

**Seabrook United Methodist Church
Children's Day Out and
Preschool**



Operational Policies Handbook

Rev. Chuck Weber, senior pastor

Karen Parma, director

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The History of Children's Day Out

In the summer of 1983, some very caring Seabrook United Methodist Church women came together and discussed the needs of their children. Through this discussion, they determined that their children needed a safe, nurturing place to learn, play, and grow. This place needed to be one that would instill moral values and provide a positive spiritual environment. Through the efforts of Barbara Payne, Joan Lacefield, Trudi Kretsinger and director Sharon Ewen, CDO began with just 12 children.

Children's Day Out is an important ministry of Seabrook United Methodist Church. With the congregation's loving support, CDO has continued to grow under the leadership of Directors Lindsay Hobbs, Nancy Miller, Pat Barickman, Kathy Allen, Marcia Moore, Joan Hatfield, Margie Runyon, Karen Holt, and Karen Parma. We are now a state licensed child care facility caring for 69 children.

Our program follows a combination of professionally designed language and math curriculums along with fun-filled activities, such as music, art, gross motor, learning games, manipulatives, language and outdoor play. Through age appropriate play-based activities which allow the children opportunities to practice physical and cognitive skills, language and social/emotional development, our preschool program encourages them to become lifelong problem solvers.

Non-Discrimination Policy:

CDO does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

CDO is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501

1. Hours of Operation

CDO is open from 9:00 am-2:00 pm, Monday-Thursday, September -May. We follow the local Clear Creek Independent School District calendar for closings and holidays. A calendar of these closings will be handed out at the beginning of each semester.

2. Privacy of Records

Student's records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

Illness and Exclusion Policy

Children who are ill should not attend preschool. CDO observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

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

If a child become ill while in our care, we will contact the parent immediately.

We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification.

If a child is sent home sick from our program, they may not return until the child is symptom free for 24 hours.

Parents are required to notify the Director whenever a child has been diagnosed with a communicable disease such as impetigo, chicken pox, head lice, conjunctivitis, etc. Serious communicable diseases will require medical documentation to indicate that the child is no longer contagious before returning to school. Parents will be notified of serious communicable diseases in the facility as required by state law.

3. Medication

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

- Prescription medication will be accepted only in the original container with an unexpired date.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label.
- Before any medication can be administered, we must have permission in writing by the child's parent or guardian. The CDO Director keeps a Medication Log Book, as well as the medication itself, in the CDO office.
- Medication needs to go home after the last date that the medication is administered.
- Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

4. Procedures for Handling Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1-800-222-1222.

5. Parent Notifications

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

- Notes on the Welcome Desk
- Through email notifications and the monthly calendar
- The Remind App
- Written memos in your child's daily folder
- Verbal communication with the child's teachers and director
- Parent/Teacher Conferences

6.Parent/Teacher Conferences

The preschool program will have formal family teacher conferences during the school year. The 1's and 2's will have one conference during the year and the 3's and 4's will have one in the fall and one in the spring. Communication with the teachers and other staff will be on going. The purpose of these conferences is for the teaching staff to share with you your child's progress and to assist families in fostering the growth and development of their children. Conferences are confidential and must be with the legal parent or guardian.

7. Discipline and Guidance Policy

Children are individuals with unique personalities, feelings, needs and backgrounds. Conflict resolution, teachable moments and developmental opportunities form the foundation of our approach to behavior management and discipline. Our goals in behavior management are to:

- Maintain consistency in expectations
- Develop the child's understanding of his/her limits
- Set appropriate expectations to avoid frustration
- Encourage self-discipline
- Use conflict resolution techniques when unacceptable behavior involves another child
- Redirect a child when unacceptable behavior occurs
- Allow for appropriate consequences

CDO staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only on unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is a "time-out" and is used according to a child's age and development and limited to one minute per year of the child's age.

CDO staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Biting

Due to potential health hazards of biting we have developed specific guidelines to deal with these situations. As a child gains verbal skill, biting, which has been used to show anger and frustration, should begin to lessen. When a child bites for the first time, assessment by the teacher of the events that led to the behavior will be discussed with the biting child's parent. All efforts will be made to monitor the child's subsequent behaviors and interactions in order to redirect the child when possible to prevent another incident. In a busy classroom, biting incidents may not be preventable.

If the child bites a second time the parent will be called and asked to make time, that day, for a conference. If the child bites a third time, that parent will be called to pick up the child.

Anytime during this process if an agreement on necessary strategies cannot be reached between all parties that child may be dis-enrolled from the school.

8. Suspension and Expulsion Policy

CDO takes seriously a child who exhibits behavior that is injurious to her or him, peers, and adults and is continually destructive to school property. Such a child may require special assistance and supervision that the school may not be able to provide.

Decision-making regarding appropriate action will include:

1. Written documentation of observed inappropriate behavior
2. Conference with parent to share observation and explanation of what the classroom teachers' plan of action to move further will be
3. Conference with Director

Termination of School Services

CDO reserves the right to terminate child care services if:

1. A parent is delinquent in payments
2. A parent fails to comply with school policies
3. A parent is uncooperative or hostile
4. A child's behavior becomes a hazard to teachers or students
5. CDO cannot meet the child's needs

9. Safe Sleep for Infants 12 Months and Younger

Children's Day Out does not care for children younger than 14 months.

In accordance with Child Care Licensing Standards, CDO offers a rest period after lunch. Children who do not sleep are offered a quiet activity in the classroom during this time.

10. Food Service & Preparation

Since parents provide students lunch, CDO is not responsible for the nutritional value or for meeting the students' daily food needs. We do provide a nutritious morning snack. In accordance with licensing standards, the morning snack will include one serving from the fruit/vegetable group, milk group, grain group, or meat group.

Fresh filtered water will be served with each snack and is always available during playground/activity time. Monthly snack menus are posted on the bulletin board in the Children's Wing Common Area. **If a child requires a therapeutic or special diet, please provide written direction from a physician.**

11. Immunization Requirements

Immunization records must be current for all children enrolled in our program. A copy must be kept in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time, CDO may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit from the state of Texas must be on file for these children.

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

All children are required to have on file a Physicians' Statement of Good Health.

12. Hearing and Vision Screening

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are 4 years old. Parents are responsible for scheduling this screening with their pediatrician and providing proof of screening. CDO will keep a record in the child's file.

13. Enrollment Procedures

Upon selecting Children's Day Out as your child's preschool, all enrollment paperwork is required before the child can start our program. Paperwork required for enrollment includes:

- Admission Information Form
- Physicians' Statement of Health
- Immunization Record
- Emergency Medical Care Authorization
- Authorized Pick Up
- Family Contact Information
- Student History
- Discipline and Guidance Policy
- Photo Agreement
- Operational Policy Agreement
- Parents will be notified of policy changes via email and printed newsletters, on or before any changes are implemented.

14. Transportation

Transportation is not provided by Children's Day Out.

15. Water Activities

Water activities such as swimming, sprinkler play, and splashing/wading pools are not offered at Children's Day Out because of the requirements by TDFPS for these activities. Water play may be incorporated in sensory tables and playground activities.

16. Field Trips

We do not offer field trips because of the requirements by TDFPS for these events. Teachers may suggest places of interest that families may take their children as a follow-up to classroom learning.

17. Animals

From time to time, CDO may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any door when a pet is present.

18. Insect Repellant and Sunscreen

CDO does not provide or apply insect repellant or sunscreen. These may be applied before the child comes to school.

19. Questions or Concerns

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the CDO Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

20. Open Door Policy and Parent Volunteers

Parents are welcome in our center. If you would like to observe your child or program activities, please stop in the office for security purposes and we will direct you to an area where you may observe your child.

We depend on parents who help as classroom volunteers and special event volunteers. There are many opportunities to help. There will be sign-ups available for special events and committees that coordinate these events. We want your input and help and couldn't have them without you. Please see the monthly calendar for volunteer opportunities.

21. Minimum Standards for Child Care Centers

Children's Day Out is licensed and regulated by the Texas Department of Family and Protective Services and we follow the **Texas Minimum Standards for Child Care Centers**. Parents may review a copy of these standards in our front office or view the standards online at:

www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Children's Day Out encourages parents to view our **compliance history** with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at:

www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

22. How to Contact Child Care Licensing

Parents may contact our local child care licensing office at 409-766-5959 or their website https://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp

The DFPS Texas Abuse and Neglect Hotline is 1-800-252-5400

23. Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for Children's Day Out. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Children's Day Out will ask parents to participate accordingly.

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

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

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

Emergency Preparedness Plan (continued)

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get the sign-in/out sheet and stuff it into your tote bag. Get the flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

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

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

- The Director, or person in charge, will announce over the radio, a discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.
- Lock and close your classroom door. Keep key on your wrist.
- Close classroom curtains
- Put the roll call sheet clipboard and radio into the tote bag. Take it with you.
- Turn off the lights.
- Join the children in the quiet zone
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the radio to calmly announce the secret code for Lock Down.
- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.

- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue, usher your children out the second exit.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

ACCIDENT

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

ILLNESS

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

Emergency Preparedness Plan (continued)

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

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

That occurs OUTSIDE the facility

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

BOMB THREAT OR OTHER THREAT

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

Emergency Preparedness Plan (continued)

OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
- Put your roll call sheet and radio in your tote bag, take it with you
- If time allows, gather children's diaper bags and coats.
- Children will be evacuated to one of the following designated safe areas at SUMC.
- These safe areas are known to all CDO employees and posted beside every classroom door:
 1. Rear Exit: Parking lot spaces in front of the playground
 2. Front Exit: Parking lot spaces by the field
- The Director will take roll using sign in/out sheets
- The students will then go with CDO staff to the designated off-site shelter at:
Ed White Elementary, 1708 Les Talley Dr., El Lago, TX 77586
- Children ages 24 months and under, children with limited mobility, and children who otherwise need assistance will be placed in a rolling evacuation crib and evacuated by a CDO staff member.
- Children over the age of 24 months will walk with their classmates and teachers. Classes will stay in class groups and proceed in order from youngest to the oldest.
- The Director is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency clipboard (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and lead the children to the designated alternate shelter.
- The Director and Assistant Directors are aware of each cell phone number.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- CDO's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

Emergency Preparedness Plan (continued)

FIRE

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your roll call sheet, radio, and tote bag and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Place children needing assistance or under 24 months in evacuation crib.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your roll call sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

MANAGEMENT RESPONSIBILITIES

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She then proceeds to each classroom to ensure that everyone is out of the building.
- When aware of fire, or when alarm sounds, the Assistant Director takes possession of the Director's Emergency Tote and says aloud, "I have the Director's Tote!" and then proceeds to prop open the doors to assist the classrooms to safely exit the building.
- The Director's Emergency Tote includes student and staff emergency medical information, phone numbers, allergy plans, and a first aid kit.

End of Emergency Preparedness Plan

24. Breastfeeding

Children's Day Out will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

25. Child Abuse Reporting Law Requirements

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

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

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

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

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

26. Well Checks

CDO staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

27. Vaccine Requirement for Employees

Employees of CDO are advised to speak with their doctors regarding vaccine preventable diseases. We strongly recommend, but do not require, that employees stay current with their vaccinations and that they get an annual flu shot.

28. Visitors

Parents are welcome in our center at any time during our operating hours. If you would like to observe your child or program activities, the building or equipment, please stop in the office for security purposes and we will direct you to an area where you may do so.

29. Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Children's Day Out is a GANG-FREE ZONE.

30. Tuition and Fees

Children's Day Out is intended to be a year-long commitment. Credit is not given for a child's absence. This includes childhood illness, family vacations, and holidays. CDO teachers have been employed on a nine-month contract; thus, our income must have continuity.

A non-refundable annual registration fee of \$140 is due at the time of enrollment.

Tuition is calculated on the entire school year, and may be broken down into 9 monthly payments. A 5% discount is offered for families who pay in full for the school year in August. There is a \$30.00 sibling discount off the monthly tuition for the second child enrolled.

Monthly payments are due before or on the 1st day of each month, and past due by the 5th. After the 5th, a \$25 late fee will be charged. If payment is not made by the beginning of the next month, your child will not be able to attend until your account is paid in full.

Tuition is as follows:	Annual (w/ 5% discount)	Monthly
2 Days per week	\$1539.00	\$180.00
3 Days per week	\$2052.00	\$240.00
4 Days per week	\$2736.00	\$320.00

Accepted payment methods for tuition are check, money order payable to CDO, or cash. Checks returned NSF will be charged \$35. If paying with cash, please have the correct amount as the school does not keep change.

31. Drop Off

Per Texas state laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 9:00 am each day so that the child can take part in our full educational program. A parent/caregiver must accompany each child inside the building and sign the child in on the sign in sheet on the welcome desk and accompany their child to the classroom door.

32. Pick up/Release of Children

When picking up children, be sure to sign them out on the same sheet. It is very important that responsible adults accompany each child to and from his/her classroom every class day. • CDO Staff will release students only to authorized persons listed on the registration form and the authorized pick up form. They will ask individuals for proof of proper identification (i.e. driver's license). A copy of the driver's license will be made by the office staff to keep record of the individual picking up the child (if different from the typical pick up person). • CDO will not release children to underage siblings, relatives, or friends • Do not allow your child to leave the building without you. The parking lot is also very busy. Keeping your children with you will ensure their safety. Please understand that due to liability issues, staff of Children's Day Out is not permitted to take children home from our center.

33. Late Pick up

Our program is open Monday-Thursday from 9:00 am to 2:00 pm. CDO is only licensed by the TDFPS to care for children during these specified times. If you are after 2:10 picking up your child, there will be a flat fee of \$15.00 between 2:10-2:25. Then it will be \$5.00 for every five minutes after 2:25.

34. Daily Drop-ins

Occasionally we know of children who will not be in attendance and that allows us to offer daily drop-ins in the amount of \$22.00 for the first child and \$18.00 for a sibling. In order to use daily drop-ins, approval from the office must be made in advance and it will only be approved if there is space available. Daily drop-ins do not replace or make up any of your child's scheduled days.

35. Financial Help

CDO has a limited amount of funds each semester for families in need of financial assistance. Applications are available in the director's office and once submitted will be reviewed by the CDO Advisory Board to determine if assistance will be given and the amount that will be awarded. All applications will need to be submitted for each semester.

36. Custody Situations

Children's Day Out prefers NOT to get involved with custody disputes. CDO will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute.

37. Inclement Weather Policies

CDO will follow what our local school district does during inclement weather. If the local schools are closed, then CDO will also. Please check local TV stations and web sites for announcement of closing of Clear Creek Independent School District schools.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

38. Parent Responsibilities

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Children's Day Out staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed lovey for use during naptime and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Attend the Parent/Teacher Conferences

- Periodically check on your child's supply of extra clothing. Please check that the clothes still fit and are appropriate for the season.
- The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

39. Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

40. Birthdays

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a treat to share with the class. Please make arrangements with the teacher several days in advance.

41. Toby the Tortoise

There is a small tortoise who lives in a glass habitat tank in the Elephant classroom.

Toby likes to eat kale and watch the Elephant class learn their letters.

Pursuant to DFPS Licensing standards, 746.3905, CDO children do not have any direct physical contact with Toby or his habitat.

The volunteer adults who provide care for Toby, do so using the utmost care in sanitary cleaning. All cleaning, handling, and feeding is done when the children are not present.