

First Baptist Church Child Development Center
Parent Handbook
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PHILOSOPHY

“And all thy children shall be taught of the Lord; and great shall be the peace of thy children.” Isaiah 54:13
As a ministry of the First Baptist Church of Gilmer, the staff of the Child Development Center looks forward to the opportunity of sharing a small part of your child’s life. We strive to give the children excellent care as they experience activities geared toward their growth and development. Each child’s uniqueness physically and emotionally is considered. Also, it is our desire to create for every child in our care a safe and happy environment where Christian values and behavior are modeled for them. The Child Development Center is an equal opportunity employer.

GOALS

For Children: To build each child’s social, emotional, cognitive and physical development through the teaching of Christian values. Allow each child a safe, nurturing environment where they can learn at their own individual pace.

For Parents: To offer each parent the peace of mind that their child is in a safe and stimulating Christian environment while they are working. To provide support and resources for parents during their child’s changing developmental stages.

FBC- CDC FEE's and Tuition

These tuition rates are effective August 22, 2016 for the 2016-2017 school year
50.00 **Annual Registration fee** due each August (first day of new school year) this is non-refundable

75.00 **Annual Supply Fee** (this is divided into 3 payments of \$25.00 each) August beginning of new school year also January and April

TUITION per Week (Due in advance on Friday for the next week) If payment is not received by 9:00 on the following Monday there will be a \$10.00 late charge.

120.00 5 day Program 6 weeks to 2 yr class
115.00 5 day program 2 yr class- 4 yr class
120.00/wk Summer (eagles Discover Camp) requirement to be announced

Option for 2 yr- 4 yr class in CDC building when space is available

70.00 2 day Tuesday & Thursday
85.00 3 days Monday, Wednesday, Friday

Pre-K classes: requirement age 4 on or before September 1

115.00 5 full days
90.00 5 half days with lunch (must be picked up at 12:45)

Bus students/ school age children

68.00 Before/ after school (K- 12 yrs)
10.00 Additional per day for early release school days
25.00 For partial week not to exceed 115.00

Bus children who are enrolled year around also pay the August, January, and April Supply fee (because this is the scheduled payment of the annual 75.00 supply fee)

Eagles Discover Camp (Summer Program for children who have completed Kindergarten)

Summer Registration Fee 25.00 **due** by this fee is non refundable

EXCEPTION: Bus children who are enrolled in CDC year around will not pay this registration

225.00 Activity fee for summer of 75.00 for June, July, and August all children enrolled in the Eagles Discover Camp will pay this Activity Fee by May 1st and this is none refundable.

All Tuition and Fees are subject to change beginning in the new school year

TUITION PAYMENTS

FBC CDC IS A YEAR AROUND SCHOOL: This weekly tuition fee provides for the care and nurturing of each child by licensed, professional care givers in a safe, clean and healthy environment. Paid-up tuition assures the child's place in the center. Tuition is for a full week, including holidays observed by the center, and days your child does not attend due to illness, vacation, Christmas break and Summer. The costs for your child's meals are not included in your tuition fee. CDC does receive some Federal assistance to serve healthy meals to your child. (The amount of assistance we receive is regulated by the Food Program information you provide upon enrolling your child and the form you renew each year. All information you provide is strictly confidential.

TUITION IS DUE IN ADVANCE: You may pay tuition **monthly** in advance. Tuition is due in advance on the Friday before the Monday of the new week. After three days of delinquent tuition your child can be dropped from enrollment. In order to reinstate enrollment the account must be current and contingent upon space available.

FBC CDC accepts cash or checks for tuition, we cannot provide change. When paying by check, please write the name of your child on the lower left corner of the check. Checks should be made payable to FBC CDC. There is a fee for a returned check of \$20.00 per check. More than one returned check may result in your account being placed on a "cash only" basis. The center reserves the right to revise this fee schedule at any time. **It is the responsibility of the parent/guardian to request a written receipt for all cash payments.**

REQUIREMENTS FOR ENROLLMENT: The CDC is licensed by the Texas Department of Family and Protective Services. Parents enrolling their children in our program must agree to assist the center by meeting the requirements for admission and operations as outlined in the Minimum Standards for Licensed Child Care Centers. The following must be provided prior to enrollment: interview between Director/Lead Office Assistant, the child and the Child's parents. A completed packet of Admission information forms with all spaces filled in with current information, up to date immunization records, and a signed well check statement from a physician. Vision and hearing screening once your child has their four year birthday, signed Enrollment Agreement, Authorization for Medical care, complete income information form from the food program, and signed Discipline and Guidance Policy along with the signed copy acknowledging you have read the FBC-CDC Parent Handbook. Also, registration and supply fee must be paid along with the first week's tuition in advance. We ask that you turn in all enrollment papers three days prior to the first day of enrollment. The CDC will maintain records of all admission forms. Please advise our office with new telephone numbers and emergency information. Please provide us with your email address including an activated voice mail on your cell.

REQUIREMENTS FOR WITHDRAWING: It is the parent's responsibility to notify CDC when withdrawing a child. It is necessary to give a two week's notice in writing to withdraw a child. If this is not received the parent will be responsible for tuition posted (even in the event the child has been absent). This includes those checking out for the summer. FBC-CDC is a Year around School. We cannot hold a space for those wishing to take the summer off, you can request in writing that your child to be placed on a waiting list and our office will place one telephone call to you advising if someone requires that place in the summer.

LATE PICK UP CHARGE: A late fee will be charged to parents who do not pick up their child/ children by 6:00 p.m. A \$10.00 fee will be assessed after 6:00; an additional \$10.00 will be charged for every 15 minutes the child is left at the center past 6:00 p.m. This fee is to be paid in cash to the employee in charge at the time of your arrival.

CURRICULUM: The WEE LEARN CURRICULUM is used for all ages. The series is developed by the Church Weekday Early Education division of the Southern Baptist Sunday School Board. The Leap Frog program and other educational materials are used to help reinforce numbers, letters, and colors. The program is based on current research and sound theories of how children learn and develop. It is developmentally appropriate, which means the activities are based on age level, are adaptable to the child's individual abilities, and are meaningful in that it considers children's interest and offers hands-on experiences and real objects to manipulate. The activities stimulate creativity and foster exploration, while promoting active participation and interaction with others in the setting.

This curriculum has program goals:

- To enhance the child's awareness of self.
- To observe each child's interests in order to provide opportunities for exploration and discovery.
- To offer play-based development activities.
- To provide a safe and nurturing environment.

The program consists of quarterly kits- fall, winter, spring, and summer. Each kit is centered around three themes with each theme covering a four week period. Every week the program offers activities and materials to promote and enhance physical, mental, and social growth in four areas- Language Development, Physical Development, Creative Exploration, and Cognitive Development.

Language Development activities include songs, rhymes, finger plays, vocabulary, and communication skills. Physical Development focuses on large and fine motor skills. Creative Development introduces basic concepts and opportunities to develop problem solving skills. Each quarter you will receive a copy of a Parent Newsletter. The Parent Newsletter includes up-to-date information on a topic related to child development or behavior, a list of the program's goals, the themes and concepts introduced songs, rhymes, or finger plays, and a book list.

Bible Time- Each day children are introduced to Bible stories from the Old and New Testament. Bible Time includes stories, songs, and activities.

Signing Time (coming soon): CD Series- Every day sign language used to help toddlers with early communication skills. By using this program studies show results of children with higher IQ scores, expanded vocabulary, and fewer tantrums and biting episodes.

Music:

- *Encourages early learning and creativity
- *Invites cooperative participation in a group setting
- *Prepares children to play musical instruments and games
- *Strengthens muscle development and aids in balance activities
- *Promotes language development, symbolic thinking and social interaction

Gymnastics and Computer classes are offered and held at CDC during the CDC hours. This is for the convenience for you and your child. CDC does not receive any monetary gain for these classes. All tuition and fees for monthly gymnastics and computer classes are to be paid by checks directly to Gymnastics' unlimited or PC Kidz. We cannot accept cash.

Staff: All caregivers are required to complete 30 clock hours of training each year in topics such as: child growth and development, guidance and discipline, age-appropriate curriculum, and teacher-child interaction. The summer program will consist of Christian Character training and themes in weekly units geared to reinforce skills already learned as well as providing summer fun. We also encourage each class to honor and recite the Pledge of Allegiance to the American Flag, Christian Flag and Bible with a song for each and pray in their classrooms and before meals.

Records: Each child has a permanent folder in the office. The school will keep records of registration forms, health reports, and phone numbers of parents work, home, cell, emergency numbers and other personal information pertaining to the child. New forms must be filled out and returned in September of each year. Please assist us as we try to keep this information current. Immunization records must be kept current in order to attend. When your child has their 4th birthday it is a state requirement for the child to have a hearing and vision screening on file.

CONFERENCES: Conferences are scheduled upon request. Teacher/Director will schedule parent conferences when necessary.

Orientation/Open House: Each classroom has an orientation at the beginning of the fall term. Parents and relatives are invited to attend. Staff is required to be present.

ARRIVAL AND DEPARTURE: The CDC will open at 7:00 a.m. and close at 6:00 p.m. A parent or guardian must accompany the child into their class room. Parents are required to sign their child in and out on the daily form provided at the front office.

CUT OFF TIMES: The CDC build cut off time is 9:00 a.m. Pre K building the cut off time is 8:00 a.m. classes start promptly. Children are to enter at the glass door and this door will be locked at 8:00. Children who come after 8:00 will be considered late and will have to come to the CDC office. The teachers cannot open the class doors or the back ally door. The CDC office will keep children arriving after 8:00 in the office until their class Breakfast time, or if staff is available they will be escorted to class. **EXCEPTION:** for child that is late to class arriving after cut off time there is an exception for a medical appointment with a telephone call to CDC by 9:00 to inform us. Please bring a medical release to return to school or the new immunization record. Even with a medical appointment if you arrive after your child's lunch time, they need to eat before they come to school and they must arrive before their class rest time. Please understand when your child's class is preparing for rest time it disturbs the class if a child enters at this time. We cannot accept a child at the class rest time.

LATE ARRIVALS: We ask that you bring your child by 9:00 a.m., as late arrivals interrupt the class schedule, meals and rest time. It is necessary for us to give our cook a count for meal preparation by 9:00 a.m. We understand life presents an occasional late arrival, as a courtesy, please call the office before 9:00 a.m.. Our Pre K Academic Program begins promptly at 8:00 a.m. The teachers will not open the locked doors. (Please

do not knock on the doors) No child will be admitted to the Pre K classroom after 8:00 a.m. because the class is in the process of the academic schedule.

DEPARTURE SAFETY: After your child has been “signed out” immediately the child becomes the responsibility of this person.

CAR SEAT: State Law requires that children at certain ages must be in an appropriate car seat and properly buckled. No child of car seat age can be released from CDC to someone does not buckle their child in an age appropriate car seat. To ensure every child’s safety, only those persons named in the admission information will be allowed to pick up a child. If someone other than those named by you must pick your child up, you must make prior arrangements with us. A photo ID will be required of anyone who is unfamiliar to CDC staff. We cannot release a child in our care to anyone less than 18 years of age. IF for any reason (divorce, abuse, family conflict, etc.) one parent is not allowed to pick up a child, the domiciliary parent must provide the CDC with court documentation in support of such.

TRAFFIC AND PARKING: Parking lots are a source of danger to your children. For the safety of each child we ask that you observe these parking lot policies. We appreciate your cooperation.

PLEASE OBSERVE THE HANDICAPPED PARKING SPOT AND FIRE LANES.

1. Enter and exit parking lot with extreme caution. Be on the lookout for wandering children.
2. Be respectful of the 3 minute parting limit under the front cover
3. Parents are to hold their child’s hand while escorting to and from the building. Do not let the child run ahead of you.
4. If you need to converse with other adults on the parking lot, please be sure your child is first safely seated in the car with the door closed.
5. Never leave car engine running.
6. Be mindful of pedestrians behind you when backing up.
7. In your vehicle, children must arrive and depart in age appropriate car seats properly buckled.
8. Please refrain from cell phone usage while arriving and inside CDC and departing campus.

BREAKFAST: Class Schedule- posted on Events Board. Please plan to feed your child if you will be bringing your child to CDC after their class begins their scheduled breakfast time. It is most distressing for a child to enter the breakfast room after their class is already eating, the class will finish and the child arriving after breakfast begins will not be finished at class time.

LUNCH AND SNACKS Policy-: CDC menus and meals are monitored by The Food Assistance Program three times a year. CDC menus and meals meet the Minimum Standards requirements and is monitored by the Health Department. CDC provides meals for a nutritionally balanced diet. Children may not bring food to CDC (no food from home or fast food) All children at CDC are served food from our CDC

kitchen. Exception: children with food or milk allergies require a Doctors statement listing the food/milk allergy and the substitute required. A Parents preference is not the same as Doctors statements.

REST TIME: The children are required to have afternoon rest time. Children according to age begin the process of lying down at approximately 11:30. They begin the “waking up” at 2:45. It is a process to get the children to go to sleep and wake up. Please refrain from bringing your child at this time (even if they have been to a doctor’s visit) Rest time is a vital part of the day for our children, as they work hard and play hard in the mornings, and need this recovery time. Children will need a nap mat (thin ones only) a blanket (no sentimental one). Some classrooms do not have space for pillows only 12x9 rectangle ones. No mat covers or roll up mats for allowed.

HOLIDAYS: The Child Development Center will be closed on the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Yamboree Thursday and Friday, and Christmas Eve and Christmas Day. All closure days will be posted at the front desk. **There will be no reduction of tuition for these holidays.**

EMERGENCY CLOSING: Should it become necessary to close the center due to bad weather, announcements will be posted on KLTU/Channel 7 and on KYKX Radio (105.7). In these cases we generally follow the same decision of Gilmer ISD. Delays at Gilmer at 10:00 (GBC-CDC will open at 9:00 a.m.

BEHAVIOR AND DISCIPLINE: Our goal is to encourage a child’s self-respect and to develop a personal responsibility for their actions. It is important for each child to learn self-control and to respect the rights of others while learning in a safe and caring environment. We will guide students to this end in a firm, but loving manner, using positive reinforcement as well as a regretful attitude and humbly accepting the consequences for their unacceptable behavior, recognizing the differences in individual development.

The general rules of the Classroom are as follows

- Children will keep their hands, feet, and other body parts to themselves (soft hands and walking feet)
- Children will speak kindly to others, and only call classmates by their name
- Children will follow the teacher’s direction
- Children will learn how to respect themselves and those around them

Reinforcement of Positive behavior includes, but is not limited to:

- Positive Note Home
- Token/Prize/Sticker
- Line Leader or other classroom privileges
- In building adventure, errand with teacher or special visit in Directors Office

Consequences for unacceptable behaviors are as follows:

- Redirection of behavior
- Calm/Safe Place is renewal time
- Loss of privileges
- Note Home (detailing the choice the child made and Parents directive as to what the child will do next time)
- Behavior Note (for a repeated action)
- Visit with the director

If a child physical hurts a teacher, biting, hitting, pinching, etc, the parent will be called to come and get the child for the rest of the day. They can return the following day. If this behavior continues it could lead to termination from our center.

DISCIPLINE AND GUIDANCE: The Child Development Center is committed to the concept that good discipline is a prerequisite for learning. It is the responsibility of the staff to see that a high standard of discipline is maintained in every classroom.

If discipline problems occur, one or all of the following measures may be taken by the staff/Director.

1. Separation from the classroom activity (calm place)
2. Counseling with the student by Teacher/Director
3. Teacher – parent conference
4. Director- parent conference
5. Withdrawal of privileges
6. Suspension
7. Permanent expulsion

No physical punishment such as spanking, hitting, or shaking is allowed. Children are not to be shamed or made fun of by other children or adults. Food will never be used as reward or punishment.

PERSONAL ITEMS: Parents must supply a thin vinyl-covered mat (usually red and blue), we sale them in the office for 12.00 each, also a small blanket to be used at rest time. A small pillow is optional. The blanket will be taken home every Friday and washed. Also, each child needs a complete change of clothes; shirt, pants, socks, and underclothes. These should be left at the center in case of an accident. We ask that toddlers and two year olds have two complete sets of clothing. Children should wear tennis shoes or sandals that strap completely around the foot for safety reasons. Parents must supply disposable diapers or Pull-Ups and disposable diaper wipes. Please consider ease and accessibility of clothing when dressing your child if they are in diapers or Pull-Ups. The caregivers have several children to change several times a day. For efficiency and modesty for your child, clothing that is quickly and easily changed is best. Girls wearing dresses are to wear shorts under their dresses for modesty reasons.

AFTER SCHOOL CARE- Eagles: Personal belongings such as iPods, Cell Phones, Portable CD Players, or any hand held electronic games will not be allowed.

TOYS: The Child Development Center provides age-appropriate toys and educational materials in each classroom. **Please do not send toys with your child!** Not in their back packs. **Do not bring their toy into the center and then take it back to the car. This makes for a difficult morning for your child.**

WATER ACTIVITIES: Parents will complete the “Water activities” portion of the Admission Information Form giving permission for their child to participate. These activities at the FBC Child Development Center usually include only sprinklers. Safety requirements as outlined by State Minimum Standards will be followed.

FIELD TRIPS/TRANSPORTATION: The CDC may occasionally arrange field trips for children in the Pre-K classroom (age 4 and older). Parents will complete the “Field Trips” portion for the enrollment form giving permission for their child to participate. A properly licensed driver in a church owned and insured vehicle will provide transportation for these events. You will be notified by a one call from the church in the event of a bus incident on a field trip

OUTDOOR PLAY: Each classroom at the Child Development Center will have daily opportunities for outdoor play, weather permitting. These are scheduled times for each classroom. Each classroom has a time in the morning and in the afternoon for outdoor play. These play times are in an enclosed playground, and supervised by the teachers at all times.

ANIMALS: The classrooms at the Child Development Center are allowed to have particular animals as pets in their classroom. Any other animals that will be visiting the center must have prior approval through the office, and a complete report from the animal’s animal clinic.

SCHOOL PICTURES/SNAPSHOTS: The Child Development Center takes lots of pictures throughout the year. We use these pictures in various programs, such as our Parade of Stars program and Graduation, with art projects, in the classroom, and in some cases in the local paper. We have a Church Website that they could possibly be placed on. Located in your child’s Admission Information Forms, there is a photo consent form. The parent must give us consent for their child to participate in these pictures. Please fill out the form in your packet, to ensure your wishes are met. We also offer school pictures periodically throughout the year. This option will be posted before the event date.

FIRE/EMERGENCY DRILLS: The Child Development Center takes every precaution to keep all the children and staff safe. The center practices monthly fire drills with the children and the staff. We also practice severe weather drills every six months.

BIRTHDAYS: Each child’s birthday is a very special day and is recognized at the Child Development Center. Birthdays in all classes are to be celebrated during snack time. Parents may provide a special snack and participate in the celebration. Party favors may be brought if there is one for each child and the office has

approved them for age appropriateness. All celebrations must be cleared with your child's caregiver at least 24 hours before the day.

CLASSROOM PARTIES: Classroom parties are held to celebrate most of the major holidays, and as a culminating event to special units. Teachers decide on a snack menu, have it approved by the direction, and post it outside the classroom for parents to sign-up to help. Parents are encouraged to attend classroom parties.

Show and Tell: If a classroom decides to have Show and Tell, the following guidelines must be followed:

1. Must be on a defined day when notices posted.
2. All items must come to school in a paper sack or box with the child's name on the container.
3. Items may only be played with a specific time after Show and Tell.
4. All items are to be kept in the child's cubby when not being used at a designated time.
5. The Center is not responsible for any item that is damaged or broken.
6. Personal toys need to remain at home except on **Show & Tell days**.

OUTSIDE BABYSITTING: We take pride in all our staff at the CDC. If you, as a parent decide to ask one of our staff members to baby sit outside our center, the CDC is not liable for these services.

CONFERENCES: Teacher conferences may be scheduled during the teachers conference period which is usually at 2:00p.m. Director conferences may be scheduled upon request. Parents are free at any time to review and discuss with the center director any questions or concerns about the policies and procedures of the CDC. The center offers an "Open Door" policy. Parents are welcome to visit the center at any time to observe your child and the center's operations without having to secure prior approval. We also invite parent's participation in CDC activities such as field trips, class parties, story times, gym time, and other special events.

COMMUNICATIONS: The events calendar will be sent out twice a year. (January and September)

Promotions: We promote in January, June, and August when space is available. When space is available Lambs may possibly move up when they turn 6 months, Cubs may possibly move up when they turn 12 months, Kittens may possibly move when they are 18 months, and Ponies may possibly move up when they are 2 years. We do not promote by class we promote by age. We also follow the Gilmer ISD age guidelines. You must be 4 by September 1st to go to our Pre k. You must be 5 and graduated from pre k by June 1st to attend our summer Eagles Discover camp.

COMPLAINTS: Any problems or complaint concerning the operation of the CDC should be brought to the attention of the director.

Personal Belongings:

Infants- 12 Months The parents are to provide _____ Disposable Diapers or pull-ups – (Velcro only) and wipes

Premixed individual bottles (Bottles and bottle rings must be labeled with child's name each day)

Baby food (when age appropriate)

Sippy Cups (age appropriate and to be sent home at the end of each day)

Extra clothes in zip lock bag

Pacifiers without attachments (must be labeled with child's first name and last initial)

3 bibs for each day

12 mo. and older

Each child is to have (2) complete changes of clothing at the Center (socks, underwear, pants and shirt). Due to limited storage space, children 12 months and older DO NOT bring diaper bags or back packs. Extra clothes are to be in a large zip lock bag that can be stored in their cubby. Make sure clothing is easy for your child to manage. Only comfortable, washable, and everyday clothing should be worn.

Each child 12 months and older should bring a small lightweight blanket (not larger than a beach towel) for naptime. Only small travel size pillows will be allowed. Blankets will be sent home every Friday to be washed. Each child 12 months and older will need a thin vinyl mat to sleep on. No cloth mats or mat covers are allowed. All vinyl mats must be a fourfold section. These mats may be purchased through the CDC office if preferred.

18 months and younger only - due to sanitary reasons, no pacifier attachments.

Amber teething necklace is a potential safety hazard with a possibility of choking or strangulation.

2 years and older - no sippy cups

3 years and older must be potty trained to be in a 3 yr and older class (potty trained is no more than 2 accidents in a month).

ALL ITEMS from home **MUST** be labeled with your child's first and last name. CDC will not be responsible for unmarked items that are lost.

Children under two **MAY NOT** wear slide-on shoes or flip-flops at all. They must wear tennis shoes. All children 12 months and older must wear appropriate shoes. Children enrolled in the Ponies class and up may wear slide on shoes as long as there is a strap across the heel. CDC reserves the rights to have parents bring appropriate shoes if a child cannot play safely in the shoes they are wearing.

Please leave jewelry, purses, umbrellas, toys, trinkets, sunglasses and belts at home. Do not send them and expect CDC employees to take them away.

PARENTS MUST SUPPLY DISPOSABLE DIAPERS FOR ALL CHILDREN STILL WEARING DIAPERS. Both diapers and pull-ups **MUST** have Velcro fastening.

Breast Feeding: The CDC offers a private room for mothers to breast feed their babies.

Potty Training: CDC does not begin potty-training until children are 18 months of age with a joint effort at home. Only Velcro pull up's will be used while potty training, this is to help with fine motor skills and only

clothes that are easy for child to pull up and down (blue jeans are not acceptable for this age children) (when you child is close to being potty trained it is time for underwear or panties. (a suggestion– take your child to the store and have them pick out their underwear, they will not want us to throw away their special underwear when they have a BM in them.) We have no provision to wash BM from underwear or panties because of the health department. The BM will go home in the undergarment or be thrown away. Completely “potty trained” is desired for promotion to the three year classroom. Our classrooms for children ages three and up have no facilities for changing children.

CDC Potty Training Schedule: Every 15 minutes a child will sit for 2 minutes. Once they go the first time it will increase to 30 minutes and sits for 2 minutes. Time will go up by 15 minutes each time they go up to 1 and half hours of waiting between potty times.

Outdoor: All children play outdoors except when raining or temperature is below 45 degrees or above 95 degrees (according to the heat index). Yes, even our young infants ride in the bye-bye buggy outside, weather permitting.

IMMUNIZATIONS: Each child admitted to the CDC must meet immunization requirements specified by the Texas Department of Health. All immunizations required for the child’s age must be completed five days before the date of admission. Immunization records must be validated by a physician or other health-care professional with a signature or rubber stamp and include child’s name, birth date, number of doses and vaccine type and month, day, and year child received the vaccination.

HEARING AND VISION SCREENING REQUIREMENTS: The State of Texas requires a screening for possible vision and hearing loss for children enrolled in a child care center at the age of four and older. The CDC must keep a copy of the individual vision and hearing screening in the child’s file.

HEALTH: All children enrolled at the Child Development Center must have a current medical report on file. This should be supplied annually and must be completed by a physician (Physician’s Statement). In the interest of every child’s well being, a child must not be admitted for care if one or more of the following exists:

1. Illness prevents the child from participating comfortably in center activities including outdoor play.
2. Illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has any of the following unless notified in writing by a health care professional: armpit temperature of 100.1 degrees or greater, vomiting episodes within 24 hours, rash with fever, mouth sores, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility’s activities.
4. The child has been diagnosed with a communicable disease. The child may not return to the center without medical documentation to indicate that the child is no longer contagious and is able to participate in the facility’s activities.

To summarize children with symptoms: parents will be notified if the child has had one episode of vomiting or two episodes of diarrhea or if the child develops an armpit temperature of 100.1 or more. If the child is sent home with an elevated temperature, he/she must be fever free for 24 hours without the aid of medication before returning to the center or bring a Doctors statement that the child is not contagious. Even with this Doctors statement the child must be able to comfortably participate in class.

If symptoms develop at the center, the child will be isolated and the parents or emergency contact will need to pick up the child within 45 minutes.

If the child has been ill the night before coming to the CDC the parent must check in with the office before dropping off the child.

MEDICATION: Medication will be administered to a child with written parental permission and as stated on the label directions or as prescribed by a physician. You must complete an AUTHORIZATION FOR DISPENSING MEDICATION form and the medication should be given to your child's teacher. Please let us know if the medicine needs to be refrigerated.

1. Any medication brought by parents for their child/children must:
 - a. Be in the original container
 - b. Be labeled with the child's name
 - c. Be labeled with the date if a prescription and the expiration if over the counter
 - d. Include directions to administer the medication
 - e. Name of physician if prescribed
2. If the medication is over the counter it must give specific instructions for your child's age and/or weight. If it does not, we cannot administer the medicine without detailed instructions from a physician. His instructions must include his name, phone number, and signature.
3. The Child Development Center will not administer or be responsible for any medication with a dosage of "as needed". The time to administer medication must be a specified clock time.
4. Please schedule your child's medication so it will not interrupt their rest time.
5. Parents must premix sample medications. They must have written instructions from the physician on a prescription pad.
6. The CDC does not administer breathing treatments.
7. After the last dosage of the medication you have 5days to pick it back up or it will be thrown away.

ACCIDENTS: Utmost precautions are taken to prevent accidents. First aid will be administered to all minor injuries. The child's parents and/or doctor will be notified if necessary. We ask that you have your voicemail box activated to reach you in case of an emergency. It is imperative that the name, address and phone number of the child's doctor be on file. **All Staff personal** at CDC are CPR and First Aid certified.

MEDICAL EMERGENCIES: Parents must complete the **AUTHORIZATION FOR EMERGENCY MEDICAL CARE** form along with the medical emergency portion for the **ADMISSION INFORMATION FORM**. In case of an extreme emergency we will call 911 and this information will be passed on to the emergency personnel. You will, of course be notified immediately. All CDC employees are required to maintain up to date training in CPR and First Aid and are prepared to use this training if necessary. A first aid kit, as required by Minimum Standards, is available at all times at the center and while children are on field trips.

MISCELLANEOUS

Safety Recalls

In order to view consumer product safety recalls on children's products, go to the CPSC web site www.cpsc.gov or www.dfps.state.tx.us

NEW REQUIREMENTS REGARDING GANG-FREE ZONE INFORMATION

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care of licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free is within 1000 feet of your child care program. Maps may be produced for the purposed of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my child care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

When do I have to comply with the new requirements?

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to included information mandated by this law.

For further information, please contact your licensing representative or you local licensing office.

PARENTS ARE WELCOME TO REVIEW A COPY OF THE STATE MINIMUM STANDARDS AND THE CHILD-CARE CENTER'S MOST RECENT LICENSING INSPECTION REPORT IN THE CDC OFFICE

PARENT'S MAY CONTACT THE LOCAL LICENSING OFFICE AT: [903-233-5233](tel:903-233-5233)

PRS CHILD ABUSE HOTLINE: [1-800-252-5400](tel:1-800-252-5400)

PRS WEBSITE: www.tdprs.state.tx.us

Child's Name _____

Parent Acknowledgement

I have read and understand the information contained in the Parent Handbook

Parent signature

Date