



Parent's Choice Early Child Development Center

Parent's Choice Early Child Development Center's goal is to be South Texas' leading preschool program. Our program gives children ages 6-weeks through 12-years enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with caregivers who are dedicated to enriching children's lives.

NON-DISCRIMINATION POLICY:

Parent's Choice Early Child Development Center 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 from the Texas Department of Family and Protective Services

Parent's Choice Early Child Development Center 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

Parent's Choice Early Child Development Center is open from 6:30am to 6:30pm Monday through Friday, year round. We close to observe the following holidays: New Year's Day, MLK Day (for Staff Development), Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day. Full tuition is due for holiday weeks. We also close early on New Year's Eve and Halloween.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Parent's Choice Early Child Development Center may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January.

2. RELEASE OF CHILDREN

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 8:00am each day so that the child can take part in our full educational program. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Parent's Choice Early Child Development Center observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. The illness prevents the child from participating comfortably in child-care center 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 in care.
3. The child has one of the following (unless a medical evaluation by a health-care professional indicates the child can participate in the child-care center's activities):
 - a. An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - b. A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs and symptoms of illness. Tympanic thermometers are not recommended for children under 6 months.
 - c. An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - d. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes 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. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Parent's Choice Early Child Development Center may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours without medication.

If a statement is provided by the child's health care professional, the document must state that the child no longer has an excludable disease or condition.

EXCEPTION – from time to time Parent's Choice Early Child Development Center may not follow the doctor's note to return to care if a government authority recommends otherwise (such as the CDC, the local health department, etc.).

4. MEDICATION

Please inform your physician that your child is in full-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Parent's Choice Early Child Development Center is designed for **well** children.

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

- **Prescription medication and nonprescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. A note from the child's health care professional must be provided if manufacturer's recommendations are not listed.
- Before any prescription or nonprescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication must be sent home at the end of each day. Medication is not to remain in the center overnight.
- Medication must be labeled with the child's full name and the date brought to the operation.
- Medication will only be given at 10:00am and 2:00pm.

Medications not administered by Parent's Choice Early Child Development Center:

- Any medication that is a once or twice daily administered medication
- Any medication that requires a nebulizer

In the event of a medical emergency to prevent the death or serious bodily injury of the child, Parent's Choice Early Child Development Center may administer medication without prior parent authorization. The medication would be administered as prescribed, directed, or intended.

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. If your child has any allergies or asthma listed, we must have the allergy/asthma action plan on file and the proper medication on site and in date before your child can start. If your child is already enrolled and you discover they have an allergy or asthma, we must have the allergy/asthma action plan and the proper medication on site and in date before they can return to care. This is for the safety of your child. If your child has any diagnosed behavioral/developmental disorder or physical handicaps, we need a note from the physician documenting what exactly the behavioral/developmental disorder or physical handicap is, a letter of recommendation from the physician stating that the preschool environment/large group setting is in the best interest of your child, and what steps we need to take in order to best accommodate your child.

All medication policies are subject to state regulation.

5. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring 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 individuals 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.

6. PARENT NOTIFICATIONS

Open communication with parents is very important to children's success. Parent's Choice Early Child Development Center 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 Parent's Choice Early Child Development Center may communicate with parents:

- Through email notifications – our most used source
- Written memos placed in your child's weekly folders
- Memos placed on class door or in the lobby
- Verbal communication with the child's teacher and/or director

7. DISCIPLINE & GUIDANCE POLICY

At all times, everyone present at Parent's Choice Early Child Development Center, including staff, volunteers, parents, etc., must follow the Discipline and Guidance Policy per the Texas Minimum Standards for Licensed Child Care Centers. The policy is as follows:

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Parent's Choice Early Child Development Center staff members are trained to use a positive method of discipline and guidance that encourage 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 upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Parent's Choice Early Child Development Center does not use "time out" as a form of managing behavior. Parent's Choice Early Child Development Center staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Parent's Choice Early Child Development Center reserves the right to terminate care for the child for discipline problems at any time.

From time to time, Parent's Choice Early Child Development Center may need to schedule a parent conference to discuss a behavior action plan for their child to redirect any challenging behaviors. At that time, the director, teacher, and parents, will all work together to construct a behavior action plan that will work best with that child. Ongoing conversations will take place between the director, teacher, and parents, and the child's behavior will be logged on our behavior record. If the challenging behavior continues and we are unable to prepare the child for school, then Parent's Choice Early Child Development Center reserves the right to end care for that family as school readiness and safety is our top priority.

8. SUSPENSION AND EXPULSION OF CHILDREN

If a child is disrupting a classroom and/or putting themselves or others at risk, Parent's Choice Early Child Development Center may suspend the child for the remainder of the day or longer depending upon the situation.

Should the management of Parent's Choice Early Child Development Center determine that a child has not adjusted to the daily program, the child will be dis-enrolled and the agreement will be terminated to the option

of Parent's Choice Early Child Development Center. No reduction or refund of tuition fees will be given in these situations

9. SAFE SLEEP FOR INFANTS 12 MONTHS OLD OR YOUNGER

All staff at Parent's Choice Early Child Development Center will follow these safe sleep recommendations of the American Academy of Pediatrics and the Consumer Product Safety Commission for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
 - If an infant needs extra warmth, use sleep clothing such as a sleep sack as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
 - If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
 - If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest.

All parents will sign a safe sleep policy if their child will be in our infant program.

10. FOOD SERVICE & PREPARATION

Parent's Choice Early Child Development Center is a participant of the USDA's Special Nutrition Programs. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or

disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272.

Parent's Choice Early Child Development Center supplies iron-fortified formula, cereal, and baby foods for infants. Parents can feel free to provide breastmilk either fresh or frozen for their child, and mothers can feel free to and are encouraged to breastfeed their child here at Parent's Choice Early Child Development Center. Breastfeeding resources are available upon request and in our parent resource area. Parents are asked to complete an "Infant Feeding Preference Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions. Please note that the Texas Department of Family and Protective Services mandates that any child under the age of 12 months is not allowed to be served juice and Parent's Choice must follow that restriction.

Parent's Choice Early Child Development Center provides breakfast for all children present from 7:30am – 8:00am (exception – school age children will receive breakfast from 6:30am – 6:55am when school is in session). Lunch is served at 11:15am, an afternoon snack is served at 2:30pm (3:15pm or upon arrival for children in our after school program), and supper is served at 5:00pm. Menus are posted on the bulletin board in the main hallway. Any prepared food that is brought into the school to be shared among the children must be commercially prepared OR prepared in a kitchen that is inspected by local health officials. This means any food brought in for birthday parties or class parties must be store bought.

Please advise the center of any allergies upon enrollment or, if your child is already enrolled, when the allergy is discovered. All children are required to follow our menu unless they have a doctor's note stating they are unable to follow our menu due to medical or religious reasons. If your child is unable to follow our menu due to religious beliefs, we must have a notarized affidavit stating that. If your child has a food allergy, we must have on file: a note documenting the allergy, an allergy action plan, and any medication listed as treatment. These must be updated annually. All staff are educated on food allergies and take precautions to ensure children are protected. The allergy plan for Parent's Choice Early Child Development Center is: inform all staff of children with allergies via the master allergy list posted in each classroom, have an allergy action plan on file with the appropriate medication(s), and those medications stored out of the reach of children. Parent's Choice Early Child Development Center will strive to provide substitute options for those with a documented allergy or religious affidavit. Parent's Choice Early Child Development Center does not allow home lunch without director approval. If a child does bring a home lunch with director approval, the lunch will be turned into a manager who will make sure it is labeled with the child's name, date, and stored in the refrigerator to ensure proper temperatures are maintained. Milk, fresh fruit and vegetables are available for children who bring lunches from home. Parents can view our posted menu to see what healthy lunches with adequate nutritional value would consist of. Parents can also feel free to take one of these menus from our parent resource area. Food allergy resources are available upon request and in the parent resource area. **Parent's Choice Early Child Development Center is a Nut-Free School.**

*Staff never rewards good behavior or a clean plate with foods of any kind!

11. IMMUNIZATION REQUIREMENTS

Each child enrolled or admitted to Parent's Choice Early Child Care Center must meet and continue to meet applicable immunization requirements as specified by the Texas Department of State Health Services (DSHS). Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be 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 Parent's Choice Early Child Development Center may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit 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.

12. HEARING & VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Parents will be required to bring in screening proof from their local pediatrician.

13. ENROLLMENT PROCEDURES

Upon selecting Parent's Choice Early Child Development Center to meet your child's educational needs, **all enrollment paperwork is required at least one day prior to your child's start date and must be complete.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Physician's Statement (unless the child attends a public or private school)
- Immunization record (unless the child attends a public or private school)
- Tuition Agreement
- Tuition Express Form (ACH Draft)
- Food Program Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Infant Feeding Preference Sheet (if enrolled in our infant program)
- Infant Safe Sleep Policy (if enrolled in our infant program)
- Allergy Action Plan (if applicable)

Parents will be notified within 30 days (if possible) of any policy change in writing. Signatures from parents may be required.

Any parent/guardian that needs to update any of their contact information may do so with any manager at any time or you may fill out a card at our Parent Resource area to update contact information. Please be sure if you fill out a card to update contact information that you list your four digit security code and then place the card in the tuition drop box.

14. TRANSPORTATION

School-age children will be transported to and from public school and during the summer on field trips. Parent's Choice Early Child Development Center does not transport children under the age of 4, except in emergency situations.

State law requires:

- Vehicles transporting children shall be transported in safe operating condition and drivers shall have a current Texas Drivers License
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

- Any child under the age of 8 must ride in a booster seat/car seat unless they are over 4 foot 9 inches before the age of 8. (Exception: this is not required if riding on one of our buses as long as the child weighs more than 40 pounds)

15. WATER ACTIVITIES AND SWIMMING POOL

School-age children will use the swimming pool located in the back of the Lexington Woods subdivision during summer months. A certified lifeguard will be on duty during these times. From time to time, children will participate in water table play in their classrooms; children will be required to wash their hands before and after water table play. Any water activity will be scheduled in advance and parents notified in advance. All children must have authorization to participate in the water activity on their enrollment form.

16. FIELD TRIPS

School-age summer camp will often have field trips weekly. Transportation for field trips will be by a school van/bus. Parents will be notified of all field trips and times. In order to maintain accurate attendance information, parents may not drop off or pick up children while on a field trip. In the event that a child is unable to attend a field trip, the child must remain home for the day or picked up by the parent before the field trip. No reduction in tuition fees will be given in these situations

17. ANIMALS

From time to time, Parent's Choice Early Child Development Center may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. No pet may be brought into the building by a parent/guardian/child.

18. INSECT REPELLENT AND SUNSCREEN

Parent's Choice Early Child Development Center will apply insect repellent and sunscreen for children for the afternoon outside session. Any parent that wants their child to have these products applied for the morning outside session should apply these products before dropping their child off for the day. All insect repellents and sunscreens must be in date, have the child's first and last name, and have the date brought into the center on the bottle. Parent's Choice Early Child Development Center will not apply any insect repellent to children under 3 years of age that contains oil of lemon eucalyptus per the CDC. Parent's Choice Early Child Development Center will not apply insect repellent or sunscreen more often than it states on the bottle. Parent's Choice Early Child Development Center must have written permission from a parent before applying sunscreen or insect repellent and this must be updated every 3 months. All insect repellents and sunscreens should be brought into the director or assistant director for their approval and the director and/or assistant director will ensure all policies are met and ensure the proper storage of the product.

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 Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. Parent conferences may be scheduled. From time to time, the center director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.

20. PARENT PARTICIPATION

We encourage parent involvement, especially with helping with class parties. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director of the facility.

We welcome parents at any time, in any area of our school. Parent's Choice Early Child Development Center is a privately owned and operated facility. We have the right to refuse service at any time to anyone.

21. COMPLIANCE HISTORY AND MINIMUM STANDARDS FOR CHILD CARE CENTERS

Parent's Choice Early Child Development Center 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 https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Parent's Choice Early Child Development Center encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board in our main hallway or you may view this at:

https://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp

Parents may also contact our local Child Care Licensing office at 713-940-5234.

22. STATE CONTACTS

Parents may contact child care licensing's local office at 214-583-4253.

Parents may access the Texas Child Abuse Hotline at 1-800-252-5400.

Parents may access the Department of Family and Protective Services and Health and Human Services website at www.dfpd.state.tx.us/child_care

23. EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Parent's Choice Early Child Development Center. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Parents Choice Early Child Development Center 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 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 the Director on duty. In the Director's absence, the Assistant Director on duty 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 her duties to other staff members, volunteers or emergency personnel as she deems necessary.

During any evacuation/emergency, the assistant teacher in the classroom is responsible for assisting any child that requires special assistance due to a physical handicap or any other reason. If there is only one teacher present in the class at the time, that teacher must loudly ask for assistance from a manager. When the manager arrives, it is the manager's responsibility to assist the child/children.

Sign in and out sheets from all classrooms are to stay with each caregiver responsible for the group. In the event of an emergency evacuation, the caregiver and director will use the sign in and out sheets along with the emergency binder to contact each parent and verify authorized release of children once reunited.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get your transition sheet and stuff it in your clothing.
- 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.
- Immediately do a face to name check to ensure that all children are accounted for.
- Infant and Wobbler classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Roll the cribs to the center hallways.
- 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 is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for termination.

LOCK DOWN

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

- The Director, or person in charge, will announce over the intercom, "Rabbits in the Hole" or other 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.
- Infant classroom: Place babies in two cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Get your transition sheet in your hands and stuff them into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- 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 with him/her.
- 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, or person in charge, 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 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 under the armpit, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him/her.
- If the child complains of pain, ask him/her 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 third episode.

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 doors and lock if possible.
- Turn off air conditioner/heater.
- Tape off and seal all exterior doors and windows.
- Turn off lights, computers, TV radio, CD player, 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 the Director, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
- Keep your transition sheet in your hands or stuff them into your clothing.
- If time allows, gather children’s diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in the center’s buses and vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, Spring ISD may also send transportation vehicles.
- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency binder (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 accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.
- Evacuation and relocation site for Parent’s Choice Early Child Development Center is St. James Catholic Church located at 22800 Aldine Westfield Rd. Spring, TX 77373.
- 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.
- The center'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.)

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 transition sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants and Wobblers: Place all of the children in two cribs.
- 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 transition 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.

IN THE EVENT OF A LOST CHILD

- Notify an administrator immediately
- An administrator will announce to everyone to go into lock down mode
- No child nor staff member may leave until the child is found
- The exterior will be checked first, then the interior areas
- Once the child is found, necessary action will be taken
- If the child is not found, we must notify authorities immediately as well as parents/guardians

COOK AND 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/he 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 emergency binder and says aloud, "I have the binder!" and then proceeds to assist the infant classrooms to safely exit the building.

- When aware of fire, or when alarm sounds, if the cook is in the building, he/she will assist the young toddler classroom and any class that requires extra assistance due to a child with a physical handicap.

24. BREASTFEEDING

Parent's Choice Early Child Development Center 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. Breastfeeding resources are available in our Parent Resource area.

25. CHILD ABUSE REPORTING LAW REQUIREMENTS

Parent's Choice Early Child Development Center 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 receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Parent's Choice Early Child Development Center has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and newsletters. Parent's Choice Early Child Development Center 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 and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

26. WELL CHECKS

Parent's Choice Early Child Development Center 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 PREVENTABLE DISEASES

All Parent's Choice Early Child Development Center employees are encouraged to receive an annual flu shot and are required to be current on their Pertussis vaccine to help protect children from illnesses.

28. OPEN DOOR POLICY

Parent's Choice Early Child Development Center has an open-door policy. Parents and legal guardians may visit the center at any time to discuss the care and education of their child with the center director and staff or to observe their child.

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. Parent's Choice Early Child Development Center is a GANG-FREE ZONE.

30. FIRE ARMS

Fire arms are prohibited in an educational facility serving minors. Individuals who have an Open Carry or Concealed Hand Gun License may not bring these fire arms into our facility. Fire arms may be kept in the licensed individuals' personal vehicle while on our premises.

Parent's Choice Early Child Development Center Policies

31. TUITION AND FEES

Tuition is paid by credit card, debit card, or ACH draft operated by Tuition Express. Tuition is due every Monday by 6:30pm. If tuition is not paid by 6:30pm Monday, then a \$10.00 a day late fee will start on Tuesday. If tuition is not paid by Friday, care will be discontinued until payment is made. Drafts returned NSF will be charged \$25.00. Parent's Choice Early Child Development Center cannot turn drafts "on or off". Parent's Choice Early Child Development Center does not accept American Express or Discover cards. No credits on tuition are allowed for sick days, bad weather, holidays, or emergency closings of the center.

32. EXTRA FEES

A non-refundable annual registration fee is due at the time of enrollment and every August. During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Our program is open Monday through Friday from 6:30am to 6:30pm. Parent's Choice Early Child Development Center is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$1 PER MINUTE PER CHILD late penalty will be charged to your account. After 6:45pm, the late penalty increases to \$2 a minute. Late penalties must be paid to Parent's Choice Early Child Development Center before the child can return to care. If you are late picking up your child two or more times in a six month period, you are subject to disenrollment at the discretion of Parent's Choice Early Child Development Center.

33. ARRIVAL TIME

Children need to be in attendance by 9:00am each day so that they may benefit from our curriculum, routines, and rituals. Exceptions can be made when children have appointments with health care professionals or related services.

33. ABSENT/VACATION CREDIT

After 90 days of enrollment, if your child is absent for the entire week, you will receive an absent credit equal to one half your weekly tuition. Absences cannot be carried over from week to week. Parents must request an absent credit in writing at least 14 days in advance.

If your child will be absent from school, we ask that you notify the front office by 8:45am each day. Failure to notify the front office of an absence may result in a \$5 no call penalty per occurrence.

If you have a school age child enrolled, you must notify Parent's Choice Early Child Development Center by 2:15pm each day if your child will not be picked up by Parent's Choice Early Child Development Center. Failure to do so will result in a \$5.00 no call penalty. The safety of every child is our top priority.

34. PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all of your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of \$50.00 after that family has been with us for one month. Our greatest advertising asset is you!!

35. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Parent's Choice Early Child Development Center must remain confidential at all times. This includes, but not limited to, posting confidential information about Parent's Choice Early Child Development Center, our children, staff and/or families on social media. Breaching confidentiality may lead to disenrollment.

36. PARENT CODE OF CONDUCT

Please understand young children are present in our building. Some adult language is not appropriate for young children. Parent's Choice Early Child Development Center prohibits swearing or cursing on our property.

Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services. Parent's Choice Early Child Development Center has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Parent's Choice Early Child Development Center must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

In the event that a parent is dissatisfied with any situation at Parent's Choice Early Child Development Center, parents are to maintain composure and handle issues professionally with the center director. Conversations that take place in the classroom must be developmentally appropriate for the children who are observing and must not be aggressive in tone. Any behavior that places a child at risk will lead to immediate dismissal from the program.

35. PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, staff of Parent's Choice Early Child Development Center is not permitted to take children home from our center. Parent's Choice Early Child Development Center's employees may not be added as an authorized pick up or emergency contact for any child enrolled except for their own.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Parent's Choice Early Child Development Center staff cannot be responsible for lost or broken

personal toys. The only exception to this rule is 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.
- Pick up your child's paper/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times of breakfast from 7:30am – 8:00am (exception - school age children during the school year will receive breakfast from 6:30am – 6:55am), lunch at 11:15am, pm snack at 2:30pm (3:15pm for all school-age children), and supper at 5:00pm. Please make sure your child arrives in time to be included in those meals, if necessary. Meals cannot be saved for children who arrive after these times.
- Please do not allow your child to bring gum or candy to the classroom (candy is allowed only on party days which your child's teacher will notify you of these days).
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services do not allow smoking, vaping, or the use of any tobacco product on the premises, either indoors or outdoors.

36. WITHDRAWAL FROM PROGRAM

Fourteen days written notice must be given for withdrawing a child from Parent's Choice Early Child Development Center. If a family fails to give a fourteen day written notice, Parent's Choice has the right to draft the remaining week or weeks from the family's bank account. If you are not on Tuition Express and fail to give a fourteen day written notice, you will be ineligible for re-enrollment at any time unless you pay out the remaining week or weeks. Parent's Choice Early Child Development Center has a right to refuse service to any family for any reason.

Should the management of Parent's Choice Early Child Development Center determine that a child has not adjusted to the daily program, the child will be dis-enrolled and the agreement will be terminated to the option of Parent's Choice Early Child Development Center.

37. CUSTODY SITUATIONS

Parent's Choice Early Child Development Center prefers NOT to get involved with custody disputes. Parent's Choice Early Child Development Center 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 police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Parent's Choice Early Child Development Center has the right to terminate care. This includes, but is not limited to, decisions about the child's care, health, and education. Parents must have these conversations at home and notify the center of any mutual decisions made by both parties involved.

38. INCLEMENT WEATHER POLICIES

Parent's Choice Early Child Development Center will follow Spring ISD in regards to any emergency closings and delayed openings. Please check your cell phone for text messages, your e-mail, and web sites for announcement of closing. Full tuition is due during inclement weather times.

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. Please refer to our Emergency Preparedness Plan for more information on evacuations and relocation of children.

39. CURRICULUM

For children under three years of age, Parent's Choice Early Child Development Center uses a program of learning activities developed by the Appelbaum Training Institute, ATI, experts in child care and preschools across the United States. Every week there is a theme. Your child(ren) will have learning activities in six core learning areas to match that theme. Each distinct area is designed to facilitate learning, is developmentally appropriate for your child's age, and is fun so your child will want to participate and learn. The six core learning areas taught each day of each week in the weekly themes are:

- Language Literacy Activities
- Fun Circle Activities
- Marvelous Preschool Math Activities
- Awesome Art Activities
- Social Skills Kids Must Know Including Respect and Responsibility
- Musical Fun Songs and Rhythm

For children three years and older, Parent's Choice Early Child Development Center uses Frog Street Pre-K. Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!

The cornerstones of the program are:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline[®]
- Differentiated instruction
- Equity of English and Spanish materials and instruction
- Joyful approach to learning

For more information, please see their website at <http://www.frogstreet.com/curriculum/pre-k/>

At the beginning of each month, a newsletter with information about our curriculum activities is sent out so that parents/guardians will know what their child(ren) are learning about. As well in that newsletter, we may ask for you to provide your child with certain supplies out of our normal curriculum supplies. Outside each classroom is a bulletin board that has posted the curriculum information for each day in the current month and the curriculum themes for the entire year. As well on that bulletin board, you will find the curriculum goals posted for that classroom and specific age group.

40. DAILY SCHEDULE

Parent's Choice Early Child Development Center classrooms follow a daily schedule designed specifically to meet the children's developmental, social, emotional and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. All children will be offered multiple opportunities for physical activity time through our physical fitness program each morning and their multiple outside times. At Parent's Choice Early Child Development Center, we limit screen time to no more than two hours per day maximum. Any child under the age of two years will not have any screen time due to the critical periods of growth and development their brains and bodies are going through. Below is an example of your child's typical day:

DAILY ACTIVITY PLAN

6:30am – 7:30am	Center Play/ Thinking Skills and Sensory Development through activities which include sand/water play, blocks, framed puzzles, variety of large stringing beads, and simple board games
7:30am – 8:00am	Wash hands/Develop self-help skills through washing one's hands/Breakfast/Develop self-help skills through feeding oneself
8:00am – 9:00am	Calendar/Pledge of Allegiance/Physical Fitness Program/Active Play through activities which include active games, dancing and creative movement to music and singing, simple games and dramatic or imaginary play that encourages stretching, walking and marching
9:00am – 9:30am	Language Development through age-appropriate equipment or activities which include flannel board stories, puppets, and variety of storybooks, writing materials, and stories on tape
9:30am – 10:30am	Curriculum/Small-Muscle Development through equipment or activities which include large non-toxic crayons, washable markers, non-toxic paint, water colors and various size brushes, adjustable easels, collage materials, clay/dough and tools, round end scissors, glue and paste, different types of music, rhythm instruments and fingerplays
10:30am – 11:00am	Outdoor Active Play/Large-Muscle Development through age-appropriate equipment and activities which include light-weight balls of all sizes, push toys, slides, climbing equipment, and outdoor building equipment/Active Play through age-appropriate equipment and activities which include active games, simple games and dramatic or imaginary play that encourages running, stretching, climbing, walking and marching
11:00am – 11:45am	Wash Hands/Develop self-help skills through washing one's hands/Lunch/Develop self-help skills through feeding oneself
11:45am – 12:00pm	Clean all children and soothe to sleep
12:00pm – 2:00pm	Rest Period/Nap Time
2:00pm – 2:30pm	Language Development through age-appropriate equipment or activities which include flannel board stories, puppets, and variety of storybooks, writing materials, and stories on tape
2:30pm – 3:00pm	Outdoor Active Play/Large-Muscle Development through age-appropriate equipment and activities which include light-weight balls of all sizes, push toys, slides, climbing

equipment, and outdoor building equipment/Active Play through age-appropriate equipment and activities which include active games, simple games and dramatic or imaginary play that encourages running, stretching, climbing, walking and marching

- 3:00pm – 3:30pm** Wash hands/Develop self-help skills through washing one's hands/PM Snack/Develop self-help skills through feeding oneself
- 3:30pm – 4:30pm** Curriculum/Small-Muscle Development through equipment or activities which include large non-toxic crayons, washable markers, non-toxic paint, water colors and various size brushes, adjustable easels, collage materials, clay/dough and tools, round end scissors, glue and paste, different types of music, rhythm instruments and fingerplays
- 4:30pm – 5:00pm** Fostering Children's Self-Esteem through pretty or handsome time (clean children and fix their hair)/Center Play/Develop social and emotional skills through activities which include dress up clothes and accessories, mirrors, dolls, simple props for different themes, puppets, transportation toys, play animals, and table games
- 5:00pm – 5:30pm** Wash Hands/Develop self-help skills through washing one's hands/Supper/Develop self-help skills through feeding oneself
- 5:30pm – 6:00pm** Language Development through age-appropriate equipment or activities which include flannel board stories, puppets, and variety of storybooks, writing materials, and stories on tape
- 6:00pm – 6:30pm** Thinking Skills and Sensory Development through activities which include sand/water play, blocks, framed puzzles, variety of large stringing beads, and simple board games

41. CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Parent's Choice Early Child Development Center typically will transition children ages 2 years and under to new classrooms twice a year, and children 3 years and up once a year, however from time to time we may request a transition sooner based on the individual child's needs.

42. CHILD TO STAFF RATIOS

Parent's Choice Early Child Development Center meets state ratios in all classrooms.

43. NAP TIME

Supervised rest periods are required for all children in our preschool program. Children who do not require a nap will be given an alternate quiet activity after one hour into the rest period. Our daily nap time is from 12:00pm – 2:00pm. Your child will be provided a cot with their name on it to rest on for naptime. Please provide a clean blanket and small pillow for naptime and take them home Fridays for washing. All naptime items must fit into your child's cubby. Any child under the age of 12 months, per the Texas Department of Family and Protective Services, is not allowed to use a blanket, but they are allowed to use a sleep sack when needed.

44. CLOTHING

Preschool children must have a complete change of clothing, clearly marked with the child's name, left at Parent's Choice Early Child Development Center. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground. Preschool children need to be dressed for the weather as well as dressed appropriately and comfortably for daily activities. Jackets and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Flip flops are prohibited. As well, unnatural hair colors are prohibited as this poses a distraction in the class.

45. PERSONAL BELONGINGS

Parents must supply all bottles, diapers, wipes and diapering accessories for their child. Parent's Choice Early Child Development Center provides toddler training cups. Please label everything with your child's first and last name.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Parent's Choice Early Child Development Center cannot be responsible for broken or lost items.

46. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Physical activity outdoors is offered two times per day weather permitting. 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.**

47. BIRTHDAYS

Most children enjoy celebrating special events with their school friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please make arrangements with the teacher several days in advance. If parents wish to invite children in the classroom to private parties, the teacher will only be able to pass these out if an invitation is provided for all children in the class.

48. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building and all the way to their class to sign in and out when their child(ren) enter and leave the facility. Visitors picking up children must show valid identification before the children are released. A copy of the identification will be made and placed in your child's file. (Space is provided to list emergency contacts on the registration forms.) Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center at any time during the day to observe their child without prior approval. However, when it comes to spending time with your child in the classroom, we ask that you please limit yourself to no more than five minutes in the class with your child as to not interfere with the daily activities. Also, please be sure to not engage in long conversations with your child's teacher as they must supervise the children at all times and cannot do this if they are involved in a long conversation. If something needs to be brought to your attention, your child's teacher knows to let someone in management know so that we may bring it to your attention. Our facility is equipped with a fire alarm system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time to sign. First Aid will be applied to minor incidents. In the event medical attention is required, we will notify the parents/guardians immediately. Parents are responsible for all medical fees.

Parent's Choice Early Child Development Center uses pesticides that are safe for children to exterminate the center monthly.

49. PHOTOGRAPHS

Parent's Choice Early Child Development Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child. Please note: during certain parent events, such as holiday parties, photographs may be taken. If you wish for your child not to be photographed, you may want to remove them from these events. In order to enroll in our program, all parents/guardians must sign a photo release. **No child may be enrolled without a photo release giving Parent's Choice permission to photograph their child(ren).**

50. OUTSIDE EMPLOYMENT

Employees of Parent's Choice Early Child Development Center are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny-type jobs.

51. CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Parent's Choice Early Child Development Center are prohibited from participating in social networking with parents and children. This includes, but is not limited to Facebook, Twitter, and Instagram.

52. BITING

Biting is a common issue in early child development and occurs mainly due to sensory exploration and/or as a means of communication. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Parent's Choice Early Child Development Center will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

53. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard and **end your phone calls prior to entering the building**. Also, a child may not bring a cell phone into the center.

We, at Parent's Choice Early Child Development Center, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe

that excellent early childhood development is the foundation for a bright future for our children at Parent's Choice Early Child Development Center.