

ANNA ACRES PRESCHOOL

Operational Policies

Prepared for Texas Health and Human Services Child Care Regulation

Operation	Anna Acres Preschool
Location	Collin County, Texas (outside Anna city limits)
Director	Carol Barratt
Effective / Revised	August 6 th , 2026_____

IMPORTANT: Items shown with a blank line should be completed or confirmed before this policy is adopted. This document is designed around 26 TAC Chapter 746 operational-policy requirements and should be kept consistent with Anna Acres Preschool's actual practices and current HHSC Minimum Standards.

1. Purpose and General Policy

Anna Acres Preschool provides a safe, nurturing, developmentally appropriate preschool environment for children. The center will comply with applicable Texas Health and Human Services Commission (HHSC) Child Care Regulation requirements and 26 TAC Chapter 746 Minimum Standards for Child-Care Centers.

These policies are provided to parents at enrollment and are available for review upon request. Employees are expected to know and follow the policies that apply to their duties.

2. Hours, Days, Months, and Enrollment

2.1 Hours of Operation

Regular days of operation: _____ Tuesday, Wednesday, Thursday _____

Regular hours of operation: _____ 9 Am to 2 Pm _____

Months of operation / school calendar: _____ September - May _____

Holiday and planned closure dates will be communicated to families in advance. Weather or emergency closures will be communicated as soon as practical.

2.2 Enrollment

Anna Acres Preschool enrolls children within the ages authorized by its HHSC permit. Before attendance begins, a parent or guardian must provide all enrollment information required by HHSC through the Procure website. This information includes: emergency contacts, authorized pickup persons, health information and any special care information needed for safe care.

Parents must also sign the Anna Acres Preschool waiver allowing their child to participate in all activities.

Parents must promptly notify the center when contact information, authorized pickup persons, health information, allergies, medications, or other enrollment information changes.

2.3 Policy Changes

Parents will be notified in writing of significant changes to operational policies before the change takes effect when practicable. Changes required immediately for health, safety, emergency, or legal compliance may take effect immediately, with notice provided as soon as practicable.

3. Arrival, Attendance, Health Check, and Release

3.1 Arrival and Attendance

A child must be transferred directly to a staff member at arrival. Staff will maintain attendance records showing children in care.

3.2 Daily Health Check

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.

- Staff may observe the child's 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.

3.3 Release of Children

Children will be released only to a parent/guardian or another person authorized by the parent in the child's enrollment record or through a documented authorization acceptable to the center.

- Staff may request government-issued photo identification from any person whose identity is not known to staff.
- The center will not release a child to an unauthorized person.
- If staff reasonably believe release would create an immediate danger to the child, the director will take appropriate protective steps, which may include contacting another authorized person or law enforcement.
- Custody restrictions must be supported by current legal documentation provided to the center.

4. Illness, Exclusion, and Medical Emergencies

4.1 Illness and 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 and kept as 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.

4.2 Medical Emergencies

Staff will provide first aid within the scope of their training and will call 911 when emergency medical attention is needed. The parent/guardian will be contacted as soon as possible. If emergency transport is required, a staff member will remain with the child as staffing and emergency circumstances allow until the parent/guardian assumes responsibility.

The center will maintain emergency contact and medical authorization information required by HHSC.

4.3 Medication

Anna Acres Preschool does not administer medication.

5. Parent Notification and Communication

Parents will be notified of significant matters affecting their child, including illness, injury, incidents requiring notification, emergencies, changes in operation, and other matters required by Minimum Standards.

Routine communication may occur in person, by telephone, text message, email, Procure, or another center-approved communication method. Parents are responsible for keeping contact information current.

Parents may raise questions or concerns directly with the director. The director will review the concern, applicable policy, and any relevant documentation and will respond as reasonably practicable.

6. Discipline and Guidance

Anna Acres Preschool uses positive, individualized, developmentally appropriate guidance designed to encourage self-control, self-esteem, and appropriate behavior.

- 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.

The center's discipline and guidance practices will remain consistent with Subchapter L of 26 TAC Chapter 746.

7. 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.

8. Meals, Snacks, and Food Safety

Meals and snacks are to be provided by parents and/or guardians. Anna Acres Preschool does not provide meals or snacks.

9. Animals on the Anna Acres Property

Anna Acres is a property where animals, including ponies/horses and other animals, may be present. Animal contact will be managed to protect children and will be appropriate to the activity, children's ages, and staff supervision.

- Children will be closely supervised around animals.
- Children will be instructed to approach and touch animals only as directed by staff.
- Handwashing will be required after animal contact and before eating.
- Children will not have access to animal waste, feed, medications, equipment, or unsafe animal enclosures.
- Parents should inform the center of known animal allergies, fears, or medical concerns.
- Any riding or special animal activity will be conducted only under the center's approved procedures and with any required parental authorization.

10. Physical Activity and Outdoor Play

Anna Acres Preschool recognizes that regular physical activity and outdoor play support children's health, motor development, learning, confidence, social skills, and overall well-being.

Children will have opportunities for both structured and unstructured physical activity, indoors and outdoors, appropriate to age and ability. Activities may include walking, running, playground play, movement games, music and movement, balls, riding toys, and other gross-motor activities.

Activities may take place in classrooms, indoor activity areas, playground/outdoor play areas, and other approved areas of the Anna Acres property.

Children should wear comfortable clothing and secure, closed-toe or otherwise activity-appropriate footwear that allows safe movement.

Outdoor play may be shortened, modified, or moved indoors when weather or environmental conditions create a significant health or safety risk, including dangerous heat or cold, lightning, severe weather, poor air quality, unsafe ground conditions, or other hazards. On those days, staff will provide indoor gross-motor and movement activities.

11. Sunscreen and Insect Repellent

Sunscreen and insect repellent will not be applied by Anna Acres staff. Parents/guardians should apply these products before drop-off if desired.

12. Parent Rights, Participation, and Access to Information

Anna Acres Preschool respects all parent rights provided by Texas Minimum Standards. Parents may communicate with the director about their child's care, review and discuss center policies, and participate in center activities as permitted by the program and consistent with safety and supervision.

Parents may request opportunities to participate through classroom activities, special events, celebrations, reading, approved volunteer activities, or other director-approved participation. Background-check or supervision requirements will be followed when applicable.

Parents may access Texas child-care information, Minimum Standards, and provider information through Texas Health and Human Services. The center will provide assistance locating these resources upon request.

Suspected child abuse or neglect must be reported as required by Texas law. Emergency situations should be reported to 911. Current reporting information is available from Texas HHSC/DFPS resources.

13. Emergency Preparedness

Anna Acres Preschool maintains an Emergency Preparedness Plan consistent with Texas Minimum Standards. The plan addresses evacuation, relocation, sheltering for severe weather, and lock-down for an endangering person or situation.

- Staff are assigned responsibilities for moving and accounting for children.
- Attendance and emergency contact information will accompany children during evacuation or relocation.
- The center will continue supervision and care until each child is safely released to an authorized person.
- Parents will be notified of emergencies and reunification instructions as soon as circumstances reasonably allow.
- Required drills will be conducted and documented in accordance with current Minimum Standards.

Designated off-site relocation location: Barratt Home – 8970 County Road 512

14. Prevention and Reporting of Child Abuse and Neglect

Anna Acres Preschool is committed to preventing, recognizing, and responding appropriately to child abuse and neglect.

- Staff and parents will be provided information or resources concerning warning signs, risk factors, and prevention techniques.
- Staff are required to make reports as required by Texas law and may not delegate a legal reporting duty to another person.
- The center will cooperate with authorized investigating agencies as required by law.
- Parents who believe a child is a victim should obtain appropriate medical, protective, counseling, or law-enforcement assistance and make required reports.

The center prohibits retaliation against a person for making a good-faith report as protected by law.

15. Sanitation and Healthy Environment

Anna Acres Preschool will maintain the buildings, classrooms, restrooms, food-service areas, play areas, and grounds used by children in a clean and sanitary condition consistent with applicable Minimum Standards.

- High-touch and child-use surfaces will be cleaned and sanitized as appropriate.
- Restrooms and handwashing areas will be maintained in sanitary condition.
- Garbage and waste will be stored and disposed of to prevent health hazards.
- Cleaning products, chemicals, pesticides, medications, and other hazardous materials will be used, stored, and disposed of according to manufacturer directions and kept inaccessible to children.
- Staff and children will follow required handwashing practices, including before food handling/eating and after toileting, contact with bodily fluids, and animal contact.

Any inspection required by HHSC or another authority having jurisdiction will be obtained and maintained as required.

16. Policy Review and Acknowledgment

The director will review these policies periodically and when laws, Minimum Standards, or Anna Acres Preschool practices change. The current version will be made available to parents and staff.

Questions regarding these policies should be directed to the director of Anna Acres Preschool.

Adopted by	
Title	
Signature	
Date	

Reference note: Prepared using the operational-policy topics in 26 TAC §746.501 and related Texas HHSC Minimum Standards. This is an operational template, not a substitute for the current Minimum Standards or direction from your Child Care Regulation representative.