

LITTLE BRAHMA BARN

christian preschool

AGES 18MTH - PRE-K

FAMILY

AUGUST 2024 - JULY 2025

HANDBOOK

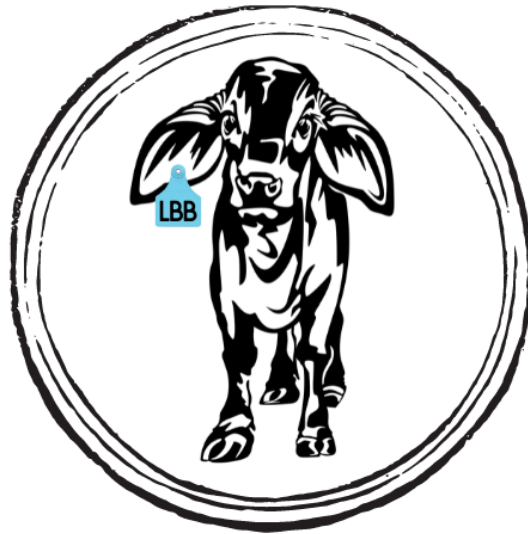
Welcome to our favorite place to be!

LITTLE BRAHMA BARN CHRISTIAN PRESCHOOL

Established in 2015

Children are a gift from the Lord." PSALM 127:3

Owners: Jacqueline and Ryan Traweek
Director and Lead Teacher: Jacqueline Traweek



Little Brahma Barn Christian Preschool
Ages 18 months through PreK
207 South Urbanec
East Bernard, Texas 77435

Email: littlebrahmabarn@gmail.com

Phone: (979) 358-0579

Website: littlebrahmabarn.com

Hours beginning August 2024

School Day: 7:45 - 4:00

Extended Day 7:00 - 5:30

3 or 5 days per week

WE ARE SO GLAD YOU'RE HERE!

Parents and families of current and future "Little Brahmas", Thank you for choosing Little Brahma Barn (LBB) for your child's first step into a life long relationship with learning! We believe that calling ourselves a school versus using the term "daycare" is what sets us apart and makes us a premium choice for your child's learning journey. Please think of us as "The Preschool" and not just any old daycare. We hope to bring joyful memories, share our love of God and create firm foundations in Jesus and academics to your children.

TUITION RATES

School Day Only 7:30 - 4:00

	2 Days Per Week	3 Days Per Week	5 Days Per Week
HERD (Prek 4)	\$295	\$400	\$650
Chicken Coop (2.5-3.5)	\$305	\$410	\$675
Bucket Calves (18 months -2.5)	\$315	\$430	\$700

Extended Day *2 days per week unavailable for extended day

	3 Days Per Week	5 Days Per Week
HERD (Prek 4)	\$450	\$710
Chicken Coop (2.5-3.5)	\$460	\$725
Bucket Calves (18 months -2.5)	\$470	\$750

YEARLY DEPOSITS AND SUPPLY FEES

All New Students: \$250 Place Holding and Administration Deposit and \$150 Supply Fee Upon Registration

Students will not be able to fully register until they have paid their deposit on a first come first serve basis. This will begin in March of 2024. All deposits not made by May of 2024 will increase to \$300 plus the Supply Fee.

Returning Students: Commitment Deposit \$100 in May of 2024
Supply Fee for Fall \$125 also due in May

CURRICULUM AND LESSONS

*SEE SCOPE AND SEQUENCE ADDITION AT THE END OF HANDBOOK

Bucket Calves: 18 months through 2.5

Socialization
Prayers and Jesus
Routines
Potty Training
Intro to Educational Concepts
Exploration of School Supplies
PLAY PLAY PLAY

Chicken Coop: 3-4 *Must be potty trained to move up

Social and Emotional Learning
Daily Educational Concepts
Fine Motor and Gross Motor Development
Routines and Procedures
Manners
Prayers
Independent Restroom Skills
PLAY PLAY PLAY

The Herd: PreK 4

Our Prekindergarten Little Brahma Herd is where the readiness for “big time school” takes place.

All Prekinders must be fully potty trained and able to sit with their classmates for meals and lessons and be emotionally ready for a school learning environment.

Behavior and Learning go hand in hand and at LBB we have higher expectations for manners, respect and following directions than most general childcare programs.

For our PreK program it is incredibly important for families to commit to our routines, policies and procedures or find alternative care options.

This includes:

- Sitting for Entire Meals without Technology, and using appropriate utensils (at school and home)
- Sitting with classmates for lessons and group activities up to 15 minutes
- Full Restroom Independence including wiping (at school and home)
- Manners (yes maam, no maam, please and thank you)
- Ready and Willing to Learn and Grow and Interacting in a positive way with peers and staff
- Being tantrum free, bite free, aggression free and not talking back disrespectfully

****The goal of the Little Brahma Herd is not PreKinder prep. This should take place in a setting like our Chicken Coop, home or childcare before attending our Prekindergarten program. Many daycare programs do not have the structure we do, and that's ok for them. We have high standards at the LBB which in turn sends Emotionally and Academically ready, and highly successful kiddos to kindergarten. Whether your child was at home or another childcare or preschool program prior to LBB we will expect them to learn to behave and follow directions. We do not tolerate extreme behavior and will remove children from the program who do not exhibit appropriate preschool behavior after the first 2 weeks of school.***

DAILY DROP OFF AND PICK UP

Effective May 1, 2021 parents will be able to come into the building as needed. We request that parents continue to drop off outside of the building and pick up at the designated door to make it easier on all students.

*******If a child is checked out for an appointment it must be before 12:30 and they must remain out for the rest of the school day.*******

TUITION AND SCHEDULING POLICY

Each school year at Little Brahma Barn will closely line up with the EBISD student calendar.

Tuition will be due by the 4th day of every month.

Payments are required whether your child attends on their scheduled dates or not. We offer some optional days which will be paid independently from regular tuition.

All payments for the 2024-2025 school year will be required to be done through our cloud service, BrightWheel and MUST BE AUTODRAFTED. No Venmo or PayPal will be accepted. We will only accept Auto Drafts for the 2023-2024 year. If a parent needs to use check or cash it must be done with prior approval from LBB.

If a parent pays for Brightwheel with a CREDIT CARD, the Fee for use will be the parents responsibility.

If tuition is paid through a checking account, Little Brahma Barn LLC will cover the costs.

No full semester payments will be accepted this year without prior approval. Parents will need to choose School Day or Extended Day before school starts and stick with it the entire school year.

Little Brahma Barn charges a set rate tuition for August through May versus a daily rate. This keeps the tuition the same all of the months and doesnt fluctuate from month to month.

Example Scenario:

HERD School Days only option:

175 Days per year on the calendar.

\$37.15 per day = 6501.25

**Set Rate Tuition Divides this evenly between August and May
= approx \$650 per month**

LATE PAYMENT OR RETURNED CHECK POLICY

Payments are considered late after the 4th day of the month. Having auto draft should remedy this issue, but if payments are late, there will be a \$50 charge per late payment.

There will be a \$85 charge for all returned checks. (\$50 late fee plus 35 for fees incurred). This will be automatically added to accounts through Bright Wheel

LATE PICK UP POLICY

We are committed to your family by offering hours beyond the typical early childhood programs. 10 hours and 30 minutes per day is a generous amount of time offered for this type of program. A pick up is considered late if a child is still in our care 1 minute after closing hours. If a parent is ever running late, they should call an emergency contact to pick their child up. Beginning the first late pick up, a fee of \$5 per minute will be incurred up to \$100. Late payments must be made prior to a student returning to school.

If late pick up payments are not made or become chronic, the child will be withdrawn from the program and they will still be required to pay early withdrawal fees.

EARLY WITHDRAWAL POLICY

If a child withdraws from the program early (any point prior to June) there may be a situation where it may take a while to fill a spot due to various circumstances. (If there are medical or financial issues that we need to know about, we can always work on them together and come up with a plan without the child having to withdraw.)

Fees for Early Withdrawal

Prior to December 31- 1.5 Months Tuition

December 31– May 31- 2 Months Tuition

FOOD POLICIES

A home cooked Breakfast, Lunch and Snack will be served daily at LBB that follows the Child and Adult Food Care Program Standards. Breakfast and Lunch will always include fresh fruit and Low-fat Milk. If a child has any specific food allergies, please let us know. Students will not be allowed to bring in their own foods unless they have a medical exception due to true allergy and not personal family preference. Students are given all items every day that are made and are encouraged to take at least two bites of each item. A written request from a doctor will be required for any food allergy or exemption.

HEALTH/IMMUNIZATIONS

The state of Texas requires specific immunizations. Please make sure your child is current on all immunizations required by the State for their age level.

WE DO NOT REQUIRE FLU or any COVID 19 Related Vaccinations at this time.

Your primary health care provider will be able to provide specific information on immunizations to your family. All 4 year old children will need to have their vision and hearing screenings completed with their primary care provider and documentation will be kept on file at school. Please DO NOT email vaccination records. We need a printed copy.

We do not administer daily medications at LBB so please make plans accordingly.

BREASTFEEDING POLICY

There is a private breastfeeding area in our Directors Office.

PROCEDURE FOR ILLNESS/EXCLUSION

If a child becomes ill during school hours, I will contact a parent or emergency contact to pick them up immediately, then care for the child apart from the other children. If a child is vomiting, or has a fever (99.6 or higher), they must have a full 24 hours of being fever/ and or vomiting free before returning to school. (no exceptions!) Please consult the COVID 19 appendix for Covid related information.

If a child is not picked up within an hour of being called the school is required to call emergency services to come get the child.

Please make sure to always be prepared to make arrangements for pick up for your child.

FOOD ALLERGY EMERGENCY PLAN

In the event that a child has a food allergy diagnosed by their health care professional, a Food Allergy Emergency plan will be kept on file on the LBB premises. (Located in the hanging file near the front door of their room.) In addition to a and posted for all persons preparing food to reference. Should your child be allergic to a specific food, we will keep the info on file in the classroom as well as the kitchen. All employees will be trained on how to prevent and handle allergic emergencies. As we are preparing meals for many children, family food preferences will not be honored at LBB

LIABILITY INSURANCE REQUIREMENTS

All child care operations are required to carry incident based liability insurance. For information on our policy please contact Jacqueline Traweek our Director

ANNUAL TRAINING REQUIREMENTS FOR CHILDCARE DIRECTOR

Childcare directors are required to have 30 hours of yearly training. The following areas must be included in addition to any other courses that may be taken:

- 1) Emergency Preparedness
- 2) Preventing and Controlling Spread of Communicable Diseases incl. Vaccinations
- 3) Preventing and Responding to Emergencies due to food or allergic reaction
- 4) Building and Physical Premises Safety
- 5) Handling, Storing and Disposing of Hazardous Materials
- 6) Recognizing and Preventing Abuse
- 7) Administration in Child Care Facilities

Teachers, Assistants and Helpers are required to have 24 hours of yearly training

BEHAVIORAL POLICIES

Please see behavior contract in packet

PARENT VISITATION POLICIES

Parents may enter the classroom at any time but the following procedures will be in place to keep our students safe.

Parents are highly encouraged to drop and go in the morning at drop off. Entering the building only disrupts other students and often upsets the child being dropped off. We are trained to handle upset kiddos and promise they will be fine the moment you leave.

PROCEDURE FOR PARENT TO REVIEW RECORDS

The minimum standards for the licensed childcare center are in the LBB Herd room in the big blue binder labeled Minimum Standards. Parents are more than welcome to read any information in the file and to ask any questions about standards. Also, parents may look at the most recent licensing inspection report and ask any questions. Personal information regarding students will be kept in a private file. Only the parents of a specific student may request to view their file, along with payment information and attendance records. This information will be kept on file for a year from the last day of a child attending LBB.

DAILY COMMUNICATION

At the Little Brahma Barn, parent contact is very important to us and most parent communication comes through our Cloud APP Brightwheel. As technology and needs change we try to keep up with the best practices in communication! We also have a fun Instagram page where you may find funny things your child says throughout the day! (@funny_little_chickens). If a parent has a need for more communication the best policy is by letting us know face to face. We never mind a parent conference to get on the same page!

HAZARDOUS MATERIAL POLICY

Childcare centers are required to use, store and dispose of hazardous materials as recommended by the manufacturer, follow the Centers for Disease Control Protocols (see separate attachments in hanging file) for handling blood or bodily fluids containing blood, including placing contaminated gloves in a sealed plastic bag and discarded immediately, as well as placing soiled clothing into a separate plastic bag and sent home with the child. Soiled nap time items will also be sent home to be cleaned and returned.

PARTIES

Parties are one of our favorite things about preschool! All students may bring treats for their own class during birthdays! We also intend to have a thanksgiving meal, Christmas parties, Valentines Treats and an Easter Egg Hunt so stay tuned!!!

MEDIA POLICIES

While we do have a fun Instagram page (@Funny_Little_Chickens) your child's full face and/ or full name will never be shown. We do not EVER use Facebook for our program or share full face photographs of our students at any time. We have a facebook business page for updates on programming for marketing purposes but not for sharing of student personal information. While we understand that many childcare facilities use this form of sharing, we do not feel it safe and respectful for the children in our care. If parents attend events with students, they should be mindful that they do not have permission to share other parent's children on their social media either.

If employees or LBB families share negative, private or disrespectful information via social media avenues they will be removed from our program immediately. All concerns with any day to day operations or situations should be taken care of in center and not via social media platforms.

We value the safety and privacy of every family that attends LBB!

All Employees at LBB have a strict social media awareness policy and are not allowed to share photos of students on their personal social media (Instagram, Facebook, Twitter, Snap Chat, Tik Tok) at any time. If this should occur it should be brought to our attention and they will be dismissed from working for LBB Effective immediately.

LBB is a Low Tech learning facility. We do not use computers, tablets or other screens often aside from learning videos on our televisions.

PHYSICAL ACTIVITY POLICIES

The benefits of physical activity and outdoor play include:

- Improved Overall Health
- Improved Muscles Strength and Motor Skills
- Greater Self Awareness
- Appreciation for the Environment
- Improved Peer Relationships
- Developing Independence
- Improving Communication Skills
- Expanding Learning Spaces

Moderate Daily Activities May Include	Vigorous Daily Activities May Include
Musical Instruments	Basketball
Yoga	Aerobics
Free Outdoor Play	Dance
Scavenger Hunts	Racing Games
Class Walks	Group Sports
Ride On Toys	Free Play
Imaginative Play	Running

The Texas Administrative Code Labels Physical Activity in the Following Ways:

Physical activity (moderate)--Levels of activity for a child that are at intensities faster than a slow walk, but still allow the child to talk easily. Moderate physical activity increases the child's heart rate and breathing rate.

Physical activity (vigorous)--Rhythmic, repetitive physical movement for a child that uses large muscle groups, causing the child to breathe rapidly and only enabling the child to speak in short phrases. Typically, the child's heart rate is substantially increased, and the child is likely to be sweating while engaging in vigorous physical activity.

*All students will be given multiple outdoor opportunities every day, weather permitting. If unable to go out, an "Inside Recess" with appropriate indoor Activity will replace outdoor time.

CRIME FREE ZONE

Under the Texas Penal Code any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

EMERGENCY PREPAREDNESS PLAN

At the LBB we are required to do a monthly fire drill as well as quarterly Intruder and Bad Weather drills. Our log of drills is kept in the black hanging file on the door next to the bathroom door. There is a first AID kit located in the main restroom and smaller kits in the kitchen and the Bucket Calves room.

There is a commercial fire extinguisher located in the Herd Classroom, Kitchen and Bucket Calves room. Exits can be made through the main doors of the classrooms or through other classrooms. Our fire extinguishers are serviced by Cantu Fire and Safety once a year and we have a Fire Walk Through and Inspection once a year.

During a true emergency involving weather or intruders/lock down, we will be located inside of the premises with all doors locked and closed. If at any time you are unable to get a hold of us during bad weather or in case of a lock down in the area, call 911 prior to attempting to come onto the premises. It is most safe for parents and students to follow protocol during emergent situations. During lock down and weather

emergencies please check the Brightwheel app and text messages as information will be given out in these forms first.

Little Brahma Barn's Phone Number is 979 358 0579

Always call 911 in emergency!!!

See Emergency Maps at the end of the Handbook.

In the event of an emergency relocation, all students will be walked to:

Holy Cross Catholic Church CCD Building 839 Church Street

PARKING POLICIES

All Parking places along Morris and Urbanec Street are 5 minute or less parking. Please pull in, drop off or pick up your child and then open the space for the next parent. If you do not have a handicapped parking pass DO NOT PARK IN HANDICAPPED PARKING.

Please leave our employee parking spots and **driveway** open at all times. Please do not park in employee parking, even if all parent spots are full. Please do not block the driveway or entrance fences. Please do not block parking spaces to speak with other parents for lengthy periods of time.

Glory Bean Coffee is just down the street and a great place to catch up!

Lastly, we love our pretty fences, make sure you do not park too closely to them. There is plenty of room to leave a foot between your vehicle and our fence. Thank you for understanding!!!

MISSED DAYS/TUITION PROTOCOL

In the last decade we have seen uncharted territory in the form of natural disasters like Harvey, Major Flooding from rivers, and the Corona Virus Pandemic. Extended closures often cause complicated and uncomfortable tuition conversations. In the event of a natural disaster caused by weather, we will follow Protocol A. In the event of a pandemic closure or a government mandated shut down we will follow Protocol B.

Protocol A- Weather and Natural Disaster Closures

Should there be a weather-related interruption resulting in a closure mandated by the state or the inability to return to school due to facility damage, there will be no refund for the first week of interruption.

Any day after that will be made up during make up days indicated on the yearly calendar.

Should all the weather days and end of year days be exhausted, there will be a \$18 per day refund of each additional day missed

Protocol B- Government Mandated Closures

In the event of a long-term interruption of care where the LBB remains open, but children do not attend by choice, there will be no reduction in tuition. (Please see withdrawal procedures above.)

If a child is excluded from school for any reason listed in the previous covid-19 chart, they will still be required to pay full tuition to hold their spot. In the event of a long-term interruption of care where the state mandates closures, families will pay 100% of their tuition for the time closed. We have 8 Make up Days built into our schedule for weather or covid related closures (see calendar).

If all make up days are exhausted, returning families will not have to pay their deposit or supply fee for the next school year. If a child is not returning the following year, they will pay 100% during the time of closure and then receive a credit in April and May of \$18 per un made up missed days. If a family chooses not to come on allotted make up days there will be no reimbursement.

HOW TO CONTACT CPS, LICENSING, CHILD ABUSE HOTLINE AND WEBSITE

All information on how to contact these offices is posted on the bulletin board at school in each classroom. Along with postings, a copy of contact information for child abuse and child welfare services will be included in the yearly handbook. Please consult these attachments for information on recognizing, preventing and reporting child abuse.

CHILD ABUSE PREVENTION POLICY

In Texas, anyone who suspects a child is being abused or neglected has a legal obligation to report it. Professional reporters are required to report suspicion of abuse or neglect within 48 hours. A Professional Reporter is anyone licensed or certified by the state or works for an agency or facility licensed or certified by the state and has contact with children as result of their normal duties. By law, professionals may not delegate their duty to report to another person such as a coworker or family member.

Professional reporters include, but are not limited to:

- Medical facility staff
- Social workers
- School personnel
- Law enforcement
- Mental health professionals
- Officers of the court
- Daycare providers

It is the responsibility of professionals to report, and it is the responsibility of the Texas Department of Family and Protective Services (DFPS) to investigate allegations or suspicions of abuse or neglect. All employees including teachers, cooking staff, director, substitutes or any other support personnel will receive annual trainings on recognizing and preventing child abuse and neglect.

Material will be sent home two times a year about recognizing child abuse and keeping young children safe.

Great resources for recognizing and preventing child abuse and neglect can be found here:

Reporting Suspected Abuse or Neglect of a Child in Texas:

Reporting Basics (pamphlet shared with all staff and parents)

- Reporting Abuse, Neglect and Exploitation (pamphlet shared with all staff and parents)
- Training on Reporting Suspected Abuse or Neglect of a Child (state.tx.us)
- All Staff are required to take this FREE training, but it is a great resource for

parents and other caregivers as well

- <https://dfps.state.tx.us/training/reporting/default.asp>

More Information on Recognizing Abuse and Neglect

Abuse

Physical abuse

Deliberate actions resulting in injuries to a child or genuine threats of such actions or concerns about physical injuries of an unexplained or suspicious nature.

Sexual abuse Includes:

- Sexual indecency, sexual assault, or aggravated sexual assault.
- Failing to make a reasonable effort to prevent sexual conduct to a child.
- Using the child for the creation of obscene or pornographic material.

Emotional abuse

An emotional or mental injury caused by the parent or caregiver that results in an observable effect on the child.

Psychological state

Concerns about the child's mental stability, as demonstrated by mood, behavior, and thoughts.

Trafficking

- Labor trafficking: Parent or caregiver forcing a child into labor or services that are unhealthy or harmful to the child.
- Sex trafficking: Parent or caregiver receiving compensation for forcing a child to engage in prostitution or other sex acts.

Neglect

Neglectful supervision

Placing the child in, or failing to remove a child from, a situation that:

- A reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities.
- Results in bodily injury or a substantial risk of immediate harm to the child.
- Exposes the child to a substantial risk of harmful sexual conduct.
- Exposes the child to sexual abuse committed against another child.

Medical neglect

Failure to seek, obtain, or administer medical treatment that could result in substantial harm.

Physical neglect

Failure to provide a child with the necessary food, clothing, and shelter to maintain a healthy life.

Abandonment

Requires both of the following components:

- Leaving a child in a situation that would expose the child to a substantial risk of physical or mental harm without arranging for necessary care for the child.
- A parent, guardian, or managing or possessory conservator of a child who shows no intent to return.

Potential Warning Signs

The following situations in and of themselves do not meet the legal definitions of abuse or neglect. However, in

combination with other factors, some of them might be warning signs:

- Truancy. (Note: This should be handled by the school's truancy officer.)
- Parent is regularly or habitually late picking the child up from school or day care.
- Lack of immunizations or other "preventive" care.
- School-age child is home alone after school, assuming the child is physically and mentally capable of caring for him or herself.
- A teen is engaged in sexual activity with someone who is not a relative or a caregiver, and there is no indication the parents are benefiting from the relationship. Depending on the age difference, this may need to be reported to law enforcement.
- Sexual behavior or exploration between children that is appropriate for the developmental age of the children where no force or threats are involved, and the age difference between the children is within 2 years.

- Lice infestations with no significant physical impact on the child, even when infestations are recurrent.
- A homeless family living in a car or tent, but there is no negative effect on the health of the child.
- Teen says he or she was “kicked out of the house”, but has not made an attempt to return home.
- Reasonable discipline that does not result in substantial harm or genuine threat of harm.
- Yelling or cursing at a child with no known significant effect on the child's functioning.
- Accidents, even when they result in injury.