



2023-2024 Parent Handbook

www.letitshinepreschool.com

Providing a holistic, multi-sensory, and individualized early childhood education program for children of all abilities.

Let It Shine Enrichment Academy is an outreach program of
Bethany Lutheran Church.

3701 W Slaughter Lane – Austin – Texas – 78749

Welcome to Let It Shine Enrichment Academy! This school is the result of many hours of visioning, discussing and working on the part of numerous early childhood specialists who have a passion for helping young children with learning, and/or developmental, differences engage in practices and education that will help children reach their full God-given potential. The vision of these specialists, along with the generosity of space and resources of Bethany Lutheran Church, has led to the formation of this innovative preschool, which will have professional therapists, early childhood best practice curriculum, and therapeutic resources integrated into each school day. Any child, regardless of ability, will benefit from time spent at Let It Shine Enrichment Academy.

We are excited to have your child and family be a part of Let It Shine! As you read this Parent Handbook, please make notes about any questions you may have and call us at 512.817.8993 or email letitshine@bethanyaustin.com.

Teresa Danner
Director, Occupational Therapist

VISION STATEMENT:

That every child has the opportunity to fulfill his or her God-given potential by honoring each child's unique gifts and challenges in a loving, positive and educationally excellent environment.

MISSION STATEMENT:

To provide a holistic, multi-sensory and individualized early childhood education program for children of all abilities.

CORE BELIEFS:

Spiritual Growth

We believe that each individual is created by God as a unique and special person with the potential to grow and learn. We employ Christian faculty who share their faith and teach about God's Word.

Enrichment Excellence

In order to promote self-regulation, mindfulness, positive reinforcement, self-confidence and love, licensed professional occupational therapist, speech therapist, and early childhood educators nurture holistic growth utilizing best practice methods and techniques.

Learning Environment

With a focus on language acquisition and use, self-awareness, and social skills development, each child's strengths and challenges will be addressed to promote optimal growth. In the context of small class size, the environment is safe, secure and nurturing.

Family Partnership

We believe that learning extends beyond the classroom and that a collaborative relationship with families is essential to a successful education. We maintain open communication and opportunities for involvement.

University Partnerships

Let It Shine is a teaching facility, providing learning experiences to Occupational

Therapy Students and Student Occupational Therapy Assistants under the supervision of Teresa Danner, Licensed and Registered Occupational Therapist. This allows each child to receive and increase in targeted therapy techniques throughout the day.

GOALS FOR EACH CHILD

Spiritual:

- To develop a knowledge of God's Creation
- To learn about God Himself
- To begin to understand how God loves us

Social/Emotional:

- To develop a positive attitude towards learning
- To experience a sense of positive self-esteem
- To exhibit a positive attitude toward life
- To demonstrate cooperative, pro-social behavior
- To develop a sense of autonomy
- To acquire self-help skills

Physical:

- To enhance gross motor skills (large muscles)
- To enhance and refine fine motor skills (wrist and hand muscles)
- To aid in development of eye-hand coordination
- To use all senses in learning

Cognitive:

- To acquire learning and problem solving skills
- To expand logical thinking skills

- To acquire concepts and information leading to a fuller understanding of the immediate world
- To expand creative and imaginative abilities through make-believe play, art and music
- To expand verbal communication skills
- To develop beginning reading and writing skills in a “print-rich” environment
- To acquire early math and science skills through exploration of concrete and natural materials

GOALS (cont.)

We provide an environment where children develop a solid foundation for further learning and a positive attitude toward school. We teach a love of learning. All components of our program are based on developmentally appropriate practices. In essence this means that we meet the needs of each student at his or her own level and build upon his or her strengths.

Children participate in daily activities to help them grow in awareness of the love of God. Activities include thanking God for His many blessings, learning about the wonder of God’s creation, and hearing Bible stories. In addition, all classes attend chapel (outside of the classroom) weekly

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Each teacher plans activities throughout the day to promote development of both fine and gross motor skills. Children play outside every day (weather permitting).

Discipline and Guidance Policy

The purpose of all “discipline” at our school is to help children become increasingly self-managing and socially responsible. Teachers help children express their feelings,

cooperate with other children and negotiate conflicts. Positive non-punitive methods are used to achieve our goal. We recognize that young children have limited and highly variable abilities to manage their emotions and control their reactions. When a child needs restrictions, they will be clearly defined and consistently maintained. At no time will a child be physically punished, threatened or intimidated. Objective observations and documentation may be taken to determine causes of behaviors and what techniques may be most beneficial. Techniques are:

- Diverting attention to a constructive pursuit
- Compromising and negotiating differences
- Encouraging children to seek alternatives within the boundaries of their individual capabilities

If a distressed child needs help to regain his self-control, he or she will be allowed a supervised private time, away from the situation, to quiet himself before a reassuring adult seeks to help him re-enter his classroom activity.

If disruptive behavior is persistent, parents will be contacted so that we can work together to find a solution. A behavior plan may be put in place to partner with the family in the best interest of the child. Behavior plans may include, but are not limited to the following: shortening a child's day, referrals to specialists for diagnostic testing, referral for ABA therapy, and/or referrals for OT, PT, and/or ST. Although every effort will be made to avoid termination, our school reserves the right to dismiss any child who is frequently:

- disruptive to the learning process
- destructive
- causing deliberate bodily injury
- using abusive language
- referred to the Director or Assistant Director repeatedly without obvious positive results
- in need of individual assistance or care which cannot be provided in our school setting

Admissions/Acceptance Policy:

Admissions will be on a first come first serve basis. If there are no available openings, parents may place a child on a waitlist at no cost.

Each child will be evaluated by Let it Shine to determine if he/she is appropriate for the program. Each child must also have a release from his/her doctor to confirm that he/she is medically able to participate in an all day school program. After the evaluation is complete, the child is deemed a good fit for the program, all the necessary paperwork is complete, and the annual registration and supply fees are paid, the child will be accepted into the program. Tuition will be due the first day of classes.

Non-discrimination Policy

The school admits students of any race, color, nationality or ethnic origin. We welcome children of all faiths; however, our curriculum and philosophy are based on Christian beliefs.

Fees

Non-Refundable Fees: A non-refundable annual registration fee and annual supply fee hold your child's place at Let It Shine Enrichment Academy prior to school start date.

Monthly Tuition:

Tuition is due by the first of each month. You may pay online or by check.

Penalties:

If tuition payment is received past the fifth of the month, a \$10 late fee will be charged for each day past due, starting on the fifth. If payment is not received by the tenth of the month, your child will not be able to attend the Let It Shine program until payment is received in full. If payment is not received by the twentieth of the month, your child will be dismissed from the program.

If you are greater than 5 minutes late to pick up your child, you will be charged \$1 for every minute you are late past the 5-minute mark.

Rates:

As a non-profit year-round program, we strive to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevents credit or discounts for absence due to illness, in-service days, inclement weather, family vacations, and regularly scheduled holidays. We do not offer reduced rates for second or third children.

Withdrawal from Program:

To withdraw your child from the program a 30 day in writing notice is required. Monthly payments will be required until the end of the 30 days following submission of withdrawal notice.

School Closings:

We reserve the right to close due to health concerns, facility safety, inclement weather, or other unforeseen circumstances. Tuition is required in full for all closures less than one month in duration. If Let It Shine is required to close for a month or greater, tuition will be discounted by 50% to hold your child's spot as well as receive online resources and weekly communication from the lead teacher. The 30 day notice to withdraw is still required.

*Please refer to the attached fees and tuition sheet for current prices.

Dismissal Policy:

Let It Shine strives to serve all children. We provide individualistic care with low student to teacher ratios. Even with our low ratios, Let It Shine is not designed to provide one on one support on a day to day basis. After multiple attempts to find a solution (which includes parent conferences, a behavior plan, and partnership agreements to put adaptations in place to best serve your child) the dismissal policy is initiated.

Your child may be dismissed from the program for one of the following reasons:

- Failure to pay tuition by the twentieth of the month.

- Repeated failure to comply with the policies as written in this parent handbook.
- Persistent disruptive behavior, following multiple attempts to find a solution.

School Hours:

Open Monday-Friday

School Day: 8:00am-3:15pm

Please refer to the school calendar for days/months of operation. If a child arrives during a time of transition, parents must wait until the transition is over, only dropping off on the playground/gym or in a classroom. Parents may visit the school at any time during the hours of operation. If a parent arrives during naptime, please notify staff prior to entering the room as not to disrupt the children who are resting.

Pick Up/Drop Off Policy:

Parents must legally park in parking spots for both drop off and pick up. Respect designated handicap parking areas. Please do not leave your car on the side of the road unattended. Please do not leave your car running or leave other children unattended in the car. Parents are to walk his/her child to the gate of the playground (or south entrance of the building on days where the weather does not allow outside play) for drop off and pick up. Let It Shine staff will not bring your child out to your vehicle. Parents must sign in and sign out their child daily.

Drop off for the school day begins at 8:00am. It is very important to drop off your child no later than 9:00am to ensure that his/her routine is not altered and that he/she gets the most out of the program. Let It Shine understands that some days families run late or that a child may have an appointment, making him/her late to school; however, this should not be a regular occurrence. If your child has weekly therapy appointments, please attempt to schedule the appointment prior to school so that the drop off routine remains the same or in the afternoon so that when the child leaves, they are not returning later in the day. This helps maintain routines and assists with smooth transitions.

Parents are not to drop off or pick up his or her child during transitions. If you arrive while the class is transitioning, please wait in the classroom as children often run to parents if they see them, making it unsafe for the class as a whole. If parents are unable to drop off his or her child prior to 11:00am, the child should remain absent for the day. It is not permitted to pick up your child mid-day and return later in the day as it effects the entire group dynamic and can be dysregulating for both your child as well as the other children at Let It Shine. Pick up is no later than 3:15pm.

Anyone who picks up a child who is not parent/legal guardian must provide some form of identification (i.e. license or passport). If the person picking up a child is not on the authorized pick up list, the legal guardian must notify the director in writing prior to pick-up. Anyone picking up a child must have the appropriate car seat to transport the child. In cases of shared custody, both legal guardians must agree and sign off on the authorized pick up list as well as provide a copy of the custody papers to Let It Shine.

Car Safety

Your child's safety is our first concern. Please drive slowly and carefully in our busy parking lot. Hold your young child's hand when crossing through the driveway or parking areas as well as inside our facility.

Each child must have an individual seat belt, booster or car seat as required by law. If you are leaving a car seat at school for someone who is picking up your child, they must walk in. We cannot deliver and install car seats. Please label all boosters and car seats with your child's first initial and last name.

Concealed Carry Policy

Although it is legal to carry a handgun with an authorized license, Let it Shine does not allow handguns on the school property at any time.

Field Trips and Transportation

No field trips will be taken as part of the Let it Shine curriculum. If any activities are arranged off campus, Legal Guardians must provide transportation for the child. No Let it Shine staff will be allowed to transport a child.

Physical Activity

Physical activity and outside play are essential for health and wellbeing. Some of the many benefits of physical activity include: improved attention, decreased stress and anxiety, improved health, improved sleep patterns, and stronger bones and muscles.

Ninety minutes of vigorous physical activity is required each day. Let It Shine has 2 opportunities for children to play outside each day. The morning outside time lasts for approximately 60-90 minutes. The afternoon outside time lasts approximately 30-75 minutes. Times vary based on temperatures and family arrival times in the morning. If the outside temperature “feels like” 40 or below or 100 or above, outside play will be moved inside into the gym or be shortened to no more than 15 consecutive minutes outside at a time. If it is raining, storming with lightening detected within 10 miles, and/or a tornado warning, all physical activity will be moved inside to the gym.

Outside play is both structured and unstructured. The majority of the play is unstructured; however, structured play is incorporated daily with activities such as red-light green light and parachute play. In addition to some outside structured play, the children will also participate in music and movement on Wednesdays in the Commons area just outside of the classrooms. Also, in the sensory room, children will participate in obstacle courses and other structured tasks at least two days a week.

Please refer to the below clothing policy for recommended clothing and footwear for physical activities.

Sunscreen and Bug Spray

The playground is fully shaded, however, if we are outside in other areas of the property, there is little to no shade. Please provide sunscreen and bug repellent labeled with your child's name. Please do not send spray on sunscreen. Sunscreen will be applied by staff prior to outdoor time in the sun. Bug repellent will be applied as needed. All sunscreen and bug repellent must be handed to a staff member to be stored out of reach of the children.

Water Activities

Water tables are located in the outdoor classroom and may be present in the classroom throughout the year. During the summer months, water play will include water tables as well as sprinklers. No pools or wading pools will be used. During the summer, parents will be notified prior to the day of water activities so that children can dress appropriately.

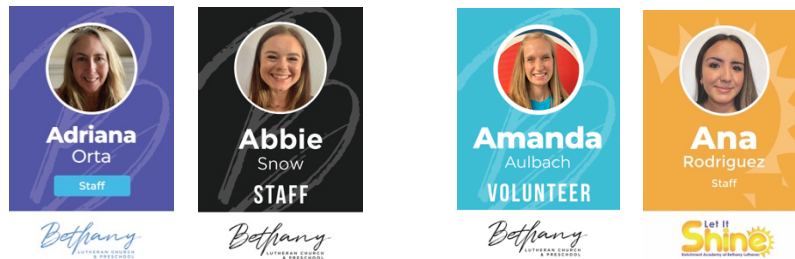
Facility Safety

Please remember all children must be in the care of an adult at all times, including siblings. Never leave a child unattended anywhere on church property, including the classroom, on the playground, in a car, in the parking lot or entry area. To protect your belongings, be sure to lock your car and put away visible valuables.

Texas law requires that we notify parents that we are a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include any area within 1000 feet of a child care center.

Staff Identification:

Security and safety are a priority. To help you identify staff we have a color code to identify their role at Bethany. Purple is for Bethany Preschool, black is Bethany church staff, yellow is for Let it Shine Preschool Staff, and blue are for volunteers. During the summer we have Camp Bethany staff that wear a unique ID every year.



Inclement Weather:

AIISD will be used as a guide for Inclement weather school closures/delayed starts. Let It Shine will make every attempt to notify families and staff during convenient hours based on predicted weather patterns. Communication via email and ClassDojo will be sent to families when closures/delayed starts occur. Inclement weather days will not be made up. However, if the school is closed more than three days due to inclement weather the school leadership may consider a makeup day.

Fire/Hazardous Weather/Lock Down Plans:

Fire drills will be run monthly. In the event of a fire, Children will be evacuated according to the evacuation routes posted in each classroom.

Hazardous weather drills will be run every 3 months. If there is hazardous weather, all children will be moved to the designated safe area (the bathrooms).

Lock down drills will be run every 3 months. The doors will be locked and children will be moved to areas away from windows and doors.

No child will be able to be picked up during a fire, hazardous weather, or a lock down. Parents will be notified when the situation is resolved or as safety allows. If you would like to see Bethany's full emergency preparedness plan, you may request a copy from the director.

Parent Participation/Conferences:

Parents will be educated on behavioral techniques and activities to further child development. They are expected to carry over and implement techniques on weekends and during breaks to promote continued progression of skills and sensory regulation.

There will be 3 parent conferences throughout the year. Parents are always welcome to set up meetings outside of the conferences; however, they are required to attend at least 3 to discuss their child's progress.

Please be respectful of the teacher's time. If you would like to discuss something with your child's teacher outside of the required conferences, please have the discussion via email or set up a time to meet with the teacher. During the school day teachers are to focus on the children and cannot take calls or leave the room during drop off/pick up. Teachers can respond to texts via ClassDojo before and after school hours as well as during their lunch breaks. If there is an emergency, please call the main school line at 512-817-8993 or the church office at 512-292-8778.

Parents are always welcome at the facility. If a parent comes outside of typical drop off and pick up times, please be respectful of the class routine. You are welcome to watch the class through the window adjacent to the classroom door. If you would like to enter the classroom and observe, please notify the director/assistant director upon arrival.

Summer Program:

Our summer program is a continuation of our school year. The curriculum is still developmentally appropriate and geared toward each child. Our daily routine is

maintained, however, in place of centers, each class participates in a week long activity such as cooking, acting, painting, etc.

Holidays:

Christian holidays will be celebrated and discussed throughout the year. Bethany Lutheran Church hosts multiple family events throughout various holidays. We invite families to attend and partake in the celebrations. A child's birthday will also be celebrated. Parents are welcome to send non-food items that are individually packaged or placed in a baggie to be distributed at the end of the day. Please be sure to keep the items free of choking hazards.

Sick Policy, Contagious Diseases, and Administration of Medicine:

Health checks will be performed daily as the child enters the playground or classroom. The child will be assessed for changes in skin color, bruises, cuts, fever, breathing problems, rashes, coughing, and/or swelling. A child will be sent home if they have a fever (99.6 or above) or have had 1 instance of diarrhea or vomiting. A child who is sick must remain home until they are symptom free without the use of medication for 24 hours. If a child has a rash, he/she must be sent home until the rash resolves or a release from the doctor is provided stating that he/she can return. If a child has lice or nits, the child will be sent home and will not be allowed to attend until he or she is free of lice or nits.

Please notify us if your child comes down with a contagious disease (flu, strep, lice, etc.) so that we can notify other parents and monitor other children for symptoms.

Medicines will not be administered by Let It Shine staff. The only medication to be administered will be medications used in emergency situations (i.e. Epi-pens, inhalers). All medications for emergency purposes must be in original packaging and have the prescription from the doctor and signed authorization to administer the medication.

Medical Emergencies

In the event of a critical illness or injury that would require the attention of a physician, Let It Shine will contact emergency medical services to take the child to the nearest emergency room, give your child first-aid treatment or CPR when needed, and contact the child's parent or emergency contact. Each staff member is trained to administer emergency first-aid and CPR.

Immunizations

Each child enrolled must meet applicable immunization requirements according to their age, as specified by the Texas Department of State Health Services. You can access the requirements via <http://www.dshs.state.tx.us/immunize/>. Exceptions from the Texas requirements will only be allowed for medical contraindications or for alternative vaccination schedules and require a statement from a physician as well as a notarized affidavit.

Hearing and Vision Screenings

Information regarding the hearing and vision screen requirements can be viewed at www.dhs.stat.ts.us/hvs/. Your child must have on file a hearing and vision screening due on or before his/her 4th birthday. If you would like Let it Shine to bring in a third party to perform a vision and hearing screen, you will need to notify the director/assistant director to complete paperwork and pay the required fees.

Meal/Food Policy:

Let it Shine does not provide snacks or meals. Children are to arrive at school with a snack and a lunch labeled with the child's name. There are no refrigerators available to store your child's food; thus, food must be packed with ice packs or not need to be refrigerated throughout the day. Microwaves are also not available, thus, please pack food that is to be eaten cold or at room temperature. Please make sure that the food is in serving size and either unwrapped or wrapped such a way that your child can unwrap it him/herself.

All food must be free of food coloring/dyes and contain less than 15 grams of sugar per item. No candy is allowed. Strive to pack healthy options for your child with a variety of colors to promote good nutrition throughout the day.

Peanuts and tree nuts are allowed unless a child in attendance at Let It Shine is allergic to either of the foods. If there is a child with a peanut or nut allergy, families will be immediately notified and no child will be allowed to bring peanuts or tree nuts for the duration of the child with the allergy's admission at Let It Shine.

Clothing:

Dress your child in clothing that is durable and comfortable. Your child will be active in school and will have opportunities to participate in messy activities such as those with paint, glue, and markers. The school will not be responsible for damage done to clothing during school activities. We provide each student a school t-shirt which we recommend wearing to school. Extra t-shirts are available for purchase. Weather permitting, children will have outdoor play and should dress accordingly. Mark any removable clothing with your child's name. Dangling jewelry, media characters, and accessories such as capes are not allowed.

In your child's backpack, include 2-3 changes of clothes, including extra shoes. If your child is not potty-trained, diapers must be provided and 4-5 pairs of underwear should be included in the backpack. If a child soils his or her underwear, the staff will put the poop in the toilet then place the underwear in a sealed bag to be sent home for washing.

Label everything with your child's name so that items are easily returned to their owner.

Footwear:

All students must wear ATHLETIC shoes. Appropriate athletic shoes for our school MUST include tongues, be fastened by Velcro straps, and provide complete coverage for the toes, sides and heel of the foot. Athletic shoes may be traditional or ankle height,

but no higher. Examples of shoes that are NOT ACCEPTABLE for our school include Tom's, Sperry's (or other brands) boat shoes, Crocs, boots and Mary Janes. Our school policy on athletic shoes is firm, as they offer the best protection from injury. A good rule of thumb is if you have to ask if the shoe is an appropriate athletic shoe, then it probably is not!

Children do not developmentally learn how to tie shoes until age five or older, thus please ensure to select shoes that promote independence.

Toys and Personal Items

Children are to leave all toys and personal items at home. If there is an item in the car that your child wants to bring to school, please separate the child from the toy or personal item in the car so that the transition into the classroom is smooth.

Play and Rough Housing

The development of play is critical throughout the toddler years and beyond. Play teaches children how to use their body and how to interact with other. Play allows children to develop the underlying skills for daily tasks and interactions. It prepares children for higher learning later in life. Rough housing is a type of play that begins in the toddler years and continues through middle school. Approximately 60% of boys engage in rough housing, but this is not just limited to boys. Rough housing helps children develop their ability to self-regulate. At Let It Shine, we allow children to rough house, when it is a mutual, agreed upon activity. Throughout rough housing, Let It Shine staff prompts children to provide appropriate touches and pressure. If a child does not want to participate, we help the child verbalize his or her wants. If a child appears distressed, Let It Shine staff immediately steps in to ensure the safety of each child.

Therapeutic Techniques and Practices

Let It Shine blends therapeutic techniques with academics and learning through play. Every child is different. Some children may need help regulating his her or sensory

system, other children may need prompts to facilitate language development, while others may need physical assistance to promote independence. The below therapeutic techniques are a handful of the techniques used to help the children in our care. Each technique is not used for every child, however is implemented for the children who may benefit.

Oral Motor Exercises and Prompts

Oral motor exercises promote movement and strength within the facial muscles to help improve awareness of the mouth, feeding skills, and language skills. These techniques range from making faces in the mirror to a therapist positioning a child's lips or tongue to make a sound. If the physical prompt requires touching of the mouth or tongue, the employee facilitating the movement will be wearing gloves.

Picture Communication System

Pictures are often used to help facilitate communication. Pictures may be used for children with auditory processing difficulties or for children who have difficulty verbally communicating. Often using visuals to help communicate can facilitate language development. Verbal communication is still promoted, however, sometimes, children must start with a picture communication system before being able to progress with verbal communication.

Brushing and Joint Compressions

Compressions and deep pressure squeezes are techniques used to calm and create body awareness.

Brushing and joint compressions protocol:

- The child's skin is brushed on the arms, back, legs, and feet
- Each body part is brushed 10 times
- The child's face, stomach, and chest will not and should not be brushed
- Following brushing, joint compressions are completed

- The wrist, elbow, shoulder, ankle, knee, and hip will be compressed (either the joint will undergo 10 pumps or 10 seconds of compression)
- Brushing and joint compressions can be completed up to every 2 hours
- Compressions can be completed without the brushing
- Compressions can include squeezing a child's head, shoulders, hands, feet, and/or hips
- Brushing and joint compressions should never hurt; if a child demonstrates or complains of pain during brushing and joint compressions, the activity will be terminated immediately

All staff who complete brushing and joint compressions will be trained by an occupational therapist. Brushes will not be shared. Each child will be assigned his or her own brush.

Sensory Swings

Linear vestibular input is used to calm and to organize a child's sensory system. It helps a child better know where his or her body is in space, assisting with attention and body awareness.

Protocol for use of swings:

- Swings will only be used when a child is under 1:1 or 1:2 adult to child supervision
- Mats will always be placed under the swing when in use
- When a swing is not in use, the swing will be taken down so that children are not able to get in the swing
- The structural safety of the swings has been certified by a structural engineer

Weighted Vests, Weighted Lap Pads, and Wrist/Ankle Weights

Weighted materials are used as a calming device as well as to assist a child with knowing where one's body is in space. When wearing weighted items, it provides feedback to the brain, allowing a child to better control his or her movements and thus demonstrate increased attention, modulation of movements, and participation throughout the day.

Weighted vest protocol:

- Vest weight is to not exceed 5% of the child's body weight
- The vest is to be worn for 30 minutes at a time then removed from the child

Weighted lap pads protocol:

- Total weight is to not exceed 4 pounds
- There is no time limit for the amount of time a child can use the lap pad
- Lap pads are to be used on a child's lap when the child is sitting or placed on the child's back when laying on his or her stomach

Wrist/ankle weights protocol:

- Weights are to only be placed on ankles or wrists
- Weights can be worn during sitting or movement activities
- There is no time limit for the amount of time a child can wear the weights

***No child is to use/wear a weighted item during nap time

Guide for Outside Therapists

Therapists (occupational therapists, speech therapists, physical therapists, ABA therapists, etc.) are welcome to treat children at Let It Shine.

To ensure the best partnership and care for the children, all therapists must

- provide Let It Shine with a background check and a copy of their liability insurance
- sign Let It Shine's required paperwork
- sign in and sign out upon arrival and departure
- place any personal items in a cabinet or high out of a child's reach while present
- alert the lead teacher when removing a child from the class or re-entering the class
- while seeing a child in the classroom or outside when other students are present, the therapist must follow the lead of the Let It Shine staff as not to disrupt the learning of other students in the program
- while having a conversation with a parent or teacher, the therapist and other adult must step out of the room as not to disrupt the flow and supervision of the classroom
- we are a screen free environment, therefore no screen of any sort should be used as a reward or motivator for the child
- food and time with a particular person should also not be used as a reward or motivator when working with the child

Comfort Dog

Bethany Lutheran Church participates in a comfort dog ministry. These dogs are specially trained to interact with adults and children. Every dog is accompanied by a handler and an assistant.

The comfort dogs will be present at Let It Shine at certain times throughout the year. Children will be allowed to pet and interact with the dogs. Often the dogs have a calming effect on children and promote increased engagement.

If your child is afraid of the dog, he/she is not forced to interact with the dog in any way. The children can approach the dogs on their own terms.

Presence of Classroom Cameras

Each room at Let It Shine, excluding bathrooms, is equipped with a camera. The camera records both audio and visual information which will be stored for up to 6 months. The information recorded on the camera is solely for safety and training purposes. No video or audio footage will be posted or made available to the public.

Please inform us immediately if there are any changes to your child's medical status or if there is a change in address/telephone numbers.

If there are any changes to Let It Shine's policies and procedures, parents will be notified, provided a copy of the updates, and be required to sign a form stating that they were notified of changes.

At any point if you have questions or concerns, please contact the Director at 512-817-8993 or letitshine@bethanyaustin.com. We are happy to answer any questions you may have.

Staff are trained annually to recognize signs of abuse and neglect. If at any time, Let It Shine staff suspects a child has been abused, they are required to immediately report their suspicions to their supervisor and notify the Texas Department of Protective and Regulatory Services.

LICENSING STANDARDS:

Let It Shine Enrichment Academy meets or exceeds all standards set by the Texas Department of Family and Protective Services (DFPS) and the school is probationally licensed as required by state regulations for its first six months of operation. A copy of the minimum standards is available on site for parents to review, as well as the most recent licensing inspection report. Licensed programs are required to provide parents with information about product safety recalls. Important information for child safety can be accessed at the United States Consumer Product Safety Commission website at www.cpsc.gov.

Below are contacts for the licensing office, DFPS Website, and DFPS Child Abuse Hotline. All licensed child care centers must follow the minimum standards set by licensing.

Local Licensing Office:
14000 Summit Dr
Ste 100
Austin TX 78728
512-834-3195

DFPS Website: <https://www.hhs.texas.gov/services/safety/child-care>
DFPS Child Abuse Hotline: 1-800-252-5400