

Burleson Child Development Center

Parent Handbook



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WELCOME!

Burleson Child Development Center, Inc.

Burleson Child Development Center, Inc. welcomes you to our learning community. As we get to know you and your family, we look to building strong, cooperative relationships that will foster mutual respect, understanding, support and sharing of knowledge. As a community of learners, we strive to create an environment that cultivates a life-long love of learning for children and adults alike.

Our program endeavors to be a place that feels like home. Burleson Child Development Center, Inc. works to create a welcoming environment for families and their children. Children are free to explore, to express themselves, to engage in discovering things that interest them, and to learn at a pace that is developmentally appropriate. We view all activities and daily routines as opportunities for learning and the program is infused with both planned experiences and spontaneous educational explorations. We recognize that childhood can be full of challenges as well as joy, and believe that the most important aspects in dealing with challenges are strong relationships built on respect and love, collaboration, time and patience.

Burleson Child Development Center, Inc. looks to partner with families in helping children have the best experience here as possible. Burleson Child Development Center, Inc. program works to support parents in the many roles and responsibilities that they face as parents, students, teachers, employee, etc. In turn, parent involvement is vital to the quality of Burleson Child Development Center, Inc. program and parent participation is highly encouraged through our center events and fundraisers and our parent volunteer opportunities. During your child's time at the center, there will be a variety of ways that you may become actively involved in supporting our program. The time, thought and energy that you put into your involvement will continually add to the diversity of our program and enhance the quality of Burleson Child Development Center's community. All members of Burleson Child Development Center, Inc. community, parents, children, students and staff, are invited to teach, learn, explore, and share. We hope that you will enjoy your time with us.

The rest of this handbook will introduce you to the program and the administrative details that are important in making it work ... please read this handbook carefully and keep it where you can refer to it as needed.

A Little Background

A Little Background

The owner Kelly Mason founded Burleson Child Development Center, Inc. on January 2, 2010. Kelly is certified through ECMI Early Childhood Management Institute to be the Director, is a member of TLCCA-Texas Licensed Child Care Association, and NAEYC-National Association of Education for Young Children. Kelly graduated high school in three years, with 16 college credits and a CNA-Certified Nursing Assistant certification. She worked at Silver Haven Nursing Home, Huguley Hospital; attended Purvis Real Estate School and was a certified Real Estate Professional. She attended Tarrant County College where she obtained her Associate's Degree.

Kelly is a mother to her stepdaughter, and her three little girls. Her children are the light of her life and she has been truly blessed when it comes to family. She grew up with 3 brothers and 2 sisters, so there was never a dull moment in the house. Having so many brothers and sisters has given her 16 nieces and nephews.

When Kelly was 3 years old, Patricia Anthony, her mother, founded Kid's Kampus Creative Learning Center, Inc., here in Burleson, when Kelly was 16 years old her mother sold it to the current owner. Kelly grew up working for her mom and continued working for the new owner, as did many of her current employee's. It has always been Kelly's desire to have a childcare facility.

Now her dream has come true; she has developed two very successful center these past 7 years.

Philosophy

We believe all children have a natural desire to play, to explore, to learn and to express themselves as individuals. As children engage in their environment, they strive to understand the world and all its properties and mysteries. As they grow, children develop relationships with peers and adults and learn to communicate to express themselves and their ideas. Their engagement in their environment and relationships with others are experiences that help children build on their understanding of the world and their place in it. At Burleson Child Development Center, Inc., we want children to express themselves freely, to think critically, to work collaboratively and to live and explore actively.

The cornerstone of Burleson Child Development Center, Inc. program is a conviction that each child is unique, highly capable, and has a right to be valued and respected for who she or he is. We believe that high self-esteem is an important goal for children, and this belief underlies all decisions, systems, policies, and planning, and generates a feeling of respect by and for each individual. We believe that healthy, respectful relationships are the most significant factor in developing self-esteem; therefore, we emphasize the importance of communication skills in our staff trainings.

Goals of Burleson Child Development Center, Inc.

For Children...an environment which encourages children to

- ❖ develop a love of learning
- ❖ be part of a community of friends
- ❖ develop a positive sense of self
- ❖ to communicate ideas effectively
- ❖ to explore, discover, ask questions and find solutions
- ❖ use their whole body effectively
- ❖ practice basic safety and health habits and understand why they are important

For Parents...a program which provides

- ❖ high quality child care that supports their family's schedule
- ❖ support of their relationship with their child
- ❖ opportunities to increase understanding of infant and child development
- ❖ opportunities to contribute to their child's program
- ❖ recognition that parents' needs and concerns
- ❖ encouragement to trust their ability to resolve parenting issues
- ❖ mutual support from and for other parents

For Staff...a work environment which helps

- ❖ develop greater understanding of young children
- ❖ foster problem-solving through active listening and collaboration
- ❖ interact with children in non-authoritarian, authentic and respectful manner
- ❖ facilitate learning opportunities which are relevant to the children
- ❖ gain insight about themselves and their capabilities
- ❖ to build relationships with children and team members to reach mutually shared goals
- ❖ gain work experience and training applicable to future employment
- ❖ gain knowledge of professional practices and ethics in the field of early childhood

Non Discrimination Policy

Burleson Child Development Center, Inc. is operated on a non-discriminatory basis, according equal treatment and access to services without regard for gender, race, color, religion, national or ethnic origin, ancestry, sexual orientation, or mental or physical disability. Children with disabilities are welcomed, if this program is appropriate for the child.

Required Policies

Burleson Child Development Center, Inc. is licensed and regulated by the Texas Department of Family and Protective Services. Child Care Licensing per The Minimum Standards requires the following policies for Child Care Centers 746.501.

Hours of Operation

Burleson Child Development Center, Inc. is licensed to care for children ages 6 weeks through 12 years of age, Monday – Friday, year round.

Normal Hours 6:00 am – 6:30 pm

If you are late picking up your child from our care you will be charged a late fee of \$1.00 per minute per child after 6:30 pm. We will expedite every opportunity to contact all persons list on your child’s file. However, the proper authorities will be notified if your children are left at the center without contact from you one hour after closing.

Holidays

New Years Day Memorial Day July 4th Labor Day
Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day

If these days fall on a Saturday or Sunday, we are subject to close on the Friday before or the Monday after. We will post a notice on the front door in advance allowing you time to make arrangements for your children.

Ice

In the case of inclement weather we will be open if it is possible for us to get to the center. We understand that some of our parents must work regardless of the weather conditions and we will do everything possible to help you during these times. We will not transport children on our vans during these times with the exception of an early release from the school districts that we serve.

Release of Children

Per Texas state laws, parents have a right to access their child at anytime. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor with the exception of a sibling and prior written consent must be on file with the center. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID a photocopy of the ID will be made and kept in the child’s file. Children will not be released to adults without a picture ID.

Arrival to Center

To limit the interruptions to all of the children’s learning opportunities we strongly encourage parents to drop off their children by 8:30am each day so that the child can take part in our full educational program. This limits in number of interruptions that occur in each classroom allowing both the teachers and the children to focus on their lesson plan for the day. This also establishes consistent routines for your child and prepares them for their transition into Kindergarten.

Illness and Exclusion Policy

Children who are ill must not be brought to Burleson Child Development Center, Inc. They need to be at home where they can regain their health and rebuild their resistance to diseases. Please call Burleson Child Development Center, Inc. if your child will be absent.

Burleson Child Development Center observes the standards set by the Texas Department of Family and protective Services for ill children. The most common standards for exclusion are:

- 1. Illness that prevents the child from participating in childcare activities, **including outdoor play.**

2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Burleson Child Development Center may call for an ambulance at the parent's expense. We do not do routine health checks. We will however do a health check on your child if they are presenting symptoms and we may require you to pick them up if they are presenting ill.

Your child cannot return to the center if they have had any of the following in the last 24 hours:

- Diarrhea (3 or more loose stools)
- Severe coughing
- Difficult or irregular breathing
- Yellowish skin or eyes
- Pink eye (eye does not necessarily have to be pink, but may be discharging mucus)
- Sore throat
- Unusual spots or rashes
- Vomiting
- Severe itching of body or scalp
- Fever of 100.4 degrees or more
- Extreme or unusual behavior

In the event that a doctor states that the child is able to return to school, you must provide a statement from the health-care professional stating that "the child no longer has an excludable disease or condition". **A standard excuse from school form is not sufficient.**

Medications

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Burleson Child Development Center is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- **Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out

the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.

- Medication needs to go home after the last date that the medication is administered.
- Medication will only be given at 10:30am and 2:30pm.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with a signed medical information sheet. These are in the front lobby.

Immunization Policy Children

Immunization records must be current for all children enrolled in the Infant, Toddler, Preschool and Pre-K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time Burleson Child Development Center may have children parents or staff members that have not received immunizations due to personal belief. A notarized affidavit must be on file for these. Burleson Child Development Center recommends that our employees receive their immunizations but does not require them to do so, conforming to state law. If this should change a posting will be placed on the front door of the center.

Immunization Policy Staff

Burleson Child Development Center, Inc. has implemented the following immunization policy for all its employees to follow the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

Vaccines that we currently recommend our employees receive:

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, Burleson Child Development Center, Inc. recommends that employees consider these immunizations.

Burleson Child Development Center, Inc. will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand sanitizer. The use of protective medical equipment will be based on the level of risk the employees present to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of

illness. Burleson Child Development Center, Inc. will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees of Burleson Child Development Center, Inc.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this policy will result in the employee not being able to work directly with children.

TB Testing

Requirements for tuberculosis testing vary throughout the State of Texas. Our region of Texas Department of Health does not require testing for children in our center at this time. You will be notified by a posting on the front door if this should change.

Vision and Hearing Screening

The Texas Health and Safety Code, Chapter 36, requires a screening or professional examination for possible vision and hearing problems for the children enrolled in our center. Children enrolled, who are four years of age by September 1st of each year must be screened for possible vision and hearing problems. Please, return a signed statement that says your child's screening records are current. This must be within 120 calendar days of enrolling in our childcare center. Burleson Child Development Center, Inc. provides this service once per year however; if you miss it you must provide this to the Front Office.

Accidents

Minor Injuries

All accidents that involve your child will be on a daily Incident/Accident reports are filled out and are in the Front Office for you to sign. Minor accidents, such as a scratch from a fall, our staff will provide routine hygienic measures, such as washing the wound and applying bandages. You will be notified of the actions taken.

Serious Accidents or Illness

- In the event of a serious accident occurs requiring medical observation, extensive first aid treatment, or treatment by a health care provider, you will be notified immediately through the numbers listed on your child's enrollment packet. Please keep this current.
- We will call 911.
- Upon recommendation of the paramedics, children may be taken to the nearest emergency hospital for treatment. For this reason, parents are asked to sign an authorization for treatment in the event that their child arrives at the hospital before the parent can get there.
- An ambulance will be called to take your child to the recommended hospital.

Guiding Children's Behavior or Biting

When biting occurs, Burleson Child Development Center will...

- Treat the child that was bit with appropriate first aid care and provide any emotional support and comfort needed. Inform the parent of the child who was bitten, including a description of the situation. An incident report will be left for the parent at the front desk. If the bite appeared to be provoked, we will share that observation with the parent, too. We will not include the name of the biter in this information.
- Work with the child who bites in developmentally appropriate ways to convey the message that biting hurts others and that hurting others is not allowed at school. Inform the parent of the child who bit, including a description of the situation in which the biting occurred, the child's reaction after the event and plan to help the child. Seek to find out from the parent's efforts to help the child at that time. Communicate that we need to work together, but that we are not blaming the parent.

The Good News?

Biting is normal, but unlovely. There are genuine social and safety issues that must be immediately addressed. However, it is important to keep the issue in perspective. In the event that a child's biting or other "aggression" negatively impacts the psychological or physical safety of the group, and our best efforts do not decrease it to a bare minimum, that child will need to be cared for in a different (smaller, perhaps) environment.

The perspective Biting is outgrown.

The final word?

Whew ... and hurrah! Parents who have further questions or concerns about these topics are encouraged to speak with the Teacher, Assistant Director or with the Director.

Discipline through Active Listening

The questions most often asked by parents charged with the awesome responsibility of raising children usually have something to do with "discipline." Burleson Child Development Center, Inc. is child centered and flexible; it also has important rules and limits by which we must all abide. At times, when a child's behavior threatens their own safety or the safety of others, is potentially harmful to toys or materials or interferes with the teaching/learning environment in the classroom, it is important that the inappropriate behavior be stopped while keeping a child's self esteem intact, or better yet, enhancing a child's view of him/herself.

At Burleson Child Development Center, Inc. a discipline consists of positive reinforcement and redirection. Most of the time, the children accept verbal reminders of acceptable behavior. We work on setting appropriate limits and on teaching them consistently. Sometimes we need to clarify our message through temporarily restricting a child's activity until the child "calms down". This may mean that the child will spend time away from the group in one of our offices with adult supervision or spend a few minutes in "time out". At no time is a child verbally or physically disrespected or abused.

Parent Communication

Open Communication with parents is very important to children's success. Burleson Child Development Center, Inc. has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Burleson Child Development Center, Inc. may communicate with parents:

- Our electronic check in monitor located in the front lobby
- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Postings on the front door or the Parent Board in each classroom
- Verbal communication with the child's teachers and director

Communication about Behavior

It is important that good communication exist between the home and Burleson Child Development Center, Inc. If your child is experiencing a change in the home environment that may result in changes in his or her behavior, please let us be aware of any changes, your Director will keep you informed of any behavior problems. Every effort will be made to resolve any problems that may occur.

The staff of Burleson Child Development Center, Inc. will make every effort to work with children having difficulties, in order that they may participate safely and the safety and well-being of all the children is protected. If a child displays frequent disruptive behavior which is detrimental to the physical or emotional well-being of other children, the staff and parent will meet to discuss the situation and will develop a plan of action for improving the behavior. If necessary, the Director may place a child on temporary leave if the child's behavior is unsafe.

In the event that consultation and action plans are not successful and the staff determines that enrollment in this Center fundamentally alters the care for your child or the other children in the group; Burleson Child Development Center, Inc. reserves the right to give notice of termination. Burleson Child Development Center, Inc. serves and protects all of our children and provides a safe environment.

Nutrition

Mealtimes, much like many of the routines at Burleson Child Development Center, Inc., are seen as opportunities for children to socialize, to learn about health and nutrition and to enjoy themselves. We want the children to derive pleasure as well as social and nutritional benefits.

Burleson Child Development Center, Inc. participates in the USDA's Child Care Food Program (CACFP) and adheres to the rules and regulations therein. Meals and snacks are planned utilizing the nutritional and serving standards outlined by the food program. Menus are varied and new foods are occasionally introduced to give children an opportunity to expand their appreciation of different tastes and are posted in the front lobby. Many parents find that the group eating experience helps their child to enjoy foods that formerly went untried, or at least were underrated by their children. No child is ever forced to eat anything, although trying before you decide is encouraged.

- a) Liquids and food hotter than 110 degrees F are kept out of reach.
- b) All staff is educated on food allergies and they take precautions to ensure children are protected.
- c) On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials.
- d) That healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.
- e) On days that providers serve meals, milk, fresh fruit and vegetables are available for children who

bring lunches from home.

Schedule

Breakfast for children not going to school	8:30
Lunch	11:15
Snack	3:00

Schedule for School Age Children

Breakfast for children not going to school	6:30 – 7:00 (van leaves at 7:00)
Supper	3:30
Snack	5:00

Parents’ ideas, questions, and suggestions regarding the nutrition program are welcomed. Parents may elect to decline our menu, and to provide their child’s food instead; make an appointment with the Director to arrange this. The food provided must meet the TDPRS guidelines and requirements. They will also be served the same meal we are having with their lunch which will include milk, fresh fruit, and vegetables. Any food that is brought into the center that requires refrigeration will be put into the kitchen fridge.

If there is ever a day that food is brought into the center it must be commercially prepared or prepared in a kitchen that is inspected by the local health department. The staff here at Burleson Child Development will not reward your child with food of any kind.

Burleson Child Development Center, Inc. participates in the Child and Adult Care Food Program of the US Department of Agriculture, and does not discriminate on the basis of race, color, national origin, sex, age, or disability. Complaints about discrimination may be submitted to the USDA at the address on the poster located in the center.

Food Allergies

Allergy lists are posted in every classroom. It is the parent’s responsibility to review the posted list in their child’s room to ensure that all up to date known allergies are listed, and to inform the office, in writing, any time there is a change in their child’s allergies. Please note that you are welcome to discuss mealtime needs with teachers, and our cook, but be sure to give the office staff all information regarding your child’s allergies. WE DO NOT SERVE PEANUT BUTTER AT OUR FACILITY.

Infant Foods and Formula 

Upon enrollment every parent of an infant will complete an Infant Care Instruction Sheet to inform us of the type of food and formula your infant should receive. This list needs to be updated as frequently as the child’s diet changes. Burleson Child Development Center provides Parent’s Choice Brand Infant Formula, if your child needs a different type of formula you will need to provide that.

Bottles are fed to children according to a schedule arranged in consultation with the parent, within the limits of staff time demands in the Piglet Room. Infants are held while they nurse, and those who hold their own bottles are cuddled and attended to.

Parents are welcome to bring **breast milk** for use at the Center. We can keep frozen breast milk for up to

3 months, defrosted breast milk for one day in fridge and fresh breast milk for 2 days in fridge. Breast milk must be brought in sanitary freezer bags labeled with child's name and the date expressed. Mothers may also nurse babies in the Piglet Room or in the special nursing area located off the main lobby. Upon request, information on breastfeeding education and support resources in the community is available at the front desk.

Admission Procedures

Enrollment Paperwork

Prior to the first day of school, parents must return all admission forms to Burleson Child Development Center, Inc. **All enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted.**

Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Physician's Statement
- Copy of Immunization Records
- Sunscreen Permission Form
- Bug Spray Permission Form
- Tuition Agreement
- Food Program Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Infant Feeding Preference (if applicable)

Tuition Fees

The supply fee and registration fees must be paid upon enrollment into the center. The supply fee is due every January and September and is \$35.00. The registration fee is a onetime fee of \$100.00 for the first child and \$5.00 for each additional child. **Fees are due in advance for each week.** Monday your childcare tuition is due. If not paid by Wednesday at 6:00 pm a \$10.00 late fee will be added to your account. Your child will not be allowed to attend on Wednesday if your tuition has not been paid. If you cannot pay at the proper time; please see the Director to make further arrangements. If you wish to withdraw your child from the center, we require a two-week notice. If you leave the center and there is an outstanding balance; we will give you 30 days to pay, then if unpaid, we will turn the matter over to the County Clerk Office. This is considered THEFT OF SERVICES. There will be a \$35.00 charge for all returned checks. Cash, cashier's check or money order will be required as payment for a returned check. Your account will be put on a cash only basis after two returned checks. After a child has been enrolled full time for three months, a vacation week may be used, with a week notice if possible. You will receive two weeks' vacation per year. We will make exceptions. Three or more days present is considered a full week and should be paid in full. After you have used your vacation weeks, you will need to pay half price to hold your child's place at the center if you need additional time.

CCS

There is an organization that grants scholarships for children in our area. The North Central Texas Child Care Services (CCS) has been assisting families for many years. CCS receives grants through the state of Texas to transfer to the families who meet the criteria. There are different funding categories available. We are a provider for the CCS program. We will be happy to assist you with any questions that you may

have. There are two of these organizations, one for Tarrant County(817)831-0374 and another for Johnson County 1(800)234-9306.

Suspension or Exclusion of Children and Families

As a center that is focused on early education we try diligently to work with families to avoid suspension or exclusion of a child from our center. There are multiple reasons that suspension or exclusion from the center could occur which includes but is not limited to the following.

Child Suspension or Exclusion

A child may face suspension or exclusion from care if their behavior fundamentally effects the care of or learning of the other children in the classroom or places the other children in the classroom at risk. In the event that a child's behavior is doing either of these the child is subject to suspension or exclusion from care. This behavior should never come as a surprise to the parent/guardian or the child. The teachers and the director of the center will have open communication with the parent including engaging the discussions with the parent, documenting the incidents, working with the child and parent to teach them social-emotional skills and recommendation of support services from professionals prior to suspension or exclusion from care.

Family Suspension or Exclusion

Burleson Child Development Center, Inc. Is a privately owned facility and reserves the right to refuse service to anyone. A family may face suspension or exclusion from care if the parent or family members do not control themselves in an appropriate manner while at our center, fail to pay tuition on time or violate a term of the Parent Handbook or any other agreements that are in place.

Transportation

We offer transportation to and from public school each day. The Van Driver will take all precautions in transporting the children. All children must be in a proper restraint. The van drivers enforce strict safety rules. Children who disobey this rule will be suspended from riding the van. If your child does not attend school you must notify the center before 2:15 pm. If your child does not come out to the van; the driver must notify the Director and the school to find the child. If we have to do this, do to you not notifying the center; we will charge your account \$5.00. It takes time and we are very concerned when a child is not there for pickup.

Field Trips

Field trips are planned throughout the year, summer and holidays. Calendars will be printed for monthly activities or a notice will be posted on the door to inform you of the details. Please read all notes posted.

If there is a charge for the field trip, you may include it on your payment in advance. If you are unsure if your child will attend the field trip we will add it to your account and you can pay it the next week. You will be notified of field trips 48 hours in advance of the field trip. We will post this on the front door. If you signed a form that says your child may participate in field trips, they will automatically go with their class group on the field trip. If you do not want your child to participate in a particular filed trip, write a note that you do not want your child to participate or any other notes about the field trip, on the front communication pad the day of the trip.

All children who participate on field trips will wear a tag or sticker displaying the center name and phone number.

Animals

We have fish in our classrooms that is the only animal we will have for the kids.

Sunscreen

In order for sunscreen to be applied to a child in our care, the Sunscreen Permission form must be signed by the parent/guardian. Burleson Child Development Center, Inc provides Equate Brand sun screen of SPF 30 or higher and will be applied when your child is engaging in outdoor activities especially during the hotter months. In the event that you do not wish for your child to use the Equate brand you must provide an alternative brand or sign the form stating that you do not wish for sunscreen to be applied to your child. Sunscreen may be applied to the exposed skin including but not limited to the face, tops of ears, nose, bare shoulders, arms and legs.

Bug Spray

In order for bug spray to be applied to a child in our care, the Bug Spray Permission form must be signed by the parent/guardian. Burleson Child Development Center, inc does not provide bug spray; the parent must bring bug spray to the center in order for it to be applied.

Questions or Concerns of Policies

Parents may review policies at any time. Request these from the center Director. The Director will be happy to discuss any policy or procedure with parents. You may call the center Director or come in at any time. Parents will be notified of any policy changes in writing; we will post a note on the front door.

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. Policies are reviewed annually and can be updated as needed. There is a folder placed by the sign in/out computer that is labeled with update forms if you have any changes to your account information please fill free to stop and grab a form fill it out and turn it in to the mailbox that is beside the desk.

Open Door Policy / Visitors

Burleson Child Development Center, Inc. has an "Open Door" policy that allows parents to visit their child at any time. However, we ask parents to be aware that some children may not understand having to be separated from their parent more than once and could have a difficult time recovering and re-adjusting to school.

When there is a court order defining or limiting a parent's time with their child, it is the responsibility of the enrolling parent to provide the Center with a copy. This might be a restraining order or documents of separation or divorce. Burleson Child Development Center, Inc. will strictly adhere to the requirements of the court documents, and will verify the identity of any person or parent who is not previously known to our staff. In the event that Burleson Child Development Center, Inc. has no

written record of a parent's name, then that person will not be allowed access to the child.

Others, such as friends and relatives, are not allowed to visit the children unless accompanied by the parent. Please do not send them to visit your child at the Center, unless invited on Holidays.

Parent Support of the Program

Children feel most comfortable here when they know that their parent is invested in the center in some way. In addition to enhancing the quality of the program, parent involvement increases children's sense of security. Parents are encouraged to spend time in their child's classroom, to chat with teachers and other parents, to share your unique talents and gifts, and to join in our activities whenever time permits. The program is greatly improved through the help of parents ... time, energy, thought and creativity. Other ways of supporting the program will be offered throughout the year, such as attending work parties (we offer a variety of parties through out the year we encourage parents to come to these they will be posted in the classrooms with dates and times), working on fundraising, and helping with a variety of planned activities. Burluson Child Development Center, Inc. staff is very grateful for the many ways that parents help make the Center better for everyone.

Licensed Facility

As a state recognized and licensed facility, we must comply with the rules and regulations, or Minimum Standards, required by the state. Minimum Standards were developed by the Licensing Branch of the Texas Department of Protective and Regulatory Services to assist in areas such as child development, early childhood education, fire safety, and health and sanitation. We must comply and pass the inspections of our local and state Health Department and Fire and Safety Departments.

Our goal is to not only meet all of these standards to but also exceed them in all areas.

Parent Review of Licensing Information

Parents are welcome to ask to review a copy of our Minimum Standards from the Director. The most recent Licensing Report will be posted on the entry wall for review at any time.

Gang Free and No Cell Phone Zone

Any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. We can not use our Cell Phone while in the building when you are dropping off and picking up your children. The teacher need to be able to communicate with you at this time it is very important.

Emergency Evacuation

In the event of a FIRE or GAS LEAK, we will evacuate the buildings and gather in our designated Emergency Evacuation area. We have two separate evacuation locations:

Kelly Mason, Owner – Residence
3812 Cross Timber Rd.
Burluson, Texas 76028
Emergency Phone Number for Kelly Mason: 817-291-5618

The Brazos Christian Church
428 SW Johnson Ave.

Burleson, Texas 76028

You will not be personally notified of the emergency until it is possible to do so. Our first priorities are safety and care of the children and staff and cooperation with the first responders/safety personnel. Signs will be posted at the Center, if possible, directing you to our evacuation site. We will leave a message on our phone, forward calls, and then return to Burleson Child Development Center, Inc. as soon as possible.

Fire, Hazard and Tornado Safety

Fire drills are held monthly and tornado drills every three months. If you are at Burleson Child Development Center, Inc. during a drill you are requested to participate in the procedures until the "all clear" is indicated. Parents may not pick up their children during a drill; we need to work together to support the importance and seriousness of the fire drill.

Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for Burleson Child Development Center, Inc. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Burleson Child Development Center will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your roll sheet and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to the Director on duty. In the Director's absence, the Assistant Director on duty assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

Tornado/Bad Weather

- Stay calm. Watch the kids, not the situation.
- Get your roll sheet and your transition sheet and stuff it in your clothing. Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Infant classroom: Place your babies in one or two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.

- The Director in charge will monitor local weather stations and the weather alert radio for updates.

Communicable Disease Outbreak

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

Lock Down

(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)

- The Director, or person in charge, will announce over the intercom, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.
- Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Get your roll sheet and your transition sheet in your hands and stuff them into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down".
- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.

- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

Accident

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and the front office will have the parent sign it when the child is picked up.
- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

Illness

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

Explosion, Chemical Spill or Gas Leak

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.

- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

Bomb Threat or Other Threat

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too.
- Notify Director, or person in charge, to call 911 immediately.

Off-Site Evacuation and Relocation

- Your primary responsibility is to keep the children safe.
- Keep your roll call sheet and transition sheet in your hands or stuff them into your clothing.
- If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in the center's buses and vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles. The school will use car seats and infant carriers left by the parents when evacuating applicable children.
- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.
- Evacuation and relocation site for Burleson Child Development Center is Brazos Valley Church located next door to Burleson Child Development Center, Inc #1. Off Campus site relocation will be 3812 Cross Timber Rd, Burleson TX 76028. Kelly Mason's house.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

Fire

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice

monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*

- Get your roll call sheet and your transition sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all of the children in one or two cribs.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

Cook and Management Responsibilities

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She/he then proceeds to each classroom to ensure that everyone is out of the building.
- When aware of fire, or when alarm sounds, the Assistant Director takes possession of the emergency binder and says aloud, "I have the binder!" and then proceeds to assist the infant classrooms to safely exit the building.
- When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted in child/staff ratio), she will assist the young toddler classroom.

Child Abuse Reporting Law Requirements

Burleson Child Development Center's staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Burleson Child Development Center has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Burleson Child Development Center will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

State Department of Welfare

The center Director or teacher will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused. If your child is experiencing a change in the home environment that may result in changes in behavior at the center, it is important for you to notify the Director. Also, the Director will immediately notify a parent in the event of a behavior problem that exists consistently. A child can and will be sent home if he/she has extreme discipline problems and endangers others or if the teacher/Director is unable to control the child.

Contacting Licensing

If you find you are displeased with something that has happened at the facility, please feel free to speak with the Director or a staff member. If you feel the situation has then not been handled, and you believe Minimum Standards have not been met, you may contact the local licensing office or the child information hot line at 1-800-252-5400. The Texas Department of Protective and Regulatory Services website is www.tdprs.state.tx.us

Additional Policies

Staff

Burleson Child Development Center, Inc. program is designed and implemented by childcare professionals who are educated, trained and experienced in child development and early childhood education.

All staff members are screened by completing the following:

- Background Check
- Criminal History
- Fingerprinting Screening

All Staff members receive the following training:

- Staff members without prior childcare experience are put thru a comprehensive orientation program and pre-service training prior to being placed into a classroom by themselves with your children.
- All staff members are required by Texas DPRS to complete a minimum of 24 hours of continuing Education Training each year to maintain employment. Burleson Child Development Center participates in the Texas Rising Star program and requires 30 hours of training per staff member and 36 hours for each Director.
- All staff members are required to complete First Aid & CPR training.
- Staff members are required to obtain a Certification about Shaken Baby Syndrome.

- All staff members are required to complete a two-hour course on Transportation Safety.
- All staff members are required to complete training on Bloodborne Pathogens each year.

Grouping of Children

Children are placed in classrooms based on their age and our observations of their developmental readiness. The classrooms at Burleson Child Development Center are called Piglets, Pooh Bears, Panda Bears, Zebras, Monkeys, Kangaroos, Tigers and Klubhouse. Each room has an educational program designed for the children's interests and skills. Special attention is paid to providing challenges that will help them achieve confidence in themselves and increasing levels of competence in all areas of development (Cognitive, Creative, Physical, and Social Emotional). Each group's learning environment is carefully selected to support the educational goals for the children. It is typical to have some overlap of ages among the rooms.

Nap Time

Infants are provided cribs. Cribs and sheets are changed and the beds are sanitized between each child. **Toddlers and Preschoolers** are given an opportunity to sleep after lunch from 12:00 pm – 2:30 pm, with private mats, cots, and individual bedding that is provided by the Center. We ask that you keep that "special" blanket at home; each child is assigned a blanket to minimize the amount of things you need to transport back and forth. Both the mats and blankets are disinfected every Friday or more often if needed.

Safe Sleep Recommendations for Infants

All staff, substitute staff, and volunteers at Burleson Child Development Center, Inc will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless the parent provides an Infant Sleep Exception form 2710 signed by the health care professional.
- Place infant on a firm mattress, with tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For Infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices.
- Infant must not have their heads, face, or cribs covered at anytime by items such as blankets, linens, or clothing
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.

- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas that must be provided by the parent as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infants falls asleep in a restrictive device other than a crib(such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infants health care professional.

Diapers and Toileting

Burleson Child Development Center, Inc. requires each parent to provide diapers and wipes for their child. For all children under the age of 3 years old, will have a daily form completed by their teacher informing you of every diaper change completed and all meals eaten during the day.

We will begin toilet training when we see that your child is showing interest if you do not ask us to do so prior to this. If your child is ready to learn toilet independence, we want to partner with you. Please talk with the Teacher to let them know that you and your child are ready.

Holiday and Cultural Celebrations

Every holiday, in every culture, celebrates human values. In choosing how we will recognize and celebrate each holiday, we look for the universal values and for the fun ways in which they can be enjoyed. Thus, we hope to be able to plan activities that are child oriented, full of warmth and pleasure, and which embody the human values of the holiday. In so doing, we hope that all of the children can gain appreciation for the richness of their culture as well as other cultures. Parents are encouraged to offer insight and information regarding cultural practices and/or holidays.

"Cultural" events are not only those that celebrate something in "another" culture. Events, rituals, daily practices of many kinds reflect culture, be they "mainstream" or another culture. We enjoy sharing these with children and families. Religious instruction and worship are not provided in this program. Religious holidays are recognized through the significant human values that are emphasized without presenting the religious aspects of the holiday.

Birthdays

Birthdays are special times, traditionally celebrated in our culture with sweet foods. At Burleson Child Development Center, Inc. we recognize birthdays with a song and parents are invited to provide a special food to be eaten with the lunch meal (or with afternoon snack). It is not necessary to provide party hats, candles, favors, and ice cream; you are welcome to provide as much or as little as you see fit for the celebration. In providing treats for birthdays parents are asked to avoid all peanut products and they must be items purchased at a store or produced in a commercial kitchen. Basically....simple is sweet.

What to Bring and What to Wear

Send me in clothes I can play and learn in! All clothing worn at Burleson Child Development Center, Inc. needs to be work play type, not dress up type. We plan to have fun! That can mean messing about and getting dirty in the process. We can't let clothing interfere with exploring and investigating the world! We'll do our best to give your child loving care, lots of attention, a safe and healthy environment, and opportunities to learn. This will sometimes involve getting messy, and we will not be responsible for stained clothing. Please dress your child accordingly. We purchase "washable" paint, but you must treat clothes with extra detergent before washing.

CLEARLY LABEL YOUR CHILD'S SWEATER, JACKET, AND SHOES anything likely to come off during the day. We are dismayed when lovely clothes go unclaimed for lack of a clear marking.

PLEASE BRING A COMPLETE CHANGE FOR YOUR CHILD in a clearly marked plastic bag (We love "zip lock" style). Mark the clothing, too. When your child uses the extra set, REMEMBER TO REPLACE IT IMMEDIATELY. If your child is "in training", you may want to bring as many as half a dozen changes until we all get the hang of things.

PERSONAL ITEMS All children will have a designated place (cubby) for their belongings. Please take home papers and notes daily. The teacher may show you a file that will have your children's artwork and preschool papers in it, which will be available to you at any time.

Please don't bring...

- Food, candy, or gum.
- Weapons, such as toy guns or swords.
- Any type of electronic device (i.e.: iPod, iPhone, cell phone, Nintendo DS, or any other item like this)
- Toys from home unless it is Show and Tell day

Orientation and First Day

First Days.. If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. Age is not a good predictor of readiness for separation. Some very young children will be ready to be independent right way, causing parents to feel a bit rejected (It helps to remember that this is a sign of confidence and independence in the child.) Sometimes parting is easy the first week, and then later the child clings to you when you expect to leave. The child has realized that you are going to be gone for a considerable time, and has figured out what his new schedule is all about. This turn of events is not a cause for worry it's another of the many milestones in the lifelong process of separation from parents. As a parent, you probably know what to expect of your child.

Please prepare your child in the weeks before starting by talking about the program, always mentioning that you will return and take him home. Read books such as *The Runaway Bunny*; *You Go Away*; *Will I have a Friend*; *Everything Changes*; *Going to Day Care*. Visit your local children's library and ask for books on separation and going to school.

Whatever the child's feelings on the first day, or any day, it is best to accept and respect their honest expression of these feelings. "It's okay to cry..." The teachers will support you when you are ready to depart, and to help your child deal with the upsetting feelings. Once you make the decision to leave, it is best to say goodbye and then follow through. If you start to leave but return when your child protests, it tends to increase anxiety and does little to improve the parting (usually makes it much more difficult). Once you have left, you are welcome to ask our office staff to check on your child. We will gladly let you know how things are going. We have an open door policy so stop by anytime.

Arrival and Departure

Upon arrival, please sign your child/children in on the sign in and out form and escort your child directly to the assigned classroom. Be sure that the teacher in charge or a familiar assistant sees your child and is able to greet him/her. If your child's name is highlighted on the "Sign In/Out Form" it means that you need to see the front office for either an Incident/Accident Report, to discuss the special needs of your child, or there is some other type of communication that the office staff needs to pass on to you.

There is a Parent Communication Pad at the front with the check in station any information the Center needs to better the care of your child such as:

- Different Person Picking Up Child
- We are not picking up the child at school.
- I will be out of my normal location today, please call...
- Any special needs that your child may have for the day.
- Or any other information that the staff needs to be aware of

At Pick Up Time

Parents are asked to complete sign outs, paperwork, and office communication **before** picking up their child from the classroom. It's just easier Teachers *always* need to know of departures, so do allow for the teacher to give your child a goodbye hug or at least a wave across the yard.

Departures are expected to be no later than the scheduled time. Late pick-ups must be planned, with office permission, or a phone call is required to alert the staff. At closing time, we ask that departure be prompt rather than prolonged; our staff has other commitments after we close. **Pick-ups after closing time will incur late fees.** Late fees are \$1.00 for each minute past the scheduled pick up time

For Your Child's Security

- Allow your child to say hello and goodbye to the teacher in your presence, or be a role model by doing so yourself if the child isn't ready.
- Be certain that a teacher or intern, who knows you, has seen you arrive and depart. Take No Chances.
- Go out of your way to get to know the staff. Don't be shy Know their names and talk with them so they will know you well. This really helps.
- Write in the Communication Pad if a different person is going to pick up your child and sign your name. They'll need to bring identification so we know who they are. And they must be on your

enrollment form as an Authorized Person to pick up your child.

- If you have a court restraining order or other official documentation limiting someone from picking up your child, bring a copy to the office.
- Please discontinue the use of your cell phone prior to entering the center. This helps to ensure clear communication between the parent/teacher/child.

Parent Teacher Communication

Communication between parents and teachers is *essential* to the wellbeing of each child in the program. Parent teacher communication takes place naturally and casually; never think that what you may want to ask or to say about your child or the program is insignificant or will take up our time we want to share. Teachers need to know of special circumstances in a child's life that influence the child's moods and needs for the day. A written note to the teacher indicating that a pet has died, a grandmother has arrived, or a change in the family structure has taken place are greatly appreciated. Other kinds of things that are helpful for staff to know about are plans for moving, sleepless nights, pending hospitalizations, upsetting nightmares or other upsetting events, new babies on the way or arrived, and promises of trips to Disneyland with a favorite aunt. Children's moods can be affected by thousands of things and teachers want to understand in order to provide support when it is needed.

Conference calls will be held three times a year with all parents regarding the development and progress of their children. These can be held over the phone or in person, whatever works best for the parents' schedule.

Screen Time

Screen time is limited to a maximum amount of 2 hours per day for each child over the age of two years old. Any child under the age of two is not permitted any screen time. Screen time includes TV, computers, tablets, iPad, video games and personal electronic devices that contain screens. For this reason, we request that these devices remain at home and not be brought to the center.

Physical Activity

We will have physical activity twice daily outside as weather permits please dress your children accordingly. We will stay inside if it is too cold or hot for the children and the director will be able to make that call.

Allergies

All allergies, food and other, must be reported upon enrollment. Environmental allergies, such as dust, pollen, other, should also be brought to our attention. We will inform our teaching and kitchen staff of the foods to which a child is allergic and we need your help in learning the particulars. We can provide substitute foods for allergic children. Arrangements should be made with the office staff, in writing. It is not sufficient to tell the teachers or the kitchen staff, as allergy information must be entered on our documents.

- **Allergies to milk require a statement of substitute foods.**
- **It is vital that we know of allergy to bee stings, peanuts, and any substance that could be life threatening to your child.**

Water Activities

We will allow children to play in sprinklers, or with water toys. If we schedule a pool activity away from the center, the parents must sign a SWIM FORM before your child is allowed to attend.

Programs

Infant-Preschool Program

We offer the Frog Street Program for children at our center. These programs are for all Infants, 2, 3, 4 and 5 year olds who are not in school. Our program begins the Tuesday after Labor Day each year and ends at the end of May. This program is structured by each age group and helps with developing the motor skills, coloring, alphabet, numbers, cutting, pasting, phonics, reading and writing. The fee for the books is due in mid August or upon enrollment of your child for the upcoming preschool year. Please see Director for the cost. This fee is applies to all 2, 3, 4 and 5 year olds.

School Age Program

We offer an age appropriate curriculum

Curriculum. The School Age Caregivers provide an environment that is safe and nurturing. We provide cognitive growth through activities that sharpen thinking and problem solving skills, encourage creativity, and promote choices while providing adequate supervision.

Our program includes after school assistance with homework, arts and crafts, reading enrichment in our reading center, some of our manipulative toys help the teaching of math and science. We provide social and emotional growth through interaction with peers in both structured and unstructured settings and through recreational experiences. Outdoor physical play and group games and encouraged. The students help make choices in schedule and activities. If they need quite places it will be available for them.