

ANNA ACRES PRESCHOOL

PARENT HANDBOOK

Policies • Parent Rights • Texas Child-Care Regulation Information

Anna Acres Preschool
Anna, Texas

Please keep this handbook for reference throughout the school year.

Welcome to Anna Acres Preschool

We are pleased to welcome your family to Anna Acres Preschool. This handbook explains our basic operating policies and provides parents with information about their rights under Texas Child Care Regulation. It is intended to work together with the enrollment documents, waiver, Procure communications, and other policies provided by Anna Acres.

Important: Nothing in this handbook is intended to limit a parent's statutory rights under Texas Child Care Regulation. If a provision of this handbook conflicts with a current Texas requirement or a valid court order, the applicable law or court order controls.

Anna Acres Contacts

Contact	Information
Director	Carol Barratt — 214-923-0370
Facilities	Mark Barratt — 214-923-3952
Procure / General School Communication	Procure App
School Year Calendar & Policy Documents	https://www.annaacres.com/services-4

Anna Acres Preschool Policies

Parent Waiver: All parents must sign a waiver for their children to attend Anna Acres Preschool.

Procure — Registration: All students and parents must be registered on Procure.

Procure — Attendance: All children must be checked in and out on Procure upon arrival and departure.

Authorized Pickup: Persons picking up children must be registered on Procure. If a pickup person is not registered, prior notice must be given, or the registered guardian(s) must be contacted before the child can be released.

Lunch: Parents should send lunch with their child each day. Parents may also send a snack for their child.

Sick Students: If a student exhibits illness, parents will be contacted. The student will wait in an isolated area until pickup.

Injury / Accident: Parents will be notified immediately. If an injury is serious, 911 will be called and emergency responders will be directed to 8974 County Road 512, Anna, Texas.

Visitors: Exterior doors are locked during class. Visitors must ring the doorbell for admission. Visitors unrelated to class members and teachers may be turned away or escorted if their purpose is justified. Please call Mark or Carol to assist with unknown visitors: Carol 214-923-0370; Mark 214-923-3952.

School Year Calendar: The school year calendar is available on Anna Acres website and can also be provided upon request from Mark Barratt at 214-923-3952.

Bad Weather Days: Parents will be notified through the Procure App. Tuition will be refunded because Anna Acres does not have makeup days.

Texas Parent Rights

Texas Administrative Code §746.521 gives parents of children enrolled in a licensed child-care center specific rights. Anna Acres recognizes these rights.

- Enter and examine the center during its hours of operation without advance notice.
- File a complaint against the center.
- Review the center's publicly accessible records.
- Review the center's written records concerning the parent's child, as provided by Texas rules.
- Receive the center's HHSC inspection reports and information about how to access the center's online compliance history.
- Have the center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from the center.
- Receive the name, address, and telephone number of the local Child Care Regulation office.
- View available video recordings of an alleged incident of abuse or neglect involving the parent's child, subject to the privacy protections and notice requirements in Texas law.
- Obtain a copy of the center's policies and procedures.
- Review, upon request, staff training records and any in-house training curriculum.
- Be free from retaliation for exercising any of these parent rights.

Source: Texas Administrative Code, 26 TAC §746.521, effective August 19, 2024. Parents may request the current rule or access it through the Texas HHSC Child Care Regulation website.

Parent Entry and Visitor Procedures

For safety and security, exterior doors remain locked during class and visitors should use the doorbell for admission. Parents, however, have a Texas statutory right to enter and examine the center during operating hours without advance notice. Anna Acres will maintain reasonable security procedures while honoring that right.

For individuals who are not parents or authorized pickup persons, Anna Acres may require identification, determine the purpose of the visit, and restrict or escort visitors when appropriate for the safety and supervision of children.

Texas Child-Care Regulation & Parent Contacts

Agency / Purpose	Contact
Texas Health and Human Services Commission — Child Care Regulation	1-800-582-6036
HHSC Child Care Regulation — general information	childcare.hhs.texas.gov
Texas Abuse and Neglect Hotline — urgent reports	1-800-252-5400
Texas Abuse and Neglect online reporting	txabusehotline.org
Emergency / immediate danger	911
Poison Control	1-800-222-1222

The current local Child Care Regulation office name, address, and telephone number should also be posted at Anna Acres. Because HHSC can change regional assignments and contact information, Anna Acres will use the current HHSC contact information when finalizing its licensing display.

How Parents Can Raise a Concern or File a Complaint

Parents are encouraged to first discuss questions or concerns with the Director, Carol Barratt, at 214-923-0370. Parents may also contact Mark Barratt regarding facilities at 214-923-3952.

A parent also has the right to file a complaint with Texas Child Care Regulation. A parent does not have to obtain permission from Anna Acres before contacting the state.

- For a child-care regulation concern: Texas HHSC Child Care Regulation — 1-800-582-6036.
- For suspected child abuse or neglect: Texas Abuse and Neglect Hotline — 1-800-252-5400.
- For an immediate emergency or life-threatening situation: call 911.

Texas DFPS states that urgent abuse or neglect reports that need investigation within 24 hours should be made by telephone at 1-800-252-5400. Online reports are intended for situations that do not require an immediate investigation.

Texas Licensing Information

Anna Acres Preschool is subject to the Texas Minimum Standards for Child-Care Centers, Chapter 746. Parents may request a copy of the center's policies and procedures and have rights concerning inspection reports and compliance history.

- Texas Minimum Standards for Child-Care Centers: Chapter 746.
- Texas Child Care Regulation public search: childcare.hhs.texas.gov
- Parents may review the center's publicly accessible records and compliance history.
- The center's current license/permit and required licensing notices are maintained as required by HHSC.

Enrollment, Records, and Authorized Release

Anna Acres uses Procure for parent/student registration, attendance, and communication.

- All students and parents must be registered in Procure.
- Children must be checked in and out through Procure upon arrival and departure.
- Only a parent/guardian or a person authorized by the parent may pick up a child, subject to applicable law and court orders.
- If an unfamiliar or unregistered pickup person arrives, Anna Acres will follow its verification procedure before releasing the child.
- Parents should keep emergency contacts, authorized pickup persons, phone numbers, and other required child information current.
- Parents may request access to their child's records as permitted by Texas Child Care Regulation.

Suspension and Expulsion

Anna Acres Preschool will make reasonable efforts to work with a family when behavioral or other concerns interfere with safe participation. These efforts may include parent conferences, consistent behavior strategies, reasonable accommodations, and consultation with appropriate resources when authorized.

A child may be suspended or disenrolled when continued attendance presents a significant safety risk; the center cannot reasonably meet the child's needs within its licensed program; required information or cooperation is not provided; tuition or contract obligations are not met; center policies are repeatedly violated; or a child continually threatens or harms other children. When feasible, the director will give the parent notice and an opportunity to discuss the issue before disenrollment. Immediate action may be taken when necessary to protect children or staff.

Illness, Injury, and Emergency Procedures

Illness

If a student exhibits illness, Anna Acres will contact the parent/guardian. The child will wait in an isolated area until pickup, consistent with applicable Texas requirements.

Injury or Accident

Parents will be notified immediately of an injury or accident as required. If an injury is serious or an emergency requires immediate assistance, Anna Acres will call 911. Emergency responders will be directed to 8974 County Road 512, Anna, Texas.

Emergency Contacts

- 911 — emergency medical, fire, or law enforcement response.
- Poison Control — 1-800-222-1222.
- Texas Abuse and Neglect Hotline — 1-800-252-5400.

Food, Lunch, and Snacks

- Parents should send lunch with their child each day.
- Parents may also send a snack for their child.

Parents should notify Anna Acres of food allergies, dietary restrictions, or special food needs so required information can be maintained and staff can follow applicable procedures.

Bad Weather / School Closure

Parents will be notified through the Procure App email when bad weather affects the school schedule. Tuition will be refunded for a school closure caused by bad weather because Anna Acres does not have makeup days.

School Calendar

The school year calendar is available on Anna Acres website and may also be requested from Mark Barratt at 214-923-3952.

Policy Changes

Anna Acres may update its policies when necessary to operate the school safely, comply with Texas requirements, or improve school operations. Parents will be notified of applicable policy changes through Procure or another appropriate written communication method. Continuing enrollment is subject to the current policies and applicable law.

ANNA ACRES PRESCHOOL

Activity Participation and Liability Waiver

Child's Name: _____ Parent/Guardian Name: _____

I hereby give permission for my child to participate in activities offered by Anna Acres Preschool, including but not limited to:

- Horse/Pony rides
- Pony cart, train and wagon rides
- Nature walks
- Petting zoo activities
- Other supervised outdoor and educational activities

I understand that participation in these activities involves certain inherent risks, including but not limited to falls, animal-related injuries, insect bites, uneven ground, weather conditions, and other unforeseen hazards that may result in injury.

I acknowledge that Anna Acres Preschool will take reasonable precautions to provide a safe environment and proper supervision. However, I understand that accidents may occur despite reasonable care and supervision.

Photography and Website Permission

I give Anna Acres Preschool permission to photograph or record my child while participating in preschool activities and to use photographs or recordings that include my child on the Anna Acres Preschool website and other Anna Acres Preschool online or promotional materials.

Parent Handbook Acknowledgment

By signing this waiver, I acknowledge that I have received, or have been provided access to, the **Anna Acres Preschool Parent Handbook**. I understand that I am responsible for reading and becoming familiar with the policies, procedures, rules, and other information contained in the Parent Handbook.

Medical Authorization

I certify that my child is physically able to participate in these activities and that I will inform Anna Acres Preschool of any medical conditions, allergies, or special needs that may affect my child's participation.

In the event of an emergency, I authorize Anna Acres Preschool personnel to obtain emergency medical treatment for my child if I cannot be reached immediately. I understand that I am responsible for any resulting medical expenses.

This authorization shall remain in effect during my child's enrollment at Anna Acres Preschool unless revoked in writing.

Parent/Guardian Signature: _____ Date: _____