

Prestigious Learning Academy



Parent Handbook of Policies and Procedures

1906 N. Story Road

Irving, TX 75061

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Updated: 08/2026

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Welcome:

Dear Parents,

Welcome and thank you for choosing Prestigious Learning Academy. We are honored that you chose us to help care for and educate your child. This handbook will provide you with information about our program, policies, and procedures. We look forward to working with you and your child.

Our Philosophy:

Prestigious Learning Academy believes that a child's first years are critical for establishing a solid foundation for learning and personal growth.

Prestigious Learning Academy provides a trustworthy, safe, warm, and positive environment for children to become successful. We respect and encourage each child's unique individualism and diversity. We value each individual family structure and realize that parents are the first and most important teachers in a child's life. We positively guide children to make good choices and become self-reliant productive citizens.

We believe that a rich environment with positive encouragement will have a major impact on a child's social and cognitive abilities and set the stage for long-lasting and far-reaching achievement.

Our Goal:

Prestigious Learning Academy is committed to providing a safe, nurturing environment in which children are encouraged to discover themselves and the world around them.

Curriculum: Pinnacle/Circle Activity Curriculum (infant, toddler, Pre-k) CLIEngage

Preparing your child for success in the future is our goal at Prestigious Learning Academy. Our childcare and learning programs create a strong foundation to build on starting at the critical early years. We strive to build self-esteem, spark imagination, satisfy curiosity and guide your child's first steps toward a lifelong love for learning in a safe, nurturing environment. We will use the Pinnacle Developmentally Appropriate Curriculum and CLIEngage which learning objectives come from the Texas Early Learning Guidelines.

Pinnacle® is a research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle® provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle® is published in an easy-to-use, reusable format that includes lesson plan guides, activity enrichments, and long-range goals linked to key standards. Comprehensive programs are offered for Infants, Toddlers, Two's, Three's, Four's, and School-Age children.

- Based on the works of Piaget, Gardner, and Erikson

Developmentally appropriate activities that adhere to industry standards

- Clearly stated learning objectives to help facilitate learning in all domains
- Flexible programming to accommodate varied learning styles
- Carefully selected themes that capture children's interest
- Long-range goals linked to Key Standards
- Provides suggestions to enrich developmental milestones based on research
- Interactive activities that help children develop a love for learning while they are growing, playing, and having fun

After School Program: We pride ourselves on our after-school program. Designed specifically for elementary school age students, we provide

them with age-appropriate activities and tutoring in a safe and secure environment that allows children to be children.

Our Summer Camp Program: Who says learning has to end during the summer months? At Prestigious Learning Academy, all children can stay engaged in hands-on learning activities throughout the summer.

Children complete science experiments, learn new sign language and create exquisite art projects while still having plenty of time for sun and fun.

Center Information:

Prestigious Learning Academy
1906 N. Story Road
Irving, TX 75061
Phone: 972-514-1878
Director: Candice Lewis

Admission Requirement:

Prestigious Learning Academy accepts children from ages 6 weeks to 12 years of age. We do not discriminate against race, color, creed, religion, handicap, or national origin.

Before your child can be enrolled, you must complete and return the following forms required by state regulators:

747.601

Admission information

Parental Agreement

Contact Information

Statement of the child's health from a health care professional

Immunization records

Discipline and Guidance Policy

Licensing Incident/Illness Report Form

Open Door Policy:

Prestigious Learning Academy has an open door policy. Parents may visit the childcare suite at any time during the day without securing prior approval. We ask that parents do not enter their children's rooms as unexpected and/or prolonged visits may disrupt the classroom's learning environment.

Parent Involvement and Participation

Parent involvement and participation are key factors of the success of our school. Prestigious Learning Academy seeks to have on-going and regular communication with parents. Parents are encouraged to always ask questions and express concerns. Parents are invited to offer feedback about our programs anytime. Your suggestions and recommendations for how our programs can be enhanced will be appreciated. Sharing your concerns about the programs will be welcomed and addressed in a timely manner.

Means by which staff communicate with parents include, but are not limited to, the following:

- 1) Parent Handbook: This handbook contains information and policies pertaining to Prestigious Learning Academy
- 2) Parent Communication Center: Our school has a Parent Communication Center, located near the entrance to the center. Announcements are posted on parent bulletin boards or walls. Parents are encouraged to review this information DAILY to be kept abreast of the happenings in the center.
- 3) Email, Website, Handouts, Bulletins, and ClassDojo: Most information will be on the website and/or uploaded to ClassDojo to parents. Periodically written information is sent home regarding our school programs and activities. Parents are strongly encouraged to read and respond to this information. On occasions parents will be

asked to sign for information that they receive. This is to ensure that each parent receives critical information.

4) Telephone: Parents, on occasion, may be telephoned.

5) In addition, opportunities are provided for parents to participate in special events that are scheduled throughout the year.

Security:

All doors that open to the exterior of the building will always remain locked. Teachers and staff are instructed not to open these doors for anyone, as all visitors should enter through the left door of the circle drive next to the security desk to sign-in and obtain a temporary visitors' pass.

Volunteer Background Checks:

A background check is required on file at Prestigious Learning Academy when you volunteer in the classroom on a regular basis.

Adjustment Period:

Please allow your child(s) time to get adjusted to his/her new environment. This period normally takes about two or three weeks.

What to Bring to the Center with your Child:

Please bring a change of clothes for your child, a box of wipes and for infants and toddlers, please bring pampers and bottles. All items will be labeled with your child's name on them. All children should be dressed appropriately for the season.

Signing your child in and out daily:

There is a sign in sheet at the front desk, please sign your child in and out daily. Your child(s) will then be escorted back to their classroom designation. This will help to establish routine and independence.

Notification of absence

Parents are required to inform Prestigious Learning Academy by 9:00 if a child is not at the academy on a scheduled day.

Hours of Operations:

Prestigious Learning Academy is open January-December from 6:30am-6:00pm Monday through Friday. We ask that you bring your child by 9:00 a.m. If you do not pick up your child on time, you will be charged late fees due on that day. All late fees must be paid in full before child may return to the center.

Finances:

Tuition is due on Monday. Late fees will be set on the following Wednesday. You may pay tuition monthly by multiplying the number of Mondays in the month by weekly tuition. If tuition is not paid by the close of business on Wednesday, please add \$25.00 to your regular weekly tuition. *Additional late fees may be accessed.

Cost of Child Care

- \$280.00 per week for infants (0-17 months)
- \$270.00 per week for toddler I (12-18months)
- \$265 per week for toddler II (18-23 months)
- \$260 per week for two-year-olds (24-35 months) potty trained
- \$255.00 per week for three-year-olds (potty trained)
- \$250per week for Pre K
- \$240 per week for after school care, before and after
- \$185.00 Summer Camp (does not include activities)
- *Up to \$60.00 per day drop in care

Registration fees:

- \$75 enrollment fee per child/ Per Family \$125.00
- A registration fee is required at the time of enrollment.
- Registration fees are non-refundable.

A \$10.00 late fee will be charged if your child is picked up between 6:01-6:10, and \$1.00 per minute after 6:10. The late fees will be paid to the Director or staff member on duty at the time you pick up your

child. If you are habitually late, you will be asked to find other means of childcare. There is a supply fee/curriculum fee due every year on the second Friday in September. The fee is \$50 for a child and \$100 for a family.

Returned Checks:

There will be a \$35.00 fee for all returned checks. After two return checks you will be asked to pay with a cashier's check or money order. A check will not be accepted for payment of a returned check.

Attendance Policy:

The operational costs are based on consistent enrollment. None of the cost is defrayed when your child is absent or we are closed for a holiday. We are confident that you understand our need for consistent attendance. Full fees are due regardless of how many days a child has attended in a week. Parents will only be charged half tuition if the child enrolled does not attend for that week.

Holidays:

Prestigious Learning Academy is open five days a week, twelve months a year except for the following holidays:

New Year's Day

MLK Day

President's Day

Good Friday

Memorial Day

Juneteenth

July 4th

Labor Day

Thanksgiving & the day after Thanksgiving

Christmas Eve & Christmas Day

We will close at three New Year's Eve. We will close on inclement weather days if Irving ISD is closed. Please check your local news for closing schedules or delayed openings. Closings changes are at the discretion of the Director.

Meals:

We provide nutritional breakfast, lunch, snacks and dinner. We participate in the USDA Child Care Food Program, and you are required to complete a childcare food program application when enrolling. There will be a menu posted monthly.

Well Checks:

Health checks are conducted to identify potential concerns about a child's health, such as signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. A visual well/health check will be performed for each child by the child's teacher upon arrival at the school in your child's classroom.

Illness:

We are unable to care for sick children. Please keep your child home if his/her temperature is over 100 degrees, your child must be fever free for 24 hours, before they may return to the center, or have a note from a physician stating that he/she may return. Children who are ill with a contagious disease or symptoms of disease may not attend Prestigious Learning Academy. Children who become ill while in our care must be picked up immediately upon notification. The following are reasons a child may be sent home:

- A fever of 100.5 or higher (child must be free of fever 24 hour before he/she can return to center)
- Diarrhea or vomiting twice within a two-hour period
- Symptoms of conjunctivitis (pink eye)

Medical Emergencies

In the event of a medical emergency, we will first contact 911 immediately, Secondly; we will contact the child's parent and/or guardian. We will then report the incident to the local and state childcare licensing departments.

Medication:

Medication must be brought in its original container with your child's name on it. Medication will only be dispensed when parents submit a signed authorization form and according to the instructions on the label. Medication must be in the original container labeled with the child's full name and date. We will only administer the medication to the child for whom it is prescribed to. Please do not leave medication with your child's personal belongings.

Parent Notifications:

All parent notifications will be posted on the front door of the facility, on the front desk, or sent home with your child in the form of a newsletter. Parents will be notified in writing one week in advance of any policy change.

Parent Conferences:

Parents may discuss any problems, concerns about the policies and procedures of the childcare center with the director during a scheduled conference time. PLA offers regular conferences twice yearly. Parents can make scheduled requests outside of the two conferences yearly. Please schedule conferences in advance with the director.

Parents may visit the childcare center any time during hours of operations to observe their child, the center's operation, and the program activities without securing prior approval.

Parents are welcome to participate in class activities with previous notice given to the director. Parents may schedule a time to review a

copy of minimum standards and our most recent licensing inspection report. All parents may contact the local licensing office, (Texas Department of Family and Protective Services) 214-583-4253/1-800-582-6036 or website; www.hhs.texas.gov

DFPS child abuse hotline, (phone # 1-800-252-5400) and/or DFPS website at: www.txabusehotline.org.

Safe sleep for infants:

All staff, substitute staff, and volunteers at Prestigious Learning Academy will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices

are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our childcare program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].

- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

Breast feeding

Prestigious Learning Academy will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care. All expressed milk will be stored in a refrigerator/freezer with the child's name and date. Mothers are required to provide their own containers. All director/staff will be properly trained in the handling and storage of handling human milk.

Vaccine-Preventable Diseases

To protect children from vaccine-preventable diseases employees at Prestigious Learning Academy are required to have a TB test annually. Each employee must submit a copy of TB test to the director. A copy will remain in employee's file. An employee may be exempt from having a required vaccine because of medical conditions identified as contraindications or precautions by the CDC and Prevention and/or reason of conscience, including religious belief. To protect child in care at Prestigious Learning Academy from exposure to disease, exempt employees must wash their hands, use protective medical equipment, including gloves and masks, based on the level of risk the employee presents to the children based on the level of risk the employee presents to children by the employee's routine and direct exposure to children. Prestigious Learning Academy prohibits discrimination or retaliatory action against an exempt employee, except that required use of protective medical equipment, including gloves and masks. The director will maintain a written or electronic record of each employee's compliance with or exemption from your policy. Employees who fails to comply with this policy will be termination.

Immunization requirements:

A copy of the current immunization schedule from the Texas Department of Health is included in each enrollment packet. Your child must be current on all their immunizations before being admitted to the facility. A signed physician statement which is located on page 3 of the enrollment packet is due on the first enrollment date.

Hearing and Vision Screening:

Children enrolled for the first time who are four years of age or older and all children enrolled who will be four years of age by September 1, of each year will be screened for possible vision and hearing problems prior to completion of 120 calendar days of enrollment, or present evidence of screening conducted on each year prior to enrollment. Each child who is in the first, third, and fifth grade must complete a screening or examination within the school year.

Discipline

No form of physical punishment is ever used. We only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, and include one of the following:

- Praise and encouragement of good behavior.

- Reminding children of behavior expectations daily by using clear positive statements and redirecting behavior using positive statements.

Suspension and Expulsion of Children

At Prestigious, the director may always retain the right to dis-enroll a child if it is in the best interest of the child or other children. Each situation is a case-by-case basis. Biting or harming another child will not be tolerated. First there will be a verbal communication to fix the problem at hand. After the warning and the behavior is continued the child will be suspended for a day. If the problem continues, the child will be expelled.

Inclusive Services

PLA will make sure to provide inclusive services to all children enrolled at Prestigious. The Director will provide a resource sheet to any parent upon request. Upon enrollment parent and Director will go over accommodations the child will need while in care.

Challenging Behavior

Prestigious Learning Academy believes that a child's first years are critical for establishing a solid foundation for learning and personal growth.

Prestigious Learning Academy provides a trustworthy, safe, warm, and positive environment for children to become successful. We respect and encourage each child's unique individualism and diversity. We value each individual family structure and realize that parents are the first and most important teachers in a child's life. We positively guide children to make good choices and become self-reliant productive citizens.

We believe that a rich environment with positive encouragement will have a major impact on a child's social and cognitive abilities and set the stage for long-lasting and far-reaching achievement.

When a child in care displays challenging behavior on a reoccurring basis, a behavior management program will be implemented over a trial period of 2 weeks (10 business days). This program will be devised based on the individual needs of the child. A behavior management program will usually consist of the following steps:

1. A formal discussion will be carried out with the child's parents to gain information regarding the child's behavior and to discuss ways of dealing positively and consistently with the challenging behavior. Parents will be required to implement similar strategies

from the program at home to reinforce positive behavior.

Examples of strategies used in the program will be:

- a. Praising good behavior
- b. Listening to the child
- c. Setting limits by choosing a few simple rules, explaining the rules to them and repeating them periodically.
- d. Incorporating activities into the curriculum to reinforce good behavior for example through role play, art and craft, reading favorite stories at story time etc.

Parents may be advised to refer their child to other professional services, such as ECI. These services can assist parents identify if all their child needs are being met and if they require any additional support.

The importance of early cooperation in a behavior management program by parents is imperative to complete a successful behavior management program.

2. The Director will see that every effort is made to ensure that each child's individual needs are met while the program is being implemented. Staff will be supported, when appropriate, in the room where the challenging behavior is being displayed.
3. The Director will assess the child's progress each week and discuss developments with the child's teacher.
4. All minor and major incidents will be recorded and shared with the child's parents. Confidentiality will be respected, and information will only be shared with the parties concerned.
5. Parents whose child displays challenging behavior will be required to meet the Director and the child's teacher every week to discuss your child's progress and to review the current program.
6. At the end of 2-week (10 day) period if there is no improvement in the child's behavior; staff will continue with the program for

another 5 days to observe improvements. Parents will be reminded by the Director that they may need to start seeking alternative childcare arrangements if there has been no improvement.

7. At the end of 2 weeks (10 days) into the program parents will be informed by the Director that for their child's needs for the future, they will have 1-week (5 days) to find alternative childcare arrangements.

Release of children:

Parents must sign their child in and out daily. Students can be dismissed at any time requested by an authorized person with a proper photo id or family code. Students will not be released to unauthorized people without the parent's written permission. A driver's license will be required to release children, and a copy of the driver's license will be kept in the child's file. There are no exceptions. Your child will not be released to anyone other than you, the parent, or any person that you authorized to pick up your child. When your child is picked up by someone other than yourself, Prestigious Learning Academy will require a Note signed by the parent. The note should contain the person's name picking up the child and their driver license number, the date and time the child is to be picked up, and the person's telephone number. The note should be left in the office, not with the teacher, either that day, or the day before the child is picked up. Please explain to the pick-up person that they must stop by the office and that proper identification will be required.

Authorized Persons/Update of Information

Your child will be released only by those people authorized by you on the admission information form. The authorized person will be required to show identification (i.e., drivers' license). If at any time a parent will need to change admission information and the front desk receptionist

is unavailable, they will do so on our ClassDojo app or send an email to infopla@yahoo.com.

Questions or Concerns

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and work as partners in the child's education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. Policies are reviewed annually and updated if necessary.

Video Surveillance

For the safety of our children and staff every classroom, hallway, doorway and playground are monitored by video surveillance. The videos are observed daily by administration. Videos may be viewed by request of Texas Childcare Licensing or other law enforcement.

Photos

In order for us to do so, we need parents' written authorization to take pictures of their children for use within the classrooms. We also need written permission to upload pictures on our website and/or Webpages and newsletters or bulletins. Please fill out the "Permission to Photograph" form.

Transportation:

When children are transported to and from school or participate in a field trip, we will follow state regulations # 746.5603, 746.5605, 746.5607 and 746.5609. We will take the following precautions when loading and unloading children from vehicle: We will load and unload them at a curbside of the vehicle or in a protected parking area or driveway, we will not allow a child to cross a

street unless the child is accompanied by an adult any time before leaving a vehicle, we will account for all children exiting the vehicle before leaving the vehicle unattended. We will never leave a child unattended in a vehicle, and all children will always wear a safety belt. We will always have a list of children being transported, emergency medical transport and treatment authorization forms for each child being transported will be on the vehicle. Our center's name, director, and telephone number will be included with the children's records and our name and telephone numbers for each child transported will be kept in the vehicle. A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment, and accessible to the adult occupants will be on the buses, a first aid kit will also be available on the buses. The driver will have a current driver's license; current copies of vehicle inspection and insurance information will be kept on the buses.

Field Trips

We will follow the ratios for field trips as listed in section 746.1801 of the Texas minimum standards for childcare centers. A signed "Field Trip Transportation and Authorization" permission form must be on file for your child to attend a field trip. All children must wear a Prestigious Learning Academy t-shirt on field trips. Field trips will be posted at least 48 hours in advance. Our bus will have fire extinguisher and a first aid kit. All Drivers are CPR and First Aid certified. Field trips are not only fun, but also educational for your child. At Prestigious Learning Academy field trips are a planned, regular occurrence for children 5 years old and older.

Please be assured that safety while on a field trip is our main concern. We only take groups of a manageable size at one time to maintain a high level of supervision during the trip and while at the destination. Parents are always welcome. Children enjoy having mommy or daddy or grandma coming with us! Parents must provide their own transportation

and will be responsible for themselves and all costs on all field trips. Also, if the guardian/parent/authorized release person would like to take their child at the field trip they must sign them out with the teacher and lead personnel.

All children will be accounted for using classroom attendance and name to face during field trip.

Please note that any fees related to the field trip will be billed to you on a separate invoice and need to be paid prior to the field trip.

Children must be at school and be ready to leave at the designated time. If you do not wish for your child to go on the field trip, then your child will be left at the center with another class for the time during the field trip.

Animals:

Animals are not allowed on Prestigious Learning Academy premises.

Gang Free Zone:

Under Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Prestigious Learning Academy is a gang-free zone.

Child Abuse and Neglect:

Teachers are trained annually to recognize signs of child abuse and neglect. Texas law says anyone who thinks a child is being abused, neglected or exploited must report it to DFPS. Prestigious Learning Academy will work with various community resources to better inform parents and staff about issues regarding child abuse and neglect and prevention techniques by suggesting opportunities to learn more. One such option is to take the free online course offered by TDPRS. If you have reason to suspect child abuse, call the hotline. They can advise you of next steps. Child abuse hotline: 1-800-252-5400

Water Activities:

Prestigious Learning Academy will only participate in sprinklers water activities. Sprinkler play will be done in the back fenced area behind Prestigious Learning Academy. Parents are to provide sunscreen for his/her child. Only spray on sunscreen will be applied, the child(ren) will rub sunscreen in. On sprinkler play days the children will need to come dressed in their bathing suits under their clothes and need to bring a towel to dry off with. The children will change back into dry clothes in the designated bathroom by themselves. Extra clothes will need to change into after sprinkler play. Pre-K 4 through school age children are allowed to participate in water sprinkler activities.

EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Prestigious Learning Academy. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Prestigious Learning Academy will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and -out log and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to Candice Lewis. In the Director's absence, the Assistant Director or designated person in charge assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness

Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

Tornado/Bad Weather

Stay calm. Watch the kids, not the situation. Get your sign-in/out sheet and your transition sheet and stuff it in your clothing. Grab your flashlight. Take all your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill. Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways. Stay there until advised that the bad weather has passed. It can be helpful to quietly sing songs with the children to help them keep calm. □ The Director in charge will monitor local weather stations and the weather alert radio for updates.

Communicable Disease Outbreak

All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, handwashing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place. In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform

them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak. The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.

The Director, or person in charge, will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Services and Child Care Licensing. All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

Lock Down (Includes Weapons, Hostage Incident, Intruder, Trespassing, Disturbance)

The Director, or person in charge, will announce over the radio, "Lock Down" or other discrete code and will call 911. The director, or designated person, will always supervise the front desk during the incident, if possible. Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month. Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom. Get your sign-in/out sheet and your transition sheet in your hands and stuff them into your clothing. Close all your classroom doors and lock them if possible. Turn off the lights. If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down". Whisper and remind the children that

"we are to be very quiet." Do a name/face check silently. Keep the children and yourself safe, in place, and away from all interior and exterior windows. Watch the children, not the situation! If the intruder enters your classroom, do not argue with him. The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building. Await further instructions from the Director, or person in charge, or emergency personnel.

Accident

Breathe and stay calm. Make sure all children are supervised. If you are alone, tell them to sit down near you. Comfort the child by speaking in a low, quiet voice. Apply first aid as needed. ☐ Call the office if you need further assistance and/or the Director, or person in charge to call 911. If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.) If injury is to the head or face, report it to the office immediately - even if it is minor. Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up. Turn the Accident/Incident Report in to the Director, or person in charge, before you leave on the same day. Keep the Accident/Incident Report confidential while in your presence. In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

Explosion, Chemical Spill or Gas Leak

Explosion, Chemical Spill or Gas Leaks that occur INSIDE the facility
See procedures for FIRE and OFF-SITE EVACUATION AND
RELOCATION that occur OUTSIDE the facility. Close doors and lock if possible. Turn off air conditioner/heater. Turn off lights, computers,

TV, radio, CD player, aquarium pump or anything else that may cause a spark. Keep children sitting on the floor and calm singing quiet songs or reading stories.

Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel. If you detect a strong odor, show the children how to lift and breathe through their shirts. If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

Bomb Threat or Other Threats

Write down everything the person says. Ask where the bomb is. Ask when the bomb (or other threat) will "go off" or "happen". Write that down, too. Notify Director, or person in charge, to call 911 immediately.

Off- Site Evacuation and Relocation

Your primary responsibility is to keep the children safe. Keep your sign-in/out sheet and transition sheet in your hands or stuff them into your clothing. If time allows, gather children's diaper bags, bottles, baby formula/food, and coats. Children will be evacuated in the center's buses and vans from old to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles. The school will use car seats and infant carriers left by the parents when evacuating applicable children. The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building. The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a

charged cell phone and accompany the first vehicle to the evacuation site so that he/she can oversee the evacuation site. The Director and Assistant Directors are aware of each cell phone number. Evacuation and relocation site for Prestigious Learning Academy is Crockett Middle School at 2431 Hancock St, Irving, TX 75061, the second site will only be used in case site one is unavailable Plymouth Park Baptist Church at 1714 N. Story Road, Irving, TX 75061.

After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation. Staff members will continue to supervise and take care of the children, including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation. The Assistant Director/or designated person in charge will continue to supervise and take care of the needs of the staff. The Director will be the contact person for emergency personnel and parents. The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only people listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

Fire

When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or it is preventing exit. Get your sign-in/out sheet and your transition sheet and keep it with you. Make quick head count. Make sure you have everyone. Infants: Place all the children in two cribs. Proceed to

the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children to each month during your fire drill. Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised. The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards. Watch the kids, not the situation. The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

Promotion of Indoor and Outdoor Play

Promotion of play will be exhibited by bringing jumping ropes, balls, magnifying glasses to explore, also games will be played for gross motor activity. Indoor activities will be promoted by having the children engage in music and movement and other engaging inclement weather activities. At least 30 minutes of physical activity will be offered to children while in care 30 minutes in the morning and 30 minutes in the afternoon. Closed-toed shoes & weather appropriate clothes should be worn by children during this type of activity. Should the weather not permit inclement weather activities be done inside such as bowling using a ball and cups, parachute play, running in place, cotton ball race, etc.

Clothing Guidelines

All children must be dressed in appropriate clothing while in care at Prestigious Learning Academy. Closed-toed shoes are to be worn every day and also infants that are attempting to stand and walk must wear closed toed tennis shoes with grip daily.

Plan to use Outdoor Activity Space that is not Connected to the Childcare Center

To get to the outdoor activity space children, 18 months and up will have to exit from the rear of the building with their teachers. The children and teachers will have to cross the back parking lot of the building. Infants and toddlers will be transported by wagons and /or push carts. The activity space is a clean fenced area that is used only by Prestigious Learning Academy. No one else uses the play area during the hours that Prestigious Learning Academy is using . (3) Appropriate equipment will be available on the playground daily for each age group. At this time there are no neighborhood circumstances, hazards, or risks to the children enrolled at Prestigious Learning Academy. Each child will have access to restrooms located in hallway near back entrance door. In the event of an illness or injury, the teacher outside will call by radio to Director or designated person in charge for assistance.

Sunscreen, Insect Repellent,

If you have ointments, creams, lotions or sprays that you would like us to apply to the child's skin (including but not limited to sunscreen, insect repellent and diaper rash ointment), the ointment, cream, lotion or spray must be in the original container and the child's full name must be on the container. All sunscreen & insect repellent must come in the spray form and will be sprayed on the child and then the child will rub into the skin. You must fill out a written permission form for dispensing medication, but not necessarily for each individual

application. We will not apply any ointment, cream, lotion or spray that is past the expiration date. If you would like us to apply sunscreen to your child prior to outdoor playtime, we will gladly do so, provided you supply us with your preferred sunscreen brand. Please make sure to write your child's name on the container with a permanent marker and give it to your child's teacher for safe storage. You also need to add the sunscreen's name on your list of authorized medication so we can apply it to your child. Under no circumstances may sunscreen be left in a child's backpack. Sunscreen will only be applied before outside time or outside field trips.

Ointments and Creams The ointment, cream or spray must be labeled to indicate that it is appropriate for the child. You must fill out a written permission form for dispensing medication, but not necessarily for each individual application. We will not apply any ointment, cream, lotion or spray that is past the expiration date. If you would like us to apply sunscreen to your child prior to outdoor playtime, we will gladly do so, provided you supply us with your preferred sunscreen brand. Please make sure to write your child's name on the container with a permanent marker and give it to your child's teacher for safe storage. You also need to add the sunscreen's name on your list of authorized medication so we can apply it to your child. Under no circumstances may sunscreen be left in a child's backpack.

(Screentime) TV/Video, Computer, or video games for activities with children

Per minimum standards activities using TV/video, computer, or video games are prohibited for children under the age of two years.

TV/Video, computer, or video games may be used supplement, but may not be used to replace, the activities for children ages two years and older provided as described as described in 746.2507 of this title

(relating to What activities must I provide for pre-kindergarten-age children?); and 746.2707 of this title (relating to What activities must I provide for school-age children?). When using TV/Video, computer or video games as an activity for children, you must ensure that they: 1. Are related to the planned activities; 2 are age-appropriate; and 3 do not exceed one hour per day.

Liabilities

Children will never be left unsupervised, nor will they be abused or neglected while in our care at Prestigious Learning Academy. However, accidents do happen. Parents will be responsible for any medical expenses incurred should an accident requiring emergency medical treatment occur. Parents will also be responsible for any damage, beyond normal everyday occurrence, to property or equipment. Parents also waive, release and forever discharge Prestigious Learning Academy from all claims against us.

Accommodations for Families

This document outlines our program's policy and process in supporting families and children who may need additional accommodation, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.

5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Director.

Prestigious Learning Academy offers:

- First aid and CPR trained staff
- Staff will be required to complete at least 24 hours of continuing education annually
- Appropriate developmental activities
- Individualized curriculum
- Extracurricular Activities (i.e. field trips)
- Character Counts (Social Skills)
- Transportation to and from select schools

Revised 05/2026

This Handbook is reviewed annually and is updated as necessary.

Prestigious Learning Academy

Parent Handbook of Policies and Procedures Acknowledgement

I have received and read a copy of the Parent Handbook of Policies and Procedures for Prestigious Learning Academy

Parent or Legal Guardians' Name (Please Print)

Date

Signature (Parent or Legal Guardian)

Date

Child's Name (Please Print)

Date

Director Signature

Date