

**M.I.S.D. CHILD CARE CENTER**

**2019 - 2020**

**PARENT HANDBOOK**

**"Good Beginnings Never End"**

## CONTENTS

<u>Welcome and Program /Staff Information</u>	<u>page 3</u>
<u>Enrollment</u>	<u>page 4</u>
<u>Tuition</u>	<u>page 5</u>
<u>Days and Hours of Operation</u>	<u>page 6</u>
<u>Late Fees</u>	<u>page 6</u>
<u>Arrival/Departure</u>	<u>page 7</u>
<u>Health and Safety</u>	<u>pages 8-10</u>
<u>Injuries, Medication</u>	<u>page 9</u>
<u>Contagious Diseases</u>	<u>page 10</u>
<u>Building Access</u>	<u>page 10</u>
<u>Emergency Preparedness</u>	<u>page 10</u>
<u>Cell Phone Use</u>	<u>page 11</u>
<u>Notices</u>	<u>page 11</u>
<u>Discipline</u>	<u>page 12</u>
<u>Parent Involvement</u>	<u>page 13</u>
<u>Meals, Nutrition</u>	<u>page 14</u>
<u>Policies for Infant Care</u>	<u>page 15</u>
<u>Clothing, Footwear, Sunscreen and Insect Repellent</u>	<u>page 16</u>
<u>Birthdays</u>	<u>page 16</u>
<u>School Pictures</u>	<u>page 17</u>
<u>Transportation</u>	<u>page 17</u>
<u>Field Trips</u>	<u>page 17</u>
<u>Special Events</u>	<u>page 17</u>
<u>Toys from Home</u>	<u>page 18</u>
<u>Animals/Pets</u>	<u>page 18</u>
<u>Complaints</u>	<u>page 19</u>
<u>Parent Agreement</u>	<u>page 20, 21</u>
<u>Signature Page</u>	<u>page 21</u>

## **WELCOME!**

The M.I.S.D. Child Care Center is operated as a part of the Midlothian Independent School District and is licensed by the state of Texas. The center's most recent licensing report is posted for your review. A copy of the Minimum Standards and Guidelines for child care in the state of Texas is available in the director's office and can be viewed online at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Parents and families are invited to join our fb page: Midlothian ISD Child Care. We post classroom events and special notices there throughout the year.

Staff adhere to MISD personnel policies as well as child care staff policies and Texas Rising Star policies/guidelines.

Child care staff receive 30 hours of training each year. The director receives 40. All staff receive training in recognizing/warning signs and reporting abuse and neglect. This information is also available to parents at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Other required trainings include child development, age appropriate activities/lesson planning, conducting a daily/well check, crisis management, bloodborne pathogens, anaphylaxis, transportation safety and other topics relevant to each group of children.

Any changes in child care policies will be emailed to parents, posted on our fb page and a new agreement/amendment will be provided for parent signature/acknowledgement.

The center's operating funds for equipment, teacher salaries, etc. come from tuition payments. Every effort is made to meet the needs of our children while providing positive daily experiences. We feel that "Good Beginnings Never End."

## **The Program**

M.I.S.D. Child Care Center offers its parents and children many opportunities for learning. Daily activities include experiences in STEAM and motor activities within a play environment. Daily participation in the center's program facilitates growth of the child and continuity of experiences. The curriculum and its teaching methods are determined by child care center staff with input from the center director and parents. The center subscribed to the Gold assessment tool for ongoing assessment in a comfortable, natural setting. We also utilize the CDC's milestone tracker to help support parents in tracking their child's development. Other parent resources are available at the front table by the office.

Screen time (videos, computers, etc.) for children under age two is prohibited.

Screen time for older children may be used to supplement - but not replace learning activities. Children ages two and up have a small amount of video time each day to help unwind after lunch/before nap. Occasionally, groups will schedule a "movie day" to conclude/celebrate special events.

**"Stretch and Grow"** fitness classes for children aged 18 months and up is provided at no additional cost.

The center hosts a weekly dance class through On the Move Dance at an additional (reduced) fee for eligible children. Information on registration /fees/ participation is available at the table outside the childcare office.

### **Enrollment**

The center is open to the children of full time M.I.S.D. employees and the children of school age parents enrolled in the district. Enrollment is based on a first come, first served basis. Parents may register a child at any time. When space is not available, they will be placed on a waiting list.

Children are accepted between the ages of six weeks to five years.

The center does not bar a child from participation because of race, creed or sex. The center staff is committed to working with children from all backgrounds to help each child toward their full potential. To enroll a child in the center, parents must complete a registration form and submit a fee. On or before the child's first day at the center the following information must be on file:

#### **Completed Enrollment Form** containing:

- \* Admission information
- \* Emergency Contact information
- \* Consent for transportation, field trips, water activities
- \* Acknowledgement for Receipt of operational policies
- \* Information about Meals and snacks
- \* Days and times in care
- \* Authorization for Emergency Medical Attention
- \* Current Immunization record (copy of original to be attached to form)  
(or affidavit for exclusion from immunization.)
- \* Admission Requirement
- \* Additional Information - allergies - allergy care plan (see note)
- \* Children 4 and up by September 1 must have a vision and hearing screening within 120 days of admission
- \* Proof of guardianship (when applicable.)
- \* Emergency medical contacts (physician and emergency medical facility information)
- \* Signatures
- \* Parent Agreement - last page of this handbook

**Baby's Day** form for infants. Feeding instructions to be updated monthly until the child eats table foods.

**Getting to Know You** form for additional information about individual children

**Emergency Care Plan** must be on file for any child that has been diagnosed with a food allergy. Plan to leave two doses of epinephrine at the center. Changes to enrollment information may be made at any time by visiting the front office, or by emailing the center director.

## **Tuition**

Yearly registration fee	\$75.00 per child
Infants and toddlers	\$28.84 per day
Twos and children not toilet trained*	\$26.27 per day
Threes, Pre - K	\$23.11 per day

Family rate: Youngest child at full tuition rate. Each child thereafter receives 15% discount  
No drop - in or part time care.

\* children aged three and up that are not toilet trained are charged the same rate as two year olds.  
Diapers/pull-ups require additional staff/furnishings not typically provided in the classrooms of children over age 3.

Re-assessment is made at mid-term. Rate changes are made for children 3 years and up at time of admission who have mastered this skill by the end of the first semester. We do not initiate toilet training for children, but encourage / assist any child that shows interest/signs of readiness and follow whatever method parents are using at home.

Tuition is based on the child's age as of September 1. Tuition is charged for 187 days regardless of the child's attendance/school closings. It is payroll deducted from September to June.  
Parents requesting future placement for newborn care may be asked to pay tuition to hold their child's place at the center.

If a child is dropped from enrollment, the space is filled by the next child on the waiting list.  
Re-enrollment is based on space availability. Registration fees apply.

### Days / Hours of Operation

M.I.S.D. Child Care Center is open to receive children 187 days from August 13, 2019 to May 29, 2020 in accordance with the district schedule. Hours are 6:45a.m. to 5:00 p.m. Monday - Thursday. **On Fridays the center will close at 4:30.** This schedule allows the center to comply with licensing, FLSA, and the district's work policies. **Child care staff are non-exempt employees limited to eight hours of duty per day, unless authorized in advance. For this reason we ask that you schedule parent/teacher conferences during your conference period, or contact the center director to authorize overtime for childcare staff when scheduling a conference after 4:00 p.m.** We will work to cover class duties/authorize overtime, etc. Hours on early release days and teacher work days are based on the starting and ending times set by campus administrators. Any variance in child care hours will be emailed to parents, posted on our fb page, and posted on the front door of the center 48 hours in advance. (with the exception of inclement weather/other factors beyond our control)

### Late Fees

A fee of \$5.00 *per child* will be assessed upon the first minute late at closing. Upon the 6th minute, and those thereafter, a flat rate of \$1.00 per minute, per child will be assessed.

**This policy includes early release days.**

Examples:

5:03 pick up time (M- Th.) (3 minutes late)	\$5.00 per child
5:08 pick up time (M- Th) (8 minutes late)	\$8.00 per child
5:30 pick up time (30 minutes late)	\$30.00 per child

The same applies to Fridays starting at 4:30.

Lights come on each morning at 6:45a.m. and are turned off at 5:00 M- Th 4:30 on Friday afternoons to signal opening/closing.

We respectfully request that parents not enter the building before 6:45am. (exceptions are made during bad weather)

Lights off indicate that we are closed.

Parents of children still in care after the lights are off will be assessed a late fee.

## Arrival / Departure

In order to ensure safety, all **children must be accompanied to their rooms by an adult each morning.** Adults responsible for dropping off/picking children up are asked to **finish** conversations on cell phones/texts **before arriving at the drop off/pick up location.** This is the best time to exchange information with staff about the child's needs for the day, changes in pick up information, etc. Staff will conduct a well check and go over any concerns parents may have at drop off. (signs or symptoms to watch for if the child is not feeling well)

**Do not permit children to go to their classroom/lunchroom or gym unescorted.** Children are to be **signed in** upon arrival and **signed out** at departure **by the responsible adult** each day. (The adult must be present to sign the child in and **make contact** with the caregiver in charge.) We will not assume responsibility for a child that has not been signed in. Once a child is signed out, they are the responsibility of the parent/designated person.

Classroom instruction begins at 8:45 each morning. It is important to establish a consistent arrival time. It helps prepare children for the transition to kindergarten. Late arrivals may miss introductory activities and not be prepared to join the group. (it may also be disruptive to the rest of the group) Children arriving after 8:00 a.m. have missed the time set aside for breakfast. Parents may sit with them while they eat, or make arrangements with the office for supervision.

**Older children are not permitted in the infant/toddler/two year old classrooms.** It creates health and safety hazards, and may increase the level of anxiety in some children. *We ask that you drop off your **oldest child first** in the mornings, and pick up the **youngest child first** in the afternoons to prevent extra traffic in the infant, toddler and two year old rooms.* School aged children should remain in the hallway outside the door.

No child will be released from the center to anyone other than the parent without previous instructions from the parent. Occasionally, this information changes during the day and communication may not come through before the designated person arrives. We apologize for any inconvenience this may cause, however staff will make every effort to contact parents using work/cell phone numbers for verbal approval. In case of an emergency, parents may phone in a designated person. Childcare staff will post the change on the sign in sheet.

Until known/recognized by center staff, the designate must provide identification.

Please notify the center by 8:30.a.m. any time your child is to be late or absent. You may email [glenda\\_dooley@misd.gs](mailto:glenda_dooley@misd.gs) or phone (469)856-5950

## **Health and Safety**

Every staff member at the center is CPR / First Aid and AED certified. Staff are encouraged to keep flu and dpt immunizations current.

A visual health check is done daily as children arrive at the center or shortly afterward.

The center does not have a nurse on duty, but refers to the district's health policies and reports any unusual circumstances to the district's lead nurse. The nurse will advise - or visit as needed.

A list of common (and not so common) illnesses from the Texas Department of Health is posted outside the office door. The center follows these guidelines.

Certain conditions require exclusion. They are, but are not limited to:

- \* An illness which prevents the child from participating comfortably in normal activities.
- \* An illness which requires a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children in the group.
- \* The child has any of the following:

Temperature of 100 degrees or higher when accompanied by other signs of illness.

Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea/vomiting (two or more episodes in 24 hours) rash, mouth sores with drooling, wheezing, behavior change, or other unusual signs.

The child has been diagnosed with a contagious disease. (until medical evaluation determines that the child is no longer communicable and is able to participate in the center's activities.) Medical evaluation must come in writing from a healthcare professional.

**CHILDREN MUST BE FREE OF SYMPTOMS OF ILLNESS FOR 24 HOURS, WITHOUT THE USE OF FEVER REDUCING MEDICATION BEFORE RETURNING TO THE CENTER.**

***Children returning after hospitalization/surgical procedure/emergency treatment should be accompanied by a medical release including instructions for follow up care while at the center.***

The center reserves the right to require a doctor's statement before the child can be readmitted to the center.

**Parents must submit a doctor's written instructions, including rationale for a child requiring special medical procedures.** Parents must provide training for staff if their child requires the use of special medical equipment.

The handling of children with chronic health conditions will be arranged with the help of the parent, center director and the child's physician.

When a child becomes ill at the center, parents will be notified and the child will be isolated from their group. Parents are asked to come for the child within the hour to help prevent the spread of illness. If a parent cannot be reached, the center will call a person listed as an emergency contact on the child's enrollment form. In case of high fever or life threatening illness, the child may be taken to an emergency room or treated by paramedics if the parent/



designate does not arrive in a reasonable amount of time.

8.

### **Injuries:**

If a child becomes injured while in care, first aid will be administered and parents will be notified by phone or email. A written report will follow..

If medical treatment due to an injury is necessary, first aid will be given and parents will be notified immediately. If a parent cannot be reached, a person from the child's emergency contact list will be contacted. A written report will follow. A report (form 7239) will be made to Child Care Licensing within two days for investigation by the agency.

In the event of an accident or illness of a serious nature paramedics will be called and the parent will be notified immediately. If a parent cannot be reached, a person from the child's emergency contact list will be contacted. In the event of a serious accident, a written report will be made (form 7239) to Child Care Licensing within two days for investigation by the agency.

**Medications:** All medication is to be brought to the office. Only personnel who have been trained to do so may administer medication. Do not send medication to the classroom. **Do not send bottles/milk/drinks containing medication for your child.**

A child with an illness requiring an antibiotic should be excluded from the center for a minimum of 24 hours after treatment begins unless accompanied by written permission from a medical professional to return to care.

Parents must authorize administration of medication on a medication form (at the front office) and include specific directions for dosage and times to be given.

All medication must be in its original, properly labeled container.

**A properly labeled prescription medication** is one with a pharmacy label stating **the child's** name, name of medication, dosage to be given, doctor's name, and the date filled/expiration date. We cannot give medication prescribed for one child to another.

**Over the counter medication** must be labeled with the child's full name and **the date** brought to the center.

Medication to be given at the center must be specifically requested in writing by the parent. Over the counter medications must be **age appropriate**, or must be ordered in **writing** by the child's physician. Instructions must include: the time to be given, dosage amount and physician's signature.

Parents may authorize administration of medications as needed for recurring medical problems. Authorization must include information on symptoms for staff to monitor. Staff will then notify parents anytime such medication is needed. Staff may refuse to give medication that may be considered not in the best interest of the child.

Medication not given will be documented on the form with the reason for not giving. Staff will not administer medication after its expiration date. It will be returned to parents or destroyed.

At the end of the year, medication will be returned to parents, or destroyed.

**Contagious diseases:** In order to protect **all** children, parents are asked to notify the center if their child has been exposed to any contagious disease. Parents will be notified of any contagious disease to which a child has been exposed at the center, as recommended by the Texas Department of Health.

Infants diagnosed with RSV will be excluded from care for 5 calendar days after the diagnosis is made, even if the doctor says they may return sooner.

This is for the safety of all our babies and is under the direction of Administration and Health Services at Midlothian ISD.

Parents are advised that governmental units such as Midlothian ISD are not subject to liability for accidents except in very limited circumstances. Therefore, although the district maintains the proper insurance coverage required by law, M.I.S.D.'s constitutional and statutory immunity will prohibit the District from paying medical bills in most cases.

### **Building Access**

The campus proximity card of the parent employed by MISD will be activated to allow access to the child care center. Upon request, an additional card may be issued to the parent for use by the non district employed parent. The center has a limited number of cards. These are issued only to parents. All cards are the responsibility of the district employee. Lost cards are to be reported for deactivation/safety purposes. The fee for a lost card is 12.00. Cards are to be returned to the center at the end of the school year.

**Please do not open the door for anyone you do not know.** We prefer that each person entering our building scans *their own card* so that technology has an accurate report of who is in our building. We follow the same guidelines as all district campuses regarding admission into the building.

**Please do not allow unescorted children to *enter* with you in the mornings or *exit* with you in the afternoons.**

With the exception of our gym doors (for ventilation in hot weather) all **entry points are locked at all times.** Proximity cards are required for re entry from the outside play areas. The playground area is double fenced with 10' chain link around the perimeters.

Gates to the exterior fence are locked.

### **Emergency Preparedness**

The childcare center conducts monthly fire drills. Shelter in place (severe weather) and lockdown drills are conducted four times a year.

Off site evacuation/relocation site is the district's auxiliary building located at 601 East Avenue E. Reports are logged online with other district facilities and also on Child Care Licensing form 7263 - posted on the information board in the front hallway.

### **Cell Phone Use**

Please finish phone conversations before entering the building so that you may give your full attention to your child and his/her caregiver

**Child care licensing prohibits the use of electronic devices by staff when a caregiver is responsible for a group of children.** Please do not call or text staff during the day when they are responsible for a group of children. A better way to communicate quickly is to call the center. You may then leave a message or speak directly to the caregiver. (someone will supervise the group while your child's caregiver is on the phone) Staff may answer emails/texts only at their break times or when arrangements have been made for supervision of the group.

### **NOTICE**

The center is a gang free zone. Any suspected gang activity will be reported to the Midlothian Police. Criminal offenses related to organized criminal activity are subject to a harsher penalty. The center has subscribed to the Consumer Products Safety commission's website and receives constant updates on products that have been recalled.

If the center owns a recalled item, it will be pulled from use and discarded.

In addition to the name based background checks, all child care personnel must clear FBI fingerprint checks.

Parents/other adults joining our children/supervising field trips or regular activities at the center (two or more times per month) must complete required background checks.

Individuals/volunteers frequently present at the center must complete required background checks.

Child care staff shall report to the department of family and protective services any suspicion of child abuse, sexual or otherwise, neglect, or endangerment to a child. Notice of report will also be made to the district's Assistant Superintendent.

Parents needing help in reporting abuse should contact the Department of Family and Protective services at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call the abuse hotline at: (800) 582 6036 11.

### **Discipline**

MISD Childcare center believes strongly in the Conscious Discipline approach to helping children not only manage their own behavior, but how to have a voice in how they are treated by others. Children are expected to treat others with respect. (classmates, teachers and other staff) We believe it fosters self-esteem, self control and self direction. Discipline/redirection will be appropriate for the child's age, level of understanding and is viewed as an opportunity for growth and learning. It is directed towards helping the child understand acceptable behavior and self control. Any child that cannot be calmed, or is in danger of hurting himself / herself or others will be removed from the activity where the problem occurs, and if necessary moved to the office or another classroom until the child is calm and ready to resume participation in the classroom. Parents will be notified orally or by written communication if this occurs.

There will be no harsh, cruel or unusual treatment of any child. Normal incidences will be handled as above.

If the negative/harmful behavior persists, parents may be called to conference with staff, or to remove the child from the center for the day. It may be necessary to complete a behavior management plan for aggressive behavior. After all attempts to help encourage the child to participate as a member of the class have failed, expulsion from the center may be necessary.

MISD reserves the right to expel any child for reason of behavior of the child or parent.

A copy of the discipline and guidance policy as outlined by Child Care Licensing is posted in each classroom and on the bulletin board in our front hallway.

**Biting:** One of the biggest concerns we have each year is biting! While it is never appropriate, biting is developmental in nature. (between 12 and 24 months of age) We hope to discourage it at the earliest signs. When it does occur a parent of all parties involved are notified in writing. Every effort is made to notify parents as soon as possible, after first aid has been rendered. An email is sent to the parent of the "victim" as well as to the parent of the child inflicting the bite. A written report follows at the end of the day. Biting by children aged three and up will not be tolerated. Parents of any child over age three that bites will be notified immediately. Repeated offenses may require removal from the center for the day. (Please see discipline policy above) Our biting policy is available online.

### **Parent Involvement and Special Events**

M.I.S.D. Child Care Center has an “open door” policy. Parents and family are welcome at any time without prior approval to observe their child, the center’s activities, the building/premises, etc. Please remember, however, that some times are better than others.

While we appreciate and expect to be informed of any problem or event that may upset a child, the information should not come at a time when attention to the parent will interfere with the responsibilities of the teacher to the children.

We welcome parents input! Please feel free to share any ideas that you feel will enhance our program. An evaluation form is provided each spring for feedback and is used to help guide decisions regarding curriculum, activities and policies.

The center hosts special events several times a year. Information on these events are emailed to parents, posted on our fb page, and posted on message boards throughout the building. Family members are welcome to join us for these events. (we try to post far enough in advance to allow parents to schedule time off to attend) Pep Rally, Country Critters, and Mud Pie day are just a few of the events children and staff look forward to. Parent participation can enrich these experiences. For some children however, separation after a visit may cause stress. It is important to consider your child’s temperament when planning a visit.

Occasionally events at home may cause children to be upset, over excited or tense. Knowledge of such occurrences will help us as we work with parents to meet the needs of the child. If a parent desires a conference with the child’s teacher, please contact the teacher/center director to arrange a time for the conference. We recommend that conferences (in person or by phone) be scheduled at nap time. Children should not attend parent conferences except in unusual circumstances.

Parents or family that are not district employees, but who wish to participate with their child in the center’s activities on a \*regular basis must submit a notarized affidavit and a background check. (\*more than twice monthly)

Parents and other family members attending such events are to refrain from assisting children (except their own) with personal hygiene or discipline, leaving these matters to child care staff.

Please also respect the privacy of others when attending special events.

We expect our parents, staff and volunteers to use good judgement when photographing children. Photographs of other children may not be used /shared /placed on social media without the parent’s consent.

## Nutrition

Children aged two and up are served a nutritious snack in the morning and afternoon. Snack menus are posted in the lunchroom. Because of allergies, we request that parents provide snacks for infants and toddlers under age two.

There is no kitchen on campus. Parents provide meals.

Parents assume responsibility for the nutritional content of meals. Sample menus for healthy meals can be found at :[www.choosemyplate.gov/healthy-eating-tips/sample-menus.html](http://www.choosemyplate.gov/healthy-eating-tips/sample-menus.html).

We urge children to consume healthy choices from their lunches first, leaving desserts for last. When more than one dessert/sugary food is packed, children are asked to select **one** and save the other for an after school snack.

There is no refrigeration in our three year old/ pre-k rooms. Parents may wish to purchase an ice pack to keep food cold/fresh.

Time will not permit serving foods that require microwave cooking. Many families opt to send hot foods (prepared at home) in thermal containers.

Parents may opt to send breakfast with their children.

Breakfast starts at 6:45 and ends at 7:45. If you choose to send breakfast for your child, please limit the amount of sugary foods. Fresh fruit, cereals that are high in fiber, yogurt, breakfast sandwiches and breakfast bars are examples of foods that will help ensure your child's day gets off to a healthy start.

The instructional day begins at 8:45. Please do not bring a child into the classroom and allow them to eat after this time. We realize that sometimes events happen that may delay your child's arrival time at the center. You are welcome to sit with your child in the lunchroom for a late breakfast, or when available, someone from the front office will gladly sit with them.

Toys are not permitted at the table in the mornings at drop off.

If your child must bring them into the building, please have them stop and say goodbye at their lockers/cubbies. They may tuck them inside for safekeeping until rest time, or (depending on the type of toy) the end of the day. They may also tell their toys goodbye and let you take them to the car (we suggest letting them rest in your child's car seat) till the end of the day.

Children may choose to participate in activities other than eating upon arrival. Opportunities for reading, art and use of manipulatives may be offered in a separate area.

### **Policies for Infants**

#### **Nursing Mothers:**

We applaud this choice! The center makes information on the benefits of breastfeeding available to parents that request it. We ask that you remember that your child soon establishes a routine at the center. If you cannot be available at regular feeding times, please send a supplement, or milk that has been expressed at home. **Please familiarize your child with bottle feedings before starting childcare.** If a nursing child refuses a bottle, the mother will be called to come feed the child. **A comfortable chair and a private area is available upon request.** Breast milk that is frozen may be left for future use. Please remember to label it with the date expressed, the child's first name and last initial. It is important to provide enough bottles (with lids) **daily** that **each feeding** can be given in a clean, sanitized bottle. We do not have equipment for sanitizing without chemicals. Bottles, bowls, etc. will be sent home daily for parents to sanitize at home.

#### **Milk/ Formula:**

Parents may choose to leave a large container of formula at the center to be used according to the feeding schedule. Bottles with pre measured amounts of water are best. (if your child will have three feedings, plan to bring three bottles) Water may also be brought for use as needed.

Label all bottles/caps/lids with the child's first name and last initial.

#### **Baby Food:**

Parents wishing to send *home made foods* for their infants must send it ready to serve.

Staff will not **reheat** foods from home. A thermal container (with food prepared at home) may be brought each day. Only factory sealed containers can be left at the center for more than one feeding. They are labeled with the date opened. Staff will prepare enough for each feeding in a clean container, following package directions for safe heating/storage/handling.

**Teething beads** are all the rage, but may present a choking hazard in a group setting. If it presents a concern, staff will remove the beads and send home at the end of the day.

### **Sleeping Policy for Infants:**

Until they are old enough to turn over, ALL infants are placed on their backs to sleep. **Infants may not sleep in swings, bouncers or other restrictive devices.** If they fall asleep in anything other than a crib, they must be moved to a crib and placed on their backs, as described above.

Children twelve months and younger must not have anything in their cribs. **(no swaddling or other restrictive devices)** We recommend the purchase of several "sleep sacks" in light to heavy

weight for children younger than 13 months of age. It is believed that these policies have helped lower the incidence of SIDS and suffocation of infants around the world.

15.

### **Clothing**

Plan for your child to be comfortable in all types of play experiences. Extra clothing (one or two complete changes, including socks and underwear) should be brought to the center. They should be kept in the child's locker/cubby. If a child brings clothing home from the center which is not theirs, please clean and return it.

Even in hot weather, shirts are required. In cold weather, children need leg protection, coats, jackets and mittens or gloves. Because of the uncertainty of Texas weather, an extra jacket would be a helpful addition to the child's locker.

### **Footwear**

Sturdy shoes help protect little feet outdoors (where there are uneven surfaces, sand and mulch) and during active play. **Please send your child to the center in tennis shoes.** We will not assume responsibility for injuries sustained as the result of a child wearing flip flops, sandals or crocs. **Tennis shoes are required to participate in stretch and grow.** Please do not allow children to wear dance shoes to school on dance days.

Children are taken outdoors each day that weather permits.

We watch for ozone alerts. On high alert days we do not go outdoors in the afternoon.

Do not ask staff to keep a child indoors. This is not fair to the child - who wants to be with friends, and may create a problem with teacher/child ratios. Any time a child is not well enough to participate in the centers' regular activities, the child should be kept at home.

### **Sunscreen and Insect Repellent**

Children need to wear sunscreen in the spring and fall. A base coat should be applied at home as part of the child's morning grooming routine. If you wish to have sunscreen or insect repellent applied during the day, you will need to bring an age appropriate product labeled with the child's name and written instructions (time, etc .) for staff to apply.

### **Birthdays**

Most groups celebrate birthdays during snack times or at lunch. You may send a commercially prepared birthday treat for your child to share with classmates. We ask that you do not send cakes or full sized cupcakes. We have children who eat only the tops, children who eat only the bottoms, and children who eat everyone else's crumbs! We may also have children with allergies.



Please check with the center for possible allergies in your child's class before sending treats to share.

16 .

### **School Pictures**

Pictures are usually scheduled each year in the fall and spring. Individual photos are taken at both fall and spring sittings. Group pictures are taken in the spring. We also enjoy keeping a photo journal of our center's activities. These photos may be displayed in classrooms, hallways, or included in articles of community interest in the local papers or on the district's website. The center should be notified on the parent agreement page of this handbook if you do **not** wish to have your child photographed. Parental consent for photographs is provided on the parent agreement page.

### **Transportation**

Except for field trips or the need to evacuate, the center does not regularly transport children. Childcare staff involved in field trips receive yearly transportation safety training. Our relocation site is the Auxiliary building next door.

### **Field Trips**

Children and staff are transported by district vehicles. Parents and other family members are encouraged to attend but must travel by private vehicle. Notification of field trips will be posted outside the classroom door at least 48 hours in advance of the planned activity. To limit risk and the expense involved with transportation, and to provide enrichment for *all* our children, we schedule several on campus activities.

### **Special Events**

The center hosts several events that parents/other family members may wish to join. Starting with our own Homecoming Pep Rally! Students from the band, cheer squads and dance teams from MHS and WGMS come to help us pump it up!

Fall Parties, including Thanksgiving, Christmas celebrations and a Polar Express party/pajama day are enjoyed by all.

In winter, we take a day to cuddle up to a good book/teddy bear parade and of course we celebrate Valentine's day!

Mud Pie Day is planned each spring near the end of the school year. All our children enjoy this special day! Our ratios are doubled in the infant play area as babies enjoy splat mats, gentle "shower" sprays and a shallow Lagoon.

Older children enjoy a range of activities from setting up a car wash - to body paints- to water slides and activity tables.

We do not hold pre-k graduation ceremonies.

17.

### **Toys From Home**

Except for special occasions determined by your child's teacher (teddy bear day, etc.) we ask that you leave your child's toys at home or in the car.

If an item is brought to school, we cannot be responsible for it. It must be shared and it must have the child's name on it.

It should not come to the lunch room / eating areas. (see meal times)

Rest time snugglies should be deposited in the child's locker (where bedding is stored) upon entering the building in the mornings. Children can tuck them away with a promise to see them soon! Their teacher will allow them to retrieve it at the appropriate time.

NO GUNS, WAR TOYS (real or imagined) NO TOYS INTENDED TO FRIGHTEN OTHERS ARE PERMITTED. This includes costumes/masks/accessories at our annual fall party.

### **Animals/Pets**

Child care center staff will post a notice any time an animal is to be present in the classroom. Animals such as cats, dogs, ferrets or any animal larger than guinea pigs or hamsters must have documentation of vaccinations on file at the center. Guinea pigs or hamsters must have a statement of health from a veterinarian. This applies to animals brought from the homes of the children as well.

Licensing prohibits contact with chickens, ducks and reptiles.

### Chain of Command

From time to time there may be concerns or questions. Your child's teacher or the director will listen to any complaints or concerns that arise and attempt to resolve conflicts. You may phone, e-mail, or set up an appointment for a conference. If an occasion arises where you may not be satisfied or where you cannot come to an agreement with the center staff, you should follow the district's chain of service as you would within your own campus.

Our chain is as follows:

Classroom Teacher

Child Care Director

Assistant Superintendent

Superintendent

MISD School Board

We prefer to handle disputes in this manner. However, if you suspect that the center or one of its employees has been guilty of neglect or abuse, you will want to follow the procedures outlined in the district's compliance training for reporting. You may contact the local department of Protective and Family Services by calling (972) 937-5998. The number for the child abuse hotline is (800) 252-5400. The DFPS website address is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

2019 - 2020 Parent Agreement

1. I understand that I am entering into a contract with MISD child care center, and will be charged tuition for 187 days - (or from my child's start date) regardless of my child's attendance. I understand tuition is payroll deducted from September to June. Missed days are not eligible for reimbursement. If my child is dropped for any reason, I understand fees to re-enroll will apply.
2. The child will be cared for between the hours of 6:45a.m. and 5:00 p.m. Monday - Thursday. and from 6:45a.m. to 4:30 p.m. on Fridays - except for days when MISD is closed due to inclement weather or on staff development / comp days.
3. The child (aged 2 and up) will be furnished a mid morning snack and an afternoon snack.
4. The child will be assisted with personal care as needed.
5. The child will be placed in a group of peers based on age or needs as determined by the staff.
6. The school will assume responsibility for the child after the child has passed the morning health inspection and has been signed in by a parent or designate.
7. The child shall be given a physician prescribed medication only upon the written request of the child's parent or guardian. The center shall not administer non prescription medication that is not age appropriate unless it is accompanied by a physician's written request to do so. The center shall not have responsibility of any kind for failure to provide requested prescription medication, nor for any adverse reactions which are caused by the administration of such prescription medication.
8. The center shall give appropriate first aid to a hurt child. A parent/guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If the injury is of an emergency nature, paramedics will be called. Notification of injury requiring medical attention is made to CCL for investigation. CCL will contact the parent for follow up.
9. An ill child shall be isolated and given care until a parent or designate arrives.
10. The center shall notify the child's parent/guardian of suspected exposure to disease, as required by the Texas Department of Health.
11. The center shall make every effort to safeguard personal belongings brought by the child, but shall not assume responsibility for lost, broken or stolen items. All personal items must be labeled.
12. The director or other staff member shall report any suspicion of child abuse, sexual or otherwise to the proper authorities.

**2019-2020 PARENT AGREEMENT**

(to be completed and submitted with enrollment form)

I have received, read, and understand the MISD Child Care Center Parent Handbook. I understand the center's policies and my responsibility in the use of the center.

---

Name of child/ren

---

Date of birth

---

Parent signature

---

Date

My child may be photographed. (journals, newspapers, MISD website, bulletin boards, etc.)

My child may be included in videos to share within the center/district website.

---

parent initials

