

WEEKDAY KIDS AT FIRST CHILD DEVELOPMENT CENTER



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PARENT HANDBOOK



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WEEKDAY KIDS CHILD DEVELOPMENT CENTER

Parent Handbook

Welcome to Weekday Kids Child Development Center. We are delighted to have the opportunity to be a part of your child's early childhood experiences.

The following information lists policy guidelines established for the Center. Our goal is to provide a quality opportunity for your child.

If you have any questions, comments, or concerns regarding your child or the Center, please feel free to contact us at any time.

PHILOSOPHY OF THE PROGRAM

The philosophy of Weekday Kids Child Development Center is to:

- View each child as a unique individual
- Recognize that the individual rate of development is determined by their social, emotional, intellectual and physical needs
- Provide a loving and caring environment in which each child is encouraged to grow and develop at their own rate

PURPOSE OF THE PROGRAM

The Child Development Center provides quality child care as a direct outreach to the community of Richardson. The program at the Center is developed to meet the needs of infants through school-age children.

Our goals are:

To provide an opportunity for children to develop an awareness of God's love as experienced through relationships with teachers, caregivers, other children, and the child's family.

To encourage independence and self-confidence through activities which help the child to succeed and recognize his/her success.

To provide opportunities for the children to recognize and express feelings in appropriate ways.

To provide multi-cultural opportunities for children to grow in their understanding of the world in which they live.

To provide a setting and opportunity for discovery and learning to take place in areas such as creative expression, language development, science and nature, problem solving and large motor skills.

To provide multi-cultural opportunities and activities.

CHAPEL SERVICE

Weekday Kids Child Development Center provides an opportunity for children 2½ years of age and older to participate in a monthly chapel service. The nondenominational service will include singing, a story, and a prayer. The senior minister of First United Methodist Church is responsible for this short service each month.

CHILDREN'S MINISTRY AT FIRST UNITED METHODIST CHURCH

As part of the overall children's ministry at First United Methodist Church, the staff of the Child Development Center Program teaches developmentally appropriate religious concepts. For young children, much of the teaching is through the life styles and attitudes that adults model.

The following are ways some religious concepts are taught to young children:

Unconditional Love: by accepting and forgiving a child's behavior, teachers help children experience God's unconditional love.

Trust: by being there each day, caring for the daily needs of the children and by being consistent in their expectations and reactions,

teachers help children develop trust.

Acceptance: by listening attentively to each child in the class as they talk about what is important to them, teachers are saying that each individual is special.

Responsibility: by encouraging children to complete a task and to put toys away when they are through with them, teachers are helping the children become responsible members of the class.

There are opportunities for the children to experience the awe and wonder of God's world as they observe nature and growing things. Meal time is an opportunity to thank God for all he has provided.

As children come to class each day they will know the church as a pleasant place to be, a place where people show God's love and care. By forgiving mistakes and encouraging good behavior, adults are creating an image of a loving teacher. As children mature this image will transfer to the image of God as one who loves and cares for them.

GANG FREE ZONE

The Child Development Center at Weekday Kids at First has been designated as a GANG-FREE ZONE. Texas Department of Family and Protective Service requires parents and guardians of children attending our Center be informed regarding this legislation.

Gang Free Zones are areas that fall within 1000 feet of the child care program. Certain gang related criminal activity or engaging in organized criminal activity within 1000 feet of this program is in violation of this law and is therefore subject to increased penalty under State Law.

THE PROGRAM

The program is planned with the understanding that children are unique individuals with their own needs, interests, and rate of development. The multi-age groupings encourage the concept that young children learn as individuals and from other children. The program has planned activities for

individual involvement as well as group activities. However, the child is provided opportunities to choose his/her activities.

Children need years of play with real objects and events before they are ready to understand the meaning of symbols such as letters and numbers. Learning takes place as young children touch, manipulate and experiment with things and interact with people.

Children's play is the essential component of a developmentally appropriate curriculum. Our curriculum considers the "process" of learning rather than the product.

Our curriculum routinely encourages the expression of social and emotional issues. The hopes, fears, anger, joys and friendships of children need to be explored. The program areas (dramatic play, art, science, music, etc.) relate to the personal interests of the children.

The curriculum emphasizes the growth of the whole child with activities in language, art, music, mathematics, science/nature, self-help and socialization skills, and Music & Movement. Weekly lesson plans are emailed to parents each Friday for the following week.

Music & Movement is for the purposes of developing motor skills in the child, insuring neuro-muscular balance and coordination, which is basically necessary for reading, writing, spelling, and number readiness.

LICENSED

The Weekday Kids Child Development Center is licensed by the state of Texas. We are inspected by a representative from the Texas Department of Family and Protective Services, Richardson Health Department, and Fire Department to ensure we meet health, safety and other state requirements.

Parents may contact the Texas Department of Family and Protective Services by phoning 1-800-582-6036 and/or using the website www.dfps.state.tx.us to review Minimum Standards and the most recent licensing report. A copy of Minimum Standards is also available in the office.

We have an Open Door policy and parents may visit at will. Parents can contact the Director to review and discuss any questions or concerns about the policies and procedures of the CDC.

CHILD ABUSE AND NEGLECT

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and/or neglect to report it to the proper authorities. The Child Development Center staff has been trained to identify the signs and symptoms of abuse and neglect annually. All suspect indicators will be documented and reported. The Child Development Center is required by law to cooperate with any investigation of child abuse and neglect.

The phone number to call to make a report is 1-800-252-5400.

NOTICE of Nondiscriminatory Policy As to Students:

Weekday Kids at First, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CENTER HOURS

The Weekday Kids Child Development Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday, year round. Holidays include the following:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Easter Monday
Staff In-Service Day
Friday, preceding Memorial Day

Memorial Day
Fourth of July
Labor Day
Columbus Day (or RISD Fair Day)
Thanksgiving (Wed. - Fri.)
Christmas 24th – 26th (or the next business day after Christmas)

Holidays falling on a Saturday or Sunday will be observed on the work day nearest to the holiday. Information regarding holiday closings will be in the director's weekly newsletters, and fliers posted by each classroom door.

All holidays have been prorated into the weekly tuition rates. To maintain our quality programming we must budget for everyday costs relating to our dedicated teachers and educational resources. Therefore, full tuition will be charged during weeks containing a holiday.

We ask that parents make every effort to pick up their child by 6:00 p.m. each day. **After a five minute grace period (6:05 p.m.), there will be a charge of \$1.00 per minute for each minute of delay added to your account.** The staff appreciates your promptness.

PARENTAL COMMUNICATION

The Child Development Center sends a monthly newsletter to each family. Important information concerning the school schedule, activities, program changes, special events, or upcoming holidays will be included. In addition, fliers will be posted outside each classroom door announcing special events, holidays, field trips, or important announcements.

Weekly lesson plans and menus are sent home each Friday afternoon. This information is also posted in each classroom.

Please check your child's cubby or mailbox for Center information.

At the Child Development Center, we have an "open-door policy." We encourage and highly recommend that you visit or have lunch with your child. Becoming directly involved in your child's learning and play activities is enjoyable and beneficial to all concerned.

Demonstration of a hobby or special skill and help with parties are just some of the ways your participation would be appreciated. This gives you an opportunity to see how we work and play together and gives the child a feeling of security and importance.

A flexible conference schedule is planned for parents and caregivers to

accommodate the needs of working parents. Conferences may be arranged at any time when parents or caregivers have a special concern. It is best not to informally discuss a problem in front of your child, and so we ask that you contact the Center for an appointment with your child's caregiver.

The director and assistant director are always available in the office or by phone to review and discuss any questions or concerns about the policies and procedures of the Center.

Parents will be notified via email if/when any policies have been added to our handbook.

ENROLLMENT

The Child Development Center encourages all parents and children to visit the Center prior to enrollment.

Children between 8 weeks and 5 years may be enrolled on a space-available basis. Parents may place their child's name on a waiting list for possible enrollment. We will contact the parent when an opening becomes available and a tour may be scheduled at that time. When accepted, we ask that you bring the following "completed" forms on your child's first day at the Center. All enrollment information must be given to the center office within two weeks of enrollment and kept current.

1. Current immunization records
2. General information sheet
3. Signed emergency authorization
4. Physician's medical statement of health
5. Infant feeding schedule (if applicable)

The Registration Fee is non-refundable.

The immunization record and a list of allergies must be kept current.

PRIORITY ENROLLMENT

Priority status is given on a space available basis to parents who have one or more children currently enrolled in the Child Development Center. We make every attempt to keep our families together.

No other priority is given for enrollment. Spaces are filled according to placement on the wait list.

ENROLLMENT DISCONTINUED

The Child Development Center reserves the right to discontinue the enrollment of any child due to

- Non-payment of tuition or registration fees
- Failure to provide center with all required enrollment information (health statement, immunization records, personal and emergency numbers, etc.)
- Child's continued inappropriate behavior

CHANGE OF INFORMATION

Please notify the office of any change of information in your child's file. Any change of home addresses or phone, work phone for both parents and especially emergency numbers need to be made immediately. We must have phone numbers for at least (2) persons other than the parents who can pick up your child in case of an emergency. Please assist us as we try to keep this information current.

THE STAFF

The staff of the Child Development Center is composed of experienced caregivers who love and enjoy working with young children. They receive continual training in child development as well as child care skills.

IN-SERVICE TRAINING

The Texas Department of Family and Protective Services, requires all staff working in child care facilities obtain at least 24 clock hours of training annually, exclusive of CPR and first aid.

In order to help our staff complete this required training, the Child Development Center will be **closed to child care** each year on the Friday immediately preceding Memorial Day for in-service. Please plan alternative child care arrangements for this day.

FEES

Registration Fee: \$125 for each child

Annual Supply Fee: \$125 for one child, \$50 for each additional child

Weekly Tuition Rates

Infants (8 weeks – 12 months)	\$235.00
Young Toddlers (12-18 months)	\$210.00
Toddlers (18 months – 2 years)	\$205.00
Preschool (3-5 years)	\$185.00

Tuition is due on Monday each week. A **\$15.00 late fee** will be assessed if payment is not received by 6:00 p.m. on Wednesday. Failure to pay the weekly tuition could result in the termination of your child's enrolment in the program.

There is a **\$35.00** charge for any returned checks or auto draft transactions.

Weekday Kids at First reserves the right to revise the tuition rates at any time. We will give at least 4 weeks' notice for any rate changes.

LATE PICK-UP CHARGES

The center closes at 6:00 p.m. Monday through Friday. **Late pick-up charges will begin at 6:05 p.m. at a rate of \$1 per minute until your child is picked up.**

MEALS

Children receive morning and afternoon snacks, and a nutritious, well balanced lunch each day. Menus are posted in each classroom and CDC office. Infant formula, juices, and a daily supply of baby food should be brought to the Center by parents. Please mark them clearly with your child's full name. Notify staff of any food allergies your child may have.

Snack or lunch food may be sent from home only in the case of a special diet under a Doctor's orders, which **must** be provided by the parent. Substitutions for vegetarian diets must be provided by the parent. All meals are served family style in the classroom. CDC does not serve any food containing nuts or peanut butter.

The Child Development Center does not serve breakfast. However, those children who arrive early in the morning may bring breakfast food to eat in the room. As other children begin arriving and the teachers are preparing for the days activities, all food items will be put away by 8:00 a.m.

Our morning snack is served at 9:30 a.m. and is only a supplement to help children get through their busy morning. Please make sure your child has an early breakfast here or at home. They can not be at their best if they are hungry.

Mealtimes are very important learning times. Children are asked to try each food on their plate. If they decide they like it, they may have a full portion. If they decide they do not care for it, they do not need to eat anymore. No child will ever be forced to eat anything. We encourage manners and self-help skills. We will be saying Grace at each meal. Our teachers eat with the children to encourage a peaceful, relaxing and enjoyable mealtime. Guests are invited to join us at mealtime. Please notify the office so that extra food can be provided.

Food for birthdays and "special day" parties should also be arranged with the classroom teachers.

Mothers have the right to breastfeed or provide breast milk for their child while in care. The center has a nursing room located next to the infant classroom. This enables a mother to breast feed her child in a comfortable

private environment.

ARRIVALS AND DEPARTURES

Parents are expected to accompany their child to his/her classroom each day. The child is met by the assigned staff. Parents will sign the child in, listing medications and/or other special instructions. Please tell your child "good-bye" as you leave, even though he/she may be involved in an activity. As you depart at the end of the day, please sign-out and make contact with the caregiver in charge.

If someone else is picking up your child you must notify the office with written notification or by telephone. Inform the person picking up your child that he/she must present identification and must sign the sign-out sheet. If anyone comes to pick up your child, regardless of whether they are listed on your forms, we will not release your child without your authorization.

Parents, please carry identification, a substitute may ask you for picture identification. Teachers and staff will ask for identification of those with whom we are not familiar. This is for your child's protection.

If the class is out of the room, there will be a sign on or near the door to inform you of where they are. At the end of the day, be sure to collect messages, soiled clothes and art work from your child's cubby.

RELEASING CHILDREN

In the case of parental separation or divorce, the Center **MUST HAVE** a certified copy of the most recent court order regarding child custody which spells out who can pick up the child at which times. The child care center is legally bound to respect the wishes of the parent with legal custody. Without a document, both parents have equal rights to custody. We keep this information confidential and solely for the safety and well being of your child. If a new custody order or a restraining order is issued against either parent, we must have this information on file. It is our policy to remain neutral in these matters and the center may not serve as a visitation site.

CHILD CARE AWAY FROM THE CENTER

The Weekday Kids at First Child Development Center does not take

responsibility for our staff members providing child care away from the Center. The Center must have written permission for a teacher to take your child home. The Center accepts no responsibility after the teacher clocks out. Parents, please make arrangements away from the Center. All employees of the Child Development Center are required to maintain a professional relationship and uphold all confidential matters of the Center.

CLOTHING

Please bring your child to the center fully dressed in play clothes for the daily activities. The clothing needs to be comfortable, sturdy, and washable to withstand vigorous play and art projects. Please do not allow your child to wear flip-flops, floppy shoes, or cowboy boots. These are not suitable for the activities we encourage and can be dangerous for your child. Sneakers are safer for running and climbing. A sweater or jacket should be provided for changeable weather. Please label ALL OUTER CLOTHING! Please routinely check your child's supply of diapers, the Center provides them only on an emergency basis.

An extra set of clothing should be kept at the Center **AT ALL TIMES**. Children sometimes have accidents or spills occur during the day. Please label all items your child brings to school including jackets, sweaters, blankets, and pillow. Children often have the same or similar items and labeling is necessary to prevent loss.

Please send extra clothing in a plastic resealable bag placed in the cubby hole. We do not have space for backpacks.

SEVERE WEATHER POLICY

In the event of severe weather, we will follow Richardson Independent School District closings.

IF RISD IS CLOSED, WE ARE CLOSED.

Inclement weather days WILL NOT be made up and tuition fees will not be refunded.

To find out if RISD is closed, please monitor local media outlets for SCHOOL CLOSINGS. You may also visit the RISD homepage at www.risd.org or visit

their official social media sites at facebook.com/richardsonisd or twitter.com/richardsonisd

In instances when RISD is already closed for holidays, i.e. Christmas, a message will be placed on the answering machine in the Child Development Center Office by 6:00am. Please call (972) 996-0122 for a message regarding a weather related closing of the center.

FIRE DRILLS/EMERGENCY EVACUATION

In the case of fire, severe weather or emergency evacuation, we are as prepared as possible. We have regular fire drills and practices so your child can react in a safe and orderly manner. If an actual emergency occurs that requires evacuation from our center, children and staff will be transported to our designated shelter area at Spring Valley United Methodist Church, 7700 Spring Valley Road, Richardson unless otherwise directed by the City of Richardson Emergency Management officials. Our destination will be posted on the doors of First United Methodist Church Richardson and will be announced on the local television/radio stations.

ABSENCES

Please call the Center if your child is ill or will not be attending school. Because our staff is on site and the program is ongoing, we must budget for everyday costs relating to our Center. We are a non-profit program and, therefore, not able to reimburse tuition for any days your child is absent.

ILLNESS

For the health and safety of all concerned, all teachers will employ standard universal health procedures (disinfectant solution and non-latex gloves) whenever dealing with body fluid spills of any kind.

If your child becomes ill at the Center, we will isolate him/her until you can pick him/her up. We are not able to care for sick children for any prolonged length of time. Please consider the health of all of the children and caregivers and do not bring your child to the Center if he/she has had any of the following symptoms in the past 24 hours:

- ⇒ temperature – above 100 degrees
- ⇒ rash - any rash other than diaper rash or one diagnosed by a doctor as non-contagious,
- ⇒ cough - any cough due to a contagious condition,
- ⇒ discharge - from eyes or nose due to a contagious condition,
- ⇒ swelling - in any part of the body,
- ⇒ vomiting - any repeated vomiting,
- ⇒ diarrhea - any origin. 2 or more loose/watery stools in one hour.
- ⇒ green or yellow runny nose

Please list any allergies or allergic reactions exhibited by your child. **Children should be free of any of the above symptoms for 24 hours without medication before returning to the Center.**

CONTAGIOUS DISEASES

1. Parents should notify the Director as soon as it has been confirmed their child has a contagious disease.
2. Parents will be notified when a contagious disease occurs in the classroom.
3. The Center reserves the right to ask for a health statement from a doctor before readmission.

We understand that it is not convenient to have a child that is ill when you are expected at work. However, our first priority is the well-being of the entire Center. We must make strict demands on illness in order that the illness is not spread through the entire Center.

MEDICATIONS

Prescription medications will be given as physicians instructions and as given by written permission by the parent. Non prescription medications must have the designated amount prescribed for your child's specific age. If your child's age is not listed, for example "under 2 years consult physician," then you **must** have a note from the physician to verify the dosage before medication can be administered.

Procedure:

- Sign the medication list in your child’s classroom. The Center will not administer or be responsible for any medication signed in “as needed.” The time to administer medication must be a specified time.
- Place medication in the refrigerator or cabinet in the office.
- Medications must not be placed in the child’s backpack or diaper bag.
- All medication for breathing machines must be premixed by parents and stored in the container.
- Do not put medication in infant/toddler bottles or sippy cups.

All medication must be in their original container, clearly and permanently marked with:

- ⇒ child’s full name
- ⇒ doctor’s name
- ⇒ medication’s name
- ⇒ prescription number
- ⇒ dosage

Topical medicines will be applied by caregiver. Only teachers, director or assistant will give medication. Permanent records of medications are kept in the director’s file.

FOOD ALLERGIES POLICY

We are aware that some children attending our weekday programs are highly allergic to some food items, especially those that can be life threatening.

Weekday Kids at First, Inc., which is part of the ministry of the First United Methodist Church of Richardson, Texas, is doing all it can to prevent an incident or any contamination. The classrooms are multi-use and have many groups and substances in them at various times. They are kept clean on a daily basis.

The teachers in the weekday programs are kept aware of any food allergies of their students and strive to keep each child safe on the days they attend school.

An Allergy Acknowledgement form and an Allergy Alert plan must be on file in the school office. The plan must be filled out completely with all confirmed allergies, reactions, and steps to take should a child come in contact with the allergen. This form must be signed by a physician and the parent.

BUG SPRAY / SUNSCREEN

Parents can supply bug spray and sunscreen for their child. Please label the container with your child's first name and last initial. A Permission to Administer form must be on file with the classroom teacher.

Parents are responsible for applying the morning application, prior to arriving to school. Teachers will only reapply before any afternoon outside activities. Please provide a product(s) that does not require washing/rinsing off after use.

INJURIES

Minor injuries will be taken care of at the Center and you will be notified by the caregiver. Serious injuries will require immediate notification of parent's. If parents cannot be contacted, the Director or the Assistant to the Director will call 911 emergency for transport to the nearest medical facility and all attempts will be made to contact you at the numbers provided.

A Medical Authorization Form must also be on file. The school will provide the necessary forms

HEALTH REQUIREMENTS FOR CHILDREN

1. A written statement from a licensed physician that the child has been examined within the past year and is physically able to take part in the school program.
2. A current immunization record that includes the child's birth date, the number of doses and type, and the dates (month, day, and year) the child received each immunization must be on file in the office. Children must meet Texas immunization requirements as follows: DTaP, IPV, Hib, MMR, HepB, Heb A, Varicella and PCV.

Please bring a copy of your child's new immunization each time he/she receives one.

3. The Center reserves the right to request a health certificate from a physician on any child enrolled in the Center or making application for enrollment.
4. Medical Authorization.

IMMUNIZATION REQUIREMENTS FOR STAFF/TEACHERS

WKAF will encourage and pay for all staff/teachers to get annual flu vaccinations. The program also encourages teachers working in high risk areas which could include working with children under 12 months to get HepA and Pertussis immunizations (746.3611)

WKAF will ask each teacher to submit vaccination records voluntarily (746.3611).

CHILDREN WITH SPECIAL NEEDS

It is our policy to accept children in compliance with the Americans Disabilities Act (ADA), its implementing regulations and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the Program Director.

SAFE SLEEP

We strive to maintain a safe and healthy environment for the infants. Our aim is to protect the babies from accidents or exposure to contagious diseases.

We ask parents with other children to refrain from bringing older siblings into the crib room.

Cribs must be free of soft toys and blankets including toys that attach to pacifiers. Children may use an arm free sleep sack.

Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of an infant under one year of age. One of the most important ways to help reduce the risk of SIDS is to put infants on his/her back to sleep. All infants not yet able to turn over on their own will be placed on their backs to sleep, unless the child's parent presents written documentation from a health care professional stating that a different sleeping position is allowed or will not harm the infant. Your baby will be placed on his/her/stomach when awake for short periods to play and explore.

BREASTFEEDING

Mothers have the right to breastfeed or provide breast milk for their child while in care. The center has a nursing room located next to the infant classroom. This enables a mother to breast feed her child in a comfortable private environment.

VISION AND HEARING SCREENING

Texas State Law requires a current vision and hearing screening for all four and five year olds. Your doctor may provide this screening but we must have a copy of the results for our files. We have arranged for the Rothschild Speech/Language Services to provide vision, hearing, and speech screening at the Center during the first week of November. There is a small fee for this screening service.

Screening for three year old children is optional and will be arranged at the parent's request.

OUTDOOR PLAY

Outside play is an important part of a child's day. It is time for children to build motor skills, have opportunities for social interactions, enhance self-esteem and build cognitive and language skills.

Children need fresh air every day. With the exception of "extreme temperatures" and rain, outside time is an integral part of the daily schedule. Children well enough to attend the program are well enough to participate in all program activities, including outside play time and Music & Movement. Fresh air helps keep children healthy. Children become unhealthy when they spend too much time enclosed indoors in dry air caused by heating or air

conditioning systems.

Parents are responsible for providing appropriate outdoor clothing for their children. Staff monitor children and give reminders to keep hats and gloves on outside in cold weather or drink water and play in shaded areas in hot weather.

WATER ACTIVITIES

Water activities for children include wading pools, sprinklers, spray bottles, or outside water tables. Additional adult supervision is always present during any type of water activity.

REST TIME

After a morning of fun and educational activities your child needs a rest. A quiet rest period is scheduled each day. Even if your child does not sleep, he/she will be expected to remain quiet and not disturb sleeping friends during this rest time. The Texas Department of Family and Protective Services recommends approximately 2 hours for preschool children. Infants will keep their own schedule.

We provide cots/cribs and sheets. Please bring a blanket and “small” pillow. We ask that you label each item and wash it every week. If your child rests best with a small stuffed animal from home, please feel free to bring it for him/her (the stuffed animal will rest in the cubby the balance of the day.)

VACATION POLICY

Each child is entitled to one week’s vacation after being enrolled for one full year. Parents must notify the office at least one week in advance of the scheduled vacation. A week’s vacation is defined as five (5) consecutive days during which a child is not present and parents are not obligated to pay. Full tuition is due for vacations taken prior to being enrolled for one full year. Vacation credit cannot be carried over from one year to the next or accumulated.

Eligibility is based on the anniversary of your child’s date of enrollment in our program.

MEDIA

The use of passive media, such as television and videotapes is limited to developmentally appropriate programming that has been previewed by adults prior to use. Another activity is always available for the children; no child is required to view the program. Videos may only be used occasionally for no more than 20/30 minutes for 2 year olds or up to 2 hours for three year olds and older. Parents will be notified in advance of showing videos in class. Parents can choose that their child not watch the movie that is being shown to the class.

TOYS FROM HOME

We ask that you leave your child's toys at home. Toys, books, videos, or any other belongings should not be brought to the Center except on special days designated by the teacher as "Show 'n Share". Blankets, pillows, small stuffed animals may be brought for use at nap time. **GUNS, ACTION FIGURES, OR WAR TOYS ARE NOT ALLOWED.**

NO DISCRIMINATION

The staff respects cultural diversity and incorporates it into their lesson plans.

BIRTHDAY CELEBRATIONS

The Child Development Center enjoys celebrating birthdays. The celebration focuses on the child for the day with our Birthday Song in Body Rhythmics. Parents may send a special treat for the class and the children may celebrate the child's birthday at snack time. All snacks must be purchased items. Please do not bring gifts.

Birthday parties away from the Center: If you are planning a party for your child that will include **SOME, BUT NOT ALL** of the children from the classroom, please mail the invitations, we will provide addresses. **DO NOT DELIVER THE INVITATIONS AT SCHOOL.** It is very painful for the child that has not been invited.

TOILET TRAINING/DIAPERING

The Child Development Center will participate in your program to toilet train your child, so please let us know the details. Team work is very important to help the child through this phase of development. We will make every effort to coordinate our efforts with the one you start at home. When you feel the time is right (most children start around two years of age), we ask that you supply us with an ample supply of pull-ups. When the child is ready for underwear, we ask you to bring four complete sets of clothing, including socks and one pair of shoes for each day your child attends. Soiled clothing will be placed in a plastic bag and sent home each day for parents to wash. Please make sure to send in new sets of clothing until potty training success is reached. Please send your child in manageable clothing to make it as easy as possible for the child to help him/her self. He/she may still wear a pull-up at nap time.

Children moving to the upper preschool rooms (3-5 years) must be potty trained to remain in the program, unless documentation from a physician is provided stating the child has a medical diagnosis preventing him/her from meeting this expectation.

DISCIPLINE/SUSPENSION

The policy concerning discipline is that of guidance and redirection. Children are learning to develop their own inner controls, and it is the responsibility of the teachers to guide them in this process. Limits are set and explained to the children. When children overstep these limits they are redirected to another activity or separated from the group in time-out as a last resort. If a problem arises which re-direction or guidance cannot solve, the parents are contacted so all can work together for a common solution. No physical or emotional punishment is used when disciplining a child. We believe loving, firm, and consistent discipline is most effective and appropriate in guiding young children.

Communication between home and school is a major part of our discipline policy. However, if inappropriate behavior continues and our efforts have been ineffective, we will pursue the following steps:

- I. If one or more of the following behaviors occurs, the child will be informed that the behavior is extremely unacceptable and will be taken to one of the directors' offices.

The behaviors are:

- A. Verbal or physical abuse
- B. Endangering others (such as throwing objects)
- C. Persistent and excessively disruptive behavior

In the event a child is taken to one of the director's offices, he or she will sit quietly for 5-10 minutes, depending on the child's age. If the child does not cooperate, the parents will be notified explaining the child's behavior and how the child responded.

- II. If the child's visits to a directors' office becomes frequent, a conference will be set up between the parents, the teachers and the director. During the conference, a plan of action to improve the behavior will be discussed. A time limit will be set for improvements.
- III. If the behavior continues, the director has the option of dismissing the child from the Child Development Center Program.

Please sign the acknowledgment statement to indicate your understanding of this policy.

NOTICE OF WITHDRAWAL

In order to provide a good separation for your child from the group as well as to provide parents on the waiting list notification of an opening, we require a two week notice of withdrawal. We are required to continue fee charges for the two week period.

PERMISSION TO PHOTOGRAPH

The Permission to Photograph form must be on file in the office. This grants permission for staff and parents to photograph during class as well as during parties or other special functions.

Please sign the Discipline Policy Acknowledgment and Permission to Photograph form and return to the Preschool Office.

Child Abuse & Neglect

Parents should be aware that licensed daycare centers staff and administration is required, under penalty of law, to report all suspected cases of child abuse and/or neglect. All caregivers and staff undergo annual training on how to detect child abuse, report child abuse and protect children from child abuse. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately. Abuse and neglect affect people of every age, race, and family income level. The majority of parents who abuse their children love their children, but many factors can lead them to do things they regret.

- **Trouble managing stress.** Problems with work, money, or relationships put a strain on family life. If a parent or caretaker has trouble managing stress, it can lead to abuse.
- **A lack of parenting skills.** Some parents might not understand how to care for a child's basic needs or they might have unrealistic ideas about a child's abilities and behavior. They might punish behavior that is natural for a child.
- **A history of abuse.** Many child abusers were abused or witnessed abuse as children.
- **A problem with alcohol or other drugs.** Alcohol and other drugs impair a person's ability to act as a responsible, caring parent. They can also make it harder to control emotions—especially anger.

These factors can be overcome, and abuse and neglect can be prevented. Don't lash out when you are angry with a child—instead:

- Take a deep breath.
- Call someone or ask a friend to watch your kids while you calm down.
- Call one of the hotlines listed below to find someone to talk to.
- Find a parenting class in the community to learn about ways to handle the stresses of dealing with kids.
- Use this website (www.dfps.state.tx.us.com) to find programs in your area to help you resolve any underlying issues, such as alcohol or drug abuse.

Emergencies

- Dial 911.

Hotlines

- ***Texas Abuse and Neglect Hotline***
Report suspected abuse and neglect.
[1-800-252-5400](tel:1-800-252-5400)
TxAbuseHotline.org
- ***Texas Runaway Hotline***
Counseling, services, and referrals for runaway youth and their families.
[1-888-580-HELP \(1-888-580-4357\)](tel:1-888-580-HELP)
www.TexasRunaway.org
- ***Texas Youth Hotline***
Services and counseling for youths and family members in times of stress.
[1-800-210-2278](tel:1-800-210-2278)
www.TexasYouth.org
- ***Texas Poison Control Center Network***
Don't wait for the victim to look or feel sick—call poison control. Always call 911 if a victim is collapsed or not breathing.
[1-800-222-1222](tel:1-800-222-1222)
www.poisoncontrol.org

Parenting Skills

- ***National Parent Helpline®***
(1-855-4A PARENT or 1-855-427-2736)(1-855-4A PARENT or 1-855-427-2736)
- ***Car Safety: Look Before You Lock***
Online education about vehicle safety for children
- ***Family Compass***
Parenting and family programs in the Dallas area.

- ***Texas Education Agency***

Life skills classes and resources for teen parents.

If you are the parent of a child who is a victim of abuse or neglect you should call one of the following hotlines for assistance and intervention:

Family Violence

Texas Council on Family Violence

- ***National Domestic Violence Hotline***

1-800-799-7233 1-800-799-7233

- ***Texas Abuse and Neglect Hotline***

Report child abuse and neglect.

1-800-252-5400 1-800-252-5400

www.txabusehotline.org

- ***Childhelp® National Child Abuse Hotline***

The 24/7 hotline offers crisis intervention, information, literature, and referrals.

1-800-4-A-Child (1-800-422-4453) 1-800-4-A-Child (1-800-422-4453)

www.childhelp.org

- ***National Domestic Violence Hotline***

24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.

1-800-799-SAFE (1-800-799-7233) 1-800-799-SAFE (1-800-799-7233)

www.thehotline.org

