



ALVIN COMMUNITY COLLEGE

ACC Child Development Laboratory School

Parent Handbook
2022-2023

"It's all about the children!"

3110 Mustang Road
Alvin, Texas 7751
281-756-3644

www.alvincollege.edu

Welcome!



While your children are enrolled with us they will be provided a warm, loving environment in which they can feel confident and secure. They will receive a quality educational program designed to stimulate and enrich their physical, social, cognitive and emotional development and needs. The time your child spends at the ACC Lab School is an important part of his/her life. It is to the benefit of all concerned if we (teacher and parent/guardian) work as a team to provide your child many opportunities to learn.

Mission Statement

The ACC Child Development Laboratory School will provide high quality care and education for young children and serve as a model of excellence in early childhood education.

Role of the Laboratory School

The Lab School serves two principal functions:

- a teaching laboratory for college students who are preparing for careers in early childhood professions
- providing a developmentally appropriate educational setting for young children.

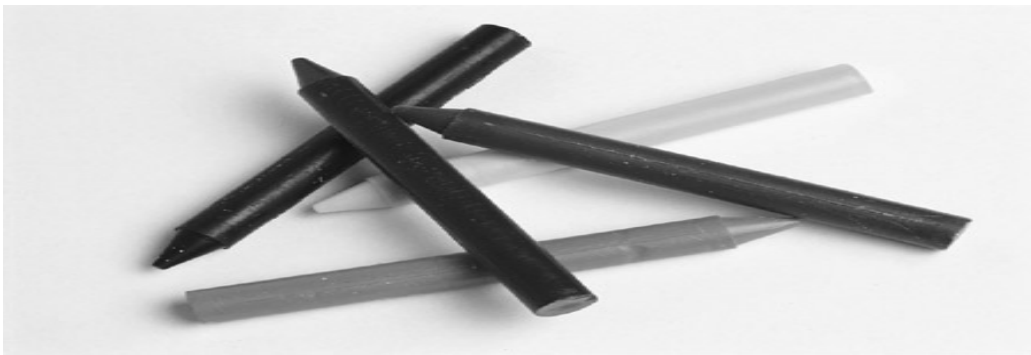
Philosophy

We believe that the early childhood years are the most important years and a special time that should be filled with love, laughter and discovery. During the age's birth to five, most of a child's personality, cognitive ability, language proficiency and social skills are well established through life experience and education. Participation in a quality early childhood program enhances a child's development in all of these areas, as well as others.

We believe that young children gain more knowledge through active learning. Early childhood, after all, is a time of life quite different from adulthood, even from the later school years. Playing is a child's work. They learn extraordinary amounts through play, social interaction and exploration.

As children interact in a well-planned and developmentally appropriate environment, under the guidance of highly trained teachers, they “create” and apply their knowledge. We view children as active rather than passive learners. Based on such knowledge about what children of this age are like, we design our program to fit them. It works a lot better than trying to redesign them!

Our developmentally appropriate program is geared to our children, families and community.



Program Information

The ACC Lab School is licensed by the Texas Department of Health and Human Services as 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).

Enrollment Procedures

Openings are normally not readily available, and a waiting list is maintained. Parents should contact the Lab School to be placed on the list. As openings become available within the center, we refer to the waiting list to place children. When space is available:

- ACC Lab School office staff will contact the parent to schedule a tour
- Prospective parent will have a pre-enrollment conference with the Assistant Director
- Assistant Director will give an enrollment packet to the prospective parent to complete
- Prospective parent will turn in completed enrollment paperwork prior to the child's start at the ACC Lab School

Parents will be notified in writing thirty days prior to any policy changes.

Holidays and Closures

2022-2023

Labor Day	September 5, 2022
Thanksgiving	November 23 – November 25, 2022
Winter Break	December 14, 2022 – January 1, 2023
Martin Luther King, Jr. Holiday	January 16, 2023
ACC – Spring Break	March 12 – March 19, 2023
ACC – Spring Holiday	April 7 – April 10, 2023
Memorial Day	May 29, 2023
July 4 th Holiday	July 3 – 4, 2023

Vacation

Families may accrue one week 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. If a family chooses to use less than a five-day week, it will be understood that the entire week is used for bookkeeping of the vacation.

Tuition and Fees

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

Online Payment

Payments must be made online at

www.alvincollege.edu

Marketplace>Child Development Lab School>Childcare Tuition

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

A withdrawal form must be submitted two weeks in advance of withdrawal from the ACC Lab School. The contractual agreement will not end until notification is received.

Safe Arrival and Departure



An adult is required their child inside and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and when they are departing with you. Adults are required to keep their child 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 front office.

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 is not allowed to 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, and 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 the child, or someone authorized in writing by that person. Adults will be required to show picture identification to staff members if they are not known or recognized. Staff members will record the adult's information and compared to the child's 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 their child. The staff member will call the parent back to confirm the name of the adult.

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 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 classrooms 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 good-bye and not sneak away. Feel free to call and check on your child at any time of the day.
- **All children should arrive by 9:00 a.m.**

Departure

- Make contact 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.

- *Children may NOT arrive or depart between 11:00 a.m. & 3:00 p.m., unless a doctor's appointment is scheduled, as this is lunch & nap time.*

Rest Time

A daily rest period is required by state regulations for all children. Children are not required to sleep but must rest quietly on their mat. Mats and mat covers will be furnished and laundered by the school. A **small** blanket (no bigger than 30' x 40"), **small** pillow (travel size) may be brought from home; parents are responsible for its weekly laundering. (No sleeping bags or full-size pillows are allowed due to lack of storage space.)

Meal Time



Well-balanced lunch is served daily along with nutritious morning and afternoon snacks. Children are NOT to bring food. This creates problems for other children as well as for the teachers. If your child has special dietary needs, food allergies, or other special conditions requiring attention please advise the director. 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.

Weekly menus are posted on the hall bulletin board and in each classroom.

Parking

Parents may use the 15 minute child drop off lane in 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.

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 and eating. 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).

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

Birthdays

Please help us encourage lifelong healthy habits. We ask that instead of bringing sweets to school to celebrate your child's birthday, 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 know that it's hard to break old habits like cake, ice cream, and candy, but give it a try! 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 discussion of promotion to ensure a smooth, gradual entry to the new classroom. Most promotions are made at the beginning of the academic year.



Promotion of Indoor and Outdoor Physical Activity

ACC Lab School strongly believes 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 for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

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

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



All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of 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 and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

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 that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

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

Screen Time/Digital Media Use

"screen time/ digital media" refers to media content viewed on cell/ mobile phone, tablet, computer, 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 2 and younger. For children ages 2 to 5 years, total exposure to digital media will be limited to 30 minutes per day at the end of the school day and of *high-quality* programming, and viewed with an adult who can help them apply what they are learning to the world around them.

When offered, digital media will be free of advertising and 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 for overweight and obesity. Media should be turned off when not in use since background media can be distracting, and reduce social engagement and learning.

Overuse of media can also be associated with problems with behavior, 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 apply insect repellant and sunscreen, as needed. Each family must provide their own insect repellant and sunscreen in its original packaging and complete a "Sunscreen/Insect Repellant Permission" form. The child's name must be written on the bottle or tube.

See attached Sunscreen and Insect Repellent Guidelines for more information.

Parents are Partners

Home and School Partnership



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

Parent Participation

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

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, Easter Egg Hunt, etc.)

Parent Communication

Please check the calendar in the hall on a regular basis, take note of postings on the computer screen and doors. For children in the Toddler and Romper Rooms, a daily recap sheet will be completed to tell you about your child's day, including nap, foods eaten, diaper changes, etc.

Parents may view the lesson plans, schedules and themes posted in each classroom. It is helpful to review activities planned for the day with your child.

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 ask your child's Lead Teacher about it.

Often an individual in the observation room will observe a snapshot in time and may not clearly understand the reasoning behind a certain action taken in the classroom. (Please see childcare staff for assistance with the video monitors.)

Parent-Teacher Conferences



Conferences are important opportunities for the parents and teachers to gain insights about the child, the classroom and the home setting. Conferences provide a forum to share information and to plan future exchanges. 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 question or concern to the attention of the Lead Teacher. 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 a comfortable, private area for nursing mothers.

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 of age 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, rash with fever, mouth sores with drooling, or behavior changes or,
- A health-care 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.

It is most important that we 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 a communicable disease.

Dispensing Medicine

For medications to be administered at the Lab School, an "Authorization for Dispensing Medication" form must be completed.

Prescriptions and over-the-counter medications must be in the original container and labeled with the child's name, date, instructions, and physician's name. Over the counter medication will not be given to children under the age of two without authorization and correct dosage to be given in written form 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 medicine cabinet in the kitchen pantry or latched box in 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

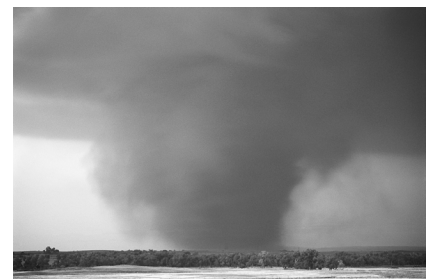
Parents will be notified of all known injuries by a written accident or incident report. We must have a form on file stating that we may use First Aid items (antiseptic, band-aids, etc.) on your child.

Vaccine preventable diseases

The staff meets the required guidelines set by the regional Texas Department of State Health Services related to 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 on a monthly basis. Fire extinguishers are located in the lobby, kitchen and in each hallway. Should there be a severe weather or emergency situation resulting in dismissal or cancellation of classes at ACC, Lab school parents will be notified through the ACC Rave alert-system, 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 child care center is a gang-free zone, where criminal offenses related to organized crime activity are subject to harsher penalty.

Preventing and Responding to Child Abuse

Please be aware that as early childhood professionals, our staff members are legally required to report suspected child abuse and neglect to Children’s Protective Services. Each staff member is required to complete 1 hour of annual training on preventing, recognition and reporting of child abuse and neglect. See attached *Childhelp* handout for parent resources.

Child Abuse Hotline (800) 252-5400

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: <ul style="list-style-type: none">• Texas Department of Family and Protective Services• 123 Rosenburg Ave• Galveston, Texas 77550• Phone: 713-287-3238	Tax ID: 74-1405330

Classroom Guidance Strategies

Praise and positive reinforcement are effective methods of behavior management of 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 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 are expected to immediately remove the child from the classroom. Children and teachers need to feel physically and emotionally safe at the 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.



A BIT ON BITING

Biting is a behavior that is very disturbing to all concerned. It frightens the child who is bitten and alarms his parents. It also worries the parents of the child who bites-and often scares the biter as well.

Although most children do not bite, biting is by no means rare in a group setting. When it does occur, biting cannot be ignored. Children bite for different reasons. Sometimes they feel frustrated or threatened; in other cases, they get a sense of power over others.

We must clearly label biting as unacceptable and explain the reason in words that the child can understand. After first comforting and caring for the child who was bitten, we say something like this: "Biting hurts. I do not allow other people to hurt you and I will not allow you to hurt other people by biting them. You may not bite anyone." We then redirect the child to another area of the room.

To nip biting in the bud, we assign an adult to stick close to the child who has bitten, ready to jump in and prevent a bite. Of course, we also talk with the child's parents to ensure that we're all responding consistently-at home and at school. In addition, we want to see what parents notice about the biting, such as cues that the child is about to bite or observations about situations in which biting seems to happen.

If a child continues to bite, we will ask that a parent pick him/her up for the rest of the day. Sometimes this break in routine is all that is needed to stop the biting. We make it a major priority to prevent further biting, both to avoid damage to potential "bitees" and because the shrieks and tears of another child are often rewarding to the biter-

increasing the chances of still more biting. Other children in the group may decide to try biting, too.

We want all parents to know that we take prompt, determined action to eliminate biting in our classroom. In the past, our methods have worked and biting has been brought to a quick stop.

If our methods fail to work and the classroom atmosphere continues to be adversely affected by the non-modifiable behavior of a child, we reserve the right to ask that this child be withdrawn from the center.

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.

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

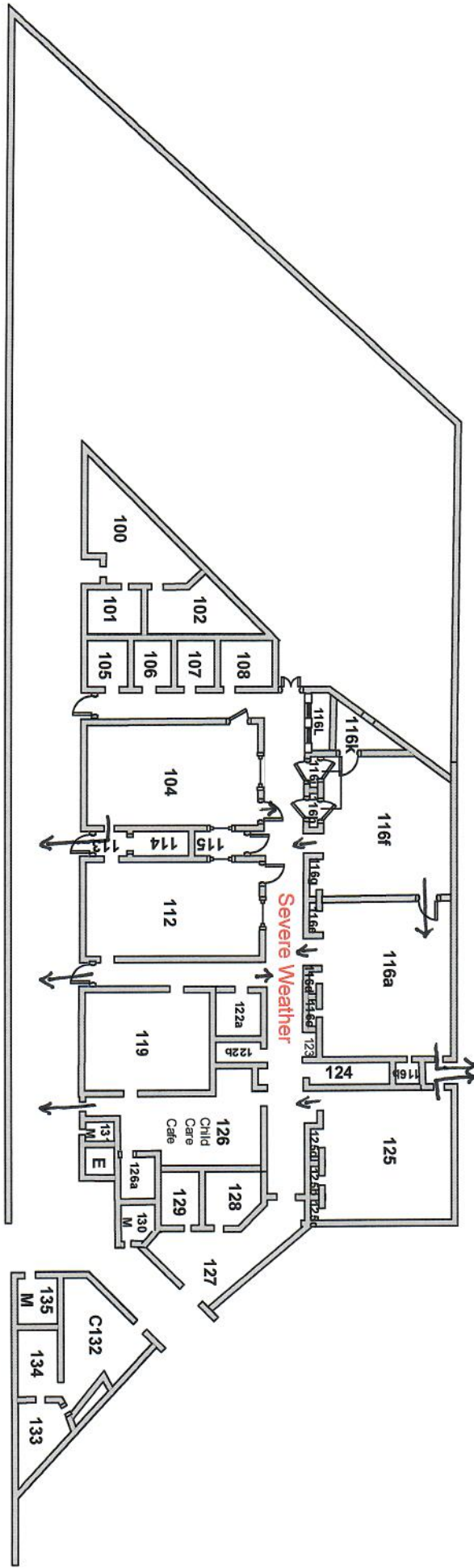
Choose cool, comfortable clothing that covers the body for additional protection

C - Building

1st Floor

Evacuation

Swings



Building Evacuation Plan:
Move to Safe Location
Away from Building

For Emergencies Contact
Campus Police Ext. 3700
Campus Police 281-756-3700
Or Dial 911

2022 - 2023 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 4 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.shm>.

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.



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