



Saint Anne Episcopal Church

1700 N. Westmoreland Road DeSoto, Texas

Child Care Center

Parent/Family Handbook

June 2017

Saint Anne Episcopal
Child Care Center
1700 N. Westmoreland Road
DeSoto, Texas 75115
972-709-0691
www.stannedesoto.org

SAINT ANNE EPISCOPAL CHILDCARE CENTER

FAMILY HANDBOOK 2017-2018

Welcome to Saint Anne Episcopal Childcare Center (SAECC)!

We offer this Handbook to the families and children cared for at Saint Anne Episcopal Childcare Center (SAECC) to:

- 1) explain how our center operates; and although not comprehensive, some of our policies and procedures;
- 2) to provide information about our center to you;
- 3) to advise you of the center's policies and;
- 4) to provide a resource for questions that may arise.

Family involvement is important to the staff and caretakers at SAECC in many ways, including volunteerism, reinforcement of policies, and contributing ideas for the growth of the center. Please discuss with the Director how you would like to participate in the child center's operation and activities. We look forward to your family exploring the many opportunities for your involvement in the life of Saint Anne Episcopal Childcare Center, and Saint Anne Episcopal Church. Please discuss with the Director how you would like to participate in the child care center's operation and activities. Parents are welcome to visit the child-care center to observe their child as they engage in the activities of the center. Prior appointments are not necessary, but however if unscheduled, it should occur in a manner that is not disruptive to their respective child's involvement or the activities of other children.

MISSION STATEMENT

The Mission of Saint Anne Episcopal Childcare Center is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

April 2017



TABLE OF CONTENTS

| | |
|---|----|
| Mission Statement..... | 5 |
| Our Philosophy | 5 |
| Non-Discrimination Statement..... | 5 |
| Licensing..... | 5 |
| Goals | 6 |
| Staff Directory | 7 |
| General Information and Policies | 8 |
| Childcare Center HOURS: Monday – Friday | 8 |
| Arrival and Departure Policies | 8 |
| Authorized Persons | 8 |
| Aftercare Policies..... | 9 |
| Daily Schedule..... | 9 |
| Absences..... | 10 |
| Timeliness | 10 |
| Child’s Personal Belongings | 10 |
| Food: Lunch, Snacks, Water | 12 |
| Infant: Food, Breastfeeding..... | 12 |
| Birthdays, Celebrations | 12 |
| Separation Anxiety | 12 |
| SAFETY AND SECURITY..... | 13 |
| Parking Lot Safety..... | 13 |
| Weather Closings | 13 |
| Playground Policies | 14 |
| Field Trips | 14 |
| Discipline and Guidance | 14 |
| Emergency Management..... | 16 |



| | |
|--|----|
| Registration..... | 17 |
| Registration Procedures..... | 17 |
| Fee Policies..... | 17 |
| Suspension and Termination of Registration | 18 |
| Child Records | 18 |
| Image/Media Release | 19 |
| Child Health and Safety Policies | 19 |
| Food Allergies | 19 |
| Illness Policies..... | 20 |
| Illness Guidelines..... | 21 |
| Immunizations and Communicable Diseases | 21 |
| Vision and Hearing Testing..... | 22 |
| Sunscreen and Insect Repellent..... | 22 |
| Medication..... | 22 |
| Emergency Medical Attention..... | 23 |
| Child Abuse and Neglect..... | 23 |
| Gang Free Zone..... | 24 |
| Sanitation/Cleanliness | 24 |
| Lice..... | 24 |
| Biting | 25 |
| Parents and the Childcare Center | 25 |
| Privacy and Confidentiality..... | 25 |
| Issues and Grievance Procedures..... | 26 |
| Communications | 26 |



SAECC INFORMATION

MISSION STATEMENT

The Mission of Saint Anne Episcopal Childcare Center is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

OUR PHILOSOPHY

SAECC provides a safe, loving, collaborative environment in which children are encouraged to thrive, each at their own pace. Our child to caretaker ratio and classroom size allows a strong relationship between the child and caretaker allowing children to flourish. SAECC focuses on developing the spiritual, intellectual, creative and physical gifts of our children while teaching them to be responsible members of their community.

NON-DISCRIMINATION STATEMENT

Saint Anne Episcopal Childcare Center accepts children of any race, religion, color, national and ethnic origin with all rights, privileges, programs and activities generally accorded or made available to children at the center. The center does not discriminate on basis of race, religion, color, national or ethnic origin in administration of its policies, programs, or other center administered-programs.

LICENSING

SAECC is licensed by the State of Texas Dept. of Family and Protective Services (DFPS). Licensing is meant to ensure that the best practices for children's safety and well-being are provided and followed. The Texas Department of Family and Protective Services visits childcare centers at various times during the year to monitor and report compliance with state standards. Parents may view a copy of the State of Texas Minimum Standards, either in the center office, or online on the Texas DFPS website: <http://www.dfps.state.tx.us>. Parents may request to review the most recent Licensing inspection report on file in the SAECC office.

In compliance with the Minimum Standards, we are required to provide the following information:

- All caretakers and staff are mandated reporters of known or suspected child abuse. Parents should also contact the Texas Abuse Hotline at 800-252-5400 to file a report concerning child neglect or abuse and to call 911 for emergencies.



- Parents may report any concerns about SAECC to the local CCL Licensing Office (214-583-4253); the 24hr Child Abuse Hotline (1-800-252-5400), or website (<https://www.txabusehotline.org/>), or on the Texas DFPS website www.dfps.state.tx.us. Parents may review a copy of the minimum standards and the most recent licensing inspection report of SAECC
- All childcare centers are designated by law as Gang Free Zones and Gun Free Zones. Gang related activities are not allowed or tolerated on the childcare center premises, and guns are not allowed in the SAECC building.

GOALS

The staff and administration of Saint Anne Episcopal Childcare Center, in partnership with the families of Saint Anne Episcopal Church (SAEC) and the Saint Anne community will:

- provide infants and children with a safe and nurturing environment;
- provide an atmosphere where each child is understood, loved and accepted as he/she is, leading to a positive self-concept;
- provide encouragement so that each child can develop his/her full emotional, social, intellectual, physical and spiritual gifts and potential;
- provide children with access to caretakers and staff who are qualified and prepared to offer a developmentally appropriate education in an age-appropriate environment;
- provide a place where children are encouraged to think, question, explore and achieve his/her potential as a unique, independent, contributing member of both the childcare center school and their larger community;
- provide the children with a curriculum that is developmentally appropriate for the ability and age of each child;
- provide a place where children are encouraged to become excited about learning, successful learners, curious about their world, and willing contributors to their own success and growth;
- provide an opportunity for families to be a part of their child's experiences and to contribute to the center's growth and success.



STAFF DIRECTORY

STAFF

Rev. James W. Harris, Jr., D. Min., OPA

Rector, Saint Anne Episcopal Church
CEO, Governing Body
Saint Anne Episcopal Childcare Center

Catherine R. Judd

Vestry, Junior Warden
Saint Anne Episcopal Church
Director Operations
Saint Anne Episcopal Childcare Center

Jocelyn Kennedy

Saint Anne Episcopal Church
Director, Program and Activities
Saint Anne Episcopal Childcare Center

Jeffrey Simnacher

Vestry, Senior Warden
Saint Anne Episcopal Church

Mack Bridges

Manager, Accounting and Billing
Saint Anne Episcopal Childcare Center



GENERAL INFORMATION AND POLICIES

CHILDCARE CENTER HOURS: MONDAY – FRIDAY

Office Hours: 9:00AM – 4:00PM

Center Hours: 6:30AM - 6:00PM

We will be closed on the following holidays:

New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day.

ARRIVAL AND DEPARTURE POLICIES

Please follow these guidelines to help make the drop-off and pick-up process run smoothly:

- Morning drop-off: please enter and exit the center from the south parking lot and through the Reception Area doors. Please press the button and identify yourself; all visitors to the center are screened prior to entry.
- Afternoon pick-up: please enter and exit the center through the south facing Reception Area doors.
- Parent(s)/guardian(s) must sign their child in and out every day, and note the exact time of arrival and departure. Attendance records, including sign-in / sign-out sheets, must be kept and made available for monitoring and auditing purposes. Please make sure that a teacher sees and acknowledges you and your child as you drop them off and pick them up.
- Please do not drop off or pick up your child directly from the playground; you must sign them in and out from the room or the designated drop-off/pick-up location.
- Please do not pick up your child during rest time unless it is an emergency; this would be too disruptive to the other children in the room. If your child must be picked up during rest time, please advise SAECC ahead of time so the caretaker can make alternative arrangements.

AUTHORIZED PERSONS



Only the persons identified by the parents/guardians on enrollment forms will be allowed to pick up a child. A signed release form must be on file in the center office listing all authorized persons with a photo ID. Under no circumstances can a child be released to anyone not identified on the release form. All persons, including parent(s) and/or legal guardian(s), authorized by the aforementioned to pick up a child must present a photo ID/driver's license. This information will be kept on file.

A child will not be released to any person suspected being under the influence of drugs or alcohol. Assistance may be requested from the police. Parents will be asked at the time of enrollment how they would like a situation handled whereby staff did not feel comfortable releasing a child to one of the parents and asked to sign an agreed upon plan. Parents are informed that law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without the parent's permission.

AFTERCARE POLICIES

Aftercare is offered for those enrolled at Canterbury School at an additional cost for a specified number of days/week with a monthly reservation or on an as-needed basis at drop-in rates:

Families reserving monthly aftercare for children attending Canterbury School must prepay monthly when paying center fees; reservations must be made seven (7) days prior to the beginning of the month. Families utilizing aftercare on a drop-in basis should notify the office of the need for drop-in care no later than Noon on the day care is needed, and should pay the drop-in fee in the office on the following business day.

Children enrolled at Canterbury School and in SAECC aftercare will be given their afternoon snack, do art activities, enjoy additional playground time, have free-play time, and have limited access to educational and/or age appropriate videos.

A child's emotional and physical well-being is of utmost importance to us, and we expect parents to make arrangements pick up their children on a timely manner; our staff's time also deserves respect. If a child is not picked up by 6:00 pm, a late fee of \$10 will be assessed. If no parent can be reached by 6:15 pm, the persons noted as emergency contacts will be contacted; and, in the unlikely event SAECC is unable to reach a child's parents or emergency contacts, SAECC will notify the proper authorities to arrange for the child's safekeeping.

DAILY SCHEDULE

Each room's teacher will display the specific room's daily schedule outside of the



room, and will also provide it to each family at the time of registration. Children will generally have circle time, do guided and free-choice activities, rotate through centers, have outside playground recreation, as well as have morning snack and lunch at appropriate times. All children will be given rest time, during which they will be encouraged, but not required to sleep.

ABSENCES

Parents are responsible for informing the center in the event of illness or any other necessary absence of a child. **Please call the center office and leave a voicemail at 972-709-0691, or email us.** Please give the child's name, teacher's name, the reason for the absence, and the day the child is anticipated to return. If a child has not reported to the center by 10:00 am, parent(s)/guardian(s) will be contacted by their child's teacher, or the Director to alert them to the absence and inquire as to the child's well-being.

SAECC cares about each child, and wants to be a partner in supporting the family in their child's care. While SAECC realizes that illnesses and vacations are a part of every child's life, it is very important that staff and teachers be aware of when absences may occur in order to plan the center's programs accordingly.

TIMELINESS

To honor the integrity of the center and program, and to help children learn responsibility as to time commitments, as well as to allow for the center's activities and program plans to be fully accomplished, it is important for children to arrive and depart at the time specified in their registration agreement. Likewise, it is important to your child and his/her caretaker to respect the scheduled/anticipated pickup time

It is important that you drop off, and pick up your child at the designated times for which you registered. Any variance from the child's normal schedule is disruptive to both the child and the center. Please allow sufficient time to get your child to his/her room promptly at the beginning of each day and picked up promptly at the end of the day. If you will be unexpectedly late, please contact the office so that we may notify the teacher. If your child has not been picked up by 6 pm, a late fee of \$10 will be assessed. If no parent can be reached by 6:15 pm, the persons noted as emergency contacts will be contacted.

CHILD'S PERSONAL BELONGINGS

All children are required to keep a complete change of clothes appropriate to the



season, including tops, bottoms, underwear and socks at the center. Pre-K 2 children are also required to keep a supply of diapers at the center unless they are "potty trained".

While children, ages 3+ as a rule "potty trained", we realize that occasional "potty" accidents may happen. Soiled clothing will be returned to parents at the end of the day, and the extra set of clothes should be replenished the following day. Upon a change of season, please remember to change out the extra set of clothing accordingly. **All clothing and personal items, including clothing, outerwear, lunch bags, water bottles, nap mats, backpacks, etc., must be clearly labeled with the child's full name.**

All children will need to bring a nap mat to the center; it can remain at the center during the week, but will be sent home over the weekend for washing. Please label the nap mat with the child's full name. The State requires a rest time for all children; children will not be forced to sleep, but will be asked to remain quietly on their nap mat and rest. Rest time is vital to allow a student's brain some down time during the day.

A child's backpack/tote bag needs to be large enough to store all belongings in such a way that it can be completely closed/zippered, and should be clearly labeled with the child's full name.

Personal toys or play items need to be left at home, unless the teacher has an educational reason for requesting that specific objects be brought to the room; in that case, parents will be notified in advance. Personal toys distract children from the day's activities, can be easily lost or damaged, and can create unnecessary emotional distress for children. Inappropriate items will be placed in the child's cubby during the center day and can be taken home at the end of the day. Children may bring books and other educational objects to the center, and they will be utilized and returned by the center as appropriate.

Safety concerns and items not used: Choking Hazards

The safety of the children is very important to SAECC. For that reason, the following items will not be allowed in the center:

- Teething necklaces, or any other items worn as a necklace
- Any string or attachment to a pacifier
- Baby walkers
- Baby bungee jumpers
- Accordion safety gates
- Small toys that can be a choking hazard. Toys will be based on measurement of a cylinder tube that is 1.25 inches in diameter and between 1 and 2.25 inches deep.
- Bean bags, waterbeds, and foam pads for use as sleeping equipment



- No loose bedding, pillows, or blankets in crib.

Please do not bring any of these items with your child to the center.

FOOD: LUNCH, SNACKS, WATER

Parents are responsible for providing a nutritious and balanced lunch and snack(s) for their child daily in an appropriately temperature-controlled container/lunch bag/cooler. If a child is to remain a full day, two snacks must be provided. One water bottle is required. The teachers will not be able to heat food, therefore appropriate containers should be used to maintain food at the desired temperature until eaten by the child. Please, also send food to the center that is appropriately cut up and ready-to-eat. Teachers will assist children in opening containers and packaging if needed, but will not have time to cut food for children into bite-sized pieces.

Parents are responsible for providing our program with information about specific dietary needs or allergies of their child. Please be mindful and respectful of food restrictions, if any, for your child's room.

INFANT: FOOD, BREASTFEEDING

Breastfeeding mothers are encouraged to come to SAECC at any time to breastfeed their child. SAECC will provide a comfortable chair, table, and foot rest for your convenience. If breastfeeding during the day is not feasible, SAECC will provide proper storage and preparation of breast milk. Breast milk must be clearly identified with name, date, and time. Mothers may breast feed in the Infant Room, or in the Library where privacy and comfortable chairs are provided.

BIRTHDAYS, CELEBRATIONS

Parents wishing to bring a special food treat to celebrate a birthday, or another special day should communicate with the caretaker so they can advise of special dietary needs and food allergies; all special treats must be approved by the room caretaker, and notice should be given to the caretaker one week ahead of time. To that end, caretakers may limit and or schedule special food treats. Non-food treats are optional.

Other celebrations will take place throughout the year, including: Halloween/Heroes Parade, Thanksgiving Feast, Christmas Pageant, and a Valentine's Day Party. Please consult the official center calendar for dates; parents are invited to attend these special events.

SEPARATION ANXIETY



Separation anxiety can occur at any time during the preschool ages. Our staff is trained to deal with these situations, and understand that these circumstances are challenging for children and their parents. SAECC staff and teachers will work with each child and the family in attempting to mitigate and resolve an existing separation issue.

It is normal and expected for the beginning of attending childcare to bring feelings of anxiety and sadness to children and their parents. As everyone adjusts to new surroundings and routines, and new friends are made, this anxiety will usually subside. Please be assured that our staff will do everything possible to ease this transition for you and your child. Parents are encouraged to keep their goodbyes brief and consistent each morning, and follow the steps outlined above in the arrival procedures.

Patience by parents during this process is required and appreciated, since resolution of separation anxiety may take several weeks. While some children adjust to a new environment quite easily, other children do need some time to fully adjust to the center. Should a child's anxiety persist following extended attempts to alleviate the situation and discussions with parents, a decision must be made regarding what is best for the child. We are committed to working with all children as they make their adjustment to the center. We will collaborate with parents to make an individualized plan for those children that have a harder time adjusting.

SAFETY AND SECURITY

PARKING LOT SAFETY

It is our goal to ensure that all families are safe while in the parking lot of the church and center. In order to maintain a high level of safety, we ask all drivers to adhere to the following parking lot guidelines:

- All cars must observe a speed limit of 10 mph or less.
- Upon entering the church and center grounds, no cell phone use is allowed.
- Please make sure that if backing out of a parking space, you are aware of people and children in the parking lot.
- Monitor your child in and around the parking lot at all times, holding the child's hand until the sidewalk is reached.

WEATHER CLOSINGS

In the event of inclement weather, SAECC will follow the school closure decisions of



Canterbury Episcopal School. Decisions to close SAECC, close early, or delay opening due to inclement weather are made by the Director. A closing may occur when bad weather conditions exist, or are impending, or hazardous driving conditions exist, or are impending. Parents will be notified by email, phone call, text, the website, and/or local media: Channel 4 (Fox), Channel 5 (NBC), Channel 8 (WFAA), Channel 11 (CBS) KRLD 1080 (radio).

PLAYGROUND POLICIES

The secured/fenced playground provides a safe place for outdoor activities and physical exercise. Open areas lend themselves to running, as well as free-play and organized games. Generally, playground time is free-play time that is structured by the children. Rules on the playground are for the safety of all children and are enforced by the caretakers. They include, but are not limited to: showing kindness and respect to others at all times; taking turns on/with equipment; no throwing mulch; no pushing, hitting, kicking others; no yelling in anger; treating others and their bodies with kindness and respect; and participating in play with others. The playground is routinely inspected by Texas Dept. of Family and Protective Services per State guidelines.

FIELD TRIPS

SAECC does not conduct field trips. SAECC invites community members to bring their expertise and experience into the classroom to provide windows into the community and world around us.

DISCIPLINE AND GUIDANCE

The policy regarding discipline and guidance is as follows:

Discipline must 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 teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

- using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;



- giving children time to work through problems on their own, while being ready to intervene to prevent destructive or aggressive behavior;
- generating options/solutions by giving children tools for conflict resolution;
- using a kind yet firm tone when intervening in situations needing attention;
- reminding a child of behavior expectations daily by using clear, positive statements;
- redirecting behavior using positive statements;
- setting clear and consistent limits and expectations;
- using natural consequences for children's behavior;
- modeling compassionate, caring behavior that sets good examples for children to follow;
- identifying emotions, validating feelings and providing methods to encourage calm and to dissipate anger and sadness;
- using brief, supervised separation or time away from the group, when appropriate for the child's age and development, limited to no more than one minute per year of the child's age.

There must not be any harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- corporal punishment or threats of corporal punishment;
- punishment associated with food, naps, or toileting;
- pinching, shaking, biting, striking, swatting, or slapping a child;
- hitting a child with a hand or item;
- humiliating, ridiculing, rejecting or yelling at a child;
- subjecting a child to harsh, abusive, or profane language;
- leaving a child unsupervised, or placing a child in isolation, in a locked or dark room, bathroom or closet with the door closed;
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Often, proper planning can minimize behavior problems. This can be accomplished by:

- planning the program so it is appropriate for the ages and individual levels of the children;
- providing a balance between active and quiet activities, self-directed, and teacher-directed activities;
- carefully planning transitions between daily activities;
- focusing complete attention on the children, guiding behavior, facilitating learning, and interacting with children;
- listening to and encouraging children as they strive to meet expectations and overcome challenges.



EMERGENCY MANAGEMENT

Your child's health and safety in all situations is of the utmost importance to us. We have in place proper and practiced responses to emergency situations. Although some of these procedures may cause parents and visitors small inconveniences, they are necessary to safely and to responsibly control access to the rooms, staff and children.

All exterior doors will remain locked at all times preventing exterior access by anyone other than church, or school staff. Please ring the doorbell at the Reception Area or Office doors to be admitted to the building. All visitors must sign in and out on the Visitor's Log at the office, pick up a Visitor badge and be escorted by a staff member while on the church and center campus, and sign out upon leaving the building.

Emergency management plans are in place in the case of emergency events, including but not limited to extreme weather conditions, fire, tornado, shelter-in-place, shelter at a remote locations and intruder(s). These procedures are practiced with the children and staff to help ensure their comfort and calm in the case of an actual emergency; fire/tornado drills are practiced routinely. The staff will take great care in comforting, encouraging and guiding the children during these drills; practicing these procedures gives the children confidence and promotes calm during actual emergencies. General emergency management information will be given to families upon enrollment. **It is extremely important that your contact information be kept up-to-date in your child's records so that we may contact you in case of an emergency.**

In the case of an emergency involving a specific infant or child, the parents will be notified by phone; if parents cannot be reached, the emergency contacts provided by the parents will be contacted. All contact info must be kept current.



REGISTRATION

We hope that our families will commit to the center's continuity afforded by SAECC, where each infant and child can be nurtured and guided in a developmentally appropriate manner; such continuity not only enhances the child's experience, it also strengthens the whole center community.

REGISTRATION PROCEDURES

Registration is first to members of Saint Anne Episcopal Church ("SAEC"), then siblings of current attendees, and then the community, in that order.

Registration is on a first-come, first-served basis. To hold a place at the center, we must receive:

- 1) A completed registration form and
- 2) A payment for the deposit fee. Deposit fees are non-refundable unless a place is not available.

If registration is full, SAECC will add interested families to a waiting list. Children on a waiting list are offered spots as they become available, in the order in which they were placed on the list; their spot is reserved upon receipt of a completed registration form and a registration fee payment.

A packet will be mailed to registered families. To confirm registration, we must receive all the completed forms in the packet.

FEE POLICIES

Fees are based on the number of days a child is in care. The monthly fee is due on the 1st day of the month and should be paid in the center office, or online (if available). A \$25 late fee is assessed if fee is not received by 3:00 PM on the 5th day of each month. An account is considered delinquent, and at child risks being asked to leave the program if payment is not received by the 10th of each month. Please write your child's name, age group and fee month on the memo line of your check. There will be a \$50 charge on all returned checks. Full payment is due whether a child missed days due to illness, vacation, or weather closures; space is reserved for registered children, and fee is required to continue to hold that child's space. Any exceptions to this policy must be submitted to and approved by the Director.



TERMINATION OF REGISTRATION

When a parent/guardian chooses to no longer use SAECC care for his/her infant or child, a 30-day written notice is requested, and submitted to the center office prior to the first day of the month. We recognize that in a great many cases, termination of registration is due to family relocation. In other cases, there may be other circumstances that lead to a family's decision to terminate registration. SAECC would like the opportunity to discuss any desire to terminate registration with the family prior to an infant's or child's withdrawal, and be given the opportunity to help the child make any adjustments. We do recognize that the parent/guardian and/or the center may choose to terminate registration on a timeline that is in the child's best interest.

A child's adjustment to a childcare center and/or the appropriateness of the particular arrangement for an individual child may cause concern for the child's wellbeing. If the staff does not feel that it is meeting the child's needs, or if the child presents a dangerous or constantly disruptive presence in the center, the center reserves the right to suspend or terminate registration. The center also reserves the right to suspend or terminate registration if a parent/guardian's actions and behaviors are deemed inappropriate, for late payments or outstanding fees. This decision will be made at the director's discretion.

Please note that all registration fees are non-refundable and cannot be applied towards payments or future bills. [Any pre-paid fees are not refundable if 30 days' notice was not given.] Any unpaid fees are due and payable at the time of termination of registration. No refunds will be made if the center is closed due to weather or other unavoidable circumstances.

CHILD RECORDS

In order to comply with licensing requirements as set forth by the Texas Department of Family and Protective Services, and in adherence to SAECC policies, the following forms must be completed and filed in the center's office prior to the child's first day of school:

- Registration Form
- Emergency Medical Authorization Form
- Health Requirement sheet signed by the child's physician, PA, or NP.
- Immunization Record (a child must be current on all vaccinations, no exceptions)
- Child Release Authorization
- Discipline and Guidance Policy Acknowledgement
- Family Handbook Receipt Verification



- Operational Policy on Infant Safe Sleep (if your child is 12 months or under)

IMAGE/MEDIA RELEASE

To celebrate the community spirit of SAECC, center representatives may photograph, film or otherwise record events that may include individual children, family members and guests; these may be shared within the SAECC and SAEC families, as well as with the surrounding community. Each family is asked to indicate their agreement of this understanding by giving permission on the Photo/Media release form included in the registration packet. A family's privacy wishes will be respected.

CHILD HEALTH AND SAFETY POLICIES

In compliance with the Texas Department of Family and Protective Services and Child Care Licensing, you must submit a Health Requirement Form for your child, which will be kept on file in the SAECC office. This health form must indicate that your child has had a physical exam within the past 12 months and he/she is in good health and that he/she meets current vaccination requirements; this form must be signed by a licensed healthcare provider (physician, NP or PA). By law, your child will not be allowed to attend SAECC without a current health form on file. No exceptions will be made. These forms must be turned into the SAECC office. Teachers cannot accept these forms. The Childcare Center will not provide physical exams, health checks, hearing or vision exams, or immunizations.

FOOD ALLERGIES

Parents are expected to notify the SAECC Director when inquiring about registering a child. If a child has food allergies diagnosed by a healthcare provider, a conference will be held between the parent(s), caretaker and Director to determine if the child's allergies can be accommodated safely. If a Food Allergy Action Plan can be developed in conjunction with the parent and healthcare provider to accommodate the child, the child may be registered. A Food Allergy Action Plan signed by the child's parent and healthcare provider is required and must contain the following information:

- (1) A list of each food the child is allergic to
- (2) Possible symptoms if exposed to a food on the list; and
- (3) The steps to take if the child has an allergic reaction



A copy will be maintained in the child's file in the office, room, and in the room's "Go Kit." All caretaker(s) are trained in the use of an epinephrine pen, and receive training on allergen avoidance, reaction recognition, and any necessary treatment.

Allergies are posted in each room; a child's medications for allergies, including epinephrine pens and Benadryl are labeled and kept in the room's "Go Kits" that accompany the child as they move about the childcare center. Should a child require treatment for an allergic reaction, parents will be notified immediately.

If requested, a food allergic child may sit at a table designated free from his/her allergen, and may invite friends whose lunch do not contain the allergen to eat at that table. All children wash hands before and after meals for personal hygiene, which also reduces the risk of contact with the allergen. A room will usually not be made "allergen free" unless several children with the same allergen are in the room; parents will be notified if this occurs in their child's room.

ILLNESS POLICIES

If, upon arrival at the center, it is obvious to the teachers that your infant or child is ill, they will ask you to keep the child at home. If, during the course of your child's day, he/she becomes ill, you will be notified and are expected to pick up the infant or child immediately; for the protection of the other children, your child will be removed from their program and placed in supervised isolation in the center, away from other children until your arrival. Any child who is exhibiting symptoms described in the Illness Guidelines below may be excluded from attending the center.

We ask you to show the same consideration that you would desire from other parents when evaluating whether to keep your child away from the center due to illness. By helping us observe good health standards, you will be protecting your child, as well as others at SAECC. If your child is sick, please let us know by calling or emailing the office at **972-709-0691**. Please refer to the illness guidelines below for some common illnesses and use your best judgment in determining if your child is healthy enough to attend the center.

Please notify the Director immediately if your child is diagnosed with a communicable disease; state-mandated guidelines are in place to handle the situation. SAECC reserves the right to require a physician's note stating the child is not contagious before allowing the child's return to the program.



ILLNESS GUIDELINES

Children exhibiting the following symptoms will be sent home immediately, and should be kept at home until they are clear of these symptoms for at least 24 hours:

- severe cold, sneezing, nose drainage and/or coughing
- temperature over 100°F (without the use of fever-reducing medication such as Tylenol, Advil, etc.)
- diarrhea and/or vomiting
- not well enough to play outside or participate in activities
- conjunctivitis, commonly referred to as “pink eye”
- rashes and skin infections (boils, ringworm, impetigo, etc.) that have not been evaluated by a healthcare provider and thereby determined to be non-contagious
- symptoms of any contagious diseases/illnesses including but not limited to the common cold, croup, mononucleosis, measles, mumps, rosella, chicken pox, and strep throat
- infection requiring an antibiotic until the child has been on the medication and afebrile for 24 hours
- lice

IMMUNIZATIONS AND COMMUNICABLE DISEASES

To protect the health of all children and staff, SAECC requires that all children be up to date on all vaccinations appropriate for their age per CDC. Each child registered at SAECC must meet the State of Texas immunization requirements that apply to children attending early childhood education programs. All immunizations required by a child’s age must be completed and a copy of the immunization records must be on file at SAECC by the first day at the center in order for the child to attend.

Immunization forms that must be completed by a licensed healthcare provider are included in the registration packet; SAECC will accept healthcare provider generated forms as well, as long as they contain all immunizations required by the State of Texas with the date that each immunization was administered. There will be no exceptions to this policy. Waivers and affidavits will not be accepted for exclusions to this policy.

SAECC staff are expected to maintain their immunizations. Staff are required to be tested for TB yearly, and to obtain a flu shot yearly. Staff are expected to follow the same illness guidelines as for children.



VISION AND HEARING TESTING

The State of Texas requires vision and hearing screening or a professional vision and hearing examination for children aged 4 by September 1 and older. Your pediatrician can administer these tests in their offices; please provide proof of test completion before your child's first day at SAECC. SAECC must maintain either a current copy of the vision and hearing screening results or an affidavit stating that the vision and hearing screening conflicts with the tenets or practices of your family's church or religious denomination. Your registration forms contain a document for your healthcare provider to record their findings, or SAECC will accept a comparable healthcare provider-generated form.

Sunscreen and Insect Repellent

We recommend that parents apply sunscreen and bug spray to their child before arriving at the childcare center. Child Care teachers can only apply sunscreen or bug spray if parent requests teachers to do so in writing and parents provide the sunscreen or bug spray.

MEDICATION

The use of medication during the day is a serious responsibility for SAECC staff; we ask that all parents follow these guidelines:

- All medication should be brought to the center in its original container with the original label and be accompanied by healthcare provider instructions. Medications must be kept in the classroom, out of reach of children, and may not be stored in a child's backpack, lunch bag, or personal belongings.
- A Medication Authorization form (available in the center's office) must be filled out for each medication.
- Over-the-counter medication must be in its original container and be accompanied by a signed directive from a licensed healthcare provider.
- A Food Allergy Action Plan must be filled out and signed by the parent and a licensed healthcare provider for any child with food allergies; Epi-pens, Auvi-Qs must be kept in the child's room, and your child's teacher must be trained in their use.
- An Asthma Action Plan must be filled out and signed by a licensed healthcare provider for any child with asthma; inhalers must be kept in the child's room, and your child's teacher must be trained in their use.
- A Diabetes Action Plan must be filled out and signed by a licensed healthcare provider for any student with diabetes; monitoring devices, insulin and



syringes must be kept in the child's room, and your child's teacher must be trained in their use.

EMERGENCY MEDICAL ATTENTION

In cases of injury or sudden illness, SAECC staff will assess and respond according to basic first aid/CPR training and guidelines and in accordance with the SAECC Emergency Management Plan. All teachers, administrative staff and Director maintain American Red Cross First Aid and Heartsaver CPR Certification. Parents will be notified immediately in case of a major injury/illness or head injury, and in the case of any injury, will receive an incident report by the end of the day. If a child receives professional medical attention due to an injury received at SAECC, SAECC will self-report the incident to DFPS.

If, in the judgment of an attending adult, an injury to a child is severe enough to need professional medical attention, after securing appropriate medical care, SAECC will contact parents and/or emergency contacts immediately. If the parent or emergency contact cannot be reached, the child will be transported to the nearest hospital emergency room by ambulance. Enrollment forms require parents to provide authorization for emergency care and transport.

The completed Emergency Medical Authorization form, Immunization records, Food Allergy Action Plan, Asthma Action Plan, Diabetes Action Plan, and any other forms deemed necessary will be provided to the hospital to communicate any special needs or precautions that should be observed in caring for the child. Parents will be notified immediately and are expected to assume responsibility for any resultant expenses.

CHILD ABUSE AND NEGLECT

In accordance with State of Texas Law, it is the mandatory policy of SAECC to report any and all suspected cases of child abuse and/or neglect to the Texas Department of Family and Protective Services Abuse Hotline (1-800-252-5400) or online to the Texas Abuse Hotline. A person making such a report in good faith is immune from civil or criminal liability and the name of the person making the report will be kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A Misdemeanor. Teachers and other professionals must report



suspected abuse or neglect within 48 hours of suspecting the child has been or may be abused or neglected.

All teachers are required to complete online training on Identifying and Reporting Suspected Abuse and Neglect of a child at the Texas Dept. of family and Protective Services website (<https://dfps.state.tx.us/Training/Reporting/default.asp>) and to have on file a certificate of completion.

Child Abuse: Abuse is mental, emotional, physical, or sexual injury to a child, or failure to report such injury.

Child Neglect: Neglect of a child includes (1) failure to provide a child with food, clothing, shelter and/or medical care, and/or (2) leaving a child in a situation where the child is at risk of harm.

If you suspect any abuse or neglect, you must call the Abuse Hotline, which is available 24 hours a day, 7 days a week, toll free, at 1-800-252-5400 from anywhere in the U.S.

Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1st, 2009. The new statute requires that information about the gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers.

Each family will receive a tip sheet, attached this handbook, to assist in complying with the new law.

SANITATION/CLEANLINESS

Children's health and the acquisition of healthy habits are vital to preventing the spread of germs and diseases. Proper hygiene is emphasized throughout the center during the day. Children wash their hands with soap and water after bathroom breaks, before and after eating, and after activities that necessitate clean-up. Hand sanitizer is available in every room.

At the end of each day, the staff and caretakers remove trash and clean, sanitize and disinfect toys, tables, floors, countertops and classroom bathrooms in accordance with the standards prescribed by the Texas Department of Family Protective Services. A cleaning crew cleans the facilities twice weekly.

LICE

Unfortunately, lice are a common part of young children's lives. Their presence is in



no way an indicator of bad health or hygiene habits, nor do lice transmit any disease. Lice can be spread in any public area. The most effective tool in keeping SAECC lice free is our parents' diligence in checking for lice on a weekly basis at home and informing SAECC immediately if lice are found.

If in the event that a child is found with lice at SAECC, the child will tactfully be removed from their room and the parents will be contacted immediately. An email notification and/or letter will be sent to the parents of the other children; the child's name will not be shared with others by any staff member as a matter of privacy. Once a child has been successfully treated and is lice/nit-free, the child may return to the center. The room will also be treated in the child's absence.

BITING

Biting is, unfortunately, common among young children, however it is an issue that must be addressed appropriately for the protection of all SAECC students. Biting happens for different reasons with different children under different circumstances. The first step in addressing biting is to determine why it is occurring. Parents of both the child who was bitten and the child who is engaging in biting will be notified on the day of an incident.

The following procedure will be followed:

1st offense: note sent home

2nd offense: conference with parents, resources given

3rd offense: 1 week suspension

4th offense: 2-week suspension

5th offense: suspension until parents can provide assurance that biting is no longer a concern

PARENTS AND THE CHILDCARE CENTER

SAECC brings together families with a common commitment to the care and well-rounded development of their children. It is very important for parents and teachers to establish a good relationship and maintain communication with each other. Strong communication between home and the center provides continuity that will help your child have a successful childcare center experience. SAECC has several strategies in place to formalize contact between parents and the center and to ensure healthy ongoing communication.

PRIVACY AND CONFIDENTIALITY



Confidentiality is a high priority for SAECC. All information about families is kept in strict confidence. Information concerning children and their families will be limited to purposes directly connected with the administration of the program. SAECC staff will respect each family's right to privacy. No other use of this information shall be made without prior written consent from the parent/guardian. Substitutes and volunteers are also expected to respect the same confidentiality standards as our staff. However, if and when, we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies or individuals who may be able to act in the child's best interest. Except in the case of maltreatment, abuse or neglect, we will obtain written permission from the parents/guardians prior to releasing confidential information; this permission will be maintained in the child's records.

ISSUES AND GRIEVANCE PROCEDURES

SAECC staff and teachers are also available for consultation at other times to discuss and reconcile concerns. We strongly urge you to communicate any concerns to us as soon as possible. You may also contact the Director at any time at 972-709-0691 between 9 am and 3 pm, Monday-Friday. Except for emergencies, please avoid contacting the Director or staff at home or on their cell phones.

COMMUNICATIONS

SAECC wishes to be accessible to our children's families. Messages for the Director, teachers, and staff can be left via voicemail extension or with the office at 972-709-0691. Calls will be returned as soon as possible. Emails and texts will be returned by the next business day.

A SAECC newsletter will be published quarterly, and will contain information about our program, upcoming events and special dates. Please make note of important dates and events and plan to participate if possible. If you have information you feel might be beneficial to SAECC families, please submit it to the SAECC office by the 20th of each month; no marketing or solicitations, please.

Teachers will also send a weekly communication advising of the week's themes, activities, special supplies needed, etc., as well as other information that needs to be shared with families in a timely way. Please read these notices to keep up-to-date on the activities and events in your child's room. Please keep the center updated as to any changes in your physical and email address(es), as well as all telephone numbers.

The SAECC website will be updated with information about the center, room activities, and center events. The SAECC website contains information about center



policies and forms, links to the current curriculum, and other valuable information.

THANK YOU FOR BEING A PART OF THE SAECC FAMILY!

NOTES:

