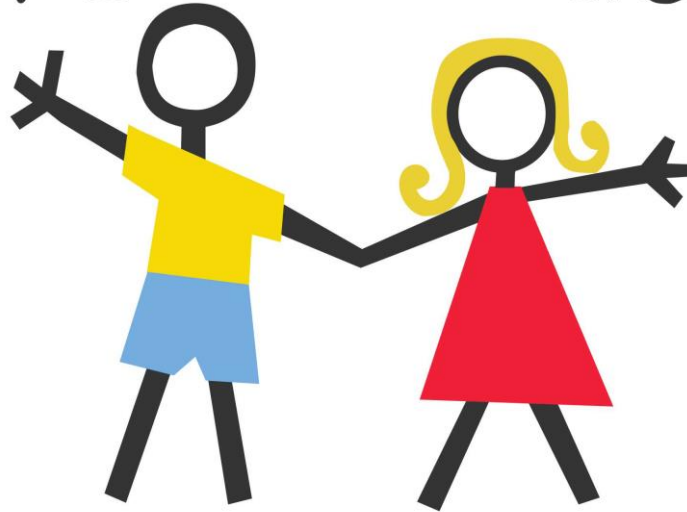


# Parent Handbook

A Child's Place



Learning Center

830-792-3770

[www.achildsplacelc.com](http://www.achildsplacelc.com)



## **A Child's Place Learning Center**

A Child's Place Learning Center, Inc. is a child care and early learning facility. Our goal is to provide the highest level of care and education possible for children and to provide resources to our families. A Child's Place is a 501 ( c ) 3 not-for-profit organization. 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. We incorporate developmentally appropriate curriculum, as well. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. Our caregivers and teachers are dedicated to providing the best care and learning environment for each child.

### **Mission Statement**

***We pledge to offer a caring, fun learning environment for young children, regardless of race, gender, or ethnicity; to provide care for children from disadvantaged families; to educate children in all four areas of development- physical, social, emotional, and intellectual; to build a solid relationship with our families; to offer resources and referrals to our families; and, to build a solid reputation in the community for doing all of the above.***

## **Required Policies**

A Child's Place Learning Center is licensed and regulated by the Texas Department Children and Families. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

### **1. HOURS OF OPERATION**

A Child's Place Learning Center is open from 6:30am-5:30pm, Monday-Friday, year round. We close to observe the holidays, which are posted on our website and parent board in August of each year.

While attendance is not mandatory, we strongly encourage parents to drop off their children by 8:30am each day so that the child can take part in our full educational program. We ask that all children are in care no later than 10am each day. Exceptions will be made for appointments with prior notification. If your child will not be in care, please call and let us know. Children cannot be dropped off during rest time.

Leaving a child past closing time, by our clock, will result in a late pick up fee of \$10.00 for any part of the first 5 minutes and \$3.00 per minute thereafter. Late fees for after- hours pickup will be added to your account and are subject to late fees. We use the timeclock to determine the time that children are picked up.



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NOTE: In some cases, if the holiday falls on a Saturday or Sunday, our center may close the day before or the day after the holiday.

### 2. RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time. 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. **ANY PERSON NOT LISTED ON THE REGISTRATION FORM WILL NOT BE ALLOWED TO PICK UP A CHILD!!!** Please do not call and ask us to release a child to someone who is not on the pickup list. Parents can visit the office and complete proper documentation for making changes to pick up list.

### 3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend. A Child's Place observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

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

If a child 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 30 minutes of notification. If the parent cannot be reached, we will call the next person on the emergency pick-up list.

If your child will be absent due to illness or for any other reason, please contact the facility to inform us of the absence.



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If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours. If the child has had fever, vomiting, or diarrhea, he/she must be fever-free/diarrhea-free without medication for 24 hours before returning to care.

This facility has a NO NIT lice policy. If your child is found to have head lice, you will be asked to pick them up immediately. They may not return until the hair has been treated and there are absolutely no nits in his/her hair. Please use the correct treatment for your child and DO NOT use home remedies such as oil, hairspray, insecticides, or bug spray of any kind. There is additional information in the office regarding lice.

### 4. MEDICATION

Please inform your physician that your child is in a child care program 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, A Child's Place Learning Center is designed for **well** children.

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

- ☐ **Prescription 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. Medication must be in the original container and has not reached the expiration date.
  - ☐ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian.
  - ☐ Medication needs to go home after the last date that the medication is administered.
  - ☐ Medication will only be given at 11:30am unless otherwise approved by the director.

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.

Medication may be given to children with a signed medical information sheet located by the kitchen door. Any medication designed to be given for more than a few days will require a long-term medication form, available in the office.



## **5. PROCEDURES FOR HANDLING EMERGENCIES**

In the event of an emergency requiring immediate medical attention, staff is instructed to call 911, and administer first aid and/or CPR until emergency medical personnel arrive. Parents will be notified immediately in case of this kind of emergency.

In the event of an accident requiring minor medical attention such as stitches, sprains, broken bones etc., parents will be contacted and staff will allow parent to transport to the ER. Parents will be notified immediately if any of the above occurs.

In the event of minor accidents requiring no medical attention such as scrapes, bumps, bruises, or bites, staff will administer first aid and a Boo-Boo Report will be filled out by staff and parent/guardian will be asked to review and sign.

In the event of a fire or other emergency requiring evacuation of the facility, staff members are trained to evacuate all children over the age of 2 (on foot) to the Kerrville Playscape for safety until buses arrive to transport children. All children under the age of 2 will be immediately transported to Zion Lutheran Children's Center. Buses will return to Kerrville Playscape to transport all children located there to Zion as well. Contact information for Zion Lutheran Children's Center: 600 Barnett St. Kerrville, TX 830-896-5880.

In the event of a tornado or other weather related emergency, staff members will follow the relocation procedures for these events.

In the event of a lock down (for an intruder or other incident) a discreet code will be announced over the intercom and all staff members will proceed with lockdown procedures, per their training.

In all events parents will be notified as soon as it is safe for staff to do so.

In all emergencies the person in charge of the facility: Executive Director, Facility Director, Admin, Cook (in that order) will be the person who communicates with parents and child care licensing.

In the event of a drill or an actual emergency, all parents and visitors at the center will be expected to participate and assist facility staff as directed. Please do not try to vary from what our staff advise you to do.

For more information regarding this Emergency Preparedness Plan, please visit the office or see our website: [www.achildsplacelc.com](http://www.achildsplacelc.com).



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### **6. PARENT NOTIFICATIONS**

Open Communication with parents is very important to children's success. A Child's Place 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 we may communicate with parents:

- Our electronic monitor may have messages when checking children in/out
- Through email notifications
- Written memos placed in your child's cubby
- Social media site such as Facebook
- Smart phone notifications through Procure
- Verbal communication with the child's teachers and director
- Monthly newsletters

### **7. DISCIPLINE & GUIDANCE POLICY**

Staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. A Child's Place does not use "time out" as a form of managing behavior. Staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child. Children will never be punished nor rewarded with the use of food or snacks.

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. A Child's Place reserves the right to terminate care for the child for discipline problems at any time. However, our goal is to have open communication with parents to resolve issues together if at all possible. Every child is different and discipline issues will be handled on a case by case basis.

In the event that steps are needed to evaluate a behavior issue, the following procedure will be followed:

- #1: The teacher will have short discussion with parents regarding issue
- #2: The teacher will discuss problem with director/parents in conference
- #3: The teacher or director will follow up with parents
- #4: If issue is not being resolved, the center has the right to suspend or terminate care



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### 8. FOOD SERVICE & PREPARATION

A Child's Place Learning Center is a participant of the USDA's Special Nutrition Program. 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.

A Child's Place supplies cereal, baby foods, and iron fortified formula for infants. Parents are asked to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions. Parents may provide their own brand of formula or breast milk for their babies. Please remember that all bottles must have lids and (bottles & lids) must be labeled in permanent marking with baby's first name and last initial. We do not wash baby bottles so please provide enough bottles for your child for the entire day. Also, please do not prepare bottles in a larger quantity than your child will drink at one feeding. Formula/breast milk must be discarded after each individual feeding. For mothers who choose to breast feed their child at the center, a quiet, comfortable place will be provided. You are welcome to use our rocker in the nursery area, the comfy chair in our private office, or the therapy room in the gym (when not in use by therapists). Breast feeding resources are available on the last page of this handbook and upon request from the office. Organizations that support breast feeding include WIC, LaLeche League, Peterson Women's Associates, and local pediatricians.

A Child's Place provides breakfast for all children present at 8:30am. Lunch is served at 11:30am for children ages 1 year through 3 years and at noon for children in our Kinder-Ready and School-Age programs. Afternoon snack is served at 3pm and again at between 3:40-4:00pm for the school-age kids as they arrive after school. Menus are posted on the parent board and in the classrooms. It is our policy to promote family-style meal service in all classrooms in order to create a social meal time and enhance self-help skills. We ensure that all meals are prepared using proper guidelines for food safety. Our kitchen is inspected at least quarterly by a city health official and all staff preparing meals have proper food handling training. We only allow children to serve themselves once food is cooled down enough to eliminate a safety risk. Food that is warmer than 110 degrees is kept out of children's reach.

Please advise the center of any allergies. All staff are educated on food allergies and take precautions to ensure that children are protected. **A Child's Place is a Nut-Free School. Please do not bring in foods that have nuts of any kind for parties: pecans, peanuts, walnuts, almonds...**



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If a child requires an alternative meal, milk or substitution, a note from a doctor is required. The doctor's note must include a recommended substitution. Our facility follows USDA requirements for meal substitutions. Please see the office for more information. Other than meals or meal components that are required by a physician, outside meals are not allowed at our center, with the exception of parties/birthdays. All outside food must be prepared in a commercial kitchen (not prepared at home).

### **9. IMMUNIZATION REQUIREMENTS**

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Kinder-Ready 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. Our facility reserves the right to suspend or terminate care when immunization requirements are not met.

From time to time, A Child's Place may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

### **10. TUBERCULIN TESTING REQUIREMENTS/VACCINATIONS FOR STAFF**

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program. Our facility strongly recommends but does not require our staff to be vaccinated against communicable diseases such as flu and other preventable diseases.

### **11. HEARING AND VISION SCREENING**

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for 4-year-olds. A Child's Place schedules annual screenings at our school. Parents may also provide hearing and vision screening proof from their child's pediatrician.

### **12. ENROLLMENT PROCEDURES**

**All enrollment paperwork is required before the child can start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form (includes- Authorization for Emergency Medical Attention)
- Physician's Statement
- Tuition Agreement/ACH Draft Information (STRONGLY ENCOURAGED)
- CACFP Meal Benefit Income Eligibility Form
- Parent Orientation Checklist





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- Photo Permission Form
- Signed handbook receipt

All parents will be asked to participate in a brief parent orientation prior to enrollment to ensure that our practices are explained and parents are allowed time to ask any questions. Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

It is critical that we have the most up-to-date contact information for families. In the event that you need to make changes to your contact information, please complete the Information Change Form at the front desk and drop it into the box by the office. You may also email: [julie@achildsplacelc.com](mailto:julie@achildsplacelc.com) or use MyProcure application. If you are not enrolled in MyProcure, please ask the office personnel to email you an invitation link. If you need to add or remove people who pick up your child from your child's enrollment form, you must see center staff to make this change. It requires a signature and modification of enrollment forms.

### **13. TRANSPORTATION**

A Child's Place Learning Center picks up children from Tom Daniels Elementary School during the school year at 3pm daily. All other elementary schools bus children to our location via KISD transportation. We also provide transportation to and from field trips for children in our Kinder-Ready and School-Age programs. A Child's Place does not provide transportation for children under the age of 4 except in emergency situations.

State law requires:

- Vehicles transporting children shall be 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.
- All staff members providing transportation must have annual transportation training.



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### **14. WATER ACTIVITIES AND SWIMMING POOL**

School-age children will use the Olympic Pool at Singing Wind Park during the summer. A certified lifeguard will be on duty during these times. We sometimes offer water activities for

younger children including sprinklers or splash pools at the facility. Parents will be notified in advance of swimming and other water play activities.

### **15. FIELD TRIPS**

Our school-age summer program will include field trips. Transportation for field trips may be by school mini-bus or walking. Parents will be notified via email, text, and posting at least 48 hours in advance of any field trip.

### **16. ANIMALS**

From time to time, A Child's Place may have classroom pets or pet visitors that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside the office and/or any classroom door when a pet is present. If your child has any pet allergies, please indicate on the enrollment form.

### **17. 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. If parents have questions that cannot be answered in a few minutes, a conference can be arranged so that an adequate amount of time and attention can be dedicated to discuss the issue.

### **18. OPEN DOOR POLICY**

We welcome parents at any time, in any area of our school. A Child's Place Learning Center is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.



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### **19. PARENT PARTICIPATION**

We encourage parent involvement, especially on field trips and 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.

Parents have access to their children at all times and are welcome in the facility without prior notification. In fact, a partnership between the child development program staff and parents is essential to a successful child care experience. We need each other! We encourage close communication at all times and invite parents to visit, question, and enjoy our program along with the children.

Parent conferences will be held as needed throughout the year. Scheduled conferences are available upon parent or teacher's request.

Various resources are available for families with regards to growth and development and for services for children and families.

### **20. MINIMUM STANDARDS FOR CHILD CARE CENTERS**

A Child's Place Learning 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: [www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

### **21. COMPLIANCE HISTORY**

Our most recent inspection is posted on our parent communication board or you may view this at: [www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at 830-257-8111.

### **22. GANG-FREE/GUN-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. Early Care and Education is a GANG-FREE ZONE.



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The **Gun-Free School Zones Act (GFSZA)** is a [federal United States law](#) that prohibits any unauthorized individual from knowingly possessing a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone as defined by [18 U.S.C. § 921\(a\)\(25\)](#). Authorized individuals include law-enforcement persons only! No other individual may carry a weapon of any kind on our premises.

### 23. CHILD ABUSE REPORTING LAW REQUIREMENTS

A Child's Place staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. A Child's Place has made a commitment to help increase awareness and

prevention techniques to employees and parents through trainings, memos and monthly newsletters. A Child's Place 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](http://www.helpandhope.org/find-help.html)

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

### 24. WELL CHECKS

A Child's Place 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.



## **ADDITIONAL POLICIES**

### **25. TUITION AND FEES**

Tuition is expected to be paid on Monday of each week, in advance of care for all private pay customers. A late fee will be assessed in the amount of 10% of the total balance at the close of business each Wednesday. CCS clients must pay tuition on the 1<sup>st</sup> working day of each month. Late fees of 10% will be assessed at the close of business on the 3<sup>rd</sup> working day of each month. **We STRONGLY recommend payment** by ACH bank draft operated by Tuition Express. NSF fees will apply at a rate of \$30 for each returned check or returned draft. We accept payments by checking auto draft (PREFERRED), check, visa, or MC. We DO NOT ACCEPT DISCOVER/AMERICAN EXPRESS, OR CASH As payment options. You may sign up for My Procure and pay online as well.

Tuition is as follows:

Annual Registration Fee (except school age) \$75 due August 1<sup>st</sup>

Summer Activity Fee (All school age summer program) \$150 Due May 15<sup>th</sup>

Weekly Tuition:

Infants birth – 17 months .....	\$150
Toddlers 18 months-36 months .....	\$135
36 months – 5 Years (up to public school).....	\$125
After School Care 5 Years –12 years .....	\$ 75
School Age Summer Program 5 Years-12 Years.....	\$140
Head Start 4-5 Year Olds 2:30-5:30 .....	\$ 75

Information regarding CCS Tuition Assistance Available in the Office

### **26. EXTRA FEES**

A non-refundable annual registration fee is due at the time of enrollment and every August for all children with the exception of school-age. During summer months and holiday times, an

activity fee will be charged for school-age children. Summer activity fees are due no later than May 15<sup>th</sup> of each year in order to ensure enrollment in our summer program.

Our program is open Monday through Friday from 6:30am to 5:30pm. Leaving a child past closing time, by our clock, will result in a late pick up fee of \$10.00 for any part of the first 5 minutes and \$3.00 per minute thereafter. Late fees for after- hours pickup will be added to your account and are subject to late fees. We use the timeclock to determine the time that children are picked up.



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### **27. PARENT CODE OF CONDUCT**

Please understand, young children are present in our building. Some adult language is not appropriate for young children. A Child's Place 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. A Child's Place has the right to terminate care in the event of disruptive behavior from a parent or guardian.

A Child's Place 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.

### **28. PARENT RESPONSIBILITIES**

**Children must be signed in and out** by the custodial parent or adult person approved by the parent(s). Please understand the importance of electronically signing children in/out daily.

Please understand that due to liability issues, staff of A Child's Place are not permitted to take children home from our center.

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

It is normal for children to have separation issues at drop-off times, regardless of their age. While this is more common for newly enrolled or younger children, parents should be aware

that all staff members are trained in dealing with separation anxiety. It is a good idea to hug your child and tell him/her "bye" and then leave. It is difficult to leave a crying child, however, generally the longer you stay the harder it is to overcome this anxiety. Please do not sneak out! Tell your child that you are leaving and when you will return. This provides reassurance. Teachers will continue to reassure your child after you leave. We have windows for viewing children from the hallway, if you would like to stay until you know that your child is calm (out of the sight of your child). You are also encouraged to call a few minutes after you leave to check on your child.

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



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- 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 cubby, and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/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 and lunch, 8:30 am and 11:30am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We **STRONGLY** encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services and the Department of City Health Services do not allow smoking on the premises, either indoors or outdoors. Please do not smoke in the parking lot or throw cigarettes in the parking lot. This creates an unsafe environment for children.

### **29. WITHDRAWAL FROM PRESCHOOL PROGRAM**

Two week written notice must be given for withdrawing a child from A Child's Place. If a family fails to give notice, A Child's Place has a right to bill remaining weeks. A Child's Place has a right to refuse service to any family for any reason.

### **30. CUSTODY SITUATIONS**

A Child's Place Learning Center prefers NOT to get involved with custody disputes and will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, A Child's Place has the right to terminate care.



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### **31. INCLEMENT WEATHER POLICIES**

A Child's Place will open if at all possible; however, we cannot control the weather. Please check local radio 92.3 and our website/facebook for announcement of closing. Full tuition is due during inclement weather times.

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

### **32. CURRICULUM**

At A Child's Place Learning Center we use a child-centered curriculum for every classroom. This means that all activities are developmentally appropriate for individual groups of children and that children are given choices instead of directions. Please do not be concerned if you do not see teacher directed art projects sent home with your child every day. Our program is designed so that children learn through play, and our learning centers are specifically designed to meet the needs of the children in our care.

We take great pride in our Kinder-Readiness program which is a much more structured curriculum designed to prepare children for kindergarten. This program offers the social, cognitive, physical, and emotional activities that will be required to be successful in elementary. We also work on letter/number recognition, writing skills, language skills, children's phone numbers and addresses.

#### **PROGRAM GOALS:**

##### **INFANTS/TODDLERS**

- Trust and Bonding
- Gross Motor Skills
- Sensory-Touch, Feel, Eating Skills
- Language Development
- Social Skills
- Begin Basic Self Help Skills

##### **2's**

- Social Skills
- Self-Control





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- Gross Motor Development
- Begin Fine Motor Development
- Language and Pre-Reading Through Conversation, Books, and Music
- Potty Training
- Comprehension
- Pre-Writing Through MIM'S (Most Important Marks)
- Counting to 10
- Pre-Cutting

Pre-K (3's & 4's)

(INCLUDES ALL 2 YR OLD SKILLS PLUS)

- Gross Motor/More Fine Motor
- Language and Pre-reading Through Books, Letters, Colors, Shapes, Name Recognition, Music (Very important at this age!)
- Classroom Rules
- Social Skills
- Decision Making Skills
- Pre-Writing Skills (MIM'S, Stencils, Rulers, Paint)
- Family Style Meals- Self Serve
- Potty Training Follow Up
- Begin Scissor Skills
- Independently Using Art Supplies
- Conflict Resolution
- Self-Help Skills

Kinder-Ready (4's and 5's)

(INCLUDES ALL 3 YR OLD SKILLS PLUS)

- Fine Motor Practice
- Cutting
- Gluing
- Independently Using Art Supplies
- Writing- Name, Letters, Numbers
- Following Classroom Rules
- Begin to Discuss Address, Phone Number, 911
- Child Safety
- Learn About Families
- Learn About Good Nutrition- Food Groups
- Learn About Good Health Habits- Brushing Teeth, Taking Baths, Etc.

- Beginning to understand structured play and learning environments



### **33. Screen Time**

Children under the age of 2 are not allowed to have any screen time, whether it be TV or computer. Children over the age of 2 may be allowed to have screen time (not in excess of 4 hours per week) including age-appropriate programs or computer/tablet when incorporated with learning. Our Kinder-Ready and School-Age children will occasionally see a movie as a field trip. This will be included as part of their screen time.

### **34. Recalls**

A Child's Place Learning Center receives product recalls from the US Safety Commission. We will not have any products in our classrooms that have been recalled by the Safety commission. In addition, we will notify parents/guardians of recalls that affect age

specific groups of children by posting notification on each classroom door. The facility director has a copy of all the recalls that may be reviewed upon request.

### **35. DAILY SCHEDULE**

Each classroom follows a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Schedules can be viewed in your child's classroom.

### **36. CHILD TO STAFF RATIOS**

A Child's Place exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

### **37. NAP TIME**

Supervised rest periods are provided for all children are in care during the schedule rest period. Periods of rest will be determined by each child's age and needs but will not exceed 2.5 hours. Your child will be provided a mat to rest on for naptime. Please provide a crib sheet for naptime. We will provide blankets and all laundry is done at the facility. Please do not bring blankets from home. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby. These items will not be washed at our facility, so please take them home each Friday.



### **38. CLOTHING**

ALL children must have a complete change of clothing, **clearly marked with the child's name**, left at A Child's Place. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. Boots, sandals and flip flops are prohibited.

**PLEASE SEND CHILDREN TO SCHOOL IN TENNIS SHOES!**

### **39. PERSONAL BELONGINGS**

Parents must supply all bottles for their child. Early Care and Education provides toddler training cups, diapers and wipes. 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 Early Care and Education cannot be responsible for broken or lost items.

### **40. OUTDOOR PLAY**

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day, generally between 30 minutes-1 hour. 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.

### **41. BIRTHDAYS**

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

### **42. SCHOOL SAFETY POLICIES**

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Please be certain to check your child into his/her



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classroom and be certain to check in with the teacher. It is important for supervision and safety that children do not enter classrooms alone. Each classroom has a window for viewing activity from the hallway.

Sleeping children will not be accepted into care. Please be sure that your child is awake before you enter the center.

PLEASE DRIVE NO MORE THAN 5MPH when entering or exiting our parking lot!!! Also, please be VERY CAUTIOUS when backing up! There should never be an unattended child in the parking lot but many parents drop off and pick up at the same time. Please give others the respect you would want for your children. Please turn your music down in your car, if you have a system that is extremely loud or has extreme base. This loud noise creates a distraction for teachers and children and could disrupt children who are sleeping.

All volunteers and visitors are required to check in and out at the front desk and must be escorted while visiting the facility.

A Child's Place Learning Center allows the use of our "therapy room" in the gym for children who need to receive special services, such as speech, occupational, or physical therapy. This room is designed to offer a quiet place for therapists to work with children so that parents do not have to make arrangements for therapy appointments during the day. Children who have therapists who visit them at the center must have proper authorization on file. Please do not send therapists to visit your children at the center without prior approval. We will not release children to therapists without proper documentation.

Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Friends or family members of staff may not be present in activity rooms unless they are approved as volunteers by the facility director and their participation is noted on the visitor list.

ANY PERSON NOT LISTED ON THE REGISTRATION FORM WILL NOT BE ALLOWED TO PICK UP A CHILD!!! Please do not call and ask us to release a child to someone who is not on the pickup list. Parents can visit the office and complete proper documentation for making changes to pickup list.

In the event that a child is visited by or removed from care by a CPS worker, A Child's Place staff will make a copy of the ID badge of the worker and note the date/time of EACH visit.

Our facility is equipped with a fire alarm system and fire drills are practiced monthly.



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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. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately.

### **43. PHOTOGRAPHS**

A Child's Place Learning 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, unless written permission is given by the other parent. Please note: during certain parent events, such as graduation and other programs, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

### **44. OUTSIDE EMPLOYMENT**

Employees of A Child's Place Learning Center are not prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs as long as it does not interfere with their work schedule. However, A Child's Place is in no way responsible for outside employment and will not provide certifications or references of any kind.

### **45. BITING**

Biting is a common issue in early child development. 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. A Child's Place will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

### **46. 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 end all calls prior to entering the building.



## **47. RESOURCES**

### **Women's & Children's Health Resources:**

#### Women Infants & Children (WIC) Kerrville

838 Sidney Baker St #F Kerrville, TX 78028 830-257-4400

<http://www.wicprograms.org/ci/tx-kerrville>

#### Pregnancy Resource Center

704 Jefferson St. Kerrville, TX 78028 830-257-2166

<http://thepregnancyresourcecenter.org/>

#### Texas Department of Health Services

819 Water #290 Kerrville, TX 78028 830-896-5515

Health & Human Services Commission (Medicaid, SNAP, etc...)

819 Water St. #230 Kerrville, TX 78028 830-896-3933

<http://www.hhsc.state.tx.us/>

### **Breastfeeding Resources:**

#### La Leche League of Kerrville

<http://www.facebook.com/pages/La-Leche-League-of-Kerrville/446187902092925>

#### Texas Ten Step

<http://texastenstep.org/> 830-258-7415

#### **WIC**

838 Sidney Baker St Ste F, Kerrville, TX 78028

830-257-4400

### **Financial Resources:**

#### CCS: Child Care Assistance Program

1700 Sidney Baker S. Kerrville, TX 78028 830-257-3171

<http://workforcesolutionsalamo.org/childcare>

#### Christian Assistance Ministry (Food Bank, Utility Assistance)

624 Clay St Kerrville, TX 78028 830-257-4222

### **Family Counseling Services:**

#### KSTAR

1016 Main St. Kerrville, TX 78028 830-257-6505

[www.kstar.org](http://www.kstar.org)



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### New Hope Counseling Center

1127 E. Main St. #202

Kerrville, TX. 78028

830-257-3009

<http://www.newhopecounselingtx.org/home>

### **Developmental Resources:**

Texas Kids Therapy Services

<http://texaskidshometherapy.com/>

Just 4 Kids Therapy

[www.just4kidstherapy.com](http://www.just4kidstherapy.com)

### **Developmental Milestones:**

<https://www.google.com/webhp?hl=en&sa=N&tab=hw#hl=en&q=teaching+strategies+gold>

<http://www.cdc.gov/ncbddd/actearly/milestones/>

<http://childmind.org/guide/developmental-milestones/>

<http://www.naeyc.org/>

### **Texas Rising Star Guidelines:**

[www.texasrisingstar.org](http://www.texasrisingstar.org)

### **Child Protective Services**

819 Water #204 Kerrville, TX 78028 830-792-4303

Abuse Hotline: 800-252-5400

[https://www.dfps.state.tx.us/child\\_protection/](https://www.dfps.state.tx.us/child_protection/)

### **Child Care Licensing**

819 Water #204 Kerrville, TX 78028 830-257-8111

[https://www.dfps.state.tx.us/child\\_care/](https://www.dfps.state.tx.us/child_care/)

### **Family Fun:**

<http://www.texasoutside.com/kerrville/kerrvilletoptenthingstodo.html>

<http://www.kerrvilletx.com/events>

<http://www.kerrvilletexascvb.com/events>

<http://kerr.agrilife.org/>

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We are happy to help with any other resources that you may need.

*At A Child's Place Learning Center, we know that you trust us with your most valuable treasure, your child, and we strive to serve our families the highest quality of care and education. We believe that excellent early childhood development is the foundation for a bright future for our children. If you have questions regarding any policy, please consult the center director.*

Thank you for taking the time to read through this very important information regarding your child's care while in our facility. Our policies are reviewed annually and updated if necessary to maintain compliance with all contracted regulatory agencies. Please sign and return the following page to us to keep on file. Keep this manual for your reference.

Website address: [www.achildsplacelc.com](http://www.achildsplacelc.com)  
Phone Number: 830-792-3770  
Fax Number: 830-895-9636  
Email contacts: [julie@achildsplacelc.com](mailto:julie@achildsplacelc.com)  
[sarah@achildsplacelc.com](mailto:sarah@achildsplacelc.com)

"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning."

—Mr. Rogers