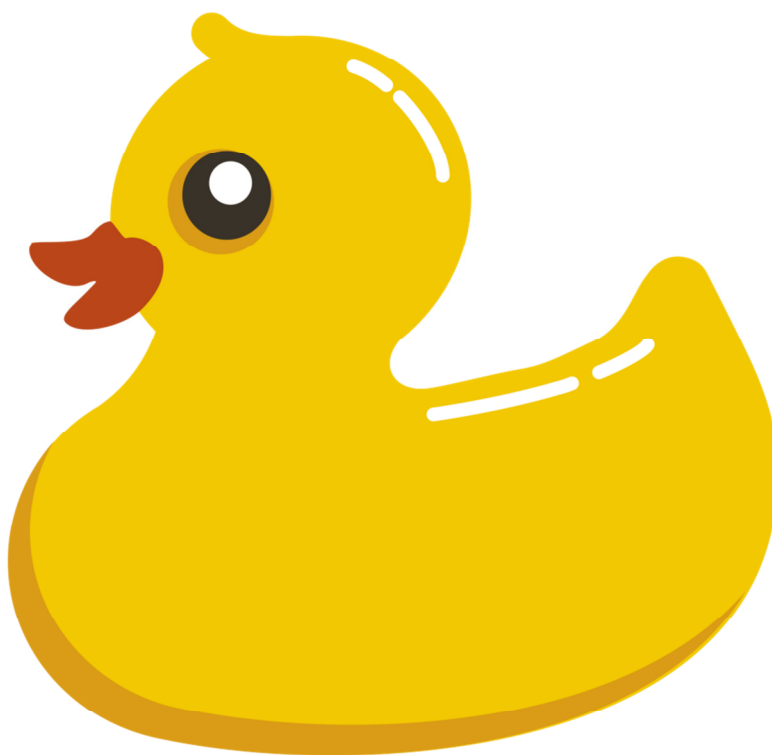


Taylor Independent School District
Child Development Center
Parent Policy and Procedures
Handbook



Located at Northside Campus
1004 Dellinger Dr. Taylor, Texas 76574
JoAnn Barcak, Program Director
512-365-8562x8141
jbarcak@taylorisd.org

We are pleased to have your child enrolled in the Taylor Independent School District's Child Development Center (CDC). The CDC strives to meet each child's needs in all areas of growth and development. The teachers receive trainings each year to prepare them to accomplish that goal.

The child is the center of the CDC program, and the curriculum and environment offer each child the opportunity to grow intellectually, physically, socially, emotionally and culturally. The children's learning program is based on the theory that young children learn through play and child centered activities. The teachers plan developmentally appropriate learning activities for the development of the whole child. The CDC and the program were designed to provide a nurturing environment where your child can enjoy learning and growing both academically and socially.

Parent Notifications

The parents are invited and encouraged to share in their child's experiences at the CDC. Parents are encouraged to visit and volunteer at the CDC. **Parents will be notified in writing of any policy changes, schedule changes, or other notifications. The director will communicate through posted written notes or email with parents throughout the year.** If you should have any questions or concerns, please feel free to contact the director by email or call her or any staff member at 512-365-8562 or extension 8131.

Licensing and Standards

The Taylor ISD CDC is licensed by the Texas Department of Family and Protective Services and must abide by the standards and regulations set forth by this agency. Copies of minimum standards are located in each classroom and in the office. Please ask to see this if interested. A copy of the Child Care Minimum Standards Rules may be obtained on the Internet at:

http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/

Current inspections conducted by the DFPS, the Taylor Fire Department, the Williamson County Health Department, and other inspections are posted on the wall in front of the lunchroom.

Contact information for parents:

Texas Department of Family and protective Services (512) 834-3426,
<http://www.dfps.state.tx.us/> (512) 388-6215.

Child Abuse /Neglect Hotline: (800) 252-5400 <http://www.txabusehotline.org>

Taylor ISD CDC: 512-365-8562 Inter office extension # 8131

Hours, Days and Months of Operation

The CDC is open when all employees have Staff Development Days. The CDC follows the Taylor ISD calendar (August through May). Child care will be available for staff development days and other workdays in which all district employees are required to work. If the school district cancels classes, the child development center will be closed as well. On staff and early release days, the center closes one hour after your campus closes. Parents will receive in writing any changes in schedules if needed during the school district.

Drop Off / Pick Up Times / Late Fee

The Taylor ISD Child Development Center will open at 7:00 AM and close at 5:30 PM. Please arrive in time to speak with your child's teacher and to gather your child's things at the end of the day. The CDC teacher/caregivers must be clocked out by 5:30. Be sure to check your child's cubby for important announcements, artwork, soiled clothing, and other things that need to go home. Please follow the drop off and pick up time for your child. Parents who pick up their child after the 5:30 PM closing time will be charged a late fee. The time will be determined according to universal cell phone time. In the event of an emergency that prevents a parent from picking up their child on time, we recommend that you use one of your contact pickup persons in order to avoid late fees.

Gang-Free Zone

The CDC and all child care centers are gang-free areas, as a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code, including section 42.064, and effective September 1, 2009. The gang-free zone is a designated area within 1,000 feet of any child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Section 71.01(d) of the Texas Penal Code defines a criminal street gang as "three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the omission of criminal activities.

Emergency Preparedness Plan

An emergency preparedness plan is available for review by parents upon request. The nature of the emergency will determine the evacuation site as laid out in the District Emergency Operation Plan. District reunification procedures will be followed. Changes will be updated annually.

CPSC Recalls

Bulletins and notices are issued by CPSC regarding recalls and unsafe consumer products, including children's products at the United States Consumer Product Safety Commission website at www.cpsc.gov. The child development

staff receives notices via email and they are reviewed by staff to ensure that a diligent effort has been made to remove any children's products, from the center that have been deemed as unsafe for children's use.

Meal Service

Children able to eat table food will be served a breakfast and lunch provided by the school district, when the cafeteria is open. An afternoon snack will be provided after nap time. Menus are posted outside the door of the lunch room. If you choose to provide meals and snacks from home, the CDC is not responsible for its nutritional value or for meeting the child's daily food needs.

Grapes and **hot dogs** can be a choking hazard. Please cut these items up if you bring them in your child's lunch.

Guidance and Discipline

The CDC strives to encourage positive behavior at all times. The staff has been trained in strategies that help children avoid conflict as well as using redirection for inappropriate behavior. The staff will distract or remove a child from a dangerous or conflicting situation rather than allowing a confrontation, whenever possible. We will use positive reinforcement for acceptable behaviors. Preschool children are learning to be part of a social group. Sometimes juggling his or her own needs with those of the group is difficult for the young child. We will help children learn new social skills. Caregivers will use redirection, modeling words and actions to use in solving problems and a chance to try again in the group. Our guidance and discipline policy is attached in the enrollment packet.

Complies with Subchapter L, Discipline and Guidance of the Minimum Standard for Child-Care Centers

CDC uses positive methods of discipline and guidance.

- Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.
- A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using 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;
 - Redirecting behavior using positive statements
 - 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.
- CDC will not use harsh, cruel, or unusual treatment of any child.

Suspension and Expulsion

All children need to be able to participate in CDC planned activities and be able to follow simple directions. As with all aggressive behaviors parents are notified with each incident. Aggressive and hurtful behavior includes, but is not limited to: biting, hitting, kicking, pushing, and pinching. Such behavior is not appropriate. We will use every appropriate method to help children control their: ?

Step One: Teacher/Director Coaching the child and contact with the parent.

Step Two: Director, Teacher, Parent Conference make suggestions.

Step Three: Second Conference at which time the parent maybe asked to find alternate childcare.

Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances.

Absences

Please contact the CDC if your child will be absent.

Parent Conferences/ Complaints

It is our policy for the staff to talk daily with parents. The staff or the director is available for conferences with any parent upon request during the year. Please discuss any questions or concerns with your child's teacher or the director. We have an open door policy and believe in a two way communication system. Please drop by the CDC office, email, or call me if you have a question or concern.

Curriculum

The CDC uses The Creative Curriculum for Infants and Toddlers and The Creative Curriculum for Early Childhood as the basis for the curriculum in the classrooms. The curriculum is available upon your request. Teachers have a scheduled planning time to prepare learning opportunities for our children. Books and toys are selected around the learning themes for the week. Parents are informed of the lessons, so they can reinforce concepts every day at home. Our goal is for children to learn every day in a safe, fun filled environment. A list of the themes used throughout the year is available upon request.

Admission Policies and Procedures

1. The CDC will admit children ages six weeks to three years.
Children that turn four years old before September 1 are asked to use the PreK program at TH Johnson Elementary.
2. In order for students to participate in the CDC, the following is needed:
 - Enrollment documents
 - Up to date immunization record

Once you have been notified that your child needs shots, you will have two weeks to complete the required immunizations.

- Tuberculin testing is not required by the Williamson County Health Dept. at this time.
3. **If your child is to be picked up by another person**, you are required to call the CDC, write a note with this information, or write the information on the daily sign-in log. Other people that would be picking up your child should be included on enrollment papers. (name and phone number.) A picture ID will be required of anyone that the CDC staff does not know.
 4. Give the **name, address with town, and phone number** of person to call in case of an emergency if parents cannot be reached. We need the doctor and hospital's **name, address, and phone number** on registration pages, also.
 5. If a child is in diapers, please provide enough disposable diapers, diaper cream, and wipes for the day.
 6. We have comfortable rocking chairs and you are welcome to come and **breastfeed** your child as needed. If you prefer, you can bring breast milk for your child in bottles or bags. We have a freezer in the case extra milk in bags for your child needs to be stored. **You have the right to breastfeed or supply breast milk for your child while in our care.**
 7. If your child is on formula, prepare enough bottles of formula to last the day. **Licensing requires that all bottles, cups, and food be labeled with your child's name.** If your child is using powder formula, bring enough water and bottles for the day, along with their formula.
 8. Cereal and baby food will be brought by the parent. Cereal cannot be served in a baby bottle. Medication or vitamins cannot be served in a bottle or cup.
 9. **Two or three complete changes of clothing**, including socks, should be available every day for all children. Bring extra sets of clothing and shoes for children potty training. Putting each of your child's complete change of clothing in a Ziplock bag labeled with your child's name is a great help for their teachers. Check their bags often to see if clothes are needed.
 10. Training pants with plastic protection pants or pullups should be worn if the child is being potty trained. Again, bring extra easy to pull up shorts and underwear and extra socks and shoes.
 11. Dress your child in comfortable play clothes. We will be painting, playing outdoors, playing in sand and water, and having loads of fun.
Do not send your child in his/her best clothes unless you are willing to take the risk of getting the clothes damaged. Your child will probably show evidence of a creative productive day.
 12. **Label all of your child's items** with your child's first name and last initial.

13. **Your child must be signed in and out every day** on the daily sign in log. We will be using the sign in and out daily log in the case there is a fire or other emergency to make sure all children are out of the building. Please write comments regarding any special instructions or concerns for the day on the daily sign in and out page.
14. Birthdays and special occasions are important times in every child's life. Parents are welcome to send items for special occasions. Please make arrangements with your child's teacher.
15. Sometimes it is important for a child to bring a security item from home to school. If security is the reason for bringing a very special item to school, then feel free to do this. ***If not, please leave items at home so that they are not left, lost, or broken.*** Special days will be provided to bring certain items for sharing from home.
16. Aggressive or uncontrollable behavior can be a very serious occurrence with children. At all times the staff and the director work with the child to discourage unacceptable behavior. Parents will be asked to assist in interventions to help the child. If unacceptable behavior continues and threatens the safety of the child or the other children, the child may be subject to dismissal from the program.
17. Workforce Solutions Rural Capital Area Child Care Services currently accepts applications to assist families with the cost of child care. The Taylor ISD CDC accepts Child Care Financial Assistance from Workforce Solutions. Visit them online at www.workforcesolutionsrca.com to see if you qualify for help.
18. As part of the enrollment, parents must provide an **annual health statement** from a health care provider indicating that the child is physically able to take part in the child care program. Allergies, hospitalizations during the past 12 months, any medicines prescribed for continuous long term use, previous serious illnesses and injuries, and existing illness should be noted. The physical must be updated annually, as it expires. You can sign for now that your child has seen a physician within the last 12 months, but there are physician statements you can pick up and take with you when your child sees the doctor again.
19. The policies in the handbook describe the operational policies for the center. When or if there is a policy change, then parents will be notified. Parents are encouraged to contact the director by phone or email on setting a time to meet with the director to discuss any questions or concerns regarding any policies or procedures of the Taylor ISD Child Development Center.

Sleep Safety

CDC complies with Minimum Standard Chapter 746 rules in Subchapter H which outlines safe sleep practices in the Basic Care Requirements for Infants.

Information relates to sleep requirements and restrictions, including sleeping positions, and crib requirements and restrictions, including mattresses, bedding, blankets, toys

and restrictive devices. **CDC will use Form 2550, Safe Sleep Policy.** If an infant requires instruction from the child's doctor we will use **Form 2710, Infant-Sleep Exception: Health-Care Professional Recommendation.**

Infants are always placed on their back while sleeping. Side and tummy sleep positions are not safe until the infant can turn over by himself. All loose bedding (blankets), stuffed animals, bumpers and pillows are removed from the crib for safety. A sleep sack or wearable blanket is preferred. Your infant will be sleeping in an approved crib on a firm fitting mattress. The center's cribs meet new federal regulations passed by the United States Consumer Product Safety Commission (CPSC) related to safety standards for cribs. Older children nap on short (to the ground) child sized cots. Older children will need a towel or blanket for naptime. Please label these with your child's name. (Towel or blanket will be sent home on Friday to be washed. Some children may want or need a pillow. Please mark all items, so they are not mistaken as someone else's belongings

Procedure for Medical or Dental Emergencies

If your child becomes ill or receives an injury that requires medical attention, you will be called immediately. In the event of an emergency, the staff may be required to do the following:

1. contact the emergency medical services
2. give the child first aid or CPR
3. contact the physician identified in the child's records Please list **the physician's name, address, and phone number** on the first page of the admission pages.
4. call for you to come immediately.

Illness and Exclusion Policies

Per "Minimum Standards and Guidelines for Day Care Centers", your child will not be admitted to the CDC if one or more of the following exists:

1. The illness prevents the child from participation comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has any of the following:
 - a. Oral temperature of 100.4 or greater, rectal temperature of 101.4 or greater, armpit temperature of 99.4 or greater accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
 - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs until medical

evaluation indicates that the child can be included in the facility's activities.

4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.
5. The CDC follows the **Communicable Disease Chart and Notes for Schools and Child Care Centers** as a guide.

Immunizations

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to the director if you have any concerns. TB testing is not required by the county for children to attend Child Care.

We recommend our staff to have an Immunization Record on file.

IMPORTANT: You must show proof of the appropriate immunizations BEFORE your child can attend the Center.

Your physician must sign an Immunization Form. You may have your child's Pediatrician email to us jbarcak@taylorisd.org the form.

Exception:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

Medication & Health Policies

If your child receives an antibiotic, please have the doctor prescribe the medication for twice a day. The CDC staff will not give morning doses of medication. Parents should do this before arrival at the CDC.

All medications must be logged in and signed for by the parent. If the medication is not on the log, it cannot be administered. Infant Tylenol is given to children under 2 by doctor's orders. Any child under 2 must have a written note from the doctor with the dosage for administering the Tylenol, if a CDC staff is to administer it to the child. No medications should be left in diaper bags or backpacks. We cannot give medication in food or drink.

If your child visits the doctor, please bring a doctor's note upon returning to the CDC so that the CDC knows the child has visited the doctor and the child is able to return to the CDC.

Taylor ISD's policy is that children must be free of fever for 24 hours before returning to care. If a doctor feels that the child may return sooner, then a

doctor's note must be written and given to the CDC. We want to protect the other children in care from being exposed to illnesses.

Any medications brought in by parents for their child must:

1. be in the original container;
2. be labeled with the child's complete name;
3. be labeled with the date brought in ;
4. include directions to administer the medication; and,
5. if prescribed, include the name of the physician prescribing the medication.

A Medication Authorization Form will need to be filled out and signed by the parent to authorize anyone in the facility to administer medication.

Medication, vitamins, or cereal cannot be put in a bottle or cup and given by CDC staff. Licensing will not allow it.

Vision and Hearing Screening

Taylor ISD CDC does not provide vision and hearing screening to four year olds since we do not have children that turn 4 years old by September 1. Children that turn four years old before September 1 are asked to use the school's preschool program and they will have those children's vision and hearing tested.

Health Checks

As children arrive, CDC staff will greet your child and check for breathing difficulties, severe coughing, discharge from the nose or eyes, changes in skin color, bruising or swelling, and look for sores, rashes, and cuts throughout the day. The child will be checked by a hug, gentle feel with the child's cheek, forehead or neck to see if the child feels unusually warm or cold and clammy. At times, parents may be asked about changes in the child's sleep, eating and drinking, toilet habits, mood and behavior at home.

Our goal is to keep all of our children as healthy and injury free as possible. However, when a child is ill, he or she will be isolated from the other children and allowed to rest on a mat or in their crib until the parent arrives. The caregiver, director or school nurse will make the decision to send a child home. The CDC's staff is concerned about the ill child's health as well as the health of all of the other children; therefore the ill child will need to be picked up within one hour of the parent being notified. Some of the illnesses where children will need to be excluded from the program are listed below.

Insect Repellent and Sunscreen Application Policies

Recommend Parents use the guidelines provided by the American Academy of Pediatrics (AAP) about types of repellents, DEETS, using repellents safely, and other ways to protect their child from insect bites and how to pick a sunscreen & applying sunscreen. "Choosing an Insect Repellent for Your Child" and "Sun Safety: Information for Parents about Sunburn & Sunscreen"

CDC staff will receive training regarding insect repellent and sunscreen application policies.

Procedures for providing: Parents will provide insect repellent and sunscreen for their child to use at CDC. CDC staff will be trained to apply the provided products.

Procedures for applying: Staff will apply these products as recommended by the products directions. Staff will use the tips for using repellents safely by the (AAP).

Product types: Parents will use the information from Healthy Children - Safety and Prevention for guidance on choosing [insect repellents](#) and [sunscreens](#).

Procedures for Release of Children

The CDC will **release your child ONLY to the people you have authorized** to pick up your child on the admission information page. Please let us know in advance if someone different is picking up your child. If we do not know the person, we will ask for photo identification before releasing your child.

Open Door Policy

The CDC operates by an open door policy. You are always welcome to come by to observe your child during the childcare center's hours of operation and program activities, without having to secure prior approval. We would love to have you share any special talents you have with the children.

Procedure for Parental Communication

The CDC will communicate by email, notes and letters in your child's cubby, calling your school to leave a message, or by calling your cell or home phone number. Short notes are posted on your child's door, also, at times for parties and small memos. Please leave us a phone number where you can be reached or another person you would want us to call if we need to reach someone when you are not at school. Update your information on your child's information as you receive new information.

Water Activities

Only water table activities are provided at the CDC. Beach day may be scheduled at the end of the year where children are allowed to play in a variety of water activities. (Sprinklers, sensory tables, etc.) Parents will be notified with details of the activities in advance. No swimming pools are involved.

Field Trips and Transportation

The CDC does not provide field trips. The CDC does not provide transportation.

Animals

No live animals live at the CDC. Sometimes animals do visit the CDC, but parents will be notified in advance.

Staff Development Days and Closings

The center opens a week before school age children return to care for CDC children while school employees are in Staff Development Days. We are open the last day of school when teachers have staff development or work days.

Tuition

The tuition fee for infants to 18 months is **\$ 625.00** per month. If a child remains in a younger classroom throughout the year, then the cost will continue until they leave that room even if they are older than 18 months. All other ages will be **\$575.00** per month. The CDC rates are based on a monthly rate, and employees will use payroll deduction for their payment. A registration fee of \$50.00 is charged to reserve a spot for your child. Supply fees are not charged, but employees will pay the full month of December and March to compensate for instructional supplies used at the CDC. All children enrolled will be charged full time rates. Payment for each month is due on payday. **There are no refunds for the month if you withdraw your child during the month.** If you are on maternity leave and already have a child in the CDC, payment will be charged for the child in the CDC during this time unless you withdraw your child. If you wish to withdraw your child, then you need to contact in writing the payroll department at Central Office and give the director of the CDC a copy of this information.

Food Allergy Plan:

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the Child Development Center Program Director if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at the CDC Program Directors office.

Registration/ Supply Fee

A fee of \$50.00 per child is due at the time of registration each year to hold a spot for your child at the CDC.

Emergency Practices

The CDC practices a fire drill at least once a month and a threatening weather plan four times per year. In case of a fire, children will be directed out of the nearest exit to the front of the building and on to the designated grass and playground areas at the Northside Campus to wait to hear that the building is safe to reenter. All children in attendance will be accounted for by the sign in books and by transitions sheets. The CDC practices Lock-Down drills four times per year. If for some reason, we needed to relocate to a different location away from the CDC, the old Board Room at the Northside campus will be used, and we will relocate to the Naomi Pasemann Elementary School cafeteria by school buses and you will be notified immediately by campus. The address is Naomi Pasemann Elementary School, 2809 North Drive, Taylor. The phone number at the school is 512-352-1016. My private cell phone number is 254-541-5133.

Please sign the statement provided on the next page in the enrollment packet acknowledging your receipt of the handbook and your agreement with the handbook and return the page to JoAnn Barcak or your child's teacher.

I have read and agree with the policies and the handbook of the Taylor ISD Child Development Center.

- *I agree with payroll deduction for my child's tuition each month.*
- *I agree with payroll deduction from my check to pay for fees assessed for child care after closing time of 5:30.*
- *I understand I am required to sign in and sign out my child each day they attend the CDC in the classroom notebook.*
- *I understand that during Early Release Days, the CDC will close an 1 hour after teachers are allowed to leave their campus duties.*
- *I have read the CDC Emergency Operations Plan above and understand the relocation plans in case of an emergency. I understand I will be notified by campus if by slight chance an emergency evacuation would ever happen.*

Name Date

Please sign and return to your child's teacher or to the director, JoAnn Barcak. Thank you!