

La Petite Maternelle Fleur de Lys

**Parent Handbook**
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Owner/Director & Teacher - Mme Genevieve Rheault

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# History

***La Petite Maternelle Fleur de Lys***was founded by Genevieve Rheault out of her love for her daughters and teaching. Knowing that everything her daughters learned would be taught in English (dance class, soccer training, swimming lesson, Sunday school, etc.), she addressed them in French for the opportunity to also learn a French education. With her years of teaching experience, she decided to build a preschool program environment based in the comfort of her home.

 Genevieve has always felt drawn to helping make sure children have the right start in life. She believes that it is of the utmost importance for children to develop a healthy love for learning early on and now that is her school's mission!

 She has gone to great lengths to research best practices for early childhood educators and institutions. She is extremely confident that ***La Petite Maternelle Fleur de Lys*** is the perfect place for your child to begin his or her schooling years. After dedication and careful planning, Genevieve opened the doors of ***La Petite Maternelle Fleur de Lys*** for the first time to the public in the fall of 2017.

# Mission Statement

***La Petite Maternelle Fleur de Lys'***mission is to provide a solid foundation for children ages 2.5 to 5 so they will be set up for success academically and socially for the rest of their lives.

We provide opportunities for preschool age children to flourish based on their personal skill levels, personality, and desires.

***We provide***

A loving environment where children in our community can learn through
play, socialization, and age-appropriate activities.

The priority of our preschool is to nurture the children to the best of our
ability, according to their individual needs and the needs of the class as a
whole.

We believe in honoring a student-led environment, which will provide the foundation every child needs for success later on in life.

# Educational Philosophy

 ***La Petite Maternelle Fleur de Lys*** is a home-based preschool that will bring a warm, trilingual and "green" environment to your child on a play-based philosophy. We will immerse your child in three languages—English, French, and Spanish—in a place that feels just like home.

 ***La Petite Maternelle Fleur de Lys*** operates by the belief that every
child deserves a wonderful start in life. Students are held to high expectations but allowed to learn, grow, and explore at their own pace.

 This preschool brings about an atmosphere of acceptance and love. It is our belief that education should be student-led in a qualified, loving environment. It is a great honor to provide the community the absolute best in early childhood education, ages 2.5-5. Children are encouraged to follow their dreams and develop a lifetime love of learning.

 ***La Petite Maternelle Fleur de Lys*** abides by all national, state,
and local standards for a preschool, as defined in the licensing regulations. We believe it is important to go above and beyond the standard of care and learning to help children become extraordinary.

**Goals for Every Preschool Child**

●      To develop their sense of independence in this world.

●      To offer opportunities for music and movement activities, cooking experiences and computer exploration for them to learn more about who they are and what they like.

●      To develop confidence in life and learning that will last a lifetime

●      To further develop gross motor skills. They will achieve this through outdoor and indoor play. A focus on child-led physical activities such as running, jumping, pushing, pulling, and other physical skills.

●      To further develop fine motor skills that will serve them well for the rest of their lives. This includes things like hand-eye coordination, early writing, drawing and sensory play materials, including sand and water.

●      To offer plenty of opportunities to explore nature and learn about how it works, to care for the world we live in, and to learn ways in which we give back to the community.

●      To develop understanding of our key messages around sustainability.

●      To develop creativity and an appreciation for the arts through arts and crafts and a natural appreciation for pretend play and other creative activities.

●      To develop social skills. Children at this age are just starting to learn how to interact with others. Some activities will involve independence, while others will involve working with and interacting with a group.

●      To develop language arts skills in English, French, and Spanish. An appreciation for words and reading in different languages will start children off on the right path and open their minds to the whole world. They will achieve this through stories, words, books, plays, letter and word manipulation, creative imaginings, and more.

●      To develop math and critical thinking skills. Early readiness with numbers and critical thinking is achieved at the earliest ages by connecting concepts with the lives of children through manipulatives and other materials.

# Registration

**Enrollment forms**
Parents are responsible for completing enrollment forms prior to care. Listed below are all the forms that must be completed and/or signed, and returned prior to enrolling your child in their first day:

- Signed Parents Handbook (that you can download here) of La Petite Maternelle Fleur de Lys (last page only).

**Forms sent via email**

- Health Care professional Statement form including:

1. A copy of your child’s current immunization record and/or an immunization exemption affidavit notarized

2. A vision and hearing screening if applicable (4-5 year old)

- Welcome to our preschool form

- Child assessment form

- Preschool contract

- Emergency/ Medical Authorization/ Waiver

- Authorization for dispensing medication if applicable

- Permission forms (Pictures and video, sunscreen, insect repellent, sprinkler play)

- Child Pick-up Authorization

- Parents Information form

- Transportation & Field trip Form
**Children must meet the following criteria to be accepted into the preschool:**

* Be 2.5 years old.
* Be fully potty trained.

\*\*\*There is no prerequisite to speak French to join our preschool.

# Getting to Know You - Preschool Orientation

Here at *La Petite Maternelle Fleur de Lys*, we believe that it is extremely important to ensure a good fit between school, child, and teacher. Therefore, we have a preschool orientation day with prospective parents and students before school begins. You will be contacted for the day & time after your child is registered. **Note that this is separate from the school visit.**

***\*\*Part time enrollment schedule highly depends on availability and current daily enrollment capacity. Please contact us to discuss your specific need.***

## Enrollment process

* **Schedule a school visit**

We will be going over some critical information, so it is important that you plan on visiting the school. You will learn more about our program, and this gives your child a chance to become more familiar with the school before the session begins. **Note that you have to visit the school in order to submit an application.**

* **Submit application**

If you have decided that the school is the right fit for your child, it is time to submit the application form.

* **Application accepted or placed on waiting list**

# In general, registrations are accepted on a first come, first served basis. Students who we are not able to accept at this time will be put on a waiting list.  Re-enrollment of current students and their siblings is given priority.

* **Forms required**

If you are accepted, it is the parents responsibility to submit all forms required. All preschool candidates can obtain the preschool Parents handbook by downloading it from the website. **Most of the forms will be sent by email**. All forms are required for enrollment and must be submitted by the child’s first day of class along with the registration fee, supply fee, and tuition for the month. You can also obtain a copy of these forms by stopping by the preschool. Proof of the child’s identification such as an original birth certificate or passport is also required to be shown to us by the child’s first day of class as well.

The Admission Information Form (which includes an immunization and physical examination record and/or an exemption from immunizations affidavit notarized) must be completed. Records for children 5 and under must be dated within one year of enrollment. You can get more information at the ***Texas Department of Health*** website.

***Children are not permitted to attend until we have all the necessary completed records.***

# School Calendar

***La Petite Maternelle Fleur de Lys***follows a 9-month long program based on the school calendar (September through May), 9 a.m. – 2:50 p.m.- Pick up time from 2:50 to 3:00.  Please refer to the classroom calendar for the specific dates of the closings for this year.

The school year begins on **September 3**, and all registrations must be complete.

**2019 / 2020 School Year**

First Day of School...........................September 3

Last Day of School............................May 29

*La Petite Maternelle Fleur de Lys* **is closed for the following days:**

Labor Day.....................................September 2

Teacher Pro-D Day............... October 7, March 23

Thanksgiving................................ November 25 - 29

Christmas.....................................December 23 - January 3

MLK. Jr Day..................................January 20

Spring Break.................................March 16 - 20

Memorial day................................May 25

## Weather

In case of inclement weather and other occurrences, we will close whenever the AISD public schools close. You can find this information on local websites, on the radio, and on TV. Feel free to call us at **512-826-6403** whenever you are unsure if school is closed or not.

Please note that if the AISD public schools are on a 2 hour delay, we will be closed for that day.

## Last Day of School

The last day of school will be on May 29 of this year. Please note that we do plan to have a French Immersion Summer Camp for the month of June. More details to come.

# Visitation Policy

We have an open door visitation policy. We want you to feel completely comfortable with your child's school environment, and know that we are very proud of what we are doing. If you plan to stay more than 15 minutes, please make prior arrangements as a **background check is necessary**.

Please note that concern for individual children will not be discussed during regular class sessions. Please e-mail Madame Genevieve to set up an appointment to do so.

# Our Classroom Structure

***La Petite Maternelle Fleur de Lys*** prides itself on having a child-led classroom environment. We have arranged the classroom in the hopes of providing as many opportunities as possible for your child to learn and grow.

**Our classroom structure includes:**

**Centers/sunroom**: The centers are changed periodically according to what we are studying and by the interests of the children. These centers encourage independence, learning, and critical thinking. They are almost all completely child-led, and include much loved ways for children to learn. Feel free to stop by frequently to see what the new centers are!

**Outdoor classroom**: There will be time for structured and unstructured play/learning outdoors. We will use this time to develop gross motor skills, to explore nature, and to just take some time to unwind when the weather warrants it!

**Indoor classroom**: We have a classroom set up that facilitates creativity and allows the teacher to oversee projects. Children will be given freedom for some projects and will practice their skills in following directions for other instances.

**Story time/sunroom**: The sunroom is where we will gather to read stories as a group, as well as independently. This will be where children can explore the centers, manipulatives like puzzles, and participate in group activities as well. It is a multi-purpose area!
 **Organization**: Each child is given their own cubby to store their belongings in while they are in class. They will be expected to respect this area and keep their things in order as part of our life skill objective and to keep their classroom nice and orderly.

**Snack-time, lunch and cooking activities**: They will take place at the table in the kitchen. Parents are asked to send a small snack, a lunch and water with their child daily. Lunch box, snacks and water must be labeled with your child’s name.  Due to the prevalence and severity of food allergies, as a precaution, we ask that parents ***do not send in snacks or treats containing peanut butter or any type of nut or nut products.***  We recommend that snacks be nutritious and non-perishable. Suggestions for healthy snacks and lunches from USDA guidelines include: fruits, small sandwiches, vegetables, muffins, and cereal.   100% fruit juice or water is the recommended drink.

**Bathroom**: Students will be allowed to go to the bathroom whenever they need to do so. They will be required to wash their hands after doing so, and before eating snack and lunch.

**Nap/rest time**: We accommodate both needs. The child who does not nap is allowed to read a book, draw or play quiet games when the rest of the children are asleep. The parent provide an individual mat that is waterproof or washable.

Mats must be labeled with the child's name.

The parents bring a sheet and blanket to be brought home and washed at least once a month. A child may also bring a cuddly toy and/or a pillow to rest more comfortably.

# Curriculum

***La Petite Maternelle Fleur de Lys*** uses a curriculum based on child-led practices. At the preschool age, we believe it is very important for children to learn and explore the world on their own terms. At the same time, we pride ourselves on positive teacher/student interaction, structure, and discipline. By focusing on child-led activities and the careful guidance and teaching of the staff, we are sure your child will thrive in school.

The children will have access to a variety of curriculum areas on a daily basis including: Technology, Puzzles, Block & Construction Area, Imaginative Play, Book Corner, Creative Arts Studio; painting, drawing & collage, Literacy and Numeric Centers, Science & Discovery, Music, Environment/Sustainability and outdoor recreation areas that are designed to inspire, challenge, and strengthen young minds and bodies. The curriculum is organized around themes in the 3 languages (French, English, and Spanish) that enrich and enhance cognitive, language, social, emotional, physical, and creative development.

You are welcome to ask questions about our curriculum at any time should you have questions or concerns about its contents. It has been lovingly created based on the best teaching practices and careful research of what is best for this age level.

# Policies of *La Petite Maternelle Fleur de Lys*

## Non-Discrimination

***La Petite Maternelle Fleur de Lys*** does not discriminate for any reason; including race, color, nationality, ethnicity, sex, religion, or disability.

## Safety Policies

When your child is in the care of ***La Petite Maternelle Fleur de Lys***, you can rest assured that every effort is made to ensure their safety. The teacher remains aware of your child at all times, and your child will never be left unsupervised.

The teacher has access to the phone, as well as a list of contacts and emergency numbers, should it be needed. There are also emergency plans for a variety of situations. Children are made aware of these plans, should they ever be needed.

If an accident occurs in the classroom, appropriate actions are taken right away. This includes making a report of the incident, who was involved, and what the results were.

We will have fire and safety drills every month to ensure that even the littlest students are aware of what will be done in the case of an emergency. We have a safe location at 11908 N Lamar Blvd, Austin TX, 78753 to go should the building need to be evacuated.

Should we lose power or water, parents will be notified if students will need to be sent home early.

It is extremely important that we have contact information for parents and other emergency contacts. This includes phone number, cell phone, work phone, etc.
**Please be sure to update this information should any of it change throughout the** **year**.

## Health and Wellness Policies

We require students to have a recent physical on file before attending the first day of school (within the last year). This should include the name and address of their pediatrician.

We also need immunization and/or notarized affidavit for exemptions records on file, as well as emergency transportation information and contact information for parents and other emergency contacts as you think proper.

We only accept children who are fully potty trained.

We ask that you do not send your child to school if he or she is ill. Please keep your child home if they:

Have a fever of over 100 degrees, lice or other parasites, extreme fatigue, vomiting, diarrhea, continual coughing, difficulty breathing, pink or seeping eyes -- anything that is out of the ordinary for your child. Bringing your child to school under these conditions could mean that they get others sick, and have a more difficult time healing themselves.

Parents are asked to call at 512-826-6403 if your child is not coming to school because they are ill or any other reason.

If your child becomes ill while in school, you will be contacted to take your child home.

**Please note:** This sickness policy applies to my family and me too. If I contract or my child contract any of the above symptoms I will not be able to do preschool until they are gone.

***Medication Authorization***
Our staff cannot administer medications to any child without a written statement from the physician stating the name, time, and amount needed to administer.

Parents must complete the Parent **Permission to give my Child Prescription Medication** that will be kept in the child’s file.

Our staff cannot administer non-prescription medication including aspirin. It will be the parent’s responsibility to administer the medication other than those prescribed by a physician. If possible, give medication to the child at home before or after the program.

Keep all medications in the original container and label the child’s name, the medication name, recommended dosage, time intervals for administration, expiration date, and prescriber’s name and license number.

We will store medications according to the instructions on the label, keep it beyond the reach of children, and we will return it to the parent when no longer needed.

## Discipline

***La Petite Maternelle Fleur de Lys***believes that all children are entitled to a safe environment. Therefore, all children behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to partner with parents to encourage their child to become creative, independent, responsible, and socially appropriate.
This involves teaching children to make responsible choices, and accepting the consequences of such choices. Our staff will use these guidance strategies:

* Active listening
* Positive verbal praise and acknowledgement
* Redirection
* Planned ignoring of the behavior
* Modification of the environment/schedule/transitions
* Clear and consistent direction
* Natural consequences Ex. Repair gesture

Teachers will **NEVER**use corporal punishment. We prefer positive reinforcement for things done well. However, “time out” may be used to remove the child from the situation and to give them a cooling off period where they can calm the little storm inside of them and gain self-control so they may safely return to the group. This time limit is not more than one minute per year of the child's age.

Aggressive behavior may result in a phone call to parents to pick up their child from the program. Aggressive behavior is the deliberate, repeated and uncontrolled attacks on others physically and/or verbally, and uncontrolled behavioral patterns including, but not limited to, defiance, disrespect, biting, hitting, profanity, or throwing of equipment.

If negative behavior becomes chronic, the school will convene a student study team. This team consists of those involved with the child, either directly (parent and child care staff) or indirectly (other professionals). This team may be asked to review the child’s progress and develop a behavior intervention plan. If it appears that the child is not benefiting from our preschool program the student study team will make the determination of discontinuing services based on the following factors: A child’s behavior is consistently disruptive to the class, and/or the child is of danger to him/herself or to others, and we follow the behavior intervention plan but it has not yielded the desired results.

We will make all attempts to aid the family in finding alternative placement and services.

We believe that it is extremely important to praise children for jobs done well. This will help to maintain a more positive classroom environment and help prevent problems.
Please let us know if you have any special requirements for disciplinary actions regarding your child.

## Clothing Policies

Preschool is a lot of fun! Please dress your child each day knowing that they might get messy. We play outdoors, do arts and crafts, eat, and participate in other messy activities. Please do not send anything to preschool that you couldn't bear to get dirty or even ruined. We require closed toed shoes at all times.

Please check the weather reports each day and dress your child appropriately. This might mean dressing in layers.

We will be going outside each day (when the weather is appropriate), so please send a jacket and/or other outerwear when appropriate.

Please label everything you send to school with your child.
**Please send in a set of extra clothes with your child in case of a potty accident or should anything get soiled.**

***Naptime***

According to Texas Licensing requirements full day preschools (5 hours +) must schedule a daily rest-time. Some children need to sleep longer and some children do not nap at all. We accommodate both needs. The child who does not nap is allowed to read a book or play quiet game when the rest of the children are asleep.The parent provide an individual mat that is waterproof or washable.

Mats must be labeled with the child's name.

The parents bring a sheet and blanket to be brought home and washed at least once a month. A child may also bring a cuddly toy and/or a pillow to rest more comfortably.

***Toys from home***

A cubby is provided for each child in our program. Label all of your child’s belongings.

**Items such as toys, candy, gum, and money are prohibited to avoid hurt feelings, breakage, or loss.**

In the event of **show and tell**, children are not permitted to bring toys associated with violence including guns, knives, and swords. We are not responsible for lost, damaged, or stolen personal items.

**The only “toys” from home that should come in are stuffed animals for rest time.**

**Birthdays**

Birthdays are special to children. Every child's birthday is celebrated during our school year.  You may provide birthday snacks to celebrate the big day. Please do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in the room.

**Parent/Child separation**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a similar situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.

**Signing Your Child Out**

You will be asked to fill out a consent/release form at the start of the year dictating who is able to sign your child out. This can include parents, grandparents, or trusted friends. Know that only these people will be allowed to sign your child out. Anyone we do not recognize will need to show photo ID and have the password.

If you need to send someone else to pick your child up that day, you must notify the teacher in writing (signed).

Please make us aware of any custody issues/requirements, as well as a list of people you do NOT want to be able to sign your child out, if necessary.

##  Drop off and Pick Up

The doors to the preschool will be open starting at 9 a.m. Please do not drop your child off any earlier than this unless you are opting for early drop off starting at 8. Please try to have your child at school before morning circle time each day. School ends at 2:50. **Pickup time is from 2:50pm until 3pm.** If you are more than 5 minutes late picking up your child, you will be charged an additional $1 per minute you are late.

You will be required to sign your child in at the start of the day (including who dropped him/her off and at what time) and sign your child out at the end of the day (including who picked him/her up and at what time).

# Contacting the Teacher/Owner

We pride ourselves on being small and personable! However, please note that we cannot accept phone calls during the school hours, or at night during our personal family time. Please call before or directly after school, should you need to. Please note that if the matter is urgent, phone calls are welcome. In many cases, e-mail is the fastest way to contact your teacher and to ensure that the message gets through clearly.

# Registration & Supply Fees

***Registration fee*** - $100– this must be submitted before June 1.

Please note that this fee is to be submitted along with the application for enrollment or re-enrollment. It is a non-refundable fee.

***Supply fee*** - $160, $180 or $220 for the school.  -- It is a non-refundable fee.

*La Petite Maternelle Fleur de Lys* is open Monday through Friday with options to enroll 2, 3 or 5 days per week.  Tuition varies depending on your preschool needs.  There is a $20 a month reduction in fees for the second child in each family.

 **\*\*\*\*Extended hour from 8:00 to 9:00 is available (additional fee). $24, $36 - $60/ monthly**

**​**

***5 days  -  9:00 - 2:50  $785***

***3 days  -  9:00 - 2:50  $525***

***2 days  -  9:00 - 2:50  $395***

***Ratio - 1 : 6***

***\*\*PICK UP TIME IS FROM 2:50PM to 3PM***

Drop-In Care if space available (must be currently enrolled)

9 am – 3:00 pm $65.00/per day

Parents will also be asked to sign a contract for the school year and to leave a deposit equivalent to one month of tuition to secure a slot in our preschool. \*\*Deposit equal to one month’s tuition due upon enrollment that will be used towards your last month of tuition.

**Tuition Rates:** payable monthly, semi-annually or 1 annual payment.  If you choose to pay monthly, Tuition is due by the 1st of each month.  Payments submitted after the 1st of each month will incur a late fee of $15.00. Bounced checks will incur an additional fee, as determined by the bank. Payments can be made by check, cash or money order payable to La Petite Maternelle Fleur de Lys, LLC.

Unfortunately, continuous non-payment will result in your child losing his/her spot in the preschool.

Families are asked to sign a contract to commit for an entire school year, from September to May.

Please note that we require 1 month notice if you plan on withdrawing your child from the school so we can fill his/her spot.

# Parent Involvement & Communication

We love having parents involved in our preschool!
We also appreciate help in the form of "room mothers and fathers." Volunteering in the classroom for a specific project (or doing things for the classroom at home) are a huge help. Please feel free to ask the teacher if there are ways you can help if you are so inclined.

We also make sure to keep you up to date every step of the way with our daily Facebook private group, posting everything that has been done during the day at school. This is also done through parent conferences (these are informal) and other activities. You will find a wealth of information on our website as well as the newsletter.

* **Announcements** of general interest during the school year are posted on the bulletin board in the garage. Please check the bulletin board regularly.
* **Daily/Weekly School newsletters** will be sent via our FB school private group.
* **Parent – Teacher Communications**: Conferences are held twice during the school year, in December and in May (optional). Yearly Progress Reports are written twice a year and shared with parents at the parent conference. A signed copy (by parents) will be kept in the child’s folder at Preschool. At the request of a parent, teachers will schedule other conferences.  Our teachers urge you to discuss any special concerns or questions that you may have about the preschool or your child.  Please be sure to tell the teachers if something has happened that may affect your child during his or her school day.  Events such as a relative visiting, a new baby expected, an impending move, etc., can change a child’s behavior at school.  If the teachers are aware of significant events in your child’s life, they can better understand your child and the changes in his/her behavior.  It is also important that you communicate to teachers any special fears your child may have, such as animals, clowns, etc., because of the variety of things that may be encountered in the classroom. Alerting the teachers to special fears will help avoid or prepare the child for the event.

**Field Trips/Special Visitors**

We encourage parents with special talents such as fire fighters, police officers, musicians, doctors, dentists, actors, etc. to come and visit our classrooms during the year, as this school will not offer field trips. We will explore different alternatives such as On-Campus Field trip, virtual experiences, field trip materials without the trip, organizations that offer In-School activities or guest speakers.

# Classroom Activity Schedule (Flexible)

**9:00 a.m – 9:20 a.m**. – Arrival in the backyard. Students will put their belongings away in their cubbies, lunchbox and water bottle in the bins. Parents will need to sign in their child in the attendance book.

**9:20 a.m – 9:30 a.m** – Morning Welcome & Transition

**9:30 a.m. – 9:45 a.m.** – Circle time. Show & Tell, weather, songs, basic concepts (colors, shapes, numbers, alphabet, days of the week).

**9:45 a.m. – 10:00 a.m.** – BRAIN BREAK - Group activity. Creative movement, music, game, sensory activities related to the theme.

**10:00 a.m. – 10:15 a.m.** **––** Snack/break

**10:15 a.m. – 10:30 a.m.** **–** Introduction of the day's concept based on the theme (math, science, language arts or a combination). Included will be the teacher intro, teacher/child exploration, then independent exploration. These can happen in our indoor classroom or in our beautiful outdoor classroom.

**10:30 a.m. – 11:00 a.m.** – Outdoor time/large motor activities (Weather permitting)

**11:00 a.m. – 11:45** **a.m.** – Learning centers and/or Art project related to the theme. These can happen in our indoor classroom or in our beautiful outdoor classroom according to the weather.

**11:45 a.m. – 12:15 p.m.** – Lunch

**12:15 p.m. – 12:30 p.m.** – Story time/transition to nap

**12:30 p.m. – 2:15 p.m.** – Nap/Rest time/Sunroon activities

**2:15 p.m. - 2:30 p.m.** – Centers time/creative play/outdoor time and clean up

**2:30 p.m – 3:00 p.m** – Outdoor time

**2:50 p.m - 3:00 p.m** – Pick up time

\*\*Spanish is held for 45 minutes, one morning per week every Wednesday.

***\*\*\*Please note that this is just a guideline of our daily schedule. Timing/activities may change depending on what part of the curriculum we are exploring at a given time.***

# Emergency Preparedness

In case of minor accident or injury:

1. Staff will administer first aid to the child
2. The child’s parents or physician will be called, if necessary.
3. If any treatment is administered, no matter how minor, an injury report will be filled out by the teacher and signed by the parent. One copy will be placed in the child’s file.

In case of serious illness or accident:

1. The staff will immediately call 911.
2. Emergency First Aid will be administered by a staff member, if necessary. All permanent staff are required to be first aid certified and recertified every two years.
3. The parent will be called and asked to meet the child at the hospital. If unreachable we may call the child’s physician.
4. The incident will be documented in writing and placed in the child’s file.

**We store our first aid kit in the emergency bag in the closet under the stairs.**

**Fire extinguisher:** Located in the closet under the stairs, mounted on the wall

**Phone numbers to contact in case of emergency:**

Emergency : 911
Emergency Medical Service: 512-972-7200
Local Police or Sheriff : 512-974-2000
Poison Control Center: 512-222-1222
Fire Department : 512-974-0130

Children's medical records and emergency forms are stored in the records filing cabinet located in the living room.

# In Case of Emergency:

**Fire**: Teacher will grab emergency bag (including contact information, student attendance sheet, and other emergency forms, as well as first aid and safety equipment), close door as appropriate and exit with the children in an line to 11908 N Lamar Blvd, Austin, TX, 78753. This location is the Parking lot of Brentwood Christian School, a private school located 5 minutes walking distance from our operation (See Map at the end of the printed Parents handbook in the Garage).

**Weather**: Teacher will grab emergency bag and take students to the secured location inside the house. You will be notified immediately if your child/ren needs to be picked up early due to extreme weather.

**Evacuation**: Teacher will grab emergency bag and evacuation children to 11908 N Lamar Blvd, Austin, TX, 78753. This location is the Parking lot of Brentwood Christian School, a private school located 5 minutes walking distance from our operation (See Map at the end of that document).

 **Power Outage**: Utility services will be contacted. The situation will be evaluated, and parents will be contacted, if necessary.

**Injury or Illness**: An assessment of appearance, breathing, and circulation will be conducted. If necessary, emergency services will be contacted.

Our emergency preparation plan can be found in the parent handbook binder in the garage & on the bulletin board. Children will be supervised at all times.

***Personal Leave***

I, Genevieve, may be temporarily absent for limited periods of time for short-term family emergencies, illness, hospitalization or doctor appointments or jury duty.

**Under state law, each school employee is entitled to five days of personal leave per year**.

**Dog in care**

##### Here at La Petite Maternelle Fleur de Lys we care for Mia, a female French bulldog. She is under the care of Paz Veterinary at **2613** SOUTH 1ST Austin Texas and is following the Texas requirements for dogs.

**Texas Licensing Requirements and Contact Information**

***La Petite Maternelle Fleur de Lys*** is licensed in the state of Texas by the Department of FAMILY AND PROTECTIVE SERVICES LICENSING DIVISION. The preschool has posted copies of the most recent licensing inspection report and other required notices.

 Parents are welcome to contact the department for information regarding licensing and compliance history.  They can be reached at:

 14000 Summit Drive, Suite 100
Austin, Texas 78728
(512) 834-3426

Texas Child Abuse Hotline               1-800-252-5400

Licensing requirements are found at the Texas Department of Family and Protective Services website under Child Care Licensing Minimum Standards:

<http://www.dfps.state.tx.us/child_care/child_care_standards_and_regulations/default.asp>

By signing this page, I agree, read, and understand the Parent Handbook of ***La Petite Maternelle Fleur de Lys.***

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Signature Date