

## Around the Clock Child Care Center: Parent Handbook.

Welcome! We welcome you to Around the Clock Child Care Center. We value your patronage. Your children are important to us. We will not discriminate against your child or any individual on the basis of race, color, sex, age, disability, or national origin.

We opened for business 12/2/91. Our hours of operation were 24 hours per day, 7 days per week. That's why we are called "Around the Clock." As time progressed, we realized that our customers rarely needed our care passed 6 pm or on weekends, so we changed our hours to Monday through Friday, 5:30am- 6pm.

Around the Clock ensures that everyone has equal access to our facility and associated programs. Our facility strictly adheres to the provision of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

If you have concerns or complaints, please direct them to the following, in order:

1. Owner/ Director

Discuss the situation with the Owner/Director first so that we may have the opportunity to help. We want you to talk to us first- no matter how big or small the concern. Please keep the lines of communication open and give us an opportunity to help.

2. If you still have concerns, you may contact one of the following:

Texas Department of Family and Protective Services  
Child Care Licensing  
657-8804

Texas Department of Human Services  
Civil Rights Division P.O. Box 149030 Austin, TX 78714-9030

USDA Director, Office of Civil Rights  
Room 326-W, Whitten Building, 1400 Independence Ave, SW; Washington, DC 20250-9410  
Or call (202)720-5964(voice and TD). USDA is an equal opportunity provider and employer.

For CCS Clients:  
653-2321

You may obtain information about Child Care Licensing standards or procedures by calling 1-800-862-5252 or visiting the PRS website at [dfps.state.tx.us](https://dfps.state.tx.us). You may request to review a copy of the Texas Child Care Minimum Standards book at any time by asking the director. A copy of the most recent Licensing Report is posted on the "Parent News" board and available for review at any time. Please pay attention to our "Parent News" board for required postings and valuable information. We will post any changes to our policies and operation on this board. Notification about our facility being a gang free zone is also on this board.

You are a valued customer and we work hard to provide excellent quality service. However, we do expect you to treat us with consideration. Disrespect and rudeness to our staff or clients will not be tolerated. Damage of any kind to the property, grounds, equipment, business reputation, clients or staff, including gossip or slander, will result in immediate termination of child care services.

*Policies, fees, holidays, and programs are subject to change.*

## Meals

We serve 2 nutritious and delicious meals and 2 snacks Monday through Friday. We participate in the USDA Child and Adult Care Food Program (CACFP) to help ensure high quality nutrition for your child.

If your child requires a special diet or has food allergies, you must provide a doctor's statement providing us with information about what they may not have and what may be substituted for that item. Without a doctor's statement, we must provide what our menu calls for to your child. Our menu is posted weekly. Children are encouraged to eat, but never forced. Please check the menu and feel free to send a sack lunch if something is on the menu that you know your child will not eat. If you are breastfeeding, please feel welcome to use our comfy chair in the Baby Barn room. You have the right to breastfeed or provide breast milk for your child while in our care.

## Children's Records

Each child must have the following information on file at our center:

- Completed enrollment form
- Completed form stating parent information and employment
- Physician's statement declaring that your child is free and clear from any communicable diseases and is able to attend daycare
- Completed CACFP form
- Signed receipt stating parent has read and agrees to abide by the terms of the Parent Handbook
- Current immunization record

## Scheduling

If you are not here within 30 minutes of your scheduled leaving time and have not notified us that you are running late, we will call the numbers that you have left for authorized pick-up for someone to come get your child. If we are unable to reach anyone, we will notify Child Protective Services (CPS) and turn your child over to them until you can be found. PLEASE BE ON TIME.

You will be charged \$2.00 per minute that you are late passed center closing time. (6pm Mon-Fri for children 18 months and older. 5:30pm Mon-Fri for Baby Barn.)

## Payment for Services

Childcare fees must be paid by Monday of each week or your child will not be allowed to stay on Tuesday. A \$30.00 enrollment fee per family is due upon enrollment. A \$3.00 per day late fee will be charged for any fee that is not paid by Monday.

## Daily Schedule

A daily schedule is posted in each classroom that details the schedule for your child's class. We use age-appropriate curriculum to prepare hands-on-learning centers for your child to work through each day.

We believe that children learn best through discovery and exploration. We allow them to experience learning in a variety of ways. This means we get messy. Please send your child in old, comfortable clothing and comfortable, well-fitting close-toed shoes and socks. **NO FLIP-FLOPS, SANDALS OR BOOTS** allowed. Athletic shoes or tennis shoes are preferred.

We have an open door policy that allows you to drop by any time. We have cameras in each classroom with big monitors in the reception area to provide easy observation of your child without disturbing them in their classrooms. We ask that you not disturb children during their scheduled nap time. We are not a "visitation" center and refuse to get involved in child custody battles so please handle scheduled visitation

outside of the center. If you wish to volunteer in the center's scheduled activities, please notify the owner/director.

### **Arrival/Departure**

**You must sign your child in and out on the computer at the reception area each day.** This is very important. If you failed to sign in and we had a fire or an emergency, your child would not be signed in and could be left behind. Please make sure they are signed in and out each day. It is mandatory that we also have a telephone number where you can be reached in case of emergency each time you leave your child in our care.

Please be sure to escort your child to the proper classroom and make certain they are checked in with the teacher. **DO NOT DROP OFF YOUR CHILD AT THE RECEPTION AREA.**

We will only allow your child to leave with those persons for which you have given **written** consent on the enrollment form. Telephone authorization will not be accepted. Please take this thought into consideration when filling out the enrollment form. Everyone will be required to show their picture ID when picking up a child from this day care unless someone can personally identify you.

### **Birthday Parties**

If you wish to bring a special treat or party favors or to host a party on a specific day, please make arrangements with the owner/director. The children would greatly enjoy the festivities. We ask that you make healthy choices for celebrations. No big cakes or cupcakes with icing. Healthier muffins or fruit would be better. Please, no balloons, due to choking hazards.

### **Discipline Policy**

We use many positive reinforcers at Around the Clock which we feel help children to internalize the rules and direct their own behavior. We feel that a child's behavior is typically a result of his or her self-image, therefore, we use techniques to manage discipline that foster positive identity and maintain self worth. Some techniques we use are redirection, natural and logical consequences, choices, problem-solving, "cool down" periods, and ignoring. We know that each child is unique and may respond well to one technique and not to another.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in a child's mouth;

## Around the Clock Child Care Center: Parent Handbook.

- 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 with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If discipline problem occurs, you will be notified. Please discuss the problem with your child. If the behavior doesn't improve during the next week, your child will be suspended from care for one day. If the behavior doesn't improve, your child will be suspended from care for a period of one week. If behavior doesn't improve after your child returns, care will be discontinued.

**Biting will not be tolerated.** In order to provide a safe environment for your child, we have a "no biting" and "no aggressive behavior" policy. If your child bites 3 times or is overly aggressive (pinching, hitting, shoving, or causing harm to another) 3 times, they will be suspended for one full day, then one week if behavior continues. If behavior doesn't improve after your child returns, care will be discontinued.

Harm, damage, or slander to staff members, customers, property, grounds, equipment, business or anything belonging to Around the Clock Child Care Center will not be tolerated. If you or your child causes such harm or damage, child care services may be immediately terminated. You will be responsible for paying for damages.

We have cats on the premises. They are spayed/neutered and vaccinated. This is their home. Please help us teach your child to be kind to them.

### **Health requirements – Medical Emergencies – Illness**

Within one week of admission, you must provide evidence that your child is physically able to participate in the child care program by submitting a physician's statement. You must provide current immunization records for your child.

When you drop off your child, his or her teacher will conduct and document a health check, noting any bumps, bruises, or scrapes. She will also note any general health concerns such as coughing or runny nose and will check hair for lice.

We will immediately make an attempt to contact parents in the event of an emergency. Please keep the front office updated of changes in your place of employment, home address, and telephone number. You must provide us with an emergency number where you or someone who can make emergency decisions for your child may be contacted at all times while your child is in our care. In case of serious emergency, your child will be taken to Shannon Medical Center, 120 E Harris, San Angelo, TX.

### ***No medications will be administered at Around the Clock Child Care Center.***

However, if you wish our staff to use insect repellent, sunscreen, and/or diaper rash cream, you may provide those items. By providing those items, you are giving us permission to use them and apply them to your child according to the directions on the package or container.

In order to maintain a healthy environment for your child, we ask that you do not bring your child to the center if he/she is showing any signs of illness. You will be contacted and must immediately come and get your child if he/she shows any of the following symptoms:

- oral temperature of over 101 degrees

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## Around the Clock Child Care Center: Parent Handbook.

- discharge from the ears
- red eyes or discharge from the eyes
- vomiting or diarrhea
- any rash or skin lesion that blisters
- excessive signs of cold, sore throats, or coughing
- head lice

Your child will be provided a cot to lie on and will be separated from other children while they are waiting to be picked up. It is difficult to take off work when your child is ill. **We highly recommend that you prepare for these occasions by finding a competent standby that can care for your child when they are ill.**

Healthy children need to run and play and enjoy fresh air and sunshine. Children will be taken outside each day if the temperature is above 40 degrees and if it is not raining.

We comply with the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, which requires a screening or a professional examination for possible vision and hearing problems for 4-year-old children who are enrolled in a child care center.

### **Children's Personal Belongings**

Do not bring personal toys or anything that is valuable to the center. Do not let the children wear jewelry to the center. Around the Clock will not be responsible for any lost items. You must provide a backpack and a change of clothing, sippy cup or water bottle for water, and underwear for your child.

**Make sure that everything that your child brings to the center is clearly labeled with his/her first and last name.**

### **Suspected Abuse or Neglect**

Around the Clock is a state licensed facility. Please be aware that state law required that we report any and all incidents of suspected child abuse or neglect. Failure to report is punishable by imprisonment of up to 180 and/or a fine of up to \$1000 (Tx Family Code, Chapter 34). Child Abuse Hotline 1-800-252-5400. All Around the Clock employees are required to have annual training on abuse and neglect of children.

In an effort to increase employee and family awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect, and to raise awareness of prevention techniques for child abuse and neglect, we are providing the DFPS website so that you may read the "Child Safety" flyer:

[http://www.dfps.state.tx.us/Child\\_Protection/Child\\_Safety/default.asp](http://www.dfps.state.tx.us/Child_Protection/Child_Safety/default.asp)

A copy of this flyer is also included in this Parent Handbook and is posted on our Parent Board in the lobby of the child care center. This website also gives links to local community organizations to obtain assistance and intervention and gives procedures for reporting child abuse or neglect.

### **Emergency Preparedness**

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation, relocation, and sheltering/lock-down.

In case of an emergency that requires evacuation of children such as a fire or gas leak, or relocation of children due to an emergency such as a flood, we will transport children by personal vehicles and walking to Shannon Medical Facility, 120 E. Harris Avenue, San Angelo, Texas (325) 653-6741. Person in charge

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will take our Emergency Preparedness Plan book, which has updated copies of enrollment forms, to Shannon. When we have safely settled children, we will call authorized persons and notify them of our situation. Staff and teachers will remain with children, keeping them calm and engaged, until an authorized person retrieves them. This is one reason why it is extremely important to keep us apprised of correct telephone numbers.

In case of an emergency that requires sheltering or lock-down of children within the center to temporarily protect them from situations such as a tornado, volatile person on the premises, or an endangering person in the area, teachers and staff will relocate children to the largest classroom in the downstairs area of our center at 12 S. Emerick, San Angelo, Texas. Teachers will stay with children until the situation is deemed safe and they are moved back to normal classrooms, playgrounds, or authorized persons retrieve them.

Children under 24 months of age, or those who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be assisted by teachers and other staff. The staff will take responsibility in safely and securely relocating all children to proper designated areas. Director/person in charge has a master attendance roster that will be kept with her to make sure all children are accounted for. Teachers also have individual classroom rosters that are kept with them at all times so that all children will be accounted for during and after relocation.

### **Holidays**

So that our staff can be with each of their respective families and receive much needed and well deserved breaks, our center is closed for the following holidays:

Labor Day and weekend

Thanksgiving Day through the weekend

Good Friday

Memorial Day and weekend

July 4<sup>th</sup> (maybe - depends on what day it is)

Christmas Eve through New Year's Day

In the event that a holiday falls on a Sunday, we will observe that holiday on another day. Other holidays may be observed.

### **Termination of Services**

Failure to comply with any issue contained in the Parent Handbook is cause for immediate termination of child care services.

For CCS clients: CCS may terminate services for the following reasons:

- parent does not comply with CCS enrollment requirements and sign a statement of understanding
- excessive or unapproved absences
- nonpayment of parent fees
- parents or children become ineligible to receive services
- available funding has been exhausted

### **Potty-training**

We will assist you with potty-training when you are ready. We will do whatever you are doing at home (i.e. pulls at home, pull ups here; undies only at home, undies only here). Your child must be potty-trained by the time they are 3 years old to continue in our care.

**AROUND THE CLOCK CHILD CARE CENTER**  
*AND*  
**PRESCHOOL**  
**12 S. Emerick P.O.Box 5245 San Angelo, Texas 76902**  
**(325) 655-2797**

**Hours of Operation:** Monday – Friday 5:30a – 6p (ages 18 months and older)  
Monday – Friday 6:30a – 5:30p (ages 12 – 18 months)

**Rates:** Full-time (18 months – 8 years): \$110.00 per week      Baby Barn (12 – 18 months): \$135.00 per week

We understand your need for flexible hours. We will work with your schedule so that you may have peace of mind knowing that quality child care is available when you need it. Please be mindful of your child's need for routine. They have a better day care experience when you are consistent with their schedule.

*Classrooms are set up to encourage children to learn through play and exploration in learning centers. We use age appropriate curriculum to enhance your child's learning experience. We are pleased to be involved with Texas School Ready! Project. The Texas School Readiness Certification System (SRCS) evaluates the effectiveness of prekindergarten, Head Start, and community-based child care programs in preparing children for kindergarten. The SRCS was adopted by the P-16 Council in 2006. We have adopted  O.W.L curriculum, which is currently used by S.A.I.S.D. preK programs.*

\$30 enrollment fee per family is due at time of enrollment.

\$5.00 per month "wipes" fee is required for those in diapers. Do not bring your own wipes. Make sure your child's diapers are marked with his/her name. If you run out of diapers, ours are available at \$1.00 each.

Child care fees are due in advance by Monday of each week. **If fee is not paid by Monday, child is not allowed to stay on Tuesday.** A \$3.00 per day late fee will be charged for all child care fees not paid by Monday.

Two nutritious, delicious meals and two snacks are served each day. We are contracted by the USDA Food Program to ensure high quality meals. Parents must provide a written feeding schedule for infants under 18 months old who are not on regular table food.

Weekly rates are applied whether or not your child attends. Two weeks of vacation is allowed after 3 months of care has been provided for children 18 months and older. You must notify director when you plan to use your vacation time or you will be charged the regular weekly rate.

*Affiliations to ensure quality child care:*

- \*licensed by the State of Texas*
- \*Child Care Services vendor*
- \*CACFP – Child and Adult Care Food Program*
- \*Texas School Ready! Project*
- \*Early Childhood Intervention (ECI)*
- \*Reeves Rehab (speech therapy)*

Around the Clock Child Care Center takes pride in providing excellent, responsible, tender-loving care for children. However, accidents can happen. We are not responsible for any medical expenses. July 2008

## **Baby Barn Policies Ages 12 – 17 months**

Hours of Operation:

Monday – Friday

6:30am – 5:30pm

Rates: \$135.00 per week (up to 45 hours)

\$30.00 enrollment fee

\$5.00 per month (wipes)

No vacation or reduced fee for siblings.

### **Daily Schedule**

A daily activity schedule is posted in the Baby Barn that details the schedule for your child's class. We use age-appropriate curriculum and work individually with each child to meet their needs.

We believe that children learn best through discovery and exploration. We allow them to experience learning in a variety of ways. This means we get messy. Please send your child in old, comfortable clothing and comfortable, well-fitting shoes. We do go outside each day if the temperature is above 40 degrees and it is not raining.

You must provide a weekly schedule for your child. You must notify us if your schedule changes.

You must be on time. A \$2.00 per minute late fee will be charged for each minute you arrive past 5:30pm. This fee will be paid before you are allowed to stay again.

Parents must provide all diapers, extra changes of clothes, blankets and any other supplies that the child may need. Everything must be clearly labeled with the child's first and last name.

## **Child Feeding Policy**

We provide nutritious, regularly scheduled meals and snacks.

Meals and snacks are an important part of our program day.

- \* We take time to help children relax and prepare to eat.
- \* We sit down to eat with children and have good times.
- \* We help children learn to behave well, to show consideration for other, to be thankful for what we have and to use good manner at meal and snack time.

We follow federal and state guidelines to plan meals and snacks.

We keep in mind the special food needs of small children.

We offer familiar and popular foods along with new, unfamiliar foods.

We let children eat what they like and also try out new foods.

We serve milk with every meal.

We trust children to manage their own eating. We encourage children to be autonomous and serve themselves in a family style setting.

Children will eat what they need, and they will learn to the new foods that we offer.

While we encourage children to “try some of everything” we serve, we let them pick and choose from the food we make available.

Some days children eat a lot, others, not so much. But they know how much they need.

We do not limit the amounts children eat.

We do not force children to eat certain foods or certain amounts of food.

We feed our children often. Our meal / snack times begin at the time listed below. If you miss one meal or snack, don't worry. Another one will be soon.

If you want your child to participate in certain meal / snack times, make sure they are here when their class is served. Otherwise, they will have to wait until the next one is served.

**6:30 am Breakfast**

**11:00 am Lunch**

**8:30 am Morning Snack**

**2:15 pm Afternoon Snack**

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **Around the Clock Child Care** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

**1. Do I need to fill out a Meal Benefit Form for each of my children in day care?** You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to ATC.**

**2. Who can get free meals without providing income information?** Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

**3. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

**4. May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

**5. Who should I include as members of my household?** You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

**6. How do I report income information and changes in employment status?** The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

**7. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

**8. What if I have foster children?** Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

**9. We are in the military, do we include our housing and supplemental allowances as income?** If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

**10. (Pricing program only) Will the information I give be verified?** Maybe. We may ask you to send written proof to verify the information you submitted on the form. **What if I disagree with the decision about the information I complete on this form?** You can talk to **[enter name of staff person that handles complaints/disagreements]**, either in person or by telephone at **[enter phone number for the staff person above]**. You may ask for a hearing by calling or writing to: **[name, address, phone number]**.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call **325-655-2797**.

Sincerely,

**Around the Clock Child Care Center**



## Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

**Directions:** Parents will review this policy upon enrolling their infant at **AROUND THE CLOCK | SAN ANGELO** and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

### Safe Sleep Policy

All staff, substitute staff, and volunteers at **AROUND THE CLOCK | SAN ANGELO** 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 [redacted] (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 child care 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 is able to 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].

### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

## Signatures

This policy is effective on (Date)	Child's name

[Signature Line]

Signature — Director/Owner

[Date Line]

Date Signed

[Signature Line]

Signature — Staff member

[Date Line]

Date Signed

[Signature Line]

Signature — Parent

[Date Line]

Date Signed