

Welcome to the Anna Acres Teachers Conference

Today we will cover:

- Staff Registration
- Daily Procedures
- Procare
- Health, safety & licensing
- Curriculum
- Working with children and families
- Anna Acres activities and special programs



Staff Registration

Before You Begin Working

- Complete required employment documents
- Set up your Procare account
- Complete payroll registration
- Complete the required background check
- Review Anna Acres policies and procedures



Employment Documents

Please Bring:

- Driver's license
- Social Security card
- Recent picture
- Picture of you as a kid 😊



Procare Account

Setting Up Your Procare Account

- Receive your Procare login information
- Log in and make sure your account works
- Learn the basics of Procare
- Review the information you will have access to
- Keep your login information private
- Procare test



Payroll Registration

Gusto Payroll

- Receive an invitation to join Gusto
- Create your Gusto account
- Enter your personal information
- Complete your tax withholding information
- Set up direct deposit — please!
- Review your information and submit



Background Check

HHSC Background Check

- Anna Acres submits your background check through the HHSC Child Care Regulation system
- Centralized Background Check Unit (CBCU) processes your background check
- Watch your email for instructions from CBCU
- Complete fingerprinting if required
- Complete out-of-state checks if required
- Complete any required action promptly (Anna Acres can be fined if we are found non-compliant with this requirement)

Anna Acres Policies & Procedures

- Anna Acres Operational Policies
- Anna Acres Parent Handbook
- Sign HHS Form 1099 — Operational Discipline and Guidance Policy
- Staff Attendance — Clock In/Out in Procare
- Cell Phones



Daily Procedures

Checking Children In & Out
Identifying Guardians
Visitors



Checking Children In & Out

Inspection

- Incoming inspections will be conducted by Director Carol Barratt.
- At arrival and throughout the day, staff will observe children for obvious signs of illness, injury, unusual behavior, or other conditions that may affect the child's ability to participate safely.
- The health check is observational and is not a medical examination.
- Observe general appearance, behavior, breathing, skin, eyes, nose, and signs of pain or discomfort.
- Parents should report fever, vomiting, diarrhea, rash, contagious illness, injury, medication, or other significant health changes before leaving the child.
- If a concern is identified, staff may ask the parent for additional information and will apply the center's illness/exclusion policy.
- Any concerning condition arising after arrival will be documented or communicated to the parent as appropriate.

Procare Check-In / Check-Out

- Teachers are required to check their students in and out of school.
- This is a critical HHS requirement.
- Procare student check-in/out test



Identifying Guardians

- Teachers should make it a point to know the parents and guardians of their students.
- Carol Barratt (Director) will have primary responsibility to identify parents at pickup.
- If you are unsure of the pickup person, check Procare and ask for identification.
- If things don't match, you must contact the parent before the child can be released.



Visitors

- The building must be locked during school hours.
- Teachers should know who is authorized to be on the property.
- If you do not recognize a visitor, ask who they are and why they are here.
- Check Procare to see if they are a parent or guardian.
- If they have no affiliation with Anna Acres, contact Mark or Carol to escort the visitor.



Incident Reports

- Report injuries and incidents to the Director.
- Document the incident as directed by Anna Acres.
- Minor injuries such as cuts, scratches, bruises, or bites requiring first aid must be communicated to the parent at pickup.
- Any injury requiring medical treatment or hospitalization must be reported to the Director immediately.
- The Director will determine whether an HHSC Incident/Illness Report is required.
- When an HHSC Incident/Illness Report is required, the parent must receive a copy and acknowledge receipt/review within 48 hours.

Illness & Exclusion

- Anna Acres Preschool will follow current Texas Minimum Standards regarding exclusion of ill children.
- A child who cannot comfortably participate in activities, requires care beyond what staff can provide without compromising supervision, or presents symptoms requiring exclusion under Minimum Standards will not remain in care.
- Parents will be contacted promptly when a child becomes ill or must be excluded.
- An ill child awaiting pickup will be supervised, kept comfortable, and separated from the group as reasonably possible.
- Return to care will be based on the child's condition and applicable Minimum Standards. Medical documentation may be requested when appropriate.

Cleaning

- Red Room — Amanda
- Yellow Room — Mikenzie
- Blue Room — Yenny
- Kitchen — Tess
- Activity Room — Homer
- Playground — All Staff — Thursday



Licensing

- Inspections
- Background Checks
- Emergency Drills
- Procure Information
- Curriculums



Discipline

- Anna Acres uses positive, individualized, developmentally appropriate guidance.
- Staff use praise and encouragement of good behavior rather than focusing only on unacceptable behavior.
- Staff remind children of expectations using clear, positive statements.
- Staff redirect behavior using positive statements and acceptable choices.
- Brief, supervised separation from the group may be used only when appropriate for the child's age and development and consistent with Texas Minimum Standards.
- There will be no cruel, harsh, unusual, or unnecessary punishment.
- Corporal punishment, threats, humiliation, ridicule, abusive or profane language, withholding food or sleep, and punishment associated with toileting are prohibited.
- All staff must agree to and sign HHS Form 1099 — Operational Discipline and Guidance Policy.

Expulsion / Disenrollment

- Anna Acres will make reasonable efforts to work with a family when behavioral or other concerns interfere with safe participation.
- 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
- 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.

Other Activities at Anna Acres

- Pony rides
- Pony cart rides
- Train rides
- Wagon rides
- Stage time



Opportunities & Extras

- You are allotted \$20/month for classroom supplies.
 - Bring your receipts to Mark. He will reimburse you.
- Teachers' children get free tuition at the Preschool
- Teachers receive a 50% discount on any other Services at Anna Acres
 - Pony/horse rides
 - Pony Birthday Parties
 - Karaoke Parties
 - Family Celebrations.
 - See the website www.AnnaAcres.com

