



Parent Handbook

MISSION STATEMENT

LITTLE TEXANS CHILD CARE CENTER is a child development center dedicated to raising a generation of children to achieve their God-given potential and destiny.

STAFF QUALIFICATIONS

All teachers are fingerprinted and background checked through the local Sheriff's office, FBI and FDLE. Teachers also complete forty-five hours of child care training within one year of hire. After the first year of employment, the teachers are required to obtain an additional twenty-four hours of in-service training each year. Staff members have received certification in CPR, First Aid, and some have their teaching certificate or CDA.

STUDENT ADMISSION

LITTLE TEXANS CHILD CARE CENTER accepts children from six weeks to twelve years of age. We admit students of any race, color, religion, and nationality. The school administration reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and harmful to other children.

The following requirements are necessary for admission into our preschool:

- Enrollment application form completed in full
- First week's tuition paid in full
- Parent handbook receipt signed and on file
- Immunization Record
- Health Statement from the doctor after the first year of enrollment
- Hearing and Vision Screenings for four and five year olds

Please note: If there are any policy changes, the parents will be notified with a letter that must be signed and added to their child's enrollment file.

CURRICULUM

The curriculum is appropriately designed to the age groups and to the stage of development of each child. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his environment. Thus, a love for learning, a love for others, and love for God, and the things that God has made are

Parent Initials: _____

developed through exciting Bible lessons. Numbers, letters, phonics, writing, and habit training are enhanced through a lively hands-on program. Curriculum is based on the Creative Curriculum series and additionally supplementary texts may be used to enrich the material.

SIGN-IN AND SIGN-OUT

Please make sure to sign your child in and out daily. The sign in and out sheets can be found at the "Parent Center" area at the front door. It is imperative that we have a record of your child's attendance. Please complete these sheets when dropping off and picking up your child. This is for your child's safety. Your child will only be released to an authorized designated person that is written on the enrollment application. If a different person than that will be picking your child up please either add them to the enrollment application or write a note and sign it stating the date of authorized pick up and the person's name.

DROP-OFF AND CONFERENCES

A parent or guardian must accompany children into the building. Please make sure your child reaches his/ her teacher, as we cannot assume responsibility until a child is placed in our care. When leaving your child saying a quick good-bye with a hug and kiss is best. If your child needs to be dropped off after 10:00 AM, please notify the office prior to 10:00 AM so we have an accurate lunch count. If you would like a conference with your child's teacher, please make an appointment. Thank you.

PICK-UP

Only those people indicated on your child's application may pick up your child. If you plan on someone else picking up your child, please inform the office in the form of a letter or email. Our email address is: littletexanschilddcare@yahoo.com. Please have that person prepared to show photo identification. After your child is signed out, you must come inside your child's room to pick them up. Also, please check your child's cubby or designated area for daily reports and paperwork from the teacher.

LATE PICK-UP

If you find that you are going to be late due to traffic or an emergency please call the school and inform the person in charge. Please note there is a late fee of \$1.00 per minute per child after 6:30 PM. Payment is due in cash when you pick up the child (ren).

WHAT TO BRING

- Bag or Backpack labeled with the child's name.
- Clothing change that encourages self-help skills labeled with the child's name enclosed in a zip-locked bag.

Parent Initials: _____

- Pull-ups or training pants when potty training (please put your child's name on each one).
- A Kindermat, crib sheet, small pillow, and blanket for rest time (please label each item with name). These articles must be taken home every Friday and laundered in order to keep down on illness.
- In cooler weather, please provide a sweater and/or jacket for outside play (please label with name). We do not go outdoors if the temperature is below 45 degrees or over 95 degrees.

PARENTAL NOTIFICATION/COMMUNICATION

Parents will be communicated with during the day from the Brightwheel App regarding daily reports, lesson plans, and classroom activities. In the case of a Contagious and/or Communicable diseases outbreak including lice outbreaks will be posted on the bulletin board.

WHAT TO WEAR

Please dress your child in simple, comfortable clothing suitable for the weather. Please consider putting shorts under girls' dresses or skirts. Children should wear shoes or sneakers that fit the foot securely. Because of the pea gravel on our playground please put close toed shoes on your child. Thank you!

MEALS

Breakfast will be given at 8:30 AM. Lunch is served at 11:30 AM, and afternoon snack is at 2:30 PM. At this time, all meals are provided by the parents. The meals must be brought in a labeled lunch box/container and no refrigeration is provided. Please send food that does not have to be warmed up.

BIRTHDAYS

Birthdays are very special, and we enjoy helping your child celebrate. If you wish to provide a special birthday treat, please let the teacher know in advance and coordinate with them. Any food brought into the center should be store bought.

NAPS

All children are required by the state regulations to rest in the afternoon. They do not have to sleep, but we encourage them to rest quietly so their friends can nap. Children that are not "nappers" will be offered an alternative quiet activity after one hour on their mat. Parents will be required to provide their child's own nap mat (Kindermat). Please ask the director if you need more information on purchasing one. Naptime is scheduled for 12:00 – 2:00.

PHYSICAL ACTIVITY

LITTLE TEXANS CHILD CARE CENTER takes a proactive approach to helping children stay physically active. In each classroom, there are activity areas set up to encourage

Parent Initials: _____

physical activity. Physical activity occurs in each classroom during structured and unstructured time. We also promote large motor development outdoors. We spend time outside each morning and each afternoon, as weather permits. While outdoors on the playground, children have opportunities to run, climb, jump, pedal, push and pull, etc. They are encouraged to participate in group games that are physically active, and that help develop their gross motor development and social skills. Physical activity and exercise are encouraged to teach a healthy lifestyle. The equipment on the playground is safe and is inspected daily by our staff to help ensure they remain that way.

HOLIDAYS AND HOURS OF OPERATION

LITTLE TEXANS CHILD CARE CENTER is open year round Monday through Friday from 6:30 AM – 6:30 PM. We are closed for the following holidays:

- *Presidents Day**
- *Good Friday**
- *Memorial Day**
- *Independence Day-July 4th**
- *Labor Day**
- *Thanksgiving Holiday** (Thursday and Friday)
- *Christmas Eve and Christmas Day** (If either falls on a weekend, either a
- *New Year's Day** (If New Year's Day falls on a weekend, either a Monday or Friday is reserved in its place.)

MEDICATION

Medication must be in the original container with the name of the physician, name of the child, and directions written on the label. Please provide a medicine spoon or cup to issue medication with. If over the counter medication, please put the child's name on the bottle and the date the medication was brought into the center. A medication form is required before dispensing and is provided for your written instructions. These forms are available in the office and can be dated for that day or for a full week. Please discuss the medication and the child's condition with the management..

WITHDRAWAL

If you plan to withdraw your child from the program, please notify the director in writing. We ask that this is done one week prior to the last day your child will be in the program.

We reserve the right to withdraw any child from the program for any of the following reasons:

- The child is a constant disturbance to other children.
- Repeatedly injures other children.
- Continually behaves in a manner that threatens his/her safety

Parent Initials: _____

- It is evident that the program schedule, philosophies, and goals, or other issues are in conflict.
- Non-payment of fees.

Prior to asking a parent to withdraw the child, we will contact the parent and try to resolve the problem(s). A time of suspension will most likely occur in effort to provide a corrective action. If a corrective action doesn't work, we will disenroll the child.

ACCIDENTS

If a child is injured at school, the incident will be documented and an accident report will be provided for the parent. First aid is limited at the school to the use of soap, water, and bandages. We are not allowed to use any other type of medication without a completed authorization slip.

EMERGENCY MEDICAL TREATMENT

In an emergency situation, school personnel will contact Emergency Fire and Medical Assistance (911). A parent or authorized contact will be notified immediately.

HEALTH POLICY

Our responsibility for providing child care includes taking care to limit the spread of illnesses. While we cannot prevent all illnesses, we can do our best to reduce the incidence.

A child may **not** attend LITTLE TEXANS CHILD CARE CENTER whenever he or she has had any of the following conditions within the preceding 24 hours (Unless your child has been on antibiotics for **at least** 24 hours). If your child has allergies that may cause him or her to have any of these conditions on a consistent basis or during a particular season, please inform either the teacher or the director. If any of these symptoms are observed during the day your child will be sent home:

- Vomiting
- Diarrhea (Two episodes in one school day).
- Rash.
- Eyes with any type of secretion.
- Green runny noses.
- Bronchitis or Pneumonia.
- Fever – When there has been a fever of 101 degrees or more, the fever should be broken for at least 24 hours without the aid of medication.
- Open sores, blisters, or rash with drainage.
- Any illness that interferes with your child's ability to function within the normal routine of the center.

Parent Initials: _____

Please notify the director immediately if your child contracts a contagious disease. If your child has strep throat, they must be on antibiotics for 48 hours before returning to school.

DISASTER PLANS

The emergency plan is on file and can be reviewed by parents upon request.

DISCIPLINE POLICY

We use positive techniques of guidance, which include encouragement, redirection, anticipation, positive reinforcement, and elimination of potential problems. We do not spank, deny food, use loud voice tones, or call children derogatory names. Sometimes a child's behavior requires that the home and school work together. In that case, the teacher, director, or person in charge will contact the parent through an *Office Referral* form and/or telephone call.

Redirection is the first option in the discipline and guidance process used by our staff. The child is first given a distinct, clear oral command on his/her level of understanding. We strive at all times to have commands clearly stated in a positive and constructive manner so that the child may benefit and grow from our guidance and discipline. The child may be briefly removed from an activity if he/she misbehaves. This TIME OUT will not exceed one minute per year of age. Children under two years old will not have time out. Separation from the group is supervised. TIME OUT is only used when redirection does not work.

A time of suspension may be used to provide a corrective action plan. We reserve the right to withdraw a child from the program if the child is a constant disturbance to the other children, repeatedly injures other children, or continually behaves in a manner that threatens his/her own safety.

INFANT INFORMATION

SAFE SLEEP: We practice safe sleep standards for children under twelve months old. Blankets are not allowed in cribs. Please provide a sleep sack for your child, if needed. If a sleep exception is needed, please let the director know. The child's doctor must fill out the specific form for this.

BREASTFEEDING: We welcome and accommodate breastfeeding mothers by providing a private place for them to nurse in our center.

GANG-FREE ZONE

Our center is a gang-free zone. A Gang-Free Zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The Gang-Free Zone is within 1000 feet of your childcare center. For more information about what constitutes a Gang-Free Zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Parent Initials: _____

VOLUNTEERING

We encourage you to participate/ volunteer in the developmental activities of your child (ren) at the center. Please inquire in the office for upcoming activities.

INSECT REPELLENT AND SUNSCREEN

Children can be sprayed once a day with insect repellent and/ or sunscreen that must be provided to the center by the parent. Providing such sprays will serve as parental permission.

MEDICAL REQUIREMENTS

State Law requires that every child in a childcare setting have an up-to-date physical exam within 12 months prior to enrollment. An up-to-date immunization record must accompany your child or we will not be able to enter your child in the program. This is in accordance with health regulations. After enrollment, you will be required to update your child's immunizations as needed. There will be a one week grace period allowed to you, after which time, your child would not be able to re-enter care until their immunizations are brought up to date.

The State of Texas mandates that a Hearing & Vision Screening Test be performed on every child, age 4 years old and up (recommended at age 3 years). Children attending public school are exempt from these tests. Both tests must be conducted and the results provided to LITTLE TEXANS CHILD CARE CENTER within 120 days of enrollment.

TUITION- PRIVATE PAY AND CCMS

We have a lock box mounted on the wall for payments. ***Payments are due on Monday morning at drop off*** and considered late on Tuesday morning. A late payment fee of \$15.00 is assessed to the account on Tuesday. Children are not permitted into our care on Tuesday if payment has not been made for the week. Thank you for your prompt attention to our payment policies. If you have CCMS co-pay please pay your tuition in full on the first of the month, or half on the first of the month and the remainder on the 15th.

Forms of payment accepted: Cash, Check, Money Order, Credit/Debit Card, and Cash App. If paying by cash please get a receipt. We are not responsible for payments until they are in our possession and a receipt is given to the parent.

If the child is unable to attend the school for any reason, tuition must still be paid unless arrangements have been made with the Director PRIOR to the absences.

Parent Initials: _____

SICK POLICY/VACATION/SCHOOL CLOSURES

If your child does not attend school on his/her scheduled days, full tuition will still be due. (Please keep in mind that your child's absence, no matter what the reason, does not reduce our expenses.)

One week of vacation per year is granted after a child has been in attendance for six months. A vacation week is defined as the average number of days your child attends each week. If your child is absent for three consecutive days without any notification to the office, their position could automatically be terminated.

REPORTING CHILD ABUSE/CONTACTING HHSC

LITTLE TEXANS CHILD CARE CENTER staff is required by law to report any incidents of suspected child abuse or neglect. Children may be subject to interviews by licensing staff, child maltreatment investigators, or law enforcement officials for investigative purposes without parental notice or consent.

If you would like to contact HHSC Local Licensing Office at 469-229-6900, 550 E 15th St, Suite 120, Plano, TX 75074 or online at www.hhs.texas.gov.

If you suspect Child Abuse:

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor. Teachers are required to take annual training pertaining to child abuse and neglect.

Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b))* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help. *For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.*

If you do suspect that your child has been abused, or sexually molested, report situations immediately. Use the toll free number: 1 (800) 252-5400. The abuse hotline website is www.txabusehotline.org.

IN CASE OF EVACUATION

In case of evacuation, you will be notified by management and may pick up your child at an alternative location: Allen Service Center, 900 S. Greenville Avenue, which is directly across the street from us. Please make sure we have your most current phone number and email address on file at all times.

Parent Initials: _____

Please feel free to contact us if you would like to discuss these policies and procedures. We have an open door policy. Parents are welcome to visit our child care center at any time during hours of operation.

I have read and agree to abide by LITTLE TEXANS CHILD CARE CENTER Parent Handbook policies and understand the Discipline Policy contained within.

--	--

Parent Signature

Date

Parent Initials: _____