

# **Little Riders Academy**

## **Operational Policies**



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The first responsibility of the management is to ensure the safety and well-being of the children and the staff.

### **Enrollment Files/Fees:**

All enrollment files should be kept for at least five years after the child is withdrawn unless federal law requires them to be kept shorter time frame or longer.

Enrollment fees must be collected when enrollment packet is returned to LRA.

### **Tuition:**

Tuition must be collected on the day specified in the Parent Handbook.

### **Maintenance Department:**

If minor maintenance is needed you will need to call Maintenance Department.

### **Staff Attire:**

You must ensure the clothing of staff is appropriate. Their clothes should be in good shape, wrinkle free, and clean. Appropriate undergarments must always be worn.

### **Involuntary Separation:**

If a staff member resign or leaves with involuntary separation only the following copies can be given to them:

- TB Test
- First Aid/CPR
- Recommendations Letters
- High School diplomas or GED
- Transcripts
- Training Certificates

NO OTHER DOCUMENTATION SHOULD BE GIVEN.

**Crisis Plan:**

The Center must have a crisis plan in place for the evacuation of the building. These are posted in each classroom as you walk in the door.

**Accident/Incident:**

In the case of a child accident/incident with injuries, the following procedures must be followed:

- Notify the Director
- Render aid immediately
- Complete an accident/incident report
- Contact the parent/Guardian
- Notify Licensing if seriously injured

**Meal Time:**

Meal time should be relaxed and enjoyable. The children should be allowed enough time to eat adequate amounts of food. The teachers should never eat anything in front of the children that the children are not also eating.

**Daily Cleaning:**

All equipment and materials used by the children should be sanitized daily. Daily cleaning should be handled in a safe and clean way.

- Sinks are clean of debris
- Countertop/tables cleaned daily
- Restrooms cleaned daily
- Rugs vacuumed daily
- Microwaves cleaned daily
- Refrigerator cleaned daily
- Trash taken out
- Changing pad cleaned after each changing

**Medication:**

Medication should only be given by one person, the Director. In the absence of the director, one designated person will administer the medication. It should only be given per written directions. Never give medication without written permission.

**Maintenance/Transportation:**

Vehicle Maintenance will be maintained by the Transportation Department of Center ISD. Emergency Procedures will be followed by Center ISD Transportation procedures

**Operation Hours:**

Little Riders Academy will be opened Monday-Friday. Hours of Little Riders Academy will be 7:00 am-5:30 pm. The facility will follow Center ISD school calendar.

You must ensure the Center is opened and closed per normal operating hours. You must ensure that staff keeps their work schedules.

**Handbook Policies:**

Employees must review the Parent Handbook and the Employee Handbook along with Operational Manual for rules to be followed each day.

Every classroom will have a copy of the Minimum Child Care Standards for the State of Texas. Licensing inspector- Scott Sadler

936-676-0146

[Scott.Sadler@dfps.state.tx.us](mailto:Scott.Sadler@dfps.state.tx.us)

Local Licensing Office: 936-633-3745

# **Little Riders Academy**

## **Operational Policies**

This is to acknowledge that Little Riders Academy has provided a copy of the Operational Policies. On my behalf, I affirm that I have read and will comply with the Little Riders Academy operational Policies. My signature confirms that I understand the conditions of maintaining my association with Little Riders Academy.

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**Signature of Parent/Guardian/Employee:**

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**Date:**

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**Signature of Director:**

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**Date:**