Manchaca United Methodist Church
Child Development Center
Parent Handbook

2026-2027

Manchaca United Methodist Church
Child Development Center

Where Children Come First!

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National Accreditation Commission
For Early Care and Education Programs

HOURS OF OPERATION
Monday-Friday 9:00-2:30 p.m. August-May
Summer Program T-F 9:00-2:30 p.m. June-July

JUST PLAYING

When I am building in the block room, please don't say I'm "just playing". For you see, I'm learning as I play about balance and shapes. Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "just playing". For you see, I'm learning as I play; I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing." For you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just play". For you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "play". For, you see, I'm learning as I play. I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods please don't think that because I enjoy it, it is "just play".
I'm learning to follow directions and see differences. I may be a cook someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing".
For, you see, I'm learning as I play. I'm learning how my body works. 2

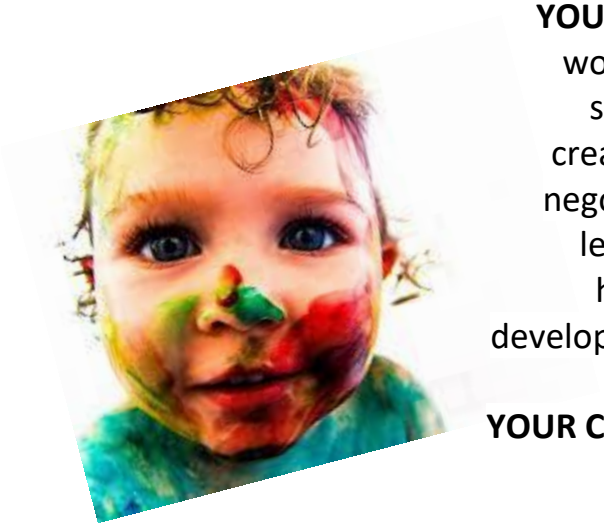
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today, and I say, "I just played", please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work.
I'm preparing for tomorrow. Today, I am a child and my work is play.

-Anita Wadley

"When Your Child Comes Home Messy"

Did your child come home yesterday with...
Red paint in the hair? Blue paint on the jeans?
Sand in the shoes? Peanut butter on the favorite shirt?
White socks that look brown? Sleeves a little bit damp?



YOUR CHILD probably...
worked with a friend
solved a problem
created a masterpiece
negotiated a difference
learned a new skill
had a great time
developed new language skills

YOUR CHILD probably didn't...
feel lonely
become bored
do repetitive tasks that are too babyish
do worksheet tasks that are too easy
do sit down work that is discouraging

YOU probably...
Paid good money for those clothes
Will have trouble getting the red paint out
Are concerned that the caregiver isn't paying enough attention to your child

THE CAREGIVER probably...
Was aware of your child's needs and interests
Spent time planning a challenging activity for the children
Encouraged the children to try new things
Put smocks on the children
Was worried that you might be concerned

~author unknown

Welcome to
Manchaca United Methodist Church
Child Development Center

Dear Families,

Welcome! I am pleased that you have chosen Manchaca United Methodist Church Child Development Center as a place of learning for your child. Our goal is to provide opportunities and experiences that will help your child develop the necessary foundation to become a life-long learner. Our center will provide a nurturing and supportive environment where children can learn through developmentally appropriate activities and feel confident in taking on new challenges. Our hands-on approach to learning will enable your child to explore and create where they are limited only by their own imagination.

The policies listed within this handbook are necessary to ensure a structured, safe environment, in which children can learn and grow socially, emotionally, physically, spiritually and cognitively. Children function well when all of the important adults in their lives present the same message. Therefore, we ask for your support and cooperation with our preschool policies.

A little about myself, I received my degree, Applied Learning and Development, from the University of Texas in Austin. I taught in public school for ten years, which included Menchaca Elementary and opening Baranoff Elementary in Shady Hollow. I have two sons, Garrett and Marshall. Both of my boys started in the nursery and were here for the entire time. In my spare time, (ha-ha) I enjoy walking with my dogs, Kiya and Max and playing basketball. My husband, Karl, and I were married last November. This is my 25th year at Manchaca United Methodist Church Child Development Center and I love being here!

Please take time to familiarize yourself with the information in this handbook. Keep your handbook available to access for clarifications and questions. I look forward to a terrific year and getting to know you and your family better. Thank you for entrusting your child to our care.

Blessings,
Leigh Anne Haverland
CDC Director
leighanne@manchacaumc.org

Hello CDC Parents,

Welcome (or welcome back!) to Manchaca UMC - CDC! I am grateful for your family's presence here and look forward to partnering with you in your child's faith development. In addition to leading your children in chapel, I am the Director of Christian Education at MUMC, and I invite your family to participate in all of our activities and events for children and families. You do not need to become a member of MUMC to take part in the life of the church. Worship, as well as most of our current activities, are online and free to join.

I grew up here in Austin, moving to the Manchaca/South Austin area 25 years ago with my husband, Bruce. When our daughter, Kendall, was born in 2001, we began searching for a church community in which to raise her and found our home at Manchaca UMC. Kendall was a CDC student, and I served on the CDC board. I am a big fan of the philosophy of child development promoted here, and I am excited that this year I get to be part of the CDC family again!

As parents, you are the primary spiritual leaders in your children's lives. I hope that we will work together to introduce your children to the foundational stories of our faith and simple spiritual disciplines that will support their faith development. Our chapel lessons will be filled with exploring the Bible, wondering together, singing and blessings. I'll let you know what we are discovering together in the CHAPEL CHAT column of the CDC newsletter. You can also visit our Chapel Corner webpage to learn more about the stories we are telling, the songs we are singing, and simple activities you can do at home to supplement what we do in chapel.

A couple times a semester your family is invited to participate in "Messy Chapel" where children and their parents come together to hear a Bible story and participate in hands on crafts and science activities. I hope to see y'all there!

My goal in Chapel is that each child learns:

1. I am a child of God, created by God in God's very own image. I am called very good, and I am loved unconditionally.
2. God loved me (and the whole world) so much that God gave us Jesus to be our friend and savior.
3. Jesus said, "I am the light of the world." He came to show us how to live the way of God - loving God and loving neighbor.
4. Jesus also said, "You are the light of the world." God has a plan and purpose for my life. God gave me unique gifts and talents, and I am made to shine the light of Christ.
5. I am never alone. God is always with me. And God is on my side.

Please let me know if there are ways that I can support your family on your faith journey. You and your family will be in my prayers throughout the year. May God bless you and your family this year and always!

Blessings,
Ms. Kim
Kim@ManchacaUMC.org
512-431-6159 (text first!)
Chapel Corner Website: manchacaumc.org/chapel

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2026-2027 CDC Staff

Infant Co-Lead	Rm. 15	Julie Vannatter
Infant Co-Lead	Rm. 15	Carlie Roy
Toddler Lead	Rm. 16	Shawnda Hoppner
Toddler Assistant	Rm. 16	Alyssa Alfaro
Toddler Lead	Rm. 17	Victoria Frietsch
Toddler Assistant	Rm. 17	Marie Julien
Two Lead	Rm. 18	Tiffany Andrews
Two Assistant	Rm. 18	Shamyra Smith
Two Lead	Rm. 19	Amanda Wischkaemper
Two Assistant	Rm. 19	Valerie Judalet
Three Lead	Rm. 21	Shelby Gonzalez
Three Lead	Rm. 21	Ana Jones
Three Assistant	Rm. 22	Kayce Madsen
Three Lead	Rm. 22	Raquel Aleman
Four Lead	Rm. 23	Adrienne Torres
Four Assistant	Rm. 23	Chelsa Woods
Four Assistant	Rm. 23	Yule Kwon (MWF)
Chapel		Kim Carroll
Curriculum Coordinator		Natalie Castaño
Aide		Betty Barajas
Assistant Director		Kim Mc Cracken
Director		Leigh Anne Haverland

CHURCH STAFF

Senior Pastor	Pastor John Feagins
Director of Christian Education	Kim Carroll
Director of Music and Fine Arts	Mark Hixon
Custodian	Danny Guardiola

EDUCATION AND CLASSROOM PHILOSOPHIES

History of Manchaca UMC CDC

Manchaca UMC CDC was created in 1976 by Cynthia Deaton as a weekday program operating two days a week. In 1987, the Child Development Center moved into the current Education Wing. Manchaca UMC CDC continues to serve as a mission of the church providing quality care in a faith-based program to Manchaca and the surrounding communities.

Mission Statement

Manchaca United Methodist Church Child Development Center (Manchaca UMC CDC) is a mission of Manchaca United Methodist Church and serves as a ministry to preschool children and the parents of our church and community. Our purpose is to provide an exemplary educational program for infants, toddlers and pre-school children in a positive, Christian environment. The program is designed to meet the needs of the whole child by providing learning experiences that encourage the physical, social, emotional, spiritual and cognitive development of each child.

Program Philosophy

Our program is based on the knowledge that young children are active learners, who use all their senses as they talk, work, play and create with other children and materials. Age-appropriate learning experiences are provided to allow each child to progress at his/her own pace and to experience success through hands-on activities in learning centers. Play is a child's work.

Creativity and a strong sense of identity are developed as children begin to feel confident about themselves and their abilities. Appreciation and acceptance of diversity are encouraged as an integral part of all center activities. Our center recognizes that working closely with parents through two-way communications and the establishment of mutual respect and support is necessary for our program to be successful.

Program Goals

The goal of Manchaca UMC CDC is to provide a ministry to the families of Manchaca United Methodist Church and the surrounding communities. Manchaca UMC CDC seeks to provide an environment where parents can feel confident and secure leaving their children knowing they will receive excellent care.
The program is designed to promote each child's spiritual development, foster positive self-esteem, provide opportunities for creative expression. Support the development of social skills such as sharing, cooperation, generosity, and empathy. Stimulate cognitive problem-solving skills such as cause and effect, classification, numbers, shapes, and colors.

Accreditation

Manchaca UMC CDC received its accreditation from the National Accreditation Commission (NAC). NAC is a nationally recognized childcare program accreditation system that is endorsed and governed by Association for Early Learning Leaders (AELL). The purpose of accreditation is to improve programs for children, recognize excellence in early care education programs, and provide parents with a way to identify programs that exceed state minimum standards.

NAC Staff-Child Ratios and Group Size:

Age of Children	Ratio	Group Size	MUMC CDC Ratio	MUMC CDC Group Size
Infants birth-1	1:4	8	1:3	6
Toddlers 1-2	1:5	10	1:4	8
2-3	1:6	12	1:5	10
3-4	1:9	18	1:6	12
4-5	1:12	22	1:7	14

Sample Classroom Schedule with Developing Skills
Activities and times may vary depending on age level

- 9:00-10:00 Outside Play (developing gross motor skills)
- 10:00-10:20 Bathroom/Wash Hands/Snack time (builds self-help skills)
- 10:20-10:40 Circle time (develops language skills, new vocabulary words, new concepts, print recognition)
- 10:40-11:05 Music/movement (Teaches following directions, encourages creativity, rhyming, and memory skills)
- Wednesday/Thursday are Chapel days (Develops spiritual concepts, teaches empathy and social development)
- 11:05-12:15 Center Time
    - Art center-develops fine motor skills, encourages creativity skills, and helps children express emotions
    - Block Center-builds math skills, encourages problem solving, encourages cooperation skills, builds language skills
    - Dramatic Play-lets children role model things in their lives, develops cooperation, helps children build language skills, and role play different occupations
    - Reading Center-Encourages love of reading, print recognition, and comprehension skills
    - Manipulative Center-Builds fine motor skills, encourages eye-hand coordination, builds attention spans, and exposes children to math vocabulary and patterning skills.
    - Science Center-encourages love of nature and allows children to ask questions and seek answers to the questions, and encourages problem solving skills, and allows children to test out solutions
    - Sensory Center-allows children to use their senses to discover their world, vocabulary builder, counting skills, and teaches them to hear others ideas and views.
- 12:15-12:50 Wash hands/Lunch (Teaches etiquette, self-help skills, and social skills)
- 12:50 -1:00 Get ready for nap and read a story
- 1:00-2:00 Naptime (If children don't sleep after 30 minutes, they can read a story or write in their journals)
- 2:00-2:25 Tabletop Toys

*School is over at 2:30.

Infant and Toddler Programs (Two Months-35 Months)

The infant and toddler programs provide a warm, nurturing atmosphere in which teachers play and talk with children as they care for their needs. The teachers care for children in a manner that assists them in developing trust in their surroundings and in their caregivers. Lesson plans for these age groups are centered on developmental milestones which include multiple sensory activities and outdoor play. Infants have stable, consistent routines based on their own schedules for eating, resting, and playing. Toddlers are encouraged to develop independence while maintaining a sense of security through encouragement and activities centered on monthly themes.

Three Years-Five Years Old Program

Three-year old's-Five-year old's daily activities focus on units of study that are interesting and meaningful to young children. Their schedules provide opportunities in both group and individual learning settings. Stories, music, language experiences and unit study discussions take place in groups. Children choose learning center activities in which they may work alone, in pairs, or in small groups. Teachers facilitate learning by providing experiences for the children to explore and be successful as they move throughout the classroom.

REGISTRATION AND TUITION GUIDELINES

Child Placement and Registration Process
Children are placed in classes according to their age as of September 1st of the current year. Families re-register each spring as an opportunity to update enrollment information and change enrollment days attended. Once enrolled, children are assured a place in our program the following year, but we cannot guarantee that your first choice of days will be available.

Registration Fee and Deposit
A **$100 non-refundable** registration fee and a **non-refundable** one-month tuition deposit are due at the time your child is registered in the program. Invoices are sent through the Brightwheel program.

Supply Fee
A **supply fee** is due in September for each registered child. Supply fees pay for items used in the classroom such as paint, paper and glue. The rates are based on the number of days in attendance for a child.

Tuesday/Thursday	$125
Monday/Wednesday/Friday	$150
Monday-Friday	$175

2026-2027 Tuition Rates and Field Trip Fee

	Nursery Tuition Rates	Toddler-Fives Tuition Rates	Field Trip Fee*
Tuesday/Thursday	$460	$440	$60
Monday/Wednesday/Friday	$690	$660	$60
Monday-Friday	$1040	$990	$60

*applies to Four/Five-year-old children only

Tuition Payment
Your full tuition payment is due on the **1st** of each month that your child is scheduled to attend our program. Families receive a 10% discount on additional siblings enrolled in the program. No adjustments will be made for days missed and days cannot be exchanged. The tuition payment is made through the Brightwheel program.

Late Payment/Insufficient Funds Fee
Any payment received after the 10th of each month will be charged a **$25.00 late fee**. There will be a service charge of **$25.00 on all returned checks**. After the second returned check, in a calendar year, all tuition payments will be required to be made by money order.

Withdrawal Procedure
We hope that every child will spend the whole year with us. However, we realize that for various reasons, families need to withdraw from the program. Manchaca UMC CDC **requires a 30-day written notice** before withdrawing from our program.

Scholarships
CDC offers a limited number of partial tuition scholarships. Scholarship applications are available from the director or assistant director and all applications are confidential. Scholarship applications are reviewed by the Senior Pastor and the CDC Director. Scholarships expire at the end of the school year and families must re-apply each year.

CURRICULUM

Play-Based Classroom Environment

It may appear that your child is "just playing." However, according to the latest research in brain development, children learn best through play. Dr. Bruce Perry, Chief of Psychiatry at Texas Children's Hospital, states in his article entitled, *Curiosity, Pleasure and Play: A Neurodevelopmental Perspective*, "Play, more than any other activity, fuels healthy development of young children." Our classrooms are arranged with a variety of interest areas that provide opportunities for each child to move to these areas by choice. These learning centers include books, block work, art, puzzles, science, manipulative materials, dramatic play, emergent writing and sensory exploration. During these center times, children have the opportunity to practice making decisions, following directions, working independently or cooperatively with a friend and learning how to care for and use materials properly.

To appropriately meet the needs of young children, our curriculum:

Is Activity-Based—Children are active learners and must be involved in activities that do not force all the children to do the same thing at the same time. Learning center activities allow children to learn through experience rather than simply listening.

Provides Choices – Children need to be able to choose which centers to work in, what to build with the blocks, or where to put the paint on the paper. Teachers provide an environment filled with unit-related choices, and a child chooses what interests him/her.

Allows Physical Activity—Because muscles are growing and developing, children need to be able to move about freely. Learning activities allow children to move about as they choose a center, work a puzzle, draw a picture, build with blocks, play in the home- living center, and enjoy a book.

Encourages Creative Expression—Every child is creative. Children should be allowed to express themselves and experiment with their own design rather than a teacher providing a "pattern" or assisting them with an art activity. The experience, rather than the finished product, is the goal. Children become confident as they use their own ideas.

***Provides* Balance**—Our curriculum provides a guide for the day, it provides a balance of activities: quiet/active, indoor/outdoor, working alone/interacting with a group, rest/physical activity.

Includes Beginning Group Experiences—While young children will only be aware of themselves and their own activity (solitary play), they will eventually move to parallel play, and finally to group participation.

Makes Learning Fun—When children are allowed to move around, express their own creativity, and choose what interests them, they will be successful, relate positively, and enjoy learning.

Invites Conversation—Children learn through simple conversations about God, the world He made, and how to treat each other.

Provides a Flexible Schedule within a Familiar Routine—Flexibility allows teachers to meet the needs of the children while helping them feel secure in a familiar routine.

Spiritual Development

As a faith-based center, Manchaca UMC CDC believes in nourishing spiritual development in young children. Weekly chapel times are scheduled August through May for all children as the Chapel Teacher introduces the children to Christian values and beliefs through Bible stories, songs and finger plays. Psychologist Dr. Loyd J. Thomas cites the benefits of a spiritual life. Children develop compassion, patience, kindness, self-awareness, self-acceptance, understanding knowledge and wisdom. Thomas notes the most important benefit is the loss of fear. Chapel is held on Wednesday and Thursday.

Summer Program

Manchaca UMC CDC has a seven-week summer program. Options for summer school are Tuesday/Thursday, Wednesday/Friday or Tuesday through Friday. Currently enrolled families receive priority before community registration begins in March. The summer program is based on the same play-based centers and enrichment activities that are incorporated during the school year along with scheduled water play days. Summer tuition is divided into two equal payments and paid in advance.

Activity Plans
Lead Teachers develop and post activity plans on the bulletin board outside their classroom. The activity plan provides information about the weekly themed activities, developmental milestones and objectives that will be enhanced through selected activities.

Enrichment Opportunities
Cooking, growing plants, observing life cycles and taking nature walks are just a few ways that teachers provide enrichment experiences for the children at the center. In addition, experts on units of study will visit our center for a "reverse fieldtrip" and share information with the children through special activities.

Water Play Activities
Throughout the year, children will have the opportunity to participate in "splash days" on designated days. Children will cool off outside by running through sprinklers and engaging in other water activities. On these days, children will attend school in their bathing suit and water shoes.

Presence of Animals
Occasionally, animals may visit the center to assist in extending a unit of study. In the event an animal visits the center, teachers will notify parents prior to the visit through the Brightwheel program. All animals must be current on all required shots. Please note that classrooms may contain a fish tank at the teacher's discretion. **Please do not bring pets in the building with you due to allergies and safety of all children.**

Field Trips and Bus Transportation
The Four/Five-Year-Old classes participate in field trips away from the school. Parents will be notified of field trips, indicating when and where the child will be going and when the child will return. The notice will be posted at least 48 hours in advance. In an emergency, parents will be notified and EMS called if necessary. Teachers are given permission to have their cell phone with them during a field trip to allow communications with the CDC office.

Transportation is provided by Hays C.I.S.D. buses. All children are transported in a car seat and emergency information accompanies the classes. A name to face check and a number count is conducted prior to the bus leaving the center and prior to returning to the center. Walking field trips may also occur such as walking to the Manchaca Post Office or nearby fields. Field trip fees apply only to Four and Five-year-old children.

Appropriate Clothes for Play
Please select clothing which is practical, durable, and easily managed by your child. Shirts should cover the child's mid-drift. Jewelry (dangling necklaces, bracelets and earrings, etc.) is not permitted due to the entanglement/choking hazard. An extra change of clothing is needed in case of accidents. All personal belongings should be labeled with the child's first and last name.

Appropriate Footwear for Play
Closed-toe shoes with socks such as tennis shoes must be worn at all times. Please be sure your child's shoes fit correctly and they are appropriate for running and climbing. **Shoes with Velcro are recommended so children can manage their own shoes when putting them on and off.** Poorly fitting shoes that are too large and fall off may inhibit your child's physical development. For safety reasons, please do not send children in boots, Crocs, Jellies or sandals.

Nursery Dress
Infants are naturally curious and oral learners which means they put items in their mouth. Hair clips and jewelry are possible choking hazards if they fall on the floor in the nursery. **The American Academy of Pediatrics recommends infants not wear any jewelry.**

Outdoor Gross Motor Play

Outdoor play is an important part of our curriculum and is essential to a child's physical development. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. Opportunities for physical exercise are best provided during outdoor play. Age appropriate playgrounds are designated for the various classes. The younger aged children, Nursery-Twos, play on areas closest to the building. The older children, Threes, Fours and Fives, play on the fenced area in the rear of the property. The Two's classes and Three's classes start the day on the playground.

Children will have a minimum of 60 minutes of physical activity each day which will include climbing equipment, slides, running, swinging, digging and variety of riding toys. For physical health and mental well-being, it's important that children get physical exercise. Children are expected to bring a water bottle to school every day to stay hydrated while on the playground and in the classroom. Water is the best drink since juice attracts bees. Bottles with removable twist caps are prohibited due to the choking hazard. Please refrain from adding supplements to your child's water bottle as other children could possibly drink and have a reaction.

Indoor Gross Motor Play

If children are unable to play outside due to weather conditions, there are rooms designated for indoor play. The Parlor is for the Nursery, Toddlers and Twos. The Fellowship Hall is for the Threes, Fours and Fives. Activities during indoor play will promote gross motor skills such as skipping, hopping, bouncing balls and a variety of riding toys.

Criteria to Determine Extreme Weather Conditions

- **Check the local weather forecast.** This is the first criteria administration will refer to when looking at the day's temperature and be aware of any inclement weather, especially for excessive heat or cold warnings. Thermometers record the air temperature. They do not register wind chill or heat index, which make it feel colder or warmer than the actual air temperature.
- **Keep children indoors in very cold conditions.** Extreme cold can lead to frostbite or hypothermia. The National Weather Service will issue a wind chill advisory or warning when wind chills are low enough to pose a threat to human life. Manchaca UMC CDC policy is to play inside if the wind chill is 40 degrees or lower. Wind chill is the apparent temperature in cold weather, the perceived decrease in air temperature felt when wind is felt on exposed skin.
- **Keep children indoors in very hot temperatures.** Very hot conditions can put children at risk of heatstroke, heat exhaustion, burns from hot object like playground equipment, sunburn, and excessive thirst, especially during active play. Manchaca UMC CDC policy is for children to stay indoors when temperatures are over 95ºF. The National Weather Service issues excessive heat warning and advisories whenever it is hot enough to be hazardous to human health. The heat index is what the temperature feels like to the human body when the percentage of humidity is accounted for in the air.

Potty Training

Independent toileting for a child is an important part of early childhood education. A child's readiness and a parents' willingness will guide teachers as they assist children in accomplishing this developmental task. Child size toilets are located in each classroom. Please furnish disposable diapers or **side opening pull-ups** for children not yet potty trained. Children entering the Three's classroom should be working toward potty training at the beginning of the year. The Four/Fives classroom is not equipped for diaper changing.

Rest Time Toddlers through Five Year Old's

All children will participate in a supervised rest period after lunch. If a child does not sleep, he/she will be required to rest quietly during this time. Parents of toddlers through five-year-old children are required to purchase a **water-proof** rest mat (Kindermat), a nap mat cover, a small blanket and a **small** stuffed animal. All items must be labeled with the child's name. Items should be laundered over the weekend. Childcare Licensing requires *"floor mats used for napping must be marked or colored so that the sleeping side can be distinguished from the floor side".* An iron-on label is provided for each child's mat to comply with this requirement.

Roll up mats placed on top of the mat are not allowed.

Weighted Blanket/Vest

Parents will be notified if a weighted blanket/weighted vest are used on children. Weighted blankets and vests are therapy tools that can provide deep touch pressure (DTP)and proprioceptive input to the body. DTP is the feeling of gentle, distributed weight on the body, similar to massage. The pressure activates touch sensors and can have calming effect, regulating the nervous system and helping the body feel at rest and reduce symptoms of anxiety.

Rest Time-Nursery

Infants rest on their own schedules in their assigned crib on fresh crib sheets each day. Licensing does not permit blankets or swaddling of children under one year of age in the cribs because of SIDS. Sleep sacks are provided by the CDC. Please provide a long sleeve shirt and pants to keep the child warm during rest time. All children are placed on their back to sleep unless documentation from a doctor has been provided. Once children are able to turn over by themselves, they may sleep on their front or back.

Safe Sleep Practices

All staff will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to reduce the risk of Sudden Infant Death Syndrome.

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- 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 [§746.2415 and §747.2315].
- Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- 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 [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing such as a sleep sack as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- 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 [§746.2415 and §747.2315].
- If the infant 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 [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- 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 [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

OPERATIONAL POLICIES

Hours of Operation
Monday-Friday 9:00 a.m.-2:30 p.m.

Registration Requirements
Children are registered on a first-come basis without regard to race, creed, or religion. Registration is complete when the registration fee and tuition deposit have been paid in full and the following documents have been received:

- Brightwheel Registration Forms (Must be completed and signed).
- Well Check and Immunization Record with physician's signature -is uploaded to Brightwheel

Parent's Responsibility to Update Registration Information
It is the parent's responsibility to update their child's information on Brightwheel when any change occurs—new address, new phone number, updated immunizations or any other information that would be needed by the CDC in order to contact the parent or release the child to the appropriate person.

Well Check
A **signed** written statement from a licensed physician who has examined the child within the past year stating the child is able to participate in the program and current immunization records must be turned into the office prior to the child's first day of school.
Dietary Restrictions due to allergies must be confirmed by a doctor's written statement.

Immunization Records
A copy of your child's immunization record must be on file by the date of admission or <u>your child will not be admitted</u>. Immunizations must be current based on your child's age. **According to the Health Department requirements, all immunization records must be signed by the child's physician**.

When your child receives additional immunizations, please provide Manchaca UMC CDC with a copy of the updated immunizations for your child's file. Records should be uploaded to Brightwheel or submitted to the office. The copy must be a clean copy or scan. Images from a phone will not be accepted. Families that choose alternative immunization schedules must submit a notarized affidavit from the State of Texas Health Department. Tuberculin immunizations are not required in our area.

Vision and Hearing Screening
The Special Senses and Communication Disorders Act requires a screening for possible vision and hearing problems for all four-year-old children. This screening must be conducted by a licensed/certified screener or health care professional. Refer to Texas Health and Safety Code, section 36.011, for specifics on vision and hearing screening. Please provide us with the results (pass or fail) for our records. If you think your child may have a vision or hearing problem, contact your pediatrician to discuss your concerns with them.
Signs of vision problems include:

- Squinting
- Tilting the head
- Sitting too close to the television
- Rubbing eyes constantly
- Moving eyes in abnormal alignment

Signs of hearing problems include:

- Your child wants volumes louder than other members of the family
- Your child often says "What?"
- It seems like your child isn't listening
- Your child seems to hear fine sometimes and not others

2026 - 2027 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for childcare facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria, Tetanus, Pertussis (DTaP)	Polio	Hepatitis B (HepB)[1]	*Haemophilus influenzae* type b (Hib)[2]	Pneumococcal conjugate vaccine (PCV)[3]	Measles, Mumps and Rubella (MMR)[1, 4]	Varicella[1, 4, 5]	Hepatitis A (HepA)[1, 4]
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

[1] Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

[2] A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

[3] If the PCV series is started when a child is seven months of age or older, or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months - 59 months of age: meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

[4] For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

[5] Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at dshs.texas.gov/immunizations/school.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Childcare and pre-k facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health. Instructions for downloading and requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at dshs.texas.gov/immunizations/school/exemptions.

The original Exemption Affidavit must be completed and submitted to the childcare or pre-k facility. For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials including a record from another state is acceptable.

School Arrival
Arrival time is 9:00 a.m. Teachers are preparing the classroom for the day and are not able to complete their duties if children are in their room. **Children should complete their breakfast before entering the CDC**. Between the hours of 9:00 a.m. and 2:30 p.m. all arrivals and departures will use the CDC main entrance located on the south side of the building. The interior doors are no longer accessible to parents with their fobs. Security Fobs are activated at 9:00. When waiting to enter the building, stand at the bottom of the steps to allow staff to exit safely. **Please close the door after you enter your child's classroom to prevent any children from leaving the classroom unattended.**

Arrival Cut-Off Time
All children should arrive at 9:00 a.m. Please call the office if your child will arrive later than **9:15 a.m**. This policy is to provide your child the full benefit of their daily school experience as well as limiting interruptions in the class's daily schedule. **Fobs will be inactive from 9:16 am-1:59 pm for protection of children and staff.**

Sign In/Sign Out Procedures
Parents are required to check their child in and out each day, using the Brightwheel QR Code. Parents should check their child in when they arrive at the CDC before entering the building. This will make the drop off transition smoother. **Childcare Licensing requires** the center to document daily classroom attendance. The Brightwheel program serves as legal documentation for attendance.

Entrance Security System
Your child's safety and security are a priority to us at Manchaca UMC CDC. Following an on-site evaluation of our center by a trained security consultant, all parents will enter using the main doors of the CDC at the **south entrance only.** This procedure provides supervision of ingress and egress of persons into the building.

Our center is equipped with a security system in the CDC wing and the Fellowship Hall. A swipe card (FOB) reader is located at each door to grant access to those individuals that have been issued a swipe card. The intention of this system is to control who enters the building during school hours and provide an additional level of security for your child while in our care. **Families will purchase swipe cards for the fee of $10.00 each.** Families will surrender their swipe cards on their last day of attendance.

The security system ensures that only people with a swipe card will be allowed to enter the school. The system is compromised if parents allow others to enter at the same time they do with no knowledge of whether that person has legitimate access to the school building.

- All families must swipe their card to enter the building.
- Please do not share swipe card with individuals who are not authorized to enter our school.
- Do not allow other persons to "piggyback" into the building when entering.
- Children are taught by the staff that "only teachers and parents open doors". Help reinforce this lesson to prevent children from leaving the building unsupervised.

Cell Phone Free Zone
The hallway, classrooms and playgrounds of the CDC are cell phone free zones. Parents should refrain from using their cell phone inside the building. Brightwheel check-in/check-out should be completed in the car before entering the building. Arrival and dismissal times are very special and sometimes stressful for your child. Your attention should be focused on him/her only.

Arrival for Nursery Families
For the health and safety of our babies, the center limits the amount of traffic into the nursery. By limiting traffic, the babies have a cleaner floor to play on and are not in danger of being stepped on by an adult. **Families are asked to unpack their child's food and bottles and place them in their child's basket. Then place your infant in the teacher's arms after you have said your good byes.** At dismissal, the teachers will hand your child and their belongings to you over the door.

Arrival for Families with Multiple Children
Families with multiple children, should plan to drop off the youngest child first. This will prevent younger children from being in a classroom where materials could be a choking hazard. Strollers should stay in the hall way at arrival and dismissal. Reverse order at dismissal, oldest then youngest.

Hand washing at Arrival for Toddlers-Five-Year-Old
Parents are asked to wash their child's hands in the classroom at arrival. Washing hands with soap and water prevents the spread of communicable diseases and reduces the possibility of allergic reactions in other children from foods that your child may have eaten or come in contact with at home. Siblings should stay with the parent while washing the other child's hands to prevent the sibling from touching items with contaminated hands. Wash a sibling's hands in their classroom so the teachers know they are clean. This includes children who start on the playground in the morning. **Please use the sink in the classroom bathroom for hand washing.**

Separation Anxiety
Some children will experience separation anxiety at arrival. If this occurs, it is important to establish an arrival routine with your child and then leave quickly (kiss and go). Staying often makes the separation more difficult for the child. Teachers are prepared to assist you and your child if necessary.

Reporting Absences
If your child is going to be absent (illness, out of town, grandparent day, etc.) notify the CDC office as soon as possible through Brightwheel, email or a phone call. If your child is diagnosed with a contagious illness, notify the office immediately. Austin Public Health requires we notify families of contagious illnesses in classes.

Dismissal Procedure
Dismissal is from 2:00-2:30 p.m. Check your child out on Brightwheel **before** entering the classroom. Your child should be in your care **no later than 2:30**. The hallway lights are turned off at 2:30 p.m. to indicate the center is now closed. Promptly exit the building to allow teachers time to complete their end of the day sanitation routines. Security FOBs are deactivated at 2:30 p.m. Children must stay with a parent at all times after they exit the building due to CDC/Church liability. Older siblings may not pick up younger siblings by themselves. A parent must be present to open the door and check the child out for the day.

Release of Children
Manchaca UMC CDC will only release a child to those persons authorized by the parents on the registration form. Parents must provide Manchaca UMC CDC with names, addresses and telephone numbers of any person designated to pick up their child. Children will only be released to adults age 18 and older whose names appear on the registration form and who also provide proper photo identification (driver's license).

The office must have **prior** authorization from a parent via phone call, email or written documentation before a child will be released to someone other than the persons listed on the admission form. This is for your child's protection. Please add authorized pick up contact information and photo to the Brightwheel app.

Any person picking up a child in an impaired condition (ill or under the influence of drugs or alcohol) will not be allowed to transport the child from the center. Manchaca UMC CDC will call 911 to report the situation and attempt to secure alternative transportation to keep the child safe.

Late Pick Up Fee
If you are unable to pick up your child by 2:30 pm, please call the CDC office. Administrative staff will communicate with your child's teacher and reassure your child that you are coming but have been delayed. There is a late fee of $5 per family or carpool for the first five minutes and $1 for each minute after 2:35. This fee will be charged to your Brightwheel account.

Parking and Leaving Children in the Car Unattended
Please park only in designated spaces marked by white lines. Parking under the bell tower is not permitted. Handicapped places are reserved areas. For the safety of our children, a barrier is placed at the beginning of each day to prevent vehicles driving on the south side of the building (closest to the large playground) during school hours. **Children and siblings should never be left alone, unattended in a vehicle, even if the vehicle is running. Please call the CDC office and a staff member will be sent to assist you until your return.**

Discipline and Guidance Methods
MUMC CDC uses a variety of positive guidance methods in order to help children learn self-control while maintaining their self-esteem. Cooperation is promoted by maintaining a balanced schedule of activities suited to your child's developmental needs and the establishment of a positive classroom environment.

Teachers work closely with parents to gain an understanding of each child and to determine which guidance methods will work best for his/her child. The classroom teachers will set clear limits, use positive redirection, give children choices between acceptable behaviors and reinforce positive behavior through encouragement. The use of words and/or sign language by the children is encouraged to solve problems with other classmates. Parents and staff are expected to follow the CDC's positive guidance methods while on the school grounds when disciplining their own child.

Discipline must be:
(1) Individualized and consistent for each child;
(2) Appropriate to the child's level of understanding;
(3) Directed toward teaching the child acceptable behavior and self-control; and
(4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
(A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
(B) Reminding a child of behavior expectations daily by using clear, positive statements;
(C) Redirecting behavior using positive statements; and
(D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Licensing Discipline and Guidance Standard 746. 2805
There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
(1) Corporal punishment or threats of corporal punishment;
(2) Punishment associated with food, naps, or toilet training;
(3) Grabbing or pulling a child;
(4) Putting anything in or on a child's mouth;
(5) Humiliating, ridiculing, rejecting, or yelling at a child;
(6) Subjecting a child to harsh, abusive, or profane language;
(7) Placing a child in a locked or dark room, bathroom, or closet;
(8) Placing a child in a restrictive device for time out;
(9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with § 746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?); and
(10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Challenging Behaviors

It is our hope that the CDC staff and parents will establish a relationship that will foster close communication and support in dealing with all aspects of a child's behavior. If a child repeats a challenging behavior, the center uses the positive guidance methods described above as well as conferencing with the parents and center administration.

MUMC CDC makes every effort to understand a child's needs and modify classroom activities so that each child is successful.

Manchaca UMC CDC reserves the right to request a professional consultation for a child and/or withdrawal of a child who is having difficulty adapting to group care after repeated attempts to resolve the behavior issues.

Biting

Biting is a normal part of development for many young children. Our teachers are trained in various strategies, such as sign language, to help deter biting in the classroom. Manchaca UMC CDC recognizes this behavior can be frustrating to everyone involved. Please be assured that Manchaca UMC CDC will maintain confidentiality and speak with both families when a biting incident occurs. Appropriate steps will be taken to discourage future incidents and to meet the needs of each child.

Toys or Items from Home

Please do not bring toys from home, although we do allow items of comfort such as a soft stuffed animal to help your child sleep more comfortably during rest time. Special items will be allowed for show and tell days designated by teacher. The staff will not be held responsible for these items. Manchaca UMC CDC does not allow toys of violence like guns, swords, or violent action figures. Also, children will not be allowed to bring cosmetics, candy, or gum.

Make Up

Our classrooms provide numerous props and opportunities for safe and creative dress-up play however, we request that you do not bring your children to the center wearing makeup because of the disruption it creates among peers. Especially lipstick that can stain dress up clothes during play.

Lost and Found

Manchaca UMC CDC is not responsible for lost or broken items. However, we will do our best to help locate missing items. Please label, with your child's first and last name, **all** items (including coats, rest mats, lunch kit items, etc.) Items left in the CDC will be put in the lost and found basket in the office. Unclaimed items will be donated to a charitable organization.

HEALTH AND MEDICAL ISSUES

Health Policies

Health policies for the center are developed from guidelines set by the State of Texas Health and Human Services and the Health Department. The center's staff members make every effort to prevent the spread of disease. This includes frequent hand washing (children and teachers) which significantly minimizes the spread of germs. The center also takes great care to disinfect diaper-changing areas and toys after each use. **If your child has been diagnosed by a doctor with a contagious disease, please notify the CDC immediately so other parents can be alerted.** Austin Public Health requires we notify families of contagious illnesses documented in the center.

Daily Health Checks

A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Observation of the child and communication with the child's parent or guardian are the key elements of a health check. The staff is trained annually on the proper procedures for performing health assessments. Health checks are performed daily by the teacher, and any changes in a child's behavior or appearance is noted in the observation page.

Medical Attention Needed

Children are supervised carefully at all times in the center. In the event of a minor injury such as a scrape or bruise while in care, parents will be informed when they pick up the child of the injury by the staff in charge.

In the event of a more severe accident, the child's parents will be contacted. After we have ensured the safety of your child, you will be notified immediately if:

- Your child is injured and the injury requires medical attention.
- Your child has a sign or symptom requiring exclusion from the Center.
- Your child has been involved in a situation that placed them at risk.
- Your child has been involved in any situation that renders the Center unsafe.

If the accident requires medical attention, the center will call EMS to transport the child to Dell Children's Hospital. The teacher and director/assistant director will ride with the child to the hospital to help ease anxiety. Parents are responsible for any medical expenses that may occur.

Illness

One of the most serious challenges facing group care settings for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. Toys, eating surfaces, toileting, and diapering areas will be sanitized between children's use. **Our teachers are authorized to refuse admittance of a child who had an illness within the last 24 hours.** If you are in doubt about bringing your child, call the school office **prior** to arriving at school and discuss the symptoms with the Director.

Children who become ill while at school will be isolated in the office. The child's parent will be contacted to come pick up their child as quickly as possible. If your child is diagnosed with a contagious illness, notify the office immediately. Manchaca UMC CDC is required by the Health Department to notify parents if a contagious disease has been contracted by a classmate. Teachers will contact parents after a child has been absent for two consecutive days without notice.

REASONS FOR YOUR CHILD TO BE PICKED UP FROM SCHOOL:

You will be notified to pick up your child if any of the following symptoms occur:

- A runny nose that is not clear or opaque (yellow or green discharge indicates a probable cold or infection)
- Fever (over 100 degrees)
- Internal symptoms: diarrhea (3x in an hour), nausea or vomiting
- Head Lice
- Mouth sores (including cold sores)
- Moist or open sores
- Constant cough
- Conjunctivitis (Pink eye)
- Unexplained rashes
- Infectious skin disorders, such as ringworm
- Communicable diseases, such as chicken pox or measles
- Any other conditions deemed necessary by the director for the well-being of your child and the other children enrolled

Ill Siblings

Ill siblings should remain at home and away from the center to avoid possible exposure of illnesses. **Children and siblings should never be left alone, unattended in a vehicle, even if the vehicle is running. Please call the CDC office and a staff member will be sent to assist you.**

Communicable Diseases/Lice

Parents will be notified in writing within 48 hours if a child in the group has been diagnosed with a communicable disease or if there is an outbreak of lice.

Returning to school after an illness

Children must be kept home if they have fever, severe coughs, vomiting, diarrhea, or other symptoms of a contagious disease. Children may return to school after all symptoms have ceased for 24 hours without the aid of medication or has been on antibiotics for the appropriate time as determined by your child's pediatrician. If your child has been seen by a doctor and is told he/she may return to school sooner than 24 hours, please provide a note from the doctor. **Upon returning from an illness, a child must be well enough to fully participate in all CDC activities including outdoor play. The CDC is not staffed to allow a child to stay indoors while the remainder of the class is outside.**

Post-Surgery/Injury Return to School

After surgery (even minor surgery), there is always a chance of a reaction to anesthesia. No child will be admitted to school on the same day that a surgery is performed. The child may be re-admitted to school 24 hours after the surgery with a doctor's release and the child must be able to participate in all CDC activities.

Administration of Medications

Parents must complete a written medical authorization form before any medication, whether prescription or over-the-counter (diaper rash ointments, Blistex or Chapstick, etc.) will be administered to a child. Medication should never be put in a bottle or Sippy cup. Prescription medications must be labeled with the child's name, date, directions, dosage and the physician's name. Parents must administer initial dosage of medication. State regulations require that all medications be in their original container. Medications and Medication Devices will be stored in the locked cabinet in the director's office. Medication forms are available in the CDC office or Brightwheel.

Children must meet the age requirements printed on over-the counter medicine labels. **If a child is under the age requirement, the dosage requires a doctor's authorization. Manchaca UMC CDC must have a statement on file from the prescribing doctor before administering the medication. Medications will be administered and documented by administrative staff-Director and Assistant Director.**

Sunscreen and Bug Spray
Sunscreen, bug repellant, or lip balm should be applied to your child **before** arrival by a parent outside the building. Avoid spray with jasmine and rosemary ingredients as we have staff that are severely allergic to these products. These items should remain at home and out of your child's bag, as they are toxic if ingested. Manchaca UMC CDC does provide insect repellant that is a natural oil-based formula. Parents must give written authorization for the school to apply to the child.

Medications Administered by a Device
Medications administered by a device such as an epi-pen or Auvi-Q must be provided by the parent or doctor. Written instructions for the use of the device must include signs, severity of symptoms and treatment plan.

Guideline for Illnesses at School: When is my child able to return to school chart?

Illness/Infection Symptom	Should your child stay home?	When can your child return to school?
Chicken Pox	YES	When all pox marks have scabbed over
Cold	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
COVID	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
Coxsackie (hand, foot and mouth disease)	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
Diarrhea	YES	24 hours after last diarrhea
Ear Infection	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
Fever (undiagnosed illness) Fever=armpit 100 degrees	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
Fifth Disease	YES	Fever-free for at least 24 hours without the use of fever-reducing medicine and child is able to participate in daily activities
Giardia	YES	When diarrhea subsides or Dr. approves re-admission
Impetigo	YES	After treatment has begun
Lice	YES	After one treatment and CDC Administration has confirmed child is nit free
Pink Eye	YES	24 hours after treatment has begun
unidentified rash	YES	When rash is gone unless Dr. approves re-admission
Ringworm	YES	After treatment has begun and site is covered
Roseola	YES	When fever free for 24 hours and child is able to participate in daily activities
Rota virus	YES	When diarrhea subsides or doctor approves re-admission
Strep Throat	YES	24 hours after treatment has begun and fever free
Thrush	NO	Seek medical treatment
Vomiting	YES	24 hours after vomiting has ended

FOOD AND NUTRITION

Snack

The center will provide a morning snack, which complies with CACFP (Child and Adult Care Food Program), each day (except in the nursery, where parents provide all food). A monthly calendar of the snacks will be posted on the bulletin board outside each classroom and on the CDC website.

Food Allergies and Intolerances

The CDC attempts to accommodate for all children's food allergies within reason. A note from the child's pediatrician is required for medical allergies requiring medication including an epi-pen. In addition, parents must provide written instructions on indications for epi-pen use that includes signs and symptoms that the medication is needed. If a family follows a diet which differs from the Standard American Diet, (i.e.: cultural preference, Dairy Free, Gluten-Free, Kosher, Paleo, Vegetarian) please visit with the Curriculum Coordinator.

If a child has severe food allergies, the parents will receive a monthly snack menu for review and approval. It is the parent's responsibility to approve the snacks that will be served to their child. If a snack is not acceptable, the child's parents will provide an alternate snack for their child. The parent provided snack should be equivalent to the CDC provided snack item. (Ex. A fruit for a fruit, vegetable for a vegetable)

Nut-Free Classroom or Table

If the center is notified about a child with a life-threatening allergy to nuts, the CDC reserves the right to make particular classrooms or a table at lunch time nut-free. If you are notified that your child is in a nut-free classroom, please refrain from sending **ANY** foods with nuts or nut products for lunch.

Celebration Days

The CDC will celebrate Fall Festival, Christmas, Valentine's Day, Easter, the end of the school year and the end of summer session with a special healthy snack time. In keeping with Manchaca UMC CDC good nutrition policy, candy and foods high in sugar, sodium, fat and preservatives are not permitted. Examples of healthy snack ideas are: sugar-free applesauce, fruit, muffins, bagels, pretzels, yogurt, 100% fruit pops or juice, cheese and vegetables. **All celebration food items must be prepared/purchased at a commercial store or prepared at school where Manchaca UMC CDC maintains a food handler permit.**

Teachers will share a list of requested snack items. Parents may sign up to bring an item for the special celebration snack. Please do not push teachers for a "party". **Goodie bags with candy, toys or cookies are not permitted to be passed out by classmates as part of a celebration due to food allergies.**

Lunches

The CDC is committed to promoting healthy nutrition as an integral part of the early childhood experience. Children who eat nutritious foods benefit physically as well as beginning to learn the principles associated with good nutrition. Parents are responsible for providing their child's lunch and for meeting the nutritional daily needs of their child. The center asks all parents to send nutritious lunches that do not contain an excessive amount of fat, sodium, cholesterol, sugar, preservatives and additives. If you send perishable food items, provide **two** ice packs to maintain a safe temperature until eaten. Metal rimmed containers (ex. fruit cups) are prohibited because of the sharp edge. **All food must be cut up into small bites to prevent choking especially items that are circular is shape such as strawberries, grapes, hot dogs and blue berries.**

**Please be aware of food-related choking in young children. Grapes, hot dogs, apples, nuts, popcorn and carrots are all potential dangers and should not be served to children under three years old. While these foods are fine when eaten in a family situation, group care sometimes make children more susceptible to playing and these foods become possible choking hazards.*

Lunch Suggestions

Fresh fruit: oranges, tangerine, or apple wedges (peeled for younger children), pineapple chunks, bananas, seedless grapes (cut in quarters), seedless watermelon chunks, cantaloupe or other melons, peaches, pears, plums, strawberries or kiwi slices.

Vegetables: carrots (cooked and cubed for little ones), cucumber slices, cherry tomatoes (cut in quarters), zucchini, broccoli, cauliflower, peas, corn or green beans. Add ranch or other salad dressings for dipping.

Proteins: hard boiled eggs (peeled), nuts (not for Toddlers or Twos), cubed turkey, chicken, ham, or beef, cheese cubes, peanut butter, soy butter, almond butter, cream cheese, pimento cheese, hummus or tuna.

Grains: granola bars, bagels, rice cakes, bread sticks, tortillas, crackers, whole grain bread, pretzels, goldfish, or pasta (with or without sauce).

Others: yogurt, cottage cheese, unsweetened applesauce

Foods and drinks that contain high fructose corn syrup are prohibited: i.e. chocolate, candy, gum, fruit roll-ups and fruit chews, rice crispy treats, marshmallows, Nutella° type spreads, cupcakes, cookies, and juice that is mostly sugar. If these items are brought for lunch, the teacher will leave the item in the lunch box to be eaten away from the center.

Required Lunch Containers

For Toddler-Two-Year-old classes, parents are required to provide a single plastic divided container for lunch. The container should be divided into three sections. Cups, lunch containers, and lids must be labeled with the child's first and last name. If you would like your child's lunch served warm, please send it in a Thermos or other warming container as teachers are not able to warm food up for each child. See Helpful Hints pg. 34.

Water Only

MUMC CDC requests water at all times as your child's beverage. Parents may provide milk at lunchtime. Please provide a spill-proof sippy cup or spill-proof sippy straw bottle for your child. The teachers will re-fill as needed. Please label your child's sippy cup/straw bottle with their first and last name as many water bottles look alike. Children should be able to carry and open the water bottle by themselves.

Nursery/Toddler Food Guidelines

Children in the Nursery/Toddlers age levels are exploring with new food textures and taste as they begin to develop a taste palette. Children should be introduced to new foods slowly and consistently allowing time for children to acquire the new tastes but more importantly, for parents to notice any food allergies. If several new foods are introduced at the same time, parents will not be able to correctly identify which food might be causing the reaction. Meal times in group care are very different than family meal times. Children are excited about the new environment and may overfill their mouth causing a choking hazard. Items must be cut in quarters.

Nursery Food

Parents provide all food for their child in the nursery from breast milk, formula, and baby food to table food. Once your child is eating table foods, we encourage you to send those items for lunches. Baby food jars or pouches served in the Nursery must be opened in the Nursery. The staff will not serve the children any jars or pouches that have been previously opened or if the seal is broken. This prevents the possibility of cross contamination and growth of bacteria.

The CDC asks that the following items be excluded from lunches in the Nursery. Even if your child eats these items at home, we request that you refrain from sending the following items:

- **Nuts, popcorn and seeds of any kind**
- **Pizza and hot dogs**
- **NO peanut butter or nut butter products due to choking hazard and potential food allergy**

Provisions for Breastfeeding Mothers

Mothers have the right to breastfeed or provide breast milk for their child while in our care. Comfortable provisions will be made within the center for breastfeeding mothers. Please inform the office of your intentions to breastfeed on site so arrangements can be made.

FAMILY INVOLVEMENT AND COMMUNICATION

Relationship between Families and Staff
Parents are the most significant adults in their child's life as they are a child's first teacher. Because you know your child better than anyone, Manchaca UMC CDC depends on you to help us learn about your child through parent questionnaires, communications and interactions.

Parent Involvement
Parents can help in these ways:

- Have your child attend regularly and on time.
- Encourage your child to become self-reliant. Allow him/her to do things independently and give plenty of time to do them. Help your child know her/his full name.
- Become acquainted with your child's teacher. Discuss any problems that occur— either at home or in the classroom.
- Avoid discussing your child in his or her presence. If you need to discuss something with us, we will find a place away from the child and others.
- Express an interest in what you child brings home and spend time each day listening to your child tell you about his/her day.
- Read to your child.

Parent Chaperons
Parents are invited to participate in field trips by volunteering to serve as a chaperon. As a chaperon, parents take responsibility for the children assigned to your care during the field trip. Your child's teacher will give you guidelines to follow for serving as a field trip chaperon. Siblings are prohibited from going on field trips in order to maintain a low adult to child ratio and to allow parents to remain focused on the children in their care.

Open Door Policy
Parents are welcome in the center at any time especially for activities such as celebrations or field trips. Our hope is to provide opportunities throughout the year for parents to participate in their child's pre-school experience.

New Family Tours
Families are invited to attend a new family tour as part of the registration process. This tour lasts approximately one hour. During this tour, the enrolling child has an opportunity to visit a classroom. Parents will be given a brief overview of the center and its policies. Registration may be initiated at this time to secure the classroom opening. All families receive a 48-hour window of time to decide about registering their child.

Parent Orientation and Child Visitation Days
Prior to the first official day of school, there will be a special get acquainted time for you and your child. The visitation times are for a shorter period of time with a smaller number of children. We hope this will make the first day more enjoyable and assist with a smoother transition to a new classroom environment. At the same time, a parent orientation is held with the director to review the parent handbook and answer any questions. Interpreters are available upon request.

Parent/Teacher Communications
Please inform your child's teacher of any changes in your child's daily routine, such as a family illness, moving to a new home, the addition of a sibling, a death or a separation that might affect your child's day at the CDC. Remember children are listening at all times. As adults, we must be conscious of what we say to others. Children can misunderstand what is being said and this can be hurtful to their self-esteem. All conversations about children should take place in the hallway or in private.

Social Media Requests
Families are asked to refrain from "friend requesting" the staff who are directly involved in the care of their child(ren) in order to maintain a professional relationship between families and staff. This includes Facebook, Instagram, Twitter, etc.

Daily and Weekly Communication with Parents
Teachers will communicate daily events to parent through the Brightwheel program and newsletter.

Parent Committees
Parent committees allow parents to get involved in specific aspects of the Child Development Center experience. Sign up sheets will be posted at Parent Orientations and at the beginning of the school year. Parent committees include:

- Fundraising
- TAG (Teachers Are Great) Monthly Appreciation
- CDC Board

Parent/Teacher Conferences
Parent/Teacher Conferences are scheduled during the fall (October) and spring (February) semester. All parents are encouraged to participate in parent/teacher conferences. This is a time for teachers to share information with parents about the developmental milestones and the portfolios that are prepared for each child. Parents or teachers may request a conference at any time throughout the year. Childcare is provided for children enrolled in the CDC program during conferences as school is closed on conference days.

Portfolios
A portfolio is created on Brightwheel for each child that attends the CDC. The portfolio is a collection of information involving multiple sources including teacher, child, and family to provide valuable developmental data. The portfolio is shared at the Parent/Teacher Conference on Brightwheel and the next age level teacher will continue to add entries. Fall Registration "Save the Space" forms are distributed at spring conferences.

Room Parent
Each classroom will have a parent to serve as the Room Parent Coordinator. The duties of this position are to serve as the contact for the other parents in the room, to coordinate special events, TAG activities and other events that require parent participation.

Teachers Are Great (TAG)
Parents are encouraged to participate in the TAG program by donating $25 per child. Monies collected are used to show appreciation to our teachers through providing a meal at the monthly night staff meetings and other appreciation activities. Payment is available through Venmo.

Parent Skills and Hobbies
The center is always looking for parents who have a special skill, trade, business or hobby and who would be willing to share your expertise with the children.

Parent Evaluations
In the spring semester, an evaluation of the program is given to all families. Your input is an important part of making our program better. We ask that all families complete the evaluation and return to the office in a timely manner.

Parent Information Board

The parent information board is posted by the elevator door in the hallway. This bulletin board contains articles about early childhood, monthly happenings, licensing postings and workshops. We want to keep parents informed of center, church and community activities and events. In an effort to go paperless, our snack menu and calendar are available on the CDC website at www.manchacaumccdc.com. The monthly newsletter is sent out through the Brightwheel program.

CDC Board

Manchaca UMC CDC is operated under the supervision of the Child Development Center Board. The Board reports to the Church Council of the Manchaca United Methodist Church. The CDC Board is composed of twelve members: three CDC parent representatives, one representative each from the church Finance Committee, Board of Trustees and the Children's Ministry Team, six at-large positions from the church community. The Board is responsible for the general policies and operation of the CDC through a Director, who is in charge of the day-to-day administration of the CDC. A conference with the Director may be requested should you have any questions or concerns about the policies or procedures of the CDC.

Celebrating Children's Birthdays

Children are welcome to share their birthdays with their class. No gifts or goodie bags may be exchanged. Invitations for parties away from the center may be distributed only if all children in the class are invited. Otherwise, invitations must be mailed individually. If you want to send invitations out to the class, you may send the invitation on Brightwheel to the office and the CDC Administration will send to families in the class.

Community and Family Resources

In our school library, we have a selection of books, videos and articles available on a variety of childhood and parenting topics. Please speak with the Curriculum Coordinator, Lyn Bridwell, for assistance in checking out these items. Articles may be copied from our original.

EMERGENCY PREPAREDNESS

Standard Response Protocol

Our school has adopted the "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. The Standard Response Protocol (SRP) utilizes clear common language with law enforcement while allowing for flexibility in protocol. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

Hold **Stay in Place, WAIT for "All Clear"**	Hold is called when there is a non-emergency medical emergency, such as someone threw up in the hallway.	
Students:	*Staff:*	
• Maintain current location • Wait for signal to release	• Close and lock door • Do not allow students to exit the area • Wait for signal to release	

Secure **Threat is <u>outside</u>. Get inside**	A Secure is called when there is something dangerous outside of the building (animal, criminal activity nearby). Students and staff are brought into the building and the outside doors are locked.	
Students:	*Staff:*	
• Return to inside of building • Business as usual	• Bring everyone indoors • Lock outside doors • Increase awareness • Business as usual	

Lockdown **Locks, Lights, Out of Sight!**	A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence. A Lockdown is only initiated when there is an active threat inside or very close to the building.	
Students:	*Staff:*	
• Be quiet • Keep away from doors, windows, hallways.	• Lock door • Turn lights off • Keep children quiet and hidden •Wait for First Responders	

Evacuate **To specified location**	An Evacuate is called when there is a need to leave the building. The administrator is responsible for initiating an evacuation. The directives or actions may vary for fire, bomb threat, or other emergencies.	
Students:	*Staff:*	
• Listen to instructions • Follow teacher/staff	• Name to face check before leaving • Lead students to location • Name to face check upon arrival	

Shelter **Using appropriate safety strategy for the type of hazard.** **<u>Type</u>** • Severe Weather • Hazardous Materials	A Shelter is called when there is a need to shelter in place. The administrator is responsible for initiating a shelter. The directives or actions may vary for type of hazard. **<u>Method</u>** • Move to shelter area (by sanctuary) • Seal the windows, doors, vents	
Students:	*Staff:*	
• Listen to instructions • Follow teacher/staff	• Name to face check before moving • Lead students to location • Name to face check upon arrival	

Emergency Fire and Safety Drills
Fire drills are conducted each month. The outdoor relocation site is the pavilion at the south west corner of the property. Severe weather drills are conducted at least once every three months with the indoor relocation site being the single-story hallway west of the sanctuary. Children younger than 12 months will be moved to the relocation site in an evacuation crib. An overview of the Emergency Preparedness Plan is available for review at the end of this handbook. A complete and detailed Emergency Preparedness Plan is available for review, upon request, in the office.

Each staff member receives training about these procedures to ensure the children's safety. Our center meets all state requirements for fire and safety practices. Primary and secondary evacuation routes and relocation plans are posted inside the door of each classroom. Staff members have current CPR and first aid training.

Emergency Relocation Plan
In the event that the Child Development Center needed to be evacuated, our relocation site is Manchaca Baptist Church 1215 FM 1626 Manchaca, TX 78652. Their phone number is 512-282-0875.

Emergency Closing of Center
Any inclement weather or emergency condition that closes the Austin Independent School District (AISD) or Hays Consolidated Independent School District (HCISD) will automatically close Manchaca UMC CDC. When roads are passable and conditions are considered safe, every effort will be made to reopen the CDC.

Closing the center will be at the discretion of the director. In the event of a delayed opening, the **CDC will open one (1) hour later than the school district**. As an example, if the school district opens at 10:00; CDC will open at 11:00. Manchaca UMC CDC will not make up any missed days due to inclement weather. **Closure Announcements will be posted on Brightwheel and the CDC website; www.manchacaumccdc.com.** Select 'Parent Pages' and pull down to 'Severe Weather Updates'.

Interruption in Electricity and Water Service
In the event that the CDC is without electricity or running water we are required by Childcare Licensing to close.

- If the electricity is out at arrival, the CDC will open only if the power is restored by 9:30 a.m.
- If the electricity goes out during the school hours, *we will close the center if power is not restored in one hour*.

Child Custody Issues
It is Manchaca UMC CDC's intent to meet the needs of the children especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations may be helpful to CDC staff and will be held in the strictest confidentiality. The CDC cannot legally restrict the non-custodial parents from visiting the child, reviewing the child's records, or picking the child up unless the CDC has been furnished with legally filed, executed, and current court documents. Copies of all court documents must be submitted to the CDC. In case of conflicts, the proper authorities will be contacted.

Adult Code of Conduct
Children need to know that Manchaca UMC CDC is a safe, nurturing environment for them. Parents and other adults who come to Manchaca UMC CDC are asked to abide by the following guidelines while in the building, parking lots and playgrounds:
• Appropriate language and dress (no obscene or vulgar words/images)
• Discuss disagreements privately and calmly away from the children
• Report concerns about children other than their own to the director and never address concerns directly with other parents or the children.

LICENSING AND LEGAL REGULATIONS

Preventing and Responding to Abuse and Neglect
Our teachers are required one hour of child abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. The training includes:

- Factors indicating if a child is at risk for abuse or neglect
- Warning signs indicating a child may be a victim of abuse or neglect
- Internal procedures for reporting child abuse or neglect
- Community organizations that have training programs available to child care center staff members, children, and parents.
- Opportunities for additional training are provided throughout the year.

Contacting Licensing, Child Abuse, and DFPS Website
By law, Manchaca UMC CDC staff members are required to call the child abuse hotline (1-800-252-5400) if we suspect abuse or neglect of any child. Being a parent is stressful. Parents without support from family and friends are more likely to abuse their children, according to HelpGuide.org.

If parents suspect child abuse, parents may contact the child abuse hotline of the Texas Department of Family and Protective Services, the local Childcare Licensing office, or visit the HHS website (www.hhs.texas.gov). Parents may contact the local licensing office at 512-834-3195. They are located at 14000 Summit Drive, Austin, Texas 78714. The abuse hotline is www.txabusehotline.org or **800-252-5400.**

Minimum Standards and Licensing Inspection Review
Parents may review a copy of the Minimum Standards and Manchaca UMC CDC's most recent Licensing Inspection Report anytime during its hours of operation. A copy of the Minimum Standard Rules for Licensed Childcare Centers for parent viewing can be found in the office, CDC library or at the Texas Health and Human Services Commission web site. https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

Consumer Product Safety Commission Recall List
Manchaca UMC CDC is responsible for reviewing the United States Consumer Product Safety Commission recall list. You may view all current and past recalls through the CPSC's Internet website at: www.cpsc.gov.

Gang-Free Zone
Under the Texas Penal Code, 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.

Prohibition of Tobacco Products
Manchaca UMC CDC is a smoke free environment. People must not smoke any e-cigarette, vaporizer, or tobacco product or otherwise use any tobacco product at Manchaca UMC CDC, on the premises, on the playground, in transportation vehicles, or during field trips.

Prohibition of Alcohol and Controlled Substances
Manchaca UMC CDC is an alcohol and controlled substance free zone. People must not consume alcohol or controlled substances without a prescription in the child-care center, during transportation, or on field trips.

Prohibition of Firearms
Manchaca UMC CDC is a gun free zone. Law enforcement officials, who are trained and certified to carry a firearm on duty, may have firearms or ammunition on the premises. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center. Dismissal of family will occur immediately if a violation of this policy occurs.

Hold Harmless Agreement
Manchaca United Methodist Church Child Development Center shall be held harmless in any situation where an employee of the CDC independently cares for children outside the scope of their employment with the CDC. Manchaca UMC CDC staff are not acting as employees of the CDC when independently providing child care for families outside of their regular work schedules.

State Licensing Requirements
Manchaca UMC CDC adheres to all state licensing requirements. Our school meets or exceeds licensing standards and regulations. Our school is subject to inspection by state, county and city health, fire and licensing officials.

Policy Changes
In the event of a change in policies at Manchaca UMC CDC, parents will be notified through Brightwheel. Parents are welcome to voice their opinions in person to the Administrative Staff in the CDC office, or by writing to the CDC Director or the CDC Board of Directors.

Non-Discrimination Policy
Manchaca United Methodist Church Child Development Center is an equal opportunity school and will comply with the principle of civil rights. There will be no discrimination based on race, color, sex, age, national origin, political belief, religion, or disability.

Confidentiality of Information
The personal information you provide on the registration form or share with us is confidential. Staff who care for your child directly will be given information necessary to allow them to appropriately care for your child.

Complaint Procedures
If you have a concern, please speak with your child's lead teacher first. Give them an opportunity to correct the issue. The Director is available to discuss any concerns or complaints that you may have regarding our policies and procedures. If the director is unable to address a parent's concern in a satisfactory manner, the center may refer the parent to the Senior Pastor.

Staff Recognition, Comments, Questions

Nothing brightens someone's day better than a few kind words or acknowledging the extra efforts given by a staff member. If you observe a staff doing something really special or you want to relate a pleasant experience at Manchaca UMC CDC please let us know by leaving us a note. Notecards available outside the CDC office. If you have suggestions or ideas to help improve the center, feel free to share them with us. Perhaps you have a question. We want to hear from you. These comments can be anonymous if you wish.

Thank You

Thank you for entrusting us with the care of your child. Together, we can provide a loving learning environment that prepares a child for a love of Jesus, a love for each other, and a love of being a lifelong learner.

MUMC CDC HELPFUL HINTS

ITEMS NEEDED TO START THE FIRST DAY OF SCHOOL:

- Nap mat-Kinder mat-required one-inch mat-available at Wal-Mart https://www.walmart.com/ip/KinderMat-1-Thick-Basic-Rest-Mat-Red-Blue-1-x-19-x-45/29425731
- Nap mat cover-made of fabric that slips over nap mat like a pillow case
  NO ROLL UP MATS or COVERS

- Small light weight blanket-large fleece blankets will not fit in the cubby
- Labeled sippy cup or sports bottle filled with water-similar to this https://www.amazon.com/Nuby-Thirsty-Reflex-Stainless-Travel/dp/B07ZZRW7JY/ref=sr_1_47?dchild=1&keywords=Sippy+bottle+With+Straws&qid=1629652099&sr=8-47
- Divided food container with a single lid (Toddlers-Two Year Olds) https://www.noodlesoup.com/product/3-section-divided-plate-with-lids/

- Ice packs to keep perishable foods cool
- Extra set of clothes- include socks, shoes and underwear in a one-gallon zip lock bag
- Ikea bag for transporting items to and from school-CDC Provides

- Closed toed tennis shoes with socks-Velcro closure preferred
- A nutritious breakfast that includes protein to start the day **before** arriving for school
- A hug and a kiss to start the day off right

The following tips are a daily reference to help you and your child make your Manchaca UMC CDC experience positive and successful.

- Arrive for school at 9:00 am. Children may not attend after the 9:15 cut-off time.
- The center is an educational resource with a set schedule and curriculum.
- The bulk of the daily curriculum happens in the morning.

1. Greet and communicate with teachers when dropping off and picking up your child.
2. Make sure your child has an extra set of clothes that are weather appropriate in the cubbies.
3. Follow the *Guideline for Illnesses at School*
4. Pick up your child at 2:00 pm.
5. Smile and Breathe!