



ALVIN COMMUNITY COLLEGE

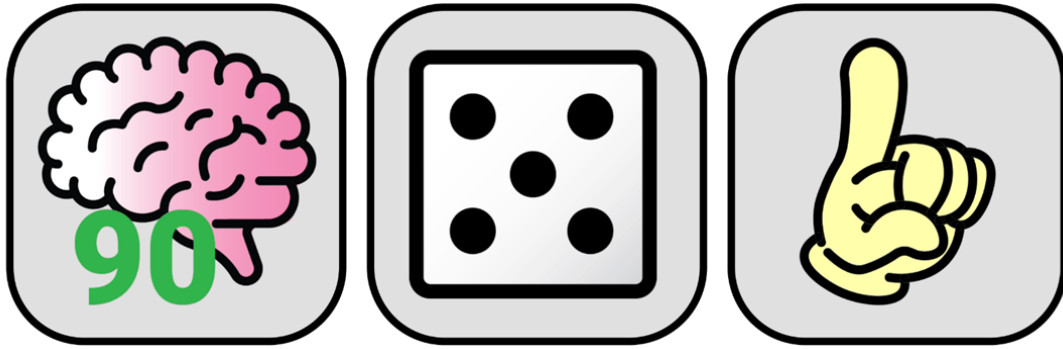
ACC Child Development Laboratory School

Parent Handbook

"It's all about the children!"

3110 Mustang Road
Alvin, Texas 7751
281-756-3644
www.alvincollege.edu

Welcome!



Ninety percent of a child's brain development happens in the first five years.

We have one chance to give children a solid foundation for their future.

This frames every decision we make at the Lab School.

We believe the early years (birth – five) are the most important and should be filled with love, laughter, and discovery. The early years lay the foundation for a child's personality, cognitive ability, language proficiency, and social skills. Participation in a quality early childhood program enhances a child's development in all these areas and others.

We believe young children gain more knowledge through active, hands-on learning and play. Learning is sometimes loud and messy. Learning is asking questions and making mistakes. We want our children to leave the Lab School excited to learn and curious about their world.

The Lab School serves two principal functions:

1. As a teaching laboratory for college students who are preparing for careers in early childhood professions
2. To provide a developmentally appropriate educational setting for young children

The Texas Department of Family and Protective Services licenses the Lab School.

Program Information

Hours of Operation

The Lab School is a full-day, full-year program for children 18 months to 5 years.

Hours of Operation

The ACC Lab School is open Monday through Friday **7:00 a.m. to 5:30 p.m.** and follows the Alvin Community College holiday closure schedule.

Summer Schedule:

Alvin Community College and the ACC Lab School are closed on Fridays during the summer semester (mid-May through mid-August).

Holidays and Closures

We are closed for the following holidays:

Labor Day
Thanksgiving
Winter Break
Martin Luther King, Jr. Holiday
ACC – Spring Break
ACC – Spring Holiday
Memorial Day
July 4th Holiday

You can access the campus calendar [here](#) for exact dates.

Vacation

Families will accrue one week of vacation for each school calendar year after the child has been enrolled for 12 months. Unused vacation credit is not transferable to the next year. The vacation time is not allocated daily. Your child cannot attend if you are using your vacation credit.

Tuition and Fees

Our payment terms are described in the tuition and fee agreement included in your enrollment.

Payment

Payment can be made online at www.myprocare.com or through the Procure app. See the Director or Assistant Director if you are interested in automatic payments.

Click here to make a payment



Late Pick-Up Fee

All children should be picked up from the ACC Lab School by 5:30 p.m.

There is a charge of \$1.00 for every minute past 5:30 p.m.

Notice of Withdrawal

We understand that plans change. If you find it necessary to withdraw your child, we ask that you inform us in writing at least two weeks before your anticipated last day. The contractual agreement will not end until notification is received.

Safe Arrival and Departure



An adult must escort their child inside the building and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and departs with you. Adults must keep their children close and within their direct sight while entering and exiting the building. Children may not be picked up off the playground or over the fence. Adults are responsible for signing their child in and out daily at the computer in the lobby.

Unless prior arrangements are made with the Director, all children must be picked up by the scheduled closing time (5:30 pm). ACC Lab School staff **cannot** take your child to your home or theirs unless their name is listed on your enrollment form. If your child is not picked up by the scheduled closing time, we will attempt to contact you and your designated emergency contacts. If these attempts are unsuccessful, after thirty minutes, we will notify Alvin Community College Campus Police and release your child to their custody. Late pick-up fees will also be assessed.

Releasing Children

Children will not be released to anyone under 18 years of age. Children will only be released to the adult who enrolled them, or someone authorized in writing by that person. Adults must show picture identification to staff members if they are unknown or not recognized. Staff members will copy the adult's ID, compare it to the child's file, and add the copy to the file. Then the staff member will escort the adult to the classroom and introduce them to the teacher.

In an emergency, the adult who enrolled the child can call the school to give verbal,

one-time authorization for an unlisted adult to pick up the child. The staff member will call the parent back to confirm the adult's name.

We will not release a child to an unidentified person.

Custody

Any document issued by the court, such as a "no contact order" or "joint custody order," should be on file with the Lab School Front Office. The Lab School staff may not legally prevent a child from being picked up by a parent.

Things You Need to Know

Routines are Important

Routines provide your child with a sense of security. We recommend that, as a family, you set an arrival and departure routine that you can follow every day. Regular attendance benefits your child's learning experience, and coming in late disrupts the classroom and the child's routine.

Arrival

- Walk your child to the classroom, greet the teacher, help settle items in their cubby and be sure to tell your child goodbye and not sneak away. Feel free to call the office or send a message through the Procure app and check on your child anytime.
- We serve the morning snack between 8:30 am and 9:00 am.
- All children should arrive **by 9:00 a.m.**

Departure

- Check in with your child's teacher for any important information, check your child's cubby each day, and be sure to walk out with your child and not allow them to run ahead.

Please let us know if your child will arrive after 9:00 am so we can make sure to include them in the lunch count.

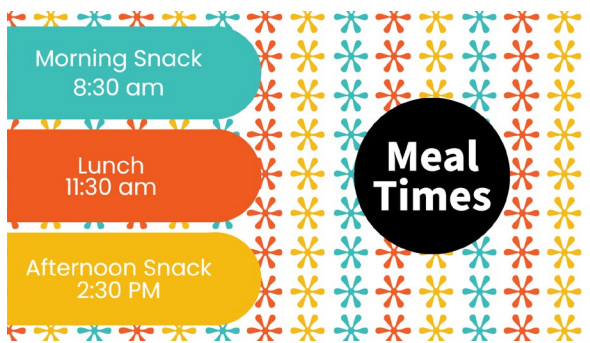
Parking

Parents may use the 15-minute child drop-off lane at the front entrance to the school. The two outer lanes are for moving traffic. Please do not block the handicap ramp located in front of the awning. If you have other business to tend to while in the Lab

School or at ACC, please park in the parking lot. Whether you use the drop-off lane or park in the lot, you must **turn off your vehicle**.

Rest Time

State regulations for all children require a daily rest period. Children are not required to sleep but must rest quietly on their mats. Mats and mat covers will be furnished and laundered by the school. A **small** blanket (no bigger than 30' x 40") or **small** pillow (travel size) may be brought from home; parents are responsible for its weekly laundering. The pillow and blanket must fit in the Nap Bag in your child's cubby. (No sleeping bags or full-size pillows are allowed due to insufficient storage space.)



Mealtimes

A well-balanced lunch and nutritious morning and afternoon snacks are served daily. We are a nut-free facility. No outside food is allowed. This creates problems for other children as well as for the teachers. Please advise the director if your child has special dietary needs, food allergies, or other special conditions requiring attention. It may require written approval from the child's doctor. The parent will be asked to provide foods or snacks when suitable substitutions cannot be made.

The menu is emailed weekly and is posted in the hall, across from the kitchen.

Clothing

Children will spend time indoors and outdoors daily.

Please dress your child in washable play clothes suitable for all types of activities, including painting, eating, and outdoor play. Closed-toe shoes with at least a strap on the heel must be worn at all times. Boots, cleats, heeled shoes, flip-flops, and some sandals are inappropriate for many activities at school. We ask that you label all apparel. Every child should have a full change of clothing (appropriate for the season) in their cubby.



Items from Home

Please do NOT allow your child to bring toys from home, as these items often create problems. We cannot be responsible for personal items that are lost or broken. Label all items from home (blankets, extra clothing). Please allow your child to bring their comfort item (lovey, stuffy, blanky, etc.).

Children are NOT to bring food (including donuts), gum, or candy to school. Please have your child finish eating their breakfast before entering the classroom. If your child has a special dietary need, please visit with the Director.

Birthdays and Celebrations

Please help us encourage lifelong healthy habits. Instead of bringing sweets to school to celebrate your child's birthday, we ask that you choose healthier food options that your child enjoys. Suggestions include favorite fruits or vegetables with dip or yogurt, healthy foods in fun shapes, mini pizzas, etc. We are a nut-free facility. Any treats brought to the Lab School must be store-bought, not homemade. Please talk with the Director if you have questions or need ideas.

Promotions

Age is only one of the criteria used to determine a child's placement in a class. The decision to move is based on the child's developmental level and available space. The director, teachers, and parents will be involved in the promotion discussion to ensure a smooth, gradual entry to the new classroom. Most promotions are made at the beginning of the school year.



Promotion of Indoor and Outdoor Physical Activity

ACC Lab School strongly believes in and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also benefit academic performance.

In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler-age children will participate in at least 60 minutes of moderate to vigorous, active play daily. Romper, Preschool, and Pre-Kindergarten children will participate in at least 90 minutes of moderate to vigorous, active play daily. Opportunities for active play may overlap with outdoor play when weather permits.



We will promote all children’s active play every day. To the extent of their abilities, children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping. If your child is not well enough to participate in outdoor play, they are not well enough to attend school.

All children will participate each day in the following:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement throughout the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.



Physical activity may take place in the classroom, in the Motor Room, or on the playground. When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose or tight) to enable full participation in active play. Footwear should provide support for running and climbing. Hats or sunglasses may be worn to protect children from sun exposure. We also recommend sending a pair of rain boots or extra shoes.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or provide insufficient climbing support.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

We monitor the weather and utilize the Weather Watch chart to determine when to limit outdoor play due to temperature. We also stay indoors during heavy rain, lightning, and thunder.

Child Care Weather Watch

		Wind-Chill Factor Chart									
		WIND SPEED IN MPH									
AIR TEMPERATURE		Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	-1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57		
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71		

UNDERSTANDING WIND-CHILL

- 30° is chilly and generally uncomfortable
- 15° to 30° is cold
- 0° to 15° is very cold
- -20° to 0° is bitter cold with significant risk of frostbite
- -20° to -60° is extreme cold and frostbite is likely
- -60° is frigid and exposed skin will freeze in 1 minute

		Heat Index Chart																
		RELATIVE HUMIDITY (%)																
AIR TEMPERATURE		40	45	50	55	60	65	70	75	80	85	90	95	100				
	80	80	80	81	81	82	82	83	84	84	85	86	86	87				
	84	83	84	85	86	88	89	90	92	94	96	98	100	103				
	90	91	93	95	97	100	103	106	109	113	117	122	127	132				
	94	97	100	102	106	110	114	119	124	129	135							
	100	109	114	118	124	129	136											
	104	119	124	131	137													
110	136																	

UNDERSTANDING HEAT INDEX

- 80° or below is considered comfortable
- 90° is beginning to feel uncomfortable
- 100° is uncomfortable and may be hazardous
- 110° is considered dangerous

- Comfortable for outdoor play
- Caution, consider offering indoor options
- Danger: Indoor options are necessary.

Helpful Websites:
 Air Now Air Quality (check by zip code) www.airnow.gov
 National Weather Service Wind Chill/Heat Index www.weather.gov/cfo/ChillHeat
 Caring for Our Children National Resource Center for Health and Safety in Child Care and Early Education 4th Ed. www.nrckids.org/CFOC

All temperatures are in degrees Fahrenheit. Last updated December 2021.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or the Motor Room during the scheduled outside time. Classroom teachers have activities planned for "rainy days."

Screen Time/Digital Media Use

"Screen time/ digital media" refers to media content viewed on cell/ mobile phones, tablets, computers, television (TV), video, film, and DVD. It does not include video chatting with family.

Screen time/digital media will not be used with children ages two and younger. For children ages 2 to 5 years, total exposure to digital media will be limited to 30 minutes per day and be of *high quality* and aligned with the curriculum.

When offered, digital media will be free of advertising, brand placement, violence, and sounds that tempt children to overuse the product.

Programs should prioritize physical activity and increase personal social interactions during the program day. It is important for young children to have active social interactions with adults and children.

Media use can distract children (and adults), limit conversations and play, and reduce healthy physical activity, increasing the risk of becoming overweight or obese. Media should be turned off when not in use since background media can distract and reduce social engagement and learning.

Media overuse can also be associated with behavior problems, limit-setting, and emotional and behavioral self-regulation; therefore, caregivers/teachers will avoid using media to calm a child down.

Insect Repellant and Sunscreen

Teachers will re-apply insect repellant and sunscreen as needed. Each family must provide their own insect repellant and sunscreen in its original packaging. Before giving the repellant or sunscreen to the teacher, parents must complete a "Permission to Administer Topical Lotion, Ointment, or Cream" form. Label the container with your child's name and the date.

See attached Sunscreen and Insect Repellent Guidelines for more information.

Parents are Partners!

Home and School Partnership



A close family-school relationship benefits your child's early care and educational experience and is essential for the school to respond to the child fully.

Parent Participation

Participation is eagerly welcomed in our program and enriches your child's and their classmates' learning experience.

We hope that all parents will find meaningful ways to participate in their child's school experience.

Some ways to participate include:

- Eating lunch with your child
- Reading a story or sharing a hobby with your child's class

- Collecting materials for classroom use (dramatic play props, good “junk” for art projects, old t-shirts to use as paint aprons, etc.)
- Assisting with special activities throughout the year (Pumpkin Patch Party, Snow Day, Egg Hunt, etc.)

Parent Communication

We communicate with parents using various methods:

- The Procure app – messages to and from your child’s teacher, daily reports for Toddlers and Rompers, photos, calendar events, etc.
- The Squeaky News – a (sort of) weekly newsletter sent to your email inbox.
- The Weekly Menu – emailed weekly.
- Signs and Reminders – posted by the lobby computer.
- Lesson plans – posted in the classroom.
- Teaching Strategies – learning activities you can do at home to bridge home and school.

Classroom Observations

Parents are welcome to visit the Lab School at any time to observe their child, the activities, the building, the premises, and the equipment without prior approval. The Observation Rooms are available to parents when their child is in attendance.

Observing allows a parent to note age and individual-related behavior patterns while watching a child interact in a social environment. If you have questions about what you observe (i.e., children’s behavior, use of materials, teacher’s behavior, etc.), please schedule some time to chat with your child’s teacher.

Parent-Teacher Conferences



TeachingStrategies®
GOLD®

Conferences are important opportunities for parents and teachers to share insights about the child, the classroom, and the home setting. Conferences provide a forum to share information and plan future learning. We use

Teaching Strategies Gold for ongoing assessments. You are invited to schedule conferences through the Front Office for a time when the teacher is free of classroom responsibility.

Parent – Questions and Concerns

The ACC Lab School Staff is committed to a team approach in working with parents to resolve questions and/or concerns. Do not hesitate to bring any questions or concerns to the teacher's or director's attention. If the concern regards school policy, please contact the Director.

The Director is always available to assist parents and staff in resolving conflicts.

College Student Participation

Alvin Community College students work with children in the Lab School under the supervision of professional lab staff members. Parents must accept this practice as part of the enrollment agreement. Parents understand that children may be observed, assessed, or evaluated as part of the professional preparation of college students.

Parent Breastfeeding Accommodations

Mothers have the right to breastfeed or provide breast milk for their child while he/she is attending the Lab School. An adult-size chair is provided in the Observation Room adjacent to the Toddler Classroom to provide nursing mothers a comfortable, private area.

Health Requirements

Your child's health is most important to us. At enrollment, we must have a medical form completed by a physician to comply with the requirements of the Texas Department of Family & Protective Services. A copy of your child's completed immunization record (or a vaccine exempt form) must be on file at the Lab School by the date of admission. If your child has an allergy, please circle in red the allergy section on your child's enrollment form and complete a food allergy emergency plan. Children four years or older must also be screened for possible vision and hearing problems within 120 calendar days of enrollment.

Illness & Exclusion

A child may not come to school under the following conditions:

- The illness prevents the child from participating comfortably in all activities (including outdoor learning) or,
- The illness results in a need for care that is outside of what caregivers can provide without compromising the health and safety of the other children or,

- An axillary (armpit) temperature above 100 degrees that is *accompanied by behavior changes or other symptoms of illness or,*
- Any symptoms or signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in the previous twenty-four hours, a rash with fever, mouth sores with drooling, or behavior changes or,
- A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If the child becomes ill after arriving at school, school staff will notify the child's parent or guardian. They will have an hour to pick up the child. The child will wait in the front office until picked up.

We must be notified if your child contracts a communicable disease. Other parents will need to be informed of the possible exposure. Written notices are posted when children have been exposed to an infectious disease.

Dispensing Medicine

A "Parental Permission for As Needed Medication" form must be completed if your child needs medication during school. Prescriptions and over-the-counter medications must be in the original container and labeled with the child's name, date, instructions, and the physician's name. Over-the-counter medicines will not be given to children under two without authorization and the correct dosage in writing from the child's doctor. Out-of-date medication will not be given. Sample medications must have written authorization from the child's physician. All medications must be kept in the medicine cabinet in the kitchen pantry or latched box in the refrigerator.

Medical Emergencies

If a child needs immediate medical attention, we will call 911 first and then contact the parent. If no family member is present, a staff member will accompany the child to the hospital if needed.

Please keep emergency telephone numbers current. You will be notified immediately should your child become ill at school.

Accidents

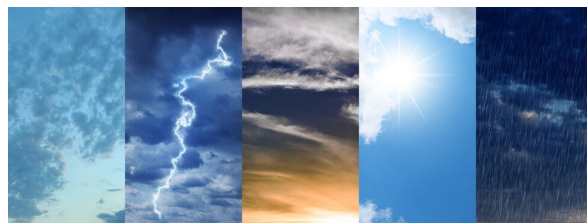
We will notify parents of any injury or behavior incident in writing using the Minor Injury/Incident Report. We also may communicate with you by phone or Procure, depending on the nature of the injury or incident.

Vaccine-preventable diseases

The staff meets the required guidelines the regional Texas Department of State Health Services set regarding vaccinations for childcare providers.

Emergency Procedures

Emergency evacuation plans are posted in all hallways and classrooms. Fire, severe weather, and active shooter drills are conducted monthly. Fire extinguishers are in the lobby, kitchen, and each hallway. Should severe weather or emergency result in dismissal or cancellation of classes at ACC, Lab School parents will be notified through the ACC Rave alert system, the Procure app, the ACC website www.alvingcollege.edu, or the local radio stations.



Emergency Preparedness Plan

A copy of our Emergency Preparedness Plan is available for review in the front office and updated annually.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a childcare center is designated as a gang-free zone, where criminal offenses related to organized crime activity are subject to harsher penalties.

Preventing and Responding to Child Abuse

As early childhood professionals, our staff members must legally report suspected child abuse and neglect to Children's Protective Services. Each staff member must complete 1 hour of annual training on preventing, recognizing, and reporting child abuse and neglect.

Child Abuse Hotline (800) 252-5400

Classroom Guidance Strategies

Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.
13. DO use short, supervised periods of time-out sparingly.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

Positive guidance strategies are used at the Lab School. Guidance will be consistent and based on an understanding of the individual needs and development of the child. The key to effective guidance is found in loving, respecting, and guiding children toward acceptable behavior. Adults provide children with clear and positive expectations. Guidance directives are stated positively instead of negatively. (i.e., "Walk inside," "Use your words to tell him you're angry," "We sit in chairs").

Teachers take preventive measures by preparing and managing the daily schedule and environment based on the knowledge of each child. They provide support, focused attention, physical proximity, and encouragement to the children throughout the day. Children will be taught to respect themselves and one another. Your children will be learning to be part of a social group. Teachers help each child develop self-control by helping them to recognize, talk and express their emotions appropriately.

Specific Guidance Techniques Used by Lab School Staff

- Maintaining realistic expectations for young children
- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children productively involved
- Modeling appropriate behavior
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems and make cooperative decisions
- Encouraging children to use their words to solve problems or to elicit cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are calm and able to discuss the problem

In unusual circumstances, it may be necessary to remove a child from the program for a day while plans can be made by the teacher, family members, and director for the child's safe return to the classroom. In such circumstances, parents must immediately remove the child from the classroom. Children and teachers need to feel physically and emotionally safe at school. All efforts will be made to ensure a healthy and safe environment for each child and staff member. Therefore, if the classroom atmosphere

continues to be adversely affected by the non-modifiable behavior of a child, we reserve the right to ask that the child be withdrawn from the program.

We are honored that you have chosen us to care for your child.

Feel free to contact us if we may be of any assistance or if you have any questions.



FYI

Parents may review a copy of the State of Texas Minimum Standards for Licensed Child-care Centers in the front office or online at www.dfps.state.tx.us/child_care/

The most recent Licensing inspection report is posted on the bulletin board in the Lobby

Contact information for the local Licensing Office:

- Texas Department of Family and Protective Services
- 123 Rosenberg Ave
- Galveston, Texas 77550
- Phone: 713-287-3238

Tax ID: 74-1405330

Non-discrimination Statement: In accordance with Federal law and Alvin Community College policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, disability, or religious affiliation.

Parenting Resources

<https://www.getparentingtips.com/>



Bright by **Text**

Text

Because kids don't come with instructions

TEXAS KIDS

to 274 448

BrightbyText.org



Texas Department of Family and Protective Services
Prevention & Early Intervention

*Message and data rates may apply.
Text HELP to 274 448 for help.
Text STOP to 274 448 to stop.

<https://www.texasattorneygeneral.gov/child-support/families-and-parenting/helpful-parenting-resources>

Safety and Prevention at Play: Insect Repellent and Sunscreen

Choosing an Insect Repellent for Your Child

Details on DEET



DEET is safe for use on children over 2 months of age.



Choose the lowest amount of DEET (and no more than 30%)



Read the label and follow all instructions



Only apply on exposed skin (not under clothing)

Sun Safety: Information for Parents About Sunburn & Sunscreen

Sun Safety

What you wear can protect you

Hats to protect the face, ears and neck

Sunglasses to protect the eyes. Look for youth-sized sunglasses with at least 99% UV protection

Choose cool, comfortable clothing that covers the body for additional protection

2023 - 2024 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

↓ Notes on the back page, please turn over. ↓

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.

