



# Parent Handbook:

## Operational Policies and Notice Regarding COVID-19



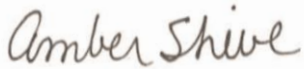
Dear Parents,

Welcome to the Fort Worth Museum of Science and History's pilot program FWMSH Little Scholar's Program. We look forward to an incredible semester of navigating virtual learning, exploring science, and STEM engineering challenges.

We are excited to partner with you during this unique time, and we look forward to helping support your student and family. Our goal is to foster a love for learning through the wondrous science specimens and historical artifacts from the Museum's large teaching collections. We will encourage students discover and dream of one day becoming astronauts, engineers, historians, paleontologists and so much more through their encounters with real objects and real stories.

**It is crucial that parents/guardians familiarize themselves with and understand this Parent Handbook.**

We appreciate our FWMSH Little Scholar's Program families tremendously. Parents will be notified if and when the health situation requires changing the following policies. We look forward to fun-filled semester and welcoming your student to FWMSH Little Scholar's Program!



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## OPERATIONAL POLICIES

The Fort Worth Museum of Science and History has an established blueprint for the way it conducts its daily business and treats visitors and program participants. The following are the Operational Policies for FWMSH Little Scholar's Program September 17. **The policies may change at any time for any reason; families will be notified of changes and updates will supersede previous versions.**

### Hours of Operation

First Day of FWMSH Little Scholar's Program	October 5 <sup>th</sup>
Fall Break (No Class)	November 23 <sup>rd</sup> -27 <sup>th</sup>
Last Day of Fall Semester	December 18 <sup>th</sup>

### Days and Hours of Operation

Monday through Friday

8:00am - 3:00pm

### General Information

<u>FWMSH Little Scholar's Program Telephone</u>	817-255-9416
<u>FWMSH Little Scholar's Program Email</u>	LittleScholars@fwmsch.org
<u>FWMSH Little Scholar's Program Address</u>	1600 Gendy Street Fort Worth TX 76107

# 1 DEFINITIONS

The terms **parent(s)**, **families**, and **guardian(s)** are interchangeable in this document and refer to any individual who has custodial care of a student or students enrolled in Little Scholar's Program. Little Scholar's Program **staff** and Little Scholar's Program **teachers** are interchangeable in this document and refer to any employee of the Fort Worth Museum of Science and History. **Coronavirus** and **COVID-19** are interchangeable and refer to the same illness.

# 2 NOTICE TO FAMILIES REGARDING COVID-19

It is the top priority of Little Scholar's Program to implement increased health and safety standards for the health of the FWMSH Little Scholar's Program staff and students. FWMSH Little Scholar's Program follows CDC, state and local health officials, and government directives and recommendations. **The actions taken by the Little Scholar's Program staff will not guarantee that your student will not come in contact with or be exposed to the coronavirus. Each family must assess their own risk of exposure to the coronavirus.** The Museum does not have a medical professional on site and will not provide medical advice.

Little Scholar's Program reserves the right to discontinue any pod or entire program at any time with less than 24 hour notice. Families must have the ability to pick students up from FWMSH Little Scholar's Program **within 20 minutes of receiving a phone call.**

- If your student tests positive for COVID-19 and attended at least 1 day of class, all parents in the class will be notified without disclosing your student's name. The same practices will be followed for FWMSH Little Scholar's Program staff.
- A confirmed case of COVID-19 will result in full or partial cancellation of classes.

## 2.1 Drop-off and Arrival Procedures

Drop-off and arrival procedures will take place outside of the Museum in accordance with CDC and guidelines set forth by the [Open Texas Checklist for Child Care Centers](#). Parents are not permitted to enter the Museum unless it is determined that there is a legitimate need. In order to decrease the potential spread of COVID-19 infection, parents must have a legitimate need to enter Museum and will be required to complete a health screening and wear a mask before entering the building.

Drop off will begin at 7:50 am and pick up will begin at 2:50pm. We ask for your patience as this will be a slow process.

Students will only be released to individuals on their Child Release Form. There will be no exceptions. Individuals picking up for the first time must show a photo ID before the child will be released. [see Section 6: Security/Child Safety/Drop-off and Pick-up](#)

All parents and siblings must remain in the vehicle for drop-off and pick-up. No gathering or congregating will be permitted.

Be prepared to sign a disclosure statement upon sign-in at arrival each day that your child has been symptom and fever free for the past 7 days and has not knowingly been exposed to an individual with COVID-19.

Children are permitted to bring a water bottle, snack and lunchbox (if applicable).

Little Scholar's Program will screen all persons before allowing entry into the building. The screening will include taking the temperature of each person upon arrival at the Museum each day and **denying entry to each person with any member of their household** that meets any of the following criteria:

1. Fever of 100.0°F degrees or signs or symptoms of a respiratory infection, such as cough, shortness of breath, muscle aches, new loss of taste or smell, or sore throat;
2. Close contact\* in the last 14 days with someone who:
  - has a confirmed diagnosis of COVID-19
  - is under evaluation for COVID-19
  - is ill with a respiratory illness
  - has been tested, been advised to be tested or is awaiting test results for COVID-19
  - is self-isolated or has been directed to quarantine due to COVID-19
3. International travel within the last 14 days to countries with ongoing community transmission.

\*Close contact is defined as being within 6 feet of someone diagnosed with COVID-19 for at least 15 minutes indoors or outdoors; having direct physical contact with a person (hug, touch, kiss, etc.); sharing eating or drinking utensils; someone sneezing, coughing or getting respiratory droplets on you.

If a child is carpooling with other FWMSH Little Scholar's Program children, **please note that if any child in the vehicle has fever of 100.0°F degrees or higher, other children in the car may not stay and should be evaluated by a medical professional for further instruction.** The child with the fever must be cleared of COVID-19 with a medical professional's note before any of the exposed children in the car are allowed to return to Little Scholar's Program.

A FWMSH Little Scholar's Program staff member will escort each child from their car to their classroom to ensure safe arrival with their classroom teachers.

## 2.2 Masks

Masks are required by all FWMSH LITTLE SCHOLAR'S PROGRAM participants and in the following circumstances:

- The driver and/or any adults in the car while dropping off/picking up a student must wear a mask while interacting with FWMSH LITTLE SCHOLAR'S PROGRAM staff.
- All FWMSH LITTLE SCHOLAR'S PROGRAM staff is required to wear a mask over their nose and mouth at all times in the Museum and outside when interacting with staff, families and students.
- Parents must wear a mask if there is a need to enter the Museum.

Proper mask wearing requires covering the nose and mouth.

## 2.3 Hand Hygiene Procedures

Students and staff will wash hands in the following circumstances:

- |   |  |                           |
|---|--|---------------------------|
| ✓ Arriving at Museum                        | ✓ After using the restroom                                     | ✓ After playing outdoors  |
| ✓ Prior to departing from class for the day | ✓ After coming in contact with bodily fluids or using a tissue | ✓ Before and after eating |

Hand sanitizer with at least 60% alcohol will be used if soap and water are not readily available.

## 2.4 Cleaning and Disinfecting

Museum learning spaces and restrooms will be cleaned and disinfected on a daily basis. Surfaces and objects that are frequently touched will be cleaned and disinfected routinely.

## 2.5 COVID-19 Symptoms and Confirmed Cases

Symptoms of COVID-19 may develop within 2-14 days after exposure to the virus and may include fever, cough, shortness of breath or difficulty breathing, headache, sore throat, muscle pain, chills, new loss of smell or taste, nausea, vomiting, or diarrhea.

<b>IF</b>	a student at FWMSH LITTLE SCHOLAR'S PROGRAM is exhibiting signs of illness,	<b>THEN</b>	the parent or emergency contact will be contacted for immediate pick up.
	a student is experiencing any symptoms of COVID-19,		it is recommended that parents contact the student's pediatrician and follow CDC and local health department guidelines regarding self-quarantine.
	a student is tested for COVID-19,		the FWMSH LITTLE SCHOLAR'S PROGRAM Coordinator <b><u>should</u></b> be contacted immediately.
	a student tests positive for COVID-19 after attending at least 1 day of class,		all parents in the pod will be notified without disclosing your student's name. The same practices will be followed for FWMSH LITTLE SCHOLAR'S PROGRAM staff.
	there is a confirmed case of COVID-19 among a student or staff member,		it will result in full or partial cancellation of classes.
	a student tests negative for COVID-19,		a note from a medical professional confirming a negative result and an alternative diagnosis is required before the student may return to class.

a student or staff member tests positive for COVID-19,		<p><u>all three</u> of the following criteria must be met in order to return:</p> <ol style="list-style-type: none"> <li>1. At least <b>3 days (72 hours)</b> have passed since recovery (no longer running fever without the use of fever-reducing medications)</li> <li>2. Improvement of respiratory symptoms (cough, shortness of breath, etc.)</li> <li>3. At least 10 days have passed since symptoms first appeared</li> </ol>
a student or staff member is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19,		the individual is assumed to have COVID-19. The individual may not return to FWMSH LITTLE SCHOLAR'S PROGRAM until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis
a student, staff member or any member of their household believes they have had close contact to someone with COVID-19 (but are not currently sick),		the student or staff member should not attend FWMSH LITTLE SCHOLAR'S PROGRAM while they monitor their health for COVID-19 symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

## 2.6 Social Distancing

FWMSH LITTLE SCHOLAR'S PROGRAM is taking precautions to limit the exposure of COVID-19. FWMSH LITTLE SCHOLAR'S PROGRAM pods have been set at 10 students. Students will remain with the same group in their Pod with their teacher and teaching assistant.

Students will be encouraged to social distance while sitting at tables, while lining up to wash hands, and while participating in activities. FWMSH LITTLE SCHOLAR'S PROGRAM teachers will do their best to enforce social distancing measures, but parents must be aware that students will interact in close proximity; FWMSH LITTLE SCHOLAR'S PROGRAM teachers are not responsible for the increased risk of such behavior.

## 2.7 Family Partnership

Maintaining a safe and healthy learning environment is a partnership. Your family plays a significant role in maintaining the safety and health of all students and staff participating in FWMSH LITTLE SCHOLAR'S PROGRAM Pods. Please consider the following practices prior to your student attending.

- ❖ 7 to 14 Day Self-Quarantine – You may reduce your student's risk of exposure prior to attending class by limiting exposure to non-family members, avoiding large crowds/gatherings, and limiting unnecessary travel. Any amount of reduction in public settings will help decrease your student's exposure; therefore, decreasing the possibility of exposing participants in LITTLE SCHOLAR'S PROGRAM.
- ❖ Monitor your student's temperature for 7 days prior to arrival at FWMSH Little Scholar's Program and continue to monitor each morning before leaving for class. If your student's temperature is 100.0°F degrees or higher, please contact FWMSH LITTLE SCHOLAR'S PROGRAM and keep your student home.
- ❖ If you there is any possibility or question that your student may be coming down with an illness of any kind, please do not send them to LITTLE SCHOLAR'S PROGRAM. Sending them to school could result in other families and staff being exposed which could have fatal consequences.
- ❖ Have a conversation with a medical professional if you are concerned that your student has an increased risk for severe illness if COVID-19 is contracted. Increased risk may include cardiovascular disease, respiratory disease including asthma, diabetes, and immunocompromised systems, among others.
- ❖ Keep your student home if they have had close contact with someone exposed to or infected with COVID-19 in the past 14 days or if a family member is being watched for exposure.
- ❖ Consider the safety of family members over the age of 65 that are at higher risk of becoming severely ill if you student is exposed to COVID-19.
- ❖ If your student's eating habits have changed, they are vomiting or have diarrhea within 24 hours of attending class, regardless of the potential cause, do not send your student to class. Keep the student home and monitor them for illness.

It is the choice of each family to discern if FWMSH LITTLE SCHOLAR'S PROGRAM is right for their student. The FWMSH LITTLE SCHOLAR'S PROGRAM staff is monitoring quickly changing guidelines and protocols. All FWMSH LITTLE SCHOLAR'S PROGRAM staff members have are completed required training for COVID-

19 infection control. Although FWMSH LITTLE SCHOLAR'S PROGRAM is implementing infection control strategies, sending a student is not without risk.

### 3 ENROLLMENT INFORMATION

For a student to enroll, parents must complete a FWMSH LITTLE SCHOLAR'S PROGRAM registration form. Parents are notified with a confirmation email or, in the case of no email address, a phone confirmation.

#### 3.1 Enrollment Requirements

FWMSH Little Scholar's Program requires the following forms be submitted (emailed, submitted via JotForm or postmarked) **no later than October 1, 2020**, or 4 days prior to the child's first day of class once the school year begins.

- **Parent Signature** form including Medical Authorization, Statement of Health Acknowledgment, and Field Trip Waiver.
- **Child Release and Information Form** with a **current photo** attached
- **Admission Requirement Form**, including the **Acknowledgment and Waiver** stating that parents/guardians have received and agree to this Parent Handbook: Operational Policies & Notice Regarding COVID-19 for Little Scholar's Program.
- **PG 5: FARE Allergy Action Plan** (if applicable)

Information about immunization requirements can be found at: [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).

### 4 STUDENT ATTENDANCE

It is important for your child to arrive on time and be picked up promptly. Please promptly notify the FWMSH LITTLE SCHOLAR'S PROGRAM Coordinator if you will be late for emergency reasons or if your student is absent due to illness. Please leave a message if staff is away from their desk. Families will be contacted if a student is absent from class to check on the student and monitor for increased illness within the school.

#### 4.1 FWMSH LITTLE SCHOLAR'S PROGRAM Calendar

First Day of FWMSH Little Scholar's Program	October 5 <sup>th</sup>
Fall Break (No Class)	November 23 <sup>rd</sup> -27 <sup>th</sup>
Last Day of Fall Semester	December 18 <sup>th</sup>

### 5 TUITION

#### 5.1 Payments

Class Time	Program Fee	Tuition	Total Class Fee	3 Equal Payments
Program and Meals	Members	\$780	\$780	\$260
Program and Meals	Non-Members	\$975	\$975	\$325

A student's tuition fees may be paid in full at the time of registration, or the fees may be divided into 3 equal payments with a credit card (as noted above).

The unexpected COVID-19 health crisis required a reevaluation of tuition policies after the registration period began. The tuition payments will be charged at registration and will automatically be charged on the weeks of November 2<sup>nd</sup>, and December 1<sup>st</sup>.

## 5.2 Refunds and Withdrawals

CIRCUMSTANCE	REFUND POLICY
A parent wishes to withdraw their student from class <b>after</b> October 1, 2020 for <b>any</b> reason.	The FWMSH LITTLE SCHOLAR'S PROGRAM coordinator must be notified of the student's withdrawal in writing by October 20 <sup>th</sup> to withdrawal before the November 2 <sup>nd</sup> payment and November 20 <sup>th</sup> to withdrawal before the December 1 <sup>st</sup> payment.
A student is absent from classes for <b>any</b> reason.	No refunds or make-up days will be offered.
FWMSH LITTLE SCHOLAR'S PROGRAM cancels class for inclement weather.	No refunds or make-up days will be offered.
FWMSH LITTLE SCHOLAR'S PROGRAM cancels class for <b>any</b> reason other than inclement weather.	No refunds or make-up days will be offered.

*Withdraw notification for either the October 20<sup>th</sup> or November 20<sup>th</sup> deadlines must be sent by email (littlescholars@fwmsch.org) or postmarked by mail to the FWMSH Little Scholar's Program 1600 Gendy Street Fort Worth, TX 76107. Refunds may only be issued in the original form of payment (credit card or check). If the original credit card that was used at registration is no longer valid, a check will be issued and mailed within 21 business days.*

## 6 SECURITY / STUDENT SAFETY / DROP-OFF AND PICK-UP

Please see **Notice to Families Regarding COVID-19** as the drop-off and pick-up procedures will follow all CDC and [Emergency Rules in 26 TAC Chapter 745 Subchapter X](#). **Parents must complete the Student Release Form and return it to the FWMSH LITTLE SCHOLAR'S PROGRAM office by October 1<sup>st</sup>.** The information on the form must include a list of parent(s)/guardian(s), emergency contacts, and all other designated drivers (carpool drivers, relatives, or friends) who might assume responsibility for the student.

Changes or additions to the release form should be made by calling the FWMSH LITTLE SCHOLAR'S PROGRAM office. **Students will be released only to those people who are listed on the Student Release Form.** Anyone picking up for the first time, other than the student's parents, will be asked to show a picture identification.

## 7 HEALTH AND WELLNESS

FWMSH LITTLE SCHOLAR'S PROGRAM is a **WELL STUDENT** facility. If you suspect your student is sick or may be coming down with an illness, the student must remain home to prevent the spread of infection. Please do not administer Tylenol, Advil or any other fever reducing medication prior to sending a student to class. Medications given *for any reason* may mask symptoms related to communicable diseases.

The FWMSH LITTLE SCHOLAR'S PROGRAM staff will not administer prescription medication, over-the-counter medication, sunscreen or insect repellent. If you wish to apply sunscreen or insect repellent, please do so prior to leaving home.

The FWMSH LITTLE SCHOLAR'S PROGRAM staff will administer epinephrine or allergy medication in an emergency. Parents should note any medical conditions or special situations on their student's Student Release and Information form; notes will be kept in the classroom folder for the teachers' reference.

If a student has a special medical situation or condition that is not listed on the student's registration form, the parent should contact the FWMSH LITTLE SCHOLAR'S PROGRAM office **prior to the first day of class** to discuss the student's condition.

FWMSH LITTLE SCHOLAR'S PROGRAM staff and students are encouraged to practice healthy behaviors (for example, staying home when they are sick, covering coughs and sneezes with a tissue or the inside of their arm, and frequently washing hands for 20 seconds). Tissues and hand soap are available in all pods and hand sanitizer is used if hand washing is not possible. Frequently touched surfaces are cleaned daily and items are sanitized in accordance with health department guidelines.

## 7.1 Epinephrine & Allergic Reactions

If your student requires epinephrine or medication, an Allergy Action Plan must be submitted with a photo of your student attached.

## 7.2 Accidents & Medical Emergencies

It is important to act quickly and surely on behalf of the student. In the event medical care is required, Museum Security will be notified. If an accident requires transporting to an emergency room, 911 will be called with instructions to transfer to Cook Student's Medical Center. Parents or the emergency contact will be notified immediately in the case that emergency care is required.

# 8 GENERAL FWMSH LITTLE SCHOLAR'S PROGRAM INFORMATION

## 8.1 Student Behavior

*FWMSH LITTLE SCHOLAR'S PROGRAM reserves the right to deny participation in program and activities to students who exhibit persistent behaviors which endanger themselves or the welfare of others.* In signing the [Admission Requirement Form](#), parents are confirming receipt and understanding of the Discipline and Guidance policy.

# 9 PHOTOGRAPHY AND FILMING

Throughout the school year, FWMSH Little Scholar's Program staff (*designated as **we/our***) may take photographs and videos of your child, both in the classroom and at Little Scholar's Program-sponsored events. We may use these photographs and videos, for example, at special events, in promotional publications, and on the FWMSH Little Scholar's Program and Fort Worth Museum of Science and History (FWMSH) websites and/or social media platforms. Therefore, as part of the admission process, we provide the option for parents/guardians (designated as *I* in the statements below) to enter into the following agreement as designated on the [Admission Requirement Form](#) document.

I agree that FWMSH Little Scholar's Program and its agents may take photographs or video of my child both in the classroom and at any Little Scholar's Program-sponsored activity, and that FWMSH Little Scholar's Program may use these photographs for any legal purpose related to the internal or external promotional and informational activities of FWMSH Little Scholar's Program and the FWMSH, including publishing these photographs on any internal or external FWMSH Little Scholar's Program or FWMSH website or social media platform and in printed FWMSH Little Scholar's Program and FWMSH publications. FWMSH Little Scholar's Program and its agents will never identify a child by name in a publication, on a website or social media platform.



## 10 ACKNOWLEDGMENT AND WAIVER

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have put guidelines in place to mitigate the spread of COVID-19.

FWMSH Little Scholar's Program has preventative measures in place to reduce the spread of COVID-19; however, the Fort Worth Museum of Science and History and the FWMSH Little Scholar's Program cannot guarantee that your child(ren) and/or your family will not become infected with COVID-19. Further, attending FWMSH Little Scholar's Program could increase the risk of you and/or your child(ren) contracting COVID-19.

By signing this Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 ("Waiver"), I, for myself, and on behalf of my child(ren), acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that by my child(ren) attending Little Scholar's Program, I, my child(ren) and/or those individuals on my Child Release/Emergency Contact list may be exposed to and infected by COVID-19, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at FWMSH Little Scholar's Program may result from the actions, omissions, negligence, or gross negligence of me, my child(ren) and others, including, but not limited to, Fort Worth Museum of Science and History and FWMSH Little Scholar's Program employees and FWMSH Little Scholar's Program participants and their families.

I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO ME AND MY CHILD(REN) (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I OR MY CHILD(REN) MAY EXPERIENCE OR INCUR IN CONNECTION WITH MY CHILD(REN)'S ATTENDANCE AT FWMSH LITTLE SCHOLAR'S PROGRAM ("CLAIMS"), HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES (AS HEREAFTER DEFINED). I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE LITTLE SCHOLAR'S PROGRAM, ITS DIRECTORS, OFFICERS, EMPLOYEES, AND REPRESENTATIVES ("RELEASED PARTIES"), FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, CAUSES OF ACTION, COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO, HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES, AND WHETHER A COVID-19 INFECTION OCCURS BEFORE, DURING, OR AFTER PARTICIPATION IN ANY FWMSH LITTLE SCHOLAR'S PROGRAM.

By my signature, I agree, acknowledge and consent that this Waiver is fully enforceable, and is binding upon me and my and my child(ren)'s legal representatives, heirs, administrators, guardians, executors, successors and assigns. This Waiver is irrevocable and is binding immediately upon execution and cannot be modified, amended or limited unless agreed upon in writing by me and the Fort Worth Museum of Science and History. In the event any provision or part of this Waiver is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative. By executing this Waiver, I acknowledge that I have read the foregoing and fully understand the terms and consequences of the Waiver.

## 11 Discipline and Guidance Policy for FWMSH LITTLE SCHOLAR'S PROGRAM

Discipline is individualized and consistent for each student, appropriate to the student's level of understanding and is directed at teaching self-control. Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be employed.

### DISCIPLINE AND GUIDANCE POLICY FOR FWMSH LITTLE SCHOLAR'S PROGRAM

- Discipline must be:
  - (1) Individualized and consistent for each student;
  - (2) Appropriate to the student's level of understanding;
  - (3) Directed toward teaching the student acceptable behavior and self-control
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least all of the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a student of behavior expectations daily by using clear, positive statements; and
  - (3) Using brief supervised separation or time out from the group, when appropriate for the student's age and development, which is limited to no more than one minute per one year of the student's age.
- There must be no harsh, cruel, or unusual treatment of any student. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a student;
  - (4) Hitting a student with a hand or instrument;
  - (5) Putting anything in or on a student's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a student;
  - (7) Subjecting a student to harsh, abusive, or profane language;
  - (8) Placing a student in a locked or dark room, bathroom or closet with the door closed; and
  - (9) Requiring a student to remain silent or inactive for inappropriately long periods of time for the student's age

*Texas Administrative Code, Title 40, Chapters 746 and 747, Sub chapters L, Discipline and Guidance*