses ¹	3 Doses ²	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	1 Dose ³
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses ¹	4 Doses ²	1 Dose ³	1 Dose ³	2 Doses ³

¹ A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

² If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

³For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy the requirement.

Employee Immunization

At this time, we do not require our staff to provide documentation of their immunization records.

Health Statement

Texas law requires that all children enrolled in our program have a health statement on file.

The health statement must include one of the following:

1. A written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program;
2. A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member; or
3. A signed statement from the parent giving the name and address of a health-care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health-care professional as specified in paragraph (1) within 12 months of the date of admission.

Hearing and Vision Screening

The health and safety of all children is Wellspring's highest priority. Hearing and vision screening can identify individuals who may need remedial vision, hearing, speech, or language services.

Therefore,

- All children who are 4 years of age or older must have a completed hearing and vision screening prior to September 1st.
- All children who are 4 years of age or older and enroll after September 1st must have a completed screen prior to their first day of enrollment.
- Children who turn 4 after September 1st are exempt from screening until the following September.

It is the responsibility of the parent/guardian to complete the screening process with the child's healthcare provider.

Please note:

This screening process is part of Sec. 36.001 Special Senses and Communication Disorders Act from the Department of State Health Services. Enrollment is contingent on completion of these records. Families have the option to provide an affidavit in lieu of the screening records stating that the vision or hearing screening conflicts with the tenets and practices of a church or religious denomination of which the affiant is an adherent or member.

Wellness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to the center for the health and safety of all.

Please do not visit or drop off your child if they show any of these symptoms:

- Fever
- Persistent Cough
- Shortness of breath or difficulty breathing
- Lethargic / Fatigue
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Unexplained Rash
- Persistent drainage from eye (s).
- Unable to participate in regular classroom activities.

If your child becomes ill while at Wellspring, the administration will contact parents/guardians/emergency contacts and expect that the child will be picked up within an hour. The child will be supervised away from peers until they are picked up.

Children are excluded from Wellspring Preparatory Academy's program if they show any sign of a communicable disease, fever, loose bowels, or any symptoms listed above. All children must be fever free, without fever reducing medication, for 24 hours. A fever is defined as a reading on a thermometer of at least 100.3 as taken under the arm. Uncontrolled diarrhea/ vomiting is defined as having two or more loose bowel movements that can not be contained in the diaper / having vomiting episodes in a 24 hour period.

A health care provider must provide a note stating that the child is no longer contagious for the child to be able to participate in our program.

Communicable Disease

If your child will be absent due to any sort of illness, please call and inform Wellspring staff. This information will only be used as a “need to know” basis. However, please note that we take all communicable diseases seriously. If your child is diagnosed with a communicable disease, it is imperative that you contact us so that we can communicate to all parents involved that a communicable disease is present. All information shared will follow our privacy policies.

Please Note

If your child is too ill to play outside with his or her class or participate in regular classroom activities, then your child is too ill to attend the center.

Returning After Sickness

Your child may return to the center after:

- Obtaining a written verification from a doctor and/or clearance from our Director.
- Fever-free for 24 hours without the aid of Tylenol, or other fever-reducing medications.
- In the case of chickenpox or hand foot and mouth disease, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo and procedures so that all nits (eggs) are gone.

Please Note

If questions arise as to the appropriateness of a child's return to the center, the final decision will be that of the Director / Owners.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children and may bite as a response.

When a child does bite, the following procedures will occur:

- The child who has been bitten is given the attention of the teacher. The area will be cleaned and ice applied if necessary. Parents will be notified by an Incident Report upon picking up their child. In more serious occurrences, the parent will be notified by telephone.
- The parents of the child who bit will be notified if the biting occurs more than an isolated incident to make them aware of the situation.

- We adhere to strict confidentiality rules concerning the children in our care, and therefore we do not give the names of children whom we may be working with their family as they go through this developmental stage.

Medical Care

Process

Wellspring Preparatory Academy will only administer medication that is prescribed three times daily and will only give the middle dose. No over the counter (non prescription) will be given.

Before administering the prescription medication, Parents/guardians must authorize all medication in writing that is signed and dated.

We may not administer medication in excess of the medication's labeled directions or the child's health care professional prescription.

All medication will be taken home each night and must be signed in again before medication is administered. Life-saving medications, such as epi-pens, are to be continually stored at Wellspring at their designated locations. These medications are to be replaced prior to the expiration date.

In the event that there is a medical emergency, Wellspring will administer life saving medication in the way it is prescribed, directed and intended to prevent death or serious bodily injury of the child, even without the authorization of the parent.

Epinephrine Auto-Injectors

Wellspring Preparatory Academy does not maintain or administer unassigned epinephrine auto-injectors. We will proceed to our urgent/major medical situation protocols if an anaphylaxis reaction is suspected.

Prescription Medication

- Medication must be given as stated in the original labeled direction or by amended instructions in writing by the child's health care provider.
- Medication must be in the original container with the child's full name and date.
- Medication can not be administered to anyone other than the child for whom it is intended.
- Medication will not be administered past its expiration date.

Prescription Medication Procedure

- Show either Director/Front Desk medication.
- Answer any questions.
- Fill out Medication Log

- Leave medication in its original container.
- Ensure that the Director / Front Desk knows where to properly store medication throughout the day. (ie,refrigeration is required.)

Special Medical Assistance

Special medical assistance includes non medicine items such as apnea monitor, leg braces, protective helmet, etc. Wellspring is willing to accommodate all of these needs for the health and safety of all children in our care. A child’s right to privacy is taken seriously, and we will only share medical information to those on a “need to know” basis.

Other Items (Sunscreen / Insect Repellent)

Wellspring does not provide sunscreen, insect repellent, diaper creams, or toothpaste, etc. If you would like to have these items applied to your child while at Wellspring, we ask that parents and guardians please:

- Provide items labeled with the child's first and last name.
- Complete form giving permission for application.

It is the parent/guardian's responsibility to bring the child’s items in a timely manner. We will apply only approved items according to directions. Sunscreen and insect repellent will be applied when appropriate for outdoor activities. Wellspring will communicate with you when it is close to time to be replaced.

Injuries and Accidents

Minor Incidents

Safety and security is the highest priority at Wellspring Preparatory Academy. All minor injuries will be attended to quickly and with full knowledge of first aid applied. Should a minor incident occur while in our care, the teacher will fill out an incident report that will be signed by the director/owner and then either handed directly to the parent/ guardian to sign. We ask that the parents/guardians sign the incident report and return it immediately to the teacher. This report will be copied to be given to the parents and put in the child’s folder.

Should a concern about an incident arise, please feel free to talk to the director/owner. If a longer conversation or teacher involvement becomes necessary, we will schedule an appointment to assure availability.

Major Injuries

In the event of a major medical emergency or accident, Wellspring will take the proceeding steps:

- Contact 911.
- Give child CPR/First Aid treatment as needed.
- Contact Parent/Guardian.
- Contact Child's Physician (if asked to do so by Emergency Personnel).
- Ensure the safety of others.

The child will always be attended to by the Director or Owners until released to a parent or guardian.

Caring for Children with Special Needs

Wellspring Preparatory Academy welcomes children with special needs. Wellspring will attempt to accommodate children as best as we can reasonably accommodate. These accommodations are to be recommended by a health-care professional or a professional affiliated with ECI program. We will utilize any adaptive equipment provided for the child to use. Our activities will include options for all children with or without special needs care.

In some circumstances, when children need more assistance than Wellspring can provide, we will welcome licensed therapists (Board Certified Behavior Analyst, Registered Behavior Technician, Physical Therapist, Occupational Therapist, Speech Therapist ect...) into the classroom/school. Wellspring is not responsible for finding, paying or evaluating therapists. All therapists must be certified, pass a background check under Wellspring Preparatory Academy's permit number, and follow all licensing guidelines while on Wellspring Preparatory Academy Property.

Caregivers will adapt equipment, procedures and vary methods as necessary to ensure that all children are cared for in a natural environment.

Suspension and Expulsion

Wellspring Preparatory Academy is dedicated to the health and safety of every child enrolled in our program.

Wellspring is dedicated to:

- Share our discipline and guidance policies that are developmentally appropriate and promote social, emotional, and behavioral growth.
- Work with families to demonstrate these practices consistently and without judgment.
- Work with families to set goals that support the child's developmental growth.
- Share all data and information about a child's developmental concerns.

- Set clear communication guidelines and practices.
- Share community resources with families.
- Set clear expectations and boundaries.
- Create a plan of action with the family.

Suspension and expulsion from Wellspring Preparatory Academy will only be used as a last resort in extraordinary circumstances where there is a determination of a serious threat that cannot be otherwise reduced or eliminated with reasonable modifications following our Discipline and Positive Guidance policy.

We believe in strong partnerships with families and teachers along with developmentally appropriate practices and expectations to create safe and healthy environments.

Wellspring reserves the right to turn down an application for enrollment or to terminate continued enrollment of any child if we feel there is a risk to the safety and wellbeing of the child, the other children in the classroom and/or the staff.

Supervision of Children

Here at Wellspring, the safety and security of children are our top priority. This means that each child that is enrolled in our program is supervised by our highly qualified and trained staff. We conduct face to name headcounts each time we move throughout the school or a child moves from one area to another. We have regular area sweeps and numbers are validated frequently throughout the day by the administration. We ask that you have patience with our teachers as you drop off/pick up your child. You will see our safety protocols in place during these times and transitions.

Please make sure that your family does not visit other classrooms/spaces as you are leaving Wellspring for the safety of other children.

Outside Care

As we can only monitor our staff in a controlled and fully supervised environment, our employees are prohibited from providing any type of childcare services after hours for any customers. Wellspring Preparatory Academy assumes no responsibility for staff's conduct or activities outside of Wellspring's program. It is our policy that our staff cannot be "friends" on any social network with our customers.

Licensing

For more detail around the Texas Minimum Standards for Child Care Centers please visit the following link.



<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Austin Metro Area Licensing contact info:

14000 Summit Drive

Suite 100

Austin, TX 78728

512-834-3426

Other Useful Information

State Licensing Requirements

Texas Department of Family and Protective Services (DFPS) Website

<https://www.dfps.state.tx.us>

Abuse Hotline

1-800-252-5400

Licensing Information

We believe that licensing and rigid enforcement of standards is in the best interest of all children. At Wellspring Preparatory Academy, we comply with applicable licensing regulations and standards. These standards relate to our center staff, health and safety procedures, nutrition, teacher/child ratios and record keeping. Wellspring is subject to inspections by state licensing agencies, health and fire officials. Any parent may review the Minimum Standards and our most recent Licensing Inspection Report by requesting the information at the front desk. You may also contact our local licensing office by calling 512-834-3426 or visiting the website at www.dfps.state.tx.us/childcare. The Minimum Standards are available on this website as well.

Exterminator

We have a professional exterminator treat the inside and outside of our facility and all of our lawns on a monthly basis. We put up notices prior to the date so all families are aware of the pending treatment. In addition, we do daily checks on our playgrounds to ensure that we are controlling any ant mounds that might occur in between those visits.

Gang-Free Zone

Gang-related criminal activity or organized criminal activity that occurs within 1000 feet of a day care center is a violation of the law and is subject to increased penalty under Texas Penal Code. The goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

I acknowledge that I have received a copy of Wellspring Preparatory Academy Parent Handbook. I have reviewed and understand the policies and guidelines within the handbook. I understand that it is my responsibility to comply with all policies and procedures included.

Print Full Name

Signature

Date

Director Full Name

Director Signature

Date