CREATIVE
LEARNING CENTER

CROSSROADS
FELLOWSHIP

PARENT HANDBOOK

CONTACT INFORMATION:

405 Estates Dr., Woodway, TX 76712
Phone: (254) 776-2794
Email: clcinfo@xroadsonline.org

TABLE OF CONTENTS

Road Signs *(Mission, vision, and values)*.....**1-2**

Our CLC Team.....**3-4**

Schedule and Fees.....**5-6**

Procedure.....**7-16**

Curriculum.....**17-18**

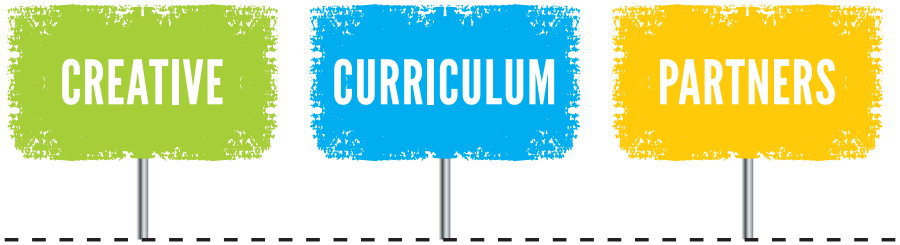
Discipline.....**19-20**

Medical.....**21-24**

Addendums

- **Addendum A** *(Discipline)*.....**25-26**
- **Addendum B** *(Emergency Procedures)*.....**27-32**
- **Addendum C** *(State Agency Information)*.....**33**
- **Addendum D** *(Rising Star)*.....**34-36**
- **Addendum E** *(Gang Free Zone)*.....**37**
- **Addendum F** *(Sleep Guide)*.....**38-40**
- **Addendum G** *(Resources)*.....**40-41**

CLC ROAD SIGNS



Welcome to Crossroads Fellowship Creative Learning Center! There is no greater gift from God than the children he entrusts to your care as their parents. This means we believe there is no greater decision you will make than who you entrust your child's care to. We take the responsibility to care for your children seriously. Our goal is to provide a comprehensive **CURRICULUM** for children ages 6 weeks to 5 years of age. We know the early years of a child's development are critical. Their brains are like sponges, absorbing everything. We see our learning center as the place that can come alongside families as **PARTNERS** and create for your child daily activities where not only fun happens but where opportunities for learning happen as well. Our belief is that their development is a combination of what they receive both here and at home. We look forward to working together with you in building a strong foundation of learning.

Who we are! Crossroads Fellowship Creative Learning Center is a result of the missional heart of the Crossroads Fellowship Church family to meet the needs within our community. And we know quality care for families with children is a huge need. There are many quality programs in our city, but there is a need for more. We want to be the one who meets your needs. Our facility is also a partnership formed by God with the former thirty-six year Christian child care center called, Lakewood Christian Church Child Development Center. We believe God brought the hearts of these two like-minded missional organizations together to form the Crossroads Fellowship Creative Learning Center and we now have one heart and **MISSION**. Your child passes through our doors for a specific time period in their life and our mission is to nurture their creativity, impact their learning, and be a place that makes a lasting difference in the life of your family.

What we value! We value your child! Every child is a child of God and uniquely created with their own gifts and abilities. Each child should have the opportunity to develop these gifts while being accepted in his or her uniqueness. Our creative learning center builds on the foundation that we are all created in the image of God. Therefore, we value the creative side of every child and believe that they need a place that nurtures their **CREATIVITY**. A creative environment is where they learn best.

"Children are a gift from the Lord…" Psalm 127:3
God created human beings in his image. In the image of God he created them male and female. Genesis 1:27

TO SUCCESS!

Our Philosophy. Our Creative Learning Center also believes in an educational philosophy that seeks to provide social and intellectual development in an atmosphere of Christian love and support. Our programs are designed to meet the physical, psychological, social, intellectual, and spiritual needs of children of varying ages and learning abilities. Our philosophy in the education of your child is built on the strong belief that a **FAITH-BASED** education should be an important part of your child's daily life. Therefore, we will implement curriculum and activities that help nurture your child's awareness of the God who created them and the values scripture calls us all to live by.

Texas Rising Star Center. We are proud of our CLC being recognized as a FOUR STAR Texas Rising Star child care facility. This means that we aim to have **QUALITY** care above the Texas Minimum Standards guidelines for licensed child care centers. We will continue to work at becoming our best for the children in our CLC. We encourage our teachers to earn their CDC Credentials or Associates Degree through the MCC Child Care Development Programs. As part of being a Texas Rising Star school, our staff is offered scholarships to help earn their CDA credentials or to work toward their Associate's Degree in Child Development. You may visit the website www.texasrisingstar.org, to find information on the criteria for being a Texas Rising Star Center. You can also read more in Addendum D. We are very proud of the excellence this program allows us to provide.

Our Policies! This Parent Handbook describes the basic working policies and procedures we all need to follow in order to manage this program according to state standards. Please read this material carefully and let us answer any questions you may have. Information not provided in this handbook may be obtained by speaking to the Directors. We are licensed by the Department of Family and Protective Services. We are inspected by the Texas Department of Health and Human Services, and the Local Fire Marshall. Copies of all inspection reports are available for families to review at any time. We take our responsibility very seriously and we are very proud of the excellence we provide.

OUR CROSSROADS

Steve & Cyndi Abbe

Pastors @ Crossroads Fellowship Church

Steve has a passion for kids and a desire to impact our next generation of leaders. Cyndi has been a life-long educator as both a teacher, coach, and now pastor. They started Crossroads Fellowship Church in 2003. Together they help guide the mission, vision, and values of our CLC. They look forward to becoming family and pastors to your family.

Pam Huffstatler

Director of Operations

I'm so excited to join the Crossroads CLC. I spent the last 20 years with the previous Lakewood CDC, before joining with Crossroads. I have worked in the childhood education field for 30 years and have my CDC certification. I also have a "Taking Charge of Change" through the Texas WFC and the McCormick Center for Early Childhood Leadership. I am also certified through the Child Care Education Institute in Texas Child Care Administration and Business Practices. I look forward to being a part of a faith-based community as we seek to love your children through each milestone of growth while they are with us. I see every child as an opportunity for us to plant a seed and make a lasting difference. I am originally from Louisiana and I have two amazing daughters who are my world!

Train children to live the right way and when they are old, they will not stray from it. Proverbs 22:6

CLC TEAM!

Brenda Hill

Director of Childhood Development

I was born & raised in Richardson, Texas with two brothers. I now live in Hewitt & am happily married to my husband Bryan. We have two handsome grown boys, Bryant & Harrison (Both are Lakewood Graduates!). Caring for little ones has always come naturally to me. Even as a young child I would try to care for the children in our family & neighborhood. Needless to say, working in childcare has been the perfect career for me. I am proud to have worked with Lakewood CCCDC and now Crossroads CLC since 1996. My certifications include: Child Development Associate Credential, Texas Child Care Administration & Business Practices, & an Associate Degree in Child Development. I am excited that we all have been given this incredible opportunity to be part of the Crossroads Fellowship family and to be able to participate in your child's care and learning! I am dedicated to helping make this the best place for your child to be.

Suttinee Needham ("Mrs. Maew")

Room Coordinator of the CLC

I was born and raised In Bangkok, Thailand. I was educated there. I have lived in the United States since 1981. I am the mother of one son. I live with my husband in Waco, Texas. He has retired from the military.

My position now is the classroom coordinator. I have worked with children since December 1984, at Lakewood Christian Church.

Always, I have wanted to inspire children to the joys of learning in a loving environment. That is my mission.

It is my belief is that each and every child is a unique individual. My goal is to value and develop each child's strengths, interests, abilities, and knowledge. Children need the assurance of being loved and cared for, while they are enjoying learning in the classroom.

SCHEDULE AND FEES

CLC Schedule

Daily: Monday through Friday. Opens: 7:30 A.M.
Yearly: January - December. Closes: 5:30 P.M.

CLC Enrollment Fees and Tuition Rates

Infants to two years	$175.00 per week
Three years to five years	$170.00 per week
Family discount rate	$10.00 discount off total weekly rate
Deposit (One-time non-refundable enrollment fee.)*	$100.00 (Plus tuition for first week per child.)
Supply fee for all ages	$100.00 per child. ($50 Jan/$50 Aug)
Early drop off is from 7:00 am - 7:30 am**	$2.00 per day, per child
Late Payment Fee***	$25.00 (Received after Wednesday)
Late Pick-up Fee****	$1.00 per minute
Returned Check Fee	$25.00 per check
CCS Clients*****	$15.00 per child/per week (plus CCS Co-Payment)

***Enrollment Fee:** A one-time fee is required to enroll your child. This fee is non-refundable. A change of mind or plans does not refund your enrollment fee. If you should leave our center and return at a later date, a new enrollment fee will be required.

****Early Drop off Fee:** We will be staffed starting at 7:00 a.m. Please request the need for early drop off at the fee of $2 per day. This fee will be added to your weekly tuition.

*****Late Pick-up Fee:** Arrange to have your child picked up no later than 5:30 p.m. each day. Should you arrive past 5:30, you will be charged the late pick up fee of $1.00 per minute. This fee must be paid in cash/check at the time of pick-up to the director on duty. A receipt will be provided. A form is also completed to keep record of the arrival time, date, and amount of late fee that is due. We understand extenuating circumstances can happen, but when this becomes an ongoing problem, you will be contacted by the director and this could be grounds for dismissal from our program. Thank you for respecting our staff in this matter.

*****CCS clients** (Child Care Services Clients)will pay a fee according to what is set up through their caseworker. Your payment schedule is due on the same schedule that is set up according to our center policies.

Rate Changes: Our CLC Advisory Board helps determine rates and fees. They reserve the right to alter or adjust fees, tuition, and payment policies at any time. Each family will be provided a thirty-day written notice of any upcoming rate changes. This notice will include the amount of the rate change and the date it will take effect.

Weekly Payment Schedules & Policies

Tuition Payment Choices:	Weekly, Bi-weekly, and Monthly	*Paying monthly requires payment on the first Monday of month.*
Tuition Due Date:	Monday of each week.	***NOTE:** If your employer is making partial payment for your weekly tuition you are still responsible for the total amount due on Monday of each week.*
Payment Options:	Cash, Check, Money Order, and Online Payments.	***NOTE:** We do not keep change on hand. Please have exact amount when paying cash. Written receipt provided for cash payments. Any overpayment will be applied as acredit to your account.*
Checks made out to:	Crossroads CLC	*Crossroads Fellowship Creative Learning Center*
Late Payments:	Payments ***not*** made by Wednesday will need to include a $25.00 late fee.	***Exception:** If you have a sick child at home, your payment is due the day your child returns.*
Non-Payment:	If your account is two weeks behind in payment your child will be removed from our CLC.	*Please address any questions or concerns about this important financial matter to the CLC Director ASAP.*
Continuous Payments:	Payments and fees remain consistent throughout the calendar year whether your child is in attendance or not.	*Weekly tuition rates remain the same when we are closed for a holiday or any other reason. Our policy is that you agree to pay for a space for your child on a weekly basis, not per day.*
Refund of Tuition:	A refund will be given based on two criteria: 1. You have provided, in writing, a full 2-week notice. 2. Your tuition is paid up past your two-week notice date.	***Example:** if you pay monthly and you give us a two-week notice at the beginning of the month, then we will refund you for the last 2 weeks of the month that your child is not enrolled at our CLC.*
Leaving the CLC:	Two-weeks written notice is required. Please request a Withdrawal Notice form in the CLC office to fill out and turn in.	*When you know the exact date your child will leave our program to enter Kindergarten please inform the CLC office so we can plan on accepting new children into our program.*

SCHEDULE AND FEES

PROCEDURES

Enrollment/Admissions Procedures

Enrollment: Crossroads Creative Learning Center cares for children ages 6 weeks to 5 years.

Operational Procedures: Our operational policies and procedures are outlined in our Parent Handbook. This handbook will be emailed to each parent upon enrollment for review. (A hardcopy can also be obtained in the CLC office.) When you enroll you will be given an Admissions Packet including a document stating you have been provided the handbook and a signature required indicating your acknowledgment and agreement with the handbook. Please sign and turn in with your other admission paperwork. (Parents will be given thirty-days written notice of any changes and the date the changes take effect.

Admission Packet: Parents will be asked to complete all the paperwork in our Admission Packet. The packet contains: admission paperwork, immunization requirements, parental permission for water activities, and other rules and requirements. Any questions or assistance needed in completing the Admission Packet will be available by asking a CLC Director.

Classrooms: We have access to eight classrooms to space out children based on ages and state requirements. Classroom sizes and teacher-to-child ratios are determined based on our enrollment numbers and ages. These are also guided by state requirements. What we are most proud of is that each of our teachers and the curriculum and activities in each room will be age-appropriate, fun, and learningcentered. Your children will be loved and cared for by our outstanding teachers.

Updating Child Emergency Contact Information: Any changes to any admissions paperwork information or emergency numbers needs to be updated immediately. Please keep information updated in Brightwheel & complete our Child Emergency Information Form so that we can put it in your child's file.

Absenteeism: If your child is ill or will be away from the CLC, please let the office know. If there are any changes in your child's schedule such as an early arrival or early pick up, our office needs to know so we can plan accordingly. Remember that all weekly payments remain the same whether your child is in attendance or not. This also includes if your child is out for the holidays, spring break, vacation, etc. (If you are a CCS client, you must report your child's absence to your caseworker or by using the check-in/out system in our office. It will allow you to report any absence and an explanation.)

Drop-off and Pick-up Procedures

1. BRIGHTWHEEL APP: It is a state requirement to sign-in and sign-out each day. Located outside the office is a tablet with the Brightwheel app on it. Please use your Brightwheel check-in code, then sign in or out. This is the official transfer of your child from your care to ours each day.

2. ALTERNATE PERSON PICK UP: If someone other than a parent picks up or drops off they are also required to sign in or sign out for you. If someone other than the parents will be picking up, please make sure they are on the pick-up list in your child's enrollment forms and on Brightwheel. Your child is not allowed to leave this center with anyone except those named on the official enrollment records.

In an emergency: If someone else needs to pick up your child, you will need to notify us in advance. We will verify your identity, then ask for a description of the one who is to pick up. We will record the person's driver's license number and keep it on file for 24 hours. We are very strict about this rule as it protects the safety and well-being of your child. Thank you for working closely with us on this important matter. We do not release children to someone under 16 years of age. Please make sure an approved adult is in the building for pick up. We will ID anyone we are not familiar with.

3. CCS CLIENTS: You are required to sign your child/children in each day through the CCS Portal located in the CLC Office. Clients are to use their CCS cards provided to them by CCS. You must report your child's absence either through the portal or by talking to your assigned caseworker. You will also be required to sign your child in and out on Brightwheel.

4. PICK UP CONCERNS: If our CLC suspects the person picking up a child is under the influence of drugs or alcohol, we will call local police and request their assistance. We may not legally prevent the child from being picked up by a parent or person designated by the parent. Parents may address this issue at enrollment by discussing what they would like for us to do if we do not feel comfortable releasing the child, then signing an agreement to this effect.

PROCEDURES

PROCEDURES

Communication Procedures

Procedural Questions and Concerns: We want to maintain an open-door policy with our parents and look forward to conversations and getting to know each of you. We love hearing stories about your children, the interests they have, and what you and your family are doing. We want to partner alongside you in being a positive influence in your child's life.

We also welcome you to call or email to set up an appointment so we can visit to address specific concerns you may have. We will give your concerns our utmost attention and if there is a problem, we will strive to reach a mutually workable solution.

Please call the CLC if you need to talk to or get a message to your child's teacher.

Teacher Conferences: If you need time to communicate with your child's teacher, we encourage you to set up a conference. We will remind families about conferences twice a year, but you may set one up at any time.

Parental Notification Procedures: BRIGHTWHEEL APP. In addition to phone calls and emails, we use the Brightwheel App. Brightwheel has been a great way for us to communicate with parents! Please complete the download and set up of this App. This App allows us to:

Send and receive messages.
Store all communications in the profile.
See your child's daily happenings and monthly newsletters.
Communicate quickly with families in case of an emergency situation.

Policy Changes: If there is a change to any of our CLC policies or procedures, we will provide you with a digital notice thirty-days in advance of when the change will take effect.

Cell Phone Use: Teachers are not to use their cell phones in the classroom. Please call the CLC office or send a message through Brightwheel. We do not want our teachers to be distracted from the supervision of the children. This is also a violation of State Minimum Standards which could result in a deficiency.

Classroom: Each classroom has a communication board where our weekly menu, daily class schedule, lesson plans, and other important information is posted.

Office: We maintain all information in the CLC office including our menu, parent related information (from safety to breastfeeding), community activities, community resources, and any other extra activities that might be offered at our CLC.

Parent Communication Responsibilities

- Parents are responsible for escorting their child to their classroom each morning and coming to the classroom for them each afternoon. Children are to be in the direct supervision of the teacher or parent at all times. Please do not allow your child to enter other classrooms, go into the hallways, or exit the building without you. Remind your child to use walking feet in the halls and to use quiet voices when inside the building so as not to disturb adults working or infants sleeping.
- Be ready to communicate with our staff. Please end all phone calls before entering the building.
- If there is any information your child's teacher needs to know, tell them directly, or leave them a message on Brightwheel. Teachers are not to use their cellphones in the classroom. Please do not text them during the workday.
- Please make sure we are aware of any updates in your contact information. Update information in Brightwheel & fill out a Child Emergency Information Form for your child's file.
- Please do not bring your child to our center if they are ill. (See pages 23-24.)
- Please be aware that we are not responsible for any lost or damaged personal possessions.
- Please label your child's belongings with their first name and last name. (Jackets, bottles, blankets, etc.) Please make sure everything you bring into our center is clearly marked with your child's name or initials. With the number of children and staff in our CLC, it is impossible for all the staff to know each child's belongings such as bags, jackets, bottles, pacifiers, pillows, cups, etc. Please mark everything with a permanent marker or some type of label that will not come off. We have permanent markers in each room that you may use for this purpose.
- If you have a concern, please talk with a CLC Director.
- **Parent Association:** We encourage you to get involved with our center by joining our Parent Association. Our Parent Association will meet once a month for about 1 hour. It is a great way to meet other parents, fellowship, have a support system for each other, and help in various ways to better our center.
- Please do not contact staff after hours. This time is for staff to spend with their families and friends.
- Help maintain a **safe environment** for all our children and staff. We are a family. We must work together out of love and respect for one another. Our teacher's number one job is to do all that they can to keep our children safe. We even teach the children that their number one job at school is to help their teacher keep everyone safe. Therefore, as family and team, we also ask our parents to join us in carrying out our procedures and helping us maintain a safe environment. Please do not bring your child to our center if they are ill. (See pages 21-22.)
- **PLEASE BE CONSIDERATE!** We ask that parents refrain from gossip about other parents, children, our staff, and our facility. If there is a problem or concern, we ask that you voice those to our CLC Director. We promise to listen and seek a workable solution with love and care. Part of being a faith-based learning center is that we seek to be loving, supportive and caring of one another and to treat others as we would like to be treated. Courtesy and respect for others is very important.

PROCEDURES

PROCEDURES

Parent Visit to the CLC Procedures

- We maintain an open-door policy! Parents are welcome to visit our center for short visits of five to ten minutes at any time during our hours of operation to observe your child, our operation, and activities. Please keep in mind that taking care of children has to be our main focus.

- We ask that older children do not visit the younger classrooms so that we can protect our infants from unnecessary germs. We also ask that you not disturb classes that are busy and involved with activities, sleeping, or eating. During nap times we ask that you are especially quiet in the halls and classrooms so as to not disturb our sleeping children.

- We ask that you only hold your child, not other children, in our care. If you are visiting a class, please understand that the teacher is busy with the children in her care and may not be able to stop and visit with you. If you need to talk with the teacher, we ask that you set up an appointment with the teacher when she can be free from classroom responsibilities.

Parents: Items that should not be sent to school

- toy guns, war toys or monster type toys
- coins or money of any kind,
- jewelry such as earrings, bracelets, and necklaces,
- foods such as doughnuts, candy, gum, or soda pop.
- toys from home (except 1 small soft toy for naptime),
- glass bottles of any kind,
- videos-unless you have permission from your teacher-RATED G ONLY, and
- objects that are small enough to be a choking hazard

Classroom Procedures

General classroom (18 months to 5 years)

- All children will have their own crib, cot, or mat in their classroom.
- Naptime for young infants will be on-demand. Once your child is on the school's feeding schedule, nap will be after lunch. We will work with infants on this transition.

Infants (6 weeks to 18 months)

- We are here to support our breastfeeding moms! Mothers are welcome to come by at their convenience to nurse their child. We have an available space that you may use to breastfeed your baby and/or pump. We have refrigerators and a deep freeze for the storage of breastmilk. If requested, we can offer you a compilation of breastfeeding education and resources in the community. Please let us know how we can help you!
- The infants are very delicate, and we ask that older children (big brothers and sisters) not be taken into the baby room. If you have an older child, it is suggested that the older child be dropped off in his classroom before leaving the baby. In the afternoons, it is best to pick up the baby first then the older child.
- When checking in on Brightwheel, parents will fill out the information for when their baby woke up, baby's last feeding, and any special instructions.
- Parents will fill out an *Infant Daily Instructions* form and update it every 30 days, or sooner if needed, until your child is fully on table food.
- Please try foods, baby foods & table foods at home first to rule out allergies.
- We will provide table food and milk as your child is ready.
- Parents provide
  - clean plastic bottles
  - breast milk or formula, unless you choose to use the center's formula (HEB Baby Advantage with Iron)
  - diapers and baby wipes (The teacher will let you know when they are running low.)
  - diaper cream or powder when needed
  - pacifiers
  - a change of clothing
  - 2 sippy cups, once your child is able to drink from one.
  - baby food, unless you choose to use the baby foods that we provide.
- Infants will only sleep in their cribs, not in car seats or in bouncy seats.
- All infants will be placed on their backs to sleep. *(We will need information from your doctor and a waiver from the state if your baby must sleep in a way other than on their back.)*
- Blankets and soft toys (including pacifiers with a stuffed toy on it) are not permitted during sleep.
- Sleep sacks are permissible. They must be made specifically for sleep and allow the infant to move their arms freely.
- Once infants become more mobile, curious, adventurous, and more social they can be a bit clumsy. You could start receiving accident reports due to your child's clumsiness or a friend's.
- We understand that children are going through quite a few changes, so we work with each child and their need to sleep more, eat baby food or drink from a bottle.
- Send your child with shoes each day once they start walking since they will be playing on the playground.

PROCEDURES

PROCEDURES

Food Procedures

Meal and food service practices: Our CLC receives support from the Child and Adult Care Food Program to serve healthy meals to your children. "Building for the Future with CACFP - Good nutrition today means a stronger tomorrow!"

Meals served at our CLC meet USDA's nutrition standards. Learn more about CACFP at USDA's website: https://www.fns.usda.gov/

We have a CACFP sponsor who comes out 3 times a year to monitor our food service. They monitor food prep, menu, food storage, and correct serving sizes to the children. The name of our Sponsor is FP Assistance. Upon enrolling your child, we will give you a food program packet for you to fill out and return to us.

All liquids and food hotter than 110° F are kept out of reach of the children..

Meals served to children: Breakfast at 8:15 am. Lunch at 11:15 am. Snack in the afternoon. Each week we post our menu for all children who are ready for table foods.

Infants not on table food: Parents can provide baby foods for their child or they can use the baby foods that we have. We can also provide HEB Advantage Formula with Iron for those parents who would like for us to feed their infant our formula.

Find out more about nutrition at http://www.nutrition.gov/life-stages/children, http://www.cnpp.usda.gov/DietaryGuidelines or http://www.choosemyplate.gov/

Special Diet: We require written approval from a physician if you wish to provide your child a special diet.

Food Allergies: All staff is educated on food allergies. Each room, including the kitchen, has a list of all children in the center who have food allergies. If your child has a food allergy to a posted menu item please talk to your child's teacher so that a substitute food item can be provided for your child. Discuss food allergies with your child's teacher and be sure to list them on your enrollment form. Find out more about food allergies at https://www.niaid.nih.gov/diseases-conditions/foodallergy

Parties: All food brought for the children for special holiday parties (ie. Valentine's Day) must be commercially prepared or prepared in a kitchen that is inspected by local health officials. **We are also a peanut-free facility so please do not send anything with peanuts.**

Food from Home: Please do not allow your child to enter the CLC with food they are eating that is from home. This is for the safety of all of the children in our care. If your child is hungry before getting to school, please make sure they finished eating with you before they enter the CLC. If a parent chooses to provide a meal or snack from home, it must be nutritionally sound and meet the child's daily food needs. It must not include junk foods, sweets, or peanut products.

Special Occasions & Events

Special Events: We enjoy celebrating & invite you to celebrate with us! Each year we will have a Pumpkin Patch Costume Parade, Fourth of July Parade, Spring Musical and Mini-Graduation, Christmas Musical, Easter Egg Hunts, a Family Breakfast, Valentine's Day Family Dance, Week of the Young Child Family Night, classroom parties, and more.

Before the day of a class party, the classroom teacher will post a sign-up sheet for parents to volunteer goodies for the party. Bringing food for parties is strictly on a voluntary basis. If you do bring food for a party:

1. We are a peanut-free facility.
2. Texas Rising Star requires that food brought into the program to be shared among children must be commercially prepared or prepared in a kitchen that is inspected by local health officials.

Birthdays: You are welcome to have a small birthday celebration for your child here at the center. Talk with your child's teacher to make these arrangements.

Water Days: From time to time we may have water fun days outside for the children to enjoy. Water play may include water tables, and/or water toys. At this time we are not using any kind of baby pools or sprinkler toys. Water tables will be drained daily. Teachers may request that children bring swimsuits, water shoes, and towels.

Sometimes in the summer, we will have a snow cone truck come by to bring us treats!

Pets: We love to have the Angel Paws & Cameron Park Mobile Zoo come out to visit us! If we have animals at the center, we will notify the parents when the animals will be present. If you would like to bring a pet for show & tell, please talk to the office before doing so. There are some requirements regarding having animals in the center.

If we do have animals at the center, we will:
- ensure the children do not handle any animal that shows signs of illness
- practice good hygiene and handwashing after coming in contact with an animal
- the center must have documentation that animals have been vaccinated as required by state codes
- any ferrets or other small animals must have documentation of vaccinations & statement of good health from a local vet

Animals not allowed include chickens, ducks, reptiles, turtles, lizards, toads or frogs as there is a high risk of spreading salmonella by either direct or indirect contact with such animals. At this time, we do not have any classroom pets. If we do decide to have one we will follow the criteria set out by the state.

PROCEDURES

Other Procedures

Transportation: We do not transport or provide field trips for our children. At some point we may offer transportation for activities. If so, we will follow the guidelines of the Health and Human Service Department.

Clothing:

- Please dress your child in comfortable, washable, play clothes that can get dirty. A set of extra clothes should always be kept in your child's cubby/backpack in case of messy play, an accident, or a spill that might occur during the day. Clothing items should be labeled with your child's name. (Messy play helps your child's learning process. It promotes engagement with the senses. Every sensation is sent to the brain to be interpreted. Those interpretations will help your child's cognitive and creative development.)
- Please anticipate weather conditions and dress your child accordingly. We do play outside most days whether it is wet, cold, or hot. The children need time in the fresh air. When temperatures are extreme, we will either go out for a short period of time or not at all.
- If your child is toilet learning, please send multiple sets of clothing.
- Children should wear tennis shoes for running and jumping. Flip Flops are not recommended in the summer because children can more easily slip while running.
- We do not allow jewelry or cowboy boots! Jewelry can easily be lost or swallowed and therefore it presents a choking hazard. Cowboy boots can hurt if they are used to kick a friend or if they step on someone's little feet.

Qualified Staff/Safety: All staff members who have direct contact with your child have current training in Infant/Child CPR and First Aid with rescue breathing. Each year, all staff members complete at least 30 hours of professional development in order to maintain their professional standing in our program. These hours include training in Child Abuse & Neglect; SIDS, Shaken Baby Syndrome & Brain Development; Severe Head Trauma, Guidance & Discipline, Curriculum, Safety, and other Child Development related areas.

Children with Disabilities: We believe our CLC children and parents all benefit when children can learn and play together, including children with and without disabilities. We believe this also helps our children to understand better as they see this reflected in our larger community where people with and without disabilities live, work, and play together. Inclusion contributes to acceptance, improved socialization, and understanding of individual differences. We are here to support our families to the best of our ability. We will work with our families and professionals to integrate a child's developmental and therapy goals into our daily routines and activities. Please provide us with an Individualized Family Service Plan and talk with our director and teachers about how we can help.

Inclement Weather

- If we determine that the weather conditions in central Texas are extremely dangerous we will close our center. We do not want our teaching staff or our parents and tiny children out on the roads if they pose a risk.
- If Midway Independent School District closes due to bad weather you can assume that we will follow suit and close as well. If Midway Independent School District has a late opening due to inclement weather, our center will do so as well.
- We will let you know what time we will open through the news stations, Facebook, and Brightwheel.

CURRICULUM

Other Procedures

Chapel: The children will attend chapel once a week with one of our Crossroads Fellowship Pastors.

Frog Street Curriculum & Wee Learn Christian Curriculum.

About Frog Street: All of the curriculum and programs are aimed at one thing: igniting the minds of young children by fostering their academic, social and emotional growth through purposeful lessons and materials that intentionally produce a positive outcome. Our comprehensive, research-based programs integrate instruction across developmental domains and early learning disciplines. http://www.frogstreet.com/about/

About WEE Learn: Weekday Early Education (WEE) Learn, a division of Child Development Education Alliance (CDEA), is dedicated to educating and protecting children. WEE Learn Curriculum is a developmentally appropriate weekday curriculum for Christian settings designed for young children ages birth through Pre-K. WEE Learn is grounded in evidence-based practices. Programs using the WEE Learn philosophy and curriculum work to support children and families. Children's individual differences and learning styles are considered, as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential. WEE Learn is a curriculum that supports best practice and has been cross-referenced with multiple State's Performance Standards. https://www.cdealliance.org/content.aspx?page_id=22&club_id=837276&module_id=380335

Additional Activities: These are planned and prepared by our teachers for special occasions and additional learning to support the focus lesson of the curriculum.

Lesson Plans: These are posted in each classroom.

Screen Time Policy: Children under the age of 2 years old will not have screen time. Children 2 years and older may have screen time once a week for no longer than 30 minutes. We prefer to watch a DVD that pertains to the "Theme for the week" so the children are still learning. We will only watch G rated movies or biblical/character type videos that encourage faith-based qualities.

Extended Curriculum & Learning

Classrooms/Playgrounds

- Ages in each room are approximate. Placement may be decided by availability, age, and/or developmental readiness. When making this decision, the Directors will consider input from the child's teacher, parent, & therapist when applicable.
- In each classroom, you will find learning centers. Their look will change in each classroom but will be developmentally appropriate for that group.
- Children develop at their very own pace. We will work with your child at their level.
- Every class has 2 scheduled playground times per day. Once in the morning & once in the afternoon.

Toddlers (18 months to 36 months)

- Children will begin eating family-style at the table.
- Toilet learning will begin when your child moves into our 2-year-old classroom. Talk with your child's teacher to decide on the best plan for your child's toilet learning.

Threes, Fours & Fives

- Toilet learning will continue in this class if needed.
- Your child's learning will be geared toward Kindergarten readiness.
- Before the children go off to Kindergarten, we will have a graduation ceremony for them

Toilet Learning

We begin toilet learning in our 2-year-old classroom. Our teachers are eager to work closely with you in the toilet learning process. Please discuss a plan with the teacher so that you both can proceed in the way that is appropriate and consistent for your child. The teacher will then be able to let you know what supplies you will need to send to school. We look forward to working with you on this wonderful development stage.

Rest Time

Each day we provide a resting time for all our children. It is required by the Health and Human Services. Children are not required to sleep but they do need to have a rest period from active play. If you need to enter the building during nap time (after lunch) please do so quietly so as not to disturb our sleeping children. Each child (13 months old and older) is welcome to bring a small pillow, blanket, & lovey or favorite soft toy to have at nap time. Sleep blankets from home should be taken home weekly to be laundered. We do have blankets for the children to use if you do not wish to bring one from home. These will be washed at least once a week.

Outside Play Environment

We are very proud of our developmentally appropriate outside playgrounds. We go outside daily to take advantage of the many fun things to do outside and to soak up some sunshine. Each classroom has a morning and afternoon outside playground time. We encourage the children to explore running, climbing, riding bikes, playing outdoor games, sand & water play, etc. If the weather is extreme or on rainy days, we take the children to the indoor playroom for physical activity. Please be aware of current conditions and *send appropriate clothing* to match the weather. Tennis shoes and socks are always recommended for our children. They are comfortable, easy to clean, and provide good support for running, jumping, and playing outside. Remember, no cowboy boots or jewelry is allowed at school.

CURRICULUM

DISCIPLINE

Discipline

Classrooms/Playgrounds

- The word discipline means "to teach." Our method of discipline is loving, fair, consistent, and based on understanding the individual needs of each child. We prefer to ***guide*** our children to positive behaviors.
- Physical punishment (spanking) is never allowed by a teacher or a parent on our property. We utilize a method of supervised separation called "safe place" that helps ***guide*** them to calm down and think through their behavior.
- We like to ***guide*** children with redirection to another activity. We believe this helps their processing skills in learning there are other options to choose when a situation is a struggle for them. Many times, we will also choose to not give attention to particular behavior choices that draws attention to the behavior we do not want repeated.
- Our teachers ***guide*** children to the planned activities for each day to keep our children productive and happy. This helps curb the need to discipline. We know that children are growing and will learn from the positive behaviors that we model for them.
- We use our discipline techniques to ***guide*** the children in how to be a loving playmate to friends at school.
- We ***guide*** and teach our children to be gentle and use their words to express how they feel.

NOTE OF CAUTION:

WE EXPECT ALL PARENTS TO KEEP DISCIPLINE ISSUES CONFIDENTIAL. WE ASK THAT YOU NOT VISIT/GOSSIP ABOUT DISCIPLINE SITUATIONS THAT INVOLVE YOUR CHILD OR OTHER CHILDREN WITH OTHER PARENTS OR TEACHERS. WE TAKE THIS ISSUE VERY SERIOUSLY AND SEEK TO RESOLVE ISSUES THROUGH HEALTHY RELATIONSHIP BETWEEN THE PARENT/CHILD/CLC DIRECTOR. THIS COULD BE CAUSE FOR YOUR CHILD'S DISMISSAL FROM OUR FACILITY.

Please be cautious about discussing problems in front of your child. It is best if you will schedule a conference with your teacher so you may talk freely away from the child. Use the time you are in the classroom to be supportive of your child and the many things he is doing each day.

Discipline practices:

- Discipline is individualized but consistent for each child's needs.
- It is age-appropriate for the child to understand.
- It is directed toward teaching acceptable behaviors and self-control.
- Praise and encouragement for good behavior are used instead of focusing on unacceptable behavior.
- Redirection and positive reinforcement are used.
- Brief supervised separation (Safe Place) is used as a discipline measure that removes the child from the group
- No harsh or cruel punishment is allowed.
- No spanking on this site is allowed by staff or parents.
- No punishments are associated with food, naps, or toilet training.
- Staff/teachers will not use food as a reward.
- Each family will be given the HHS Operational Discipline and Guidance Policy. (Form 1099). Parents will sign and return this form as part of the CLC Admissions Packet.

Guide: Process used by our staff for discipline issues

Gather information

Within twenty-four hours our directors will:

- Talk with the teachers involved in the incident.
- Talk with the children involved in the incident.
- Watch security video footage. *(Due to privacy issues, our security video feeds will only be viewed by our CLC directors and our CLC Advisory board.)*
- Consult Crossroads Pastor/Advisory Board, if needed.

Utilize a "safe place" or "calm down" time

- Redirect child's behavior with other activities.
- Encourage conversation with child about their feelings.
- Talk with child about alternative choices.
- Documentation of a child's behaviors and staff/teacher responses will be a practice for more extreme discipline issues or in cases of repeated discipline behaviors.

Initiate Follow-up

- Follow-up conversations with parents/teachers will happen as needed. (Depending on the severity of the discipline issue, the parent will be contacted by phone, text, email and a request for an in-person conference will be set up.)
- Follow-up conversations with children will happen in order to encourage positive outcomes from difficult situations. (We want to encourage an atmosphere of saying, "Thank you" and "I'm sorry.")

Documentation

- Documentation forms will be used to record details of the discipline incident, date, and those involved.
- Documentation of all follow-up conversations will be made involving teachers, children, and parents.
- Documentation of incidents will be placed in a folder.

Encourage

- Follow up with words of encouragement.
- Look for ways to encourage child when behavior improves.

See ***Addendum A*** for more information on our Discipline Philosophy and what research shows are the expected behaviors of toddlers and preschoolers.

DISCIPLINE

Medical Requirements

In accordance with the State of Texas licensing regulations for child care centers:

- We must have a complete and current set of immunizations for each child.
- Hearing and vision test results if your child is 4 years old or older.
- Completed and current Emergency Release form (in the admission pack), prior to enrollment.
- Signed statement from your child's physician stating that your child is healthy and able to attend childcare.

Immunizations

It is the responsibility of the parent to show us written verification of immunizations for your child. We must have tangible proof that all immunizations are current and complete as required by the Health and Human Services. Any immunization given after your child enrolls must be reported to us immediately. If your immunizations are behind because your child is ill, you will need to provide us with a written note from your physician stating that the needed immunization was not given due to ill health and when it will be given. This information will be placed in your child's permanent record.

Texas Administrative Code (TAC) §97.62 describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including a religious belief. For more information, please visit:

- https://www.dshs.texas.gov/immunize/school/Exemption-Information---School-Immunizations/
- https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=62

Hearing and vision screening requirements (4-year-old children)

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. This information may be accessed on the Internet at www.dshs.state.tx.us/vhs/. We must keep one of the following at the childcare center for each child required to be screened: (1) The individual visual acuity and sweep check results; or (2) A signed statement from the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school. (3) An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

Tuberculin testing requirements

At this time, our local health department does not require a TB skin test for children. It is optional and if a child has a current TB skin test we will accept this for the immunizations record sheet.

Required immunizations for staff

At this time, there is not a requirement for staff immunizations. However, if we feel it necessary to change this policy and have certain immunizations administered, we will notify parents and staff in writing.

Exclusion from Child Care due to Illness

In order to protect all children enrolled in our program, we cannot allow an ill child to attend our childcare center if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
  - ⇨ An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
  - ⇨ A tympanic (ear) temperature above 100° that is accompanied by behavior changes or other signs or symptoms of illness;
  - ⇨ An axillary (armpit/forehead) temperature above 100° that is accompanied by behavior changes or other signs or symptoms of illness; or
  - ⇨ Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, a rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- To clarify "uncontrolled diarrhea", this is when: A diapered child's stool Is not contained in the diaper; and/or exceeds two or more stools above the normal for that child; and a toilet-trained child's diarrhea is causing soiled pants and clothing.
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child is sent home due to illness, we ask that he/she does not return unless

- you have written permission from the physician that states your child is free of contagion.
- symptom (fever, vomiting, etc.) free for 24 hours without the aid of medication (Ibuprofen, Imodium)
- have been on antibiotics for 24 hours (Strep, pink eye)

MEDICAL

If your child develops any of the above symptoms while in our care, we will contact you right away to pick up your child as soon as possible.

This measure is necessary in order to curtail the spread of infection and illness among our other children.

If your child has a communicable disease, we refer to the Texas Health & Human Services Communicable Disease Chart for Schools and Child-Care Centers for guidance. We will notify parents if a child in the classroom is sick with a communicable disease.

Medications:

Should your child require medication while in our care, the staff will be able to administer it only if the following criteria are followed:

- A signed medication authorization slip is filled out completely by the parent stating in writing what the medicine is, who prescribed it, the exact time it is to be administered, and the exact dose to be administered.
- A medication slip for over the counter medicine is good for one week. Please fill out a new slip each week, if the medication is still needed.
- Medication slips for medications, such as 10-day antibiotics, can be used for more than the 1 week period until the medicine is finished.
- If your child is using a nebulizer, a medication form can be used for 1 month.
- Medicine has to be in the original container with your child's name on it.
- Teachers will not be able to administer medication that is placed in food or bottles.
- The medicine must be in a plastic, not glass, container.
- Parents are to provide a sterilized medication spoon or dropper.
- Over the counter medications will only be administered according to label directions for your child's age, height, weight, etc. unless accompanied by a physician's statement.
- If your physician gives you sample medications, you must provide us with a note from his office stating the exact instructions for administering it.
- All medications are to be taken home at the end of each day for safekeeping.
- Siblings cannot share a medicine unless the physician has clearly stated both children's names on the label.
- Parents of infants should provide diaper rash medicine, powder, and lotion for their child. These only require a medicine form if they are prescribed by a doctor.
- Expired medication may not be given to your child by our staff. If medication is expired and you do not pick it up by the end of the week, the staff will be instructed to discard the medicine.
- If it is necessary to leave an EpiPen at the center for your child:
  - ⇨ it will be kept in the teacher's emergency bag
  - ⇨ if we must use it, we will call you & 9-1-1

MEDICAL

ADDENDUM A Discipline

Additional Discipline information

Social-Emotional Development & Challenging Behaviors

"It isn't up to your child to meet the school's needs...It is up to the school to meet every child's needs".

Jack Wright (Child Development Consultant - Success With Children - St Ignatius MT)

While attending preschool, young learners have a vast amount of knowledge to acquire across many domains: cognitive, language and literacy, motor development, and most importantly, social-emotional development. Additionally, each child comes to school with varying backgrounds, cultures, and experiences. With the egocentrism that comes naturally to children and with their language skills emerging, the children in our care use what comes naturally to them. Unfortunately, this sometimes means undesirable (not "bad") behaviors. Young children scarcely know their own strength. The differences between a kiss and a bite, between patting and hitting, between nudging and pushing someone down are not automatically understood and children need many reminders. Our goal is to work closely with your child and help them learn to self-regulate. It is our job to teach children. It is a child's job to be a child.

The children who graduate from our care will not yet have full control over their impulses and actions when they go off to Kindergarten (this takes many years for them to learn), but we work hard to help them get a good start. What are these undesirable behaviors? Some of the most common behaviors include hitting, screaming, kicking, tantrums, hair pulling, pinching, scratching, throwing toys, and biting.

Our goal is to work closely with each child and help them learn to self-regulate. We use breathing, positive statements, and acceptable choices, and problem-solving together. We do not lecture, but simply state what we see, how it is unacceptable and find ways to turn the situation around. If unacceptable behavior continues, we will need to schedule a parent conference with the teacher and director to discuss a plan to help the child who is exhibiting challenging behavior. If the behavior is something that is a safety issue with other children and the teacher, we reserve the right to dismiss the child from our care.

Here are some key factors that influence young children's behavior:

1. Young children are driven by emotions, not logic, so irrational behavior is normal and to be expected. The part of the brain that controls emotions and actions — that allows us to think, plan and problem-solve — does not start to develop until close to age 3 and does not stop developing until 25 years of age. (In fact, recent research has found that adult and teen brains work differently. Adults think with the prefrontal cortex, the brain's rational part. This is the part of the brain that responds to situations with good judgment and an awareness of long-term consequences. Teens process information with the amygdala. This is the emotional part.- https://www.urmc.rochester.edu/) Most kids cannot consistently self-regulate until age 5 or 6; even then, it is a skill that most of us are working on into adulthood.

2. Toddlers are becoming increasingly aware that they are separate beings—that they can have different thoughts and feelings from others. This means that while they want to sleep in your bed, they know this is not what you have in mind. This new cognitive milestone, coupled with toddlers' innate drive to exert some control over their world, leads to an all-out effort to bring you around to their way of thinking. Toddlers are extremely clever and will try any and all tactics at their disposal (calling you names, threatening to never go to sleep, or throwing a knock-down-drag-out tantrum, to name a few).

3. Toddlers have strong feelings but few tools for managing them at this young age. Think about it—many adults are still working on being aware of their feelings and struggle to act on their emotions in healthy ways.

Conscious Discipline

"Conscious Discipline" provides a comprehensive, trauma-informed social-emotional program that is based on current brain research, child development information, and developmentally appropriate practices. All aspects of Conscious Discipline focus on creating a safe and connected environment for children to learn and practice the skills needed for healthy social, emotional, and academic development. Research shows that "Conscious Discipline" decreases aggression, impulsivity, and hyperactivity while creating a positive environment in the school or home. In schools, Conscious Discipline has been shown to decrease discipline referrals while increasing teaching time and academic achievement.

Learn more at www.consciousdiscipline.com

ADDENDUM A Discipline

ADDENDUM B Emergency

Emergency Procedures

Emergency Preparedness Plan

The following is the emergency preparedness plan we go over with and practice with our staff.

- During any emergency, the first course of action is to BREATHE AND STAY CALM.
- Teachers and staff will need to know how many children they have. Teachers will take their emergency bag and tablet with them.
- Infant room emergency bags will have formula, clean bottles, baby food, and snacks in them. During the course of an emergency evacuation, we will feed babies the formula and food that is in the emergency bag.
- If staff have children of their own in the facility but in another classroom, trust that their teachers will take care of them.
- In all situations in this Emergency Preparedness Plan, "Director" refers to the manager on duty. In the Director's absence, the Co-Director will be in charge and the Staff Supervisor will assist. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of her duties to other staff members, volunteers or emergency personnel as she deems necessary.
- In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and /or the Health Department and call 911 as each situation dictates.

General Information

- Our first aid kit is located in the office out of the reach of children. The first aid kit includes supplies and a guide to first aid and emergency care.
- Fire extinguishers are located in every room and are inspected annually. At orientation, the staff is taught how to operate the fire extinguishers. There are directions for use by each of the extinguishers.
- The children's wing is equipped with a fire detection system that is monitored and inspected regularly.
- Emergency phone numbers are located in each classroom for easy reference.

Drills

- Fire Drills: Monthly
- Tornado Drills: Once a Quarter.
- Lockdown Procedures: Four times per year.
- Removal Goal: All children removed from the CLC in less than three minutes.

Procedures for handling accidents and medical emergencies

If critical illness or injury requires the immediate attention of a physician, our staff will:

1. Breathe, stay calm, and make sure all children are supervised.
2. Comfort the injured child by speaking in a low quiet voice.
3. Give the child first-aid treatment and/or CPR
4. Call for help
5. Parents will be contacted ASAP. If a parent cannot be reached, we will contact the emergency contact on your enrollment form and continue to try to contact the parent.
6. If needed, we will contact the physician identified in the child's record
7. Contact the parent and the office for any head or face injury.
8. Complete an accident form either on paper or in Brightwheel. If a paper form is completed, a copy will be signed by the parent & put in the child's file.
9. If the injury requires medical attention, a state accident/illness form will be completed.
10. All injuries that require medical attention will be self-reported to HHS within 24 hours of the injury by the director or person in charge.

Communicable Disease Outbreak

1. All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation, and general common sense measures (keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc.) to prevent the spread of germs that cause illness in the first place.
2. In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow.
3. The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
4. The Director or person in charge will also notify the parents about the situation in writing within 48 hours as required by the Health and Human Services Child Care Licensing.
5. All staff are to follow the school's confidentiality policies when speaking of the outbreak. Any violation of the confidentiality policy is grounds for immediate termination.
6. If there should be a state-wide outbreak, our center will follow the guidelines set by HHS & the Governor of Texas.

ADDENDUM B Emergency

ADDENDUM B

Emergency

Tornado/Bad Weather

1. Stay calm, watch the children, not the situation.
2. Get your tablet and your Emergency bag.
3. All children will be taken to their designated shelter area. The children will sit close together. This will be familiar to the children since we practice throughout the year.
4. Infant classrooms: Stay in the classroom. Place your babies in 2-3 cribs and cover thetop with a mattress from another crib. Place the mattress sideways across the top of the crib and huddle next to it.
5. Stay there until advised that the bad weather has passed.
6. It can be helpful to quietly sing songs with the children to help them keep calm.
7. The Director in charge will monitor local weather stations and the weather alert radio for updates.

Off-Site Evacuation and Relocation

1. Your primary responsibility is to keep the children safe.
2. Take your emergency bag and tablet.
3. In the event of a fire or gas leak inside our building, staff and children will walk across the street to Woodway Elementary School. Address: 325 Estates Dr, Woodway, TX 76712. Phone: (254) 761-5740
4. A Director or person in charge will stay on-site to await further instructions.
5. The designated office support staff will be with the staff and children.
6. The Director or person in charge is responsible for keeping a charged cell phone and overseeing the evacuation process.
7. The Co-director and/or Staff Supervisor is responsible for taking the emergency binder from the office, first aid kit, emergency evacuation kit, and a charged cell phone and accompanying the staff and children to the designated evacuation site.
8. The Director, CO-Director, and Staff Supervisor are aware of every staff member's cell phone numbers. A staff roster with phone numbers will be in the emergency evacuation kit.
9. Once children are safe and settled in, we will either call or message parents to notify them of the situation.
10. Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc.
11. The Co-director and Staff Supervisor will continue to take care of the needs of the staff.
12. The Director or the person in charge will be the contact person for emergency personnel and parents.
13. The center's usual verification process for allowing adults to pick up children from the center will be used at the relocation site. Only persons listed in the child's emergency information are authorized to pick up will be allowed to do so after showing a photo ID. Please make sure your child's information is up to date in Brightwheel.

Lockdown (includes weapon, hostage incident, intruder, trespassing, disturbance)

- Lockdown is implemented when the threat of violence or gunfire is identified on or close to our school, or is directed by law enforcement.
- During a lockdown, students and staff are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until the room is cleared by law enforcement or an ALL CLEAR signal is given by site administration.
- This response is considered appropriate for, but not limited to, the following types of emergencies: gunfire, the threat of extreme violence outside the classroom & imminent danger in the surrounding community.
- If there is gunfire or threat of extreme violence outside the classroom, stay in your room & lock your door. Use furniture to block the door. Instruct children to stay quiet and out of sight. Relocate against the "Safe Wall," the wall least visible to the outside and most out of the line of fire.
- Hide behind pieces of furniture. The room should be dark and quiet. Control all cell phone activity (no outgoing or incoming calls). If the intruder enters your room, stay calm and do not argue with him/her.

If there is imminent danger in the surrounding community:

1. The Director in charge will announce over intercom "Lockdown" and will call 911.
2. Move to our safe room.
3. Have your tablet & emergency bag with you.
4. Whisper and remind your children to be very quiet.
5. Do a name to face check very quietly.
6. Keep your children and yourself safe, in place, and away from all interior or exterior windows.
7. Block the door & cover any windows.
8. The Director, and/or person in charge will make sure that all building entrances and exits are locked.
9. Everyone will stay in their lockdown designated area until the Director, the person in charge, or emergency correspondents informs you of further instructions or informs you that you are safe and all is clear.

Explosion, chemical spill or a gas leak that occurs outside the facility

1. Close all doors.
2. Turn off Air conditioners, heaters.
3. Turn off lights, computers, radios, CD Players, and anything else that may cause a spark.
4. Keep children seated on the floor and calm. Sing songs or read stories.
5. Be prepared to evacuate if told to do so by the Director, person in charge or emergency personnel.
6. If you detect a strong odor, show the children how to lift up their shirt and breathe through it.

ADDENDUM B

Emergency

Bomb Threat or Other Threat

1. Write down everything the person says.
2. Ask where the bomb is.
3. Ask when the bomb (or other threat) will "go off" or "happen"
4. Notify the director or person in charge of the threat, she will call 911 with all the possible information we have.

Fire

1. When aware of the fire or when the alarm sounds, quietly say to the children "fire drill" line up at the door. This should be familiar to them since we practice fire drills monthly.
2. The teacher's primary responsibility is to get the children safely out of the building, do not attempt to put the fire out unless it is preventing a safe exit from the building.
3. Staff will get their tablet and emergency bag.
4. Check to make sure all children are present and ready to leave the building. (Name to face).
5. Proceed to the proper exit and exterior meeting place as designated on our emergency evacuation and floor plan for an actual fire.
6. Do a name to face check once you are outside and check it against your roll for the day. If anyone is missing, please inform the Director or person in charge immediately. Never leave the children unsupervised.
7. The fire department, Director, or person in charge will let staff and parents know if we will be able to re-enter the building or not.

Management Responsibilities

1. The Director or person in charge will proceed to every classroom to ensure everyone is out of the building.
2. The Co-director and/or Staff Supervisor is responsible for taking the emergency binder from the office, first aid kit, emergency evacuation kit, and a charged cell phone and accompanying the staff and children to the designated evacuation site.
3. When available, the cook will help the toddler classes get the children to safety.

ADDENDUM B Emergency

The procedure for parents to review a copy of Minimum Standards and the most recent licensing report:

The most recent state licensing inspection is posted in the office for all to see at all times. Our state license to operate is also located in the office for all to see. A listing of the center staff is posted in the office as well. All reports including fire inspections and safety and sanitation reports are available by asking the center director. A copy of Minimum Standards is also available for review by asking the center director.

The entire minimum standards booklet is also available online at:

https://hhs.texas.gov/sites/default/files/documents/doing-business-withhhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf

ADDENDUM C

State Information

State Agency Contact Information

Instructions on how to contact the local licensing office, child abuse hotline and the State web site:

Texas Department of Family and Protective Services
701 W. 51st Street
Austin, Texas 78751 / P.O. Box 149030
Austin, Texas 78714-9030
512-438-4800

Texas Health and Human Services (HHS)
State office headquarters is located at:

Brown-Heatly Building
4900 N. Lamar Blvd.
Austin, TX 78751-2316
P.O. Box 13247
Austin, Texas 78711-3247
Main number: 512-424-6500
TTY number: 512-424-6597
Media calls: 512-424-6951

Child Abuse Hotline: 800-252-5400

Poison Control: 800-222-1222

Health and Human Services: https://hhs.texas.gov/

ADDENDUM D

Rising Star

Texas Rising Star

What is Texas Rising Star?
https://texasrisingstar.org

Texas Rising Star providers voluntarily participate in a plan to improve the quality of their services by meeting program requirements that go above the Minimum Licensing Standards for Licensed Centers or Registered Family Homes. The Star requirements are based upon Developmentally Appropriate Practice (DAP) in Early Childhood Programs serving children birth through age eight. The Texas Rising Star program is "a voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program." TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

A Texas Rising Star (TRS) provider is a child care provider that has an agreement to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards.

Across Texas, parents and families enroll their children into child care programs, including center-based and home-based programs. Numerous research studies have shown that at-risk children who attend higher-quality child care programs are more prepared for school entry than children who do not attend quality child care programs.

Those providers that voluntarily achieve TRS provider certification, offering quality care that exceeds the State's Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age-appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.

As provided in Texas Government Code §2308.3155, the TRS program is a voluntary, quality-based child care rating system of child care providers participating in the Commission-subsidized child care program. Additionally, a child care provider is eligible to apply for TRS certification if the provider has a current agreement to serve Commission-subsidized children and the provider:

- has a permanent (non-expiring) license or registration from Child Care Licensing (CCL);
- has at least 12 months of licensing history with CCL,
- and is not on:
  - ⇨ corrective action with a Board pursuant to Subchapter F of this chapter;
  - ⇨ "Notice of Freeze" with the Commission pursuant to Chapter 213 of the Texas Labor Code (Enforcement of Texas Unemployment Compensation Act) or Chapter 61 of the Texas Labor Code (Payment of Wages); or
  - ⇨ corrective or adverse action with CCL; or
  - ⇨ is regulated by and in good standing with the US Military.
  - ⇨ Additionally, TRS providers must demonstrate consistent compliance with minimum state licensing requirements. Health and Human Services Commission (HHSC) is the child care licensing (CCL) and regulatory agency for the state of Texas.

The TRS program is a voluntary rating system for providers choosing to meet standards above minimum CCL standards. In order for a provider to meet and maintain TRS program standards, the provider must demonstrate consistent compliance with minimum CCL standards. Accordingly, as set forth in new §809.131, providers placed on corrective or adverse action by CCL are automatically found not to have demonstrated consistent compliance with minimum licensing standards and, therefore, are not eligible to participate in the TRS program.

Summary of the Certification Criteria

- Licensing Compliance - Child Care Programs must stay in compliance with the Minimum Child Care Licensing Standards.
- Director Qualifications - For each licensed center, the director must meet the qualifications outlined in the minimum standards and have three years experience or a combination of experience and college hours in the early childhood field.
  Caregiver Staff Qualifications - Caregivers must have an educational background and experience in providing developmentally appropriate programs for the age range served. In addition, for licensed centers only, at least 30% of the staff working directly with the children must have education and experience in child development or early childhood education.

ADDENDUM D
Rising Star

Summary of the Certification Criteria Continued

- Staff Training - The child care provider must develop a training plan that is based on Child Development Associate competencies. The training plan must be developed around staff needs and be approved by the CLC.

- Contractor or Board staff. The training plan must include at least 30 hours of training annually for each caregiver and 36 hours annually for the director.

- Group Size - This criterion sets maximum group sizes for various age groupings, group sizes intended to foster more positive interactions between staff and children and among the children themselves.

- Curriculum/Activities - The curriculum and activities offered must be developmentally appropriate for each child served.

- Caregiver-Child Interaction - This criterion emphasizes provider staff behaviors that enhance each child's self-esteem and that model and promote respect for individual differences and positive social interaction among the children.

- Indoor and Outdoor Environment – This criterion looks at indoor/outdoor equipment and materials to ensure that the quality and quantity support children's activities. Parts of this criterion address age and child's specific needs.

- Health and Safety - The items in this criterion represent health and safety standards over and above those in licensing minimum standards, and focus on actions that caregivers take to keep children safe and healthy.

- XII. Parental Involvement - This criterion focuses on parent participation in the program and communication with the parents about what goes on during the child's day when the parent is not present. The emphasis is on effective partnerships between the provider's staff and parents in promoting the wellbeing of each child.

ADDENDUM E

Gang Free Zone

Gang-Free Zone Information

New Requirements Regarding Gang –Free Zone Information for Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at the licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gangrelated activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang-related criminal activity is now prohibited include, but are not limited to public schools, playgrounds, video arcade facilities, and daycare centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the gang-free zones is to deter certain types of criminal activity in an area where children gather by enforcing tougher penalties.

What does this mean for my child care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

When do I have to comply with the new requirements?

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to include information mandated by this law. For further information please contact your licensing representative or your local licensing office.

Sleep Guide

A Parent's Guide to Safe Sleep Helping you to reduce the risk of SIDS

DID YOU KNOW?

About one in five sudden infant death syndrome (SIDS) deaths occur while an infant is in the care of someone other than a parent. Many of these deaths occur when babies who are used to sleeping on their backs at home are then placed to sleep on their tummies by another caregiver. We call this "unaccustomed tummy sleeping. Unaccustomed tummy sleeping increases the risk of SIDS. Babies who are used to sleeping on their backs and are placed to sleep on their tummies are 18 times more likely to die from SIDS.

You can reduce your baby's risk of dying from SIDS by talking to those who care for your baby, including child care providers, babysitters, family, and friends, about placing your baby to sleep on his back during naps and at night. Supported in part by Grant No. U46MC04436-06-00, a cooperative agreement of the Office of Child Care and the Maternal and Child Health Bureau.

WHO IS AT RISK FOR SIDS?

SIDS is the leading cause of death for infants between 1 month and 12 months of age. SIDS is most common among infants that are 1-4 months old. However, babies can die from SIDS until they are 1 year old.

KNOW THE TRUTH … SIDS IS NOT CAUSED BY: Immunizations. Vomiting. Choking.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the gang-free zones is to deter certain types of criminal activity in an area where children gather by enforcing tougher penalties.

WHAT CAN I DO BEFORE MY BABY IS BORN TO REDUCE THE RISK OF SIDS?

Take care of yourself during pregnancy and after the birth of your baby. During pregnancy, before you even give birth, you can reduce the risk of your baby dying from SIDS! Don't smoke or expose yourself to others' smoke while you are pregnant and after the baby is born. Alcohol and drug use can also increase your baby's risk for SIDS. Be sure to visit a physician for regular prenatal checkups to reduce your risk of having a low birth weight or premature baby.

MORE WAYS TO PROTECT YOUR BABY

Do your best to follow the guidelines on these pages. This way, you will know that you are doing all that you can to keep your baby healthy and safe.

Breastfeed your baby. Experts recommend that mothers feed their children human milk for as long and as much as possible, and for at least the first 6 months of life, if possible.

It is important for your baby to be up to date on her immunizations and well-baby check-ups.

ADDENDUM F

Sleep Guide

WHERE IS THE SAFEST PLACE FOR MY BABY TO SLEEP?

The safest place for your baby to sleep is in the room where you sleep, but not in your bed. Place the baby's crib or bassinet near your bed (within arm's reach). This makes it easier to breastfeed and to bond with your baby. The crib or bassinet should be free from toys, soft bedding, blankets, and pillows.

TALK ABOUT SAFE SLEEP PRACTICES WITH EVERYONE WHO CARES FOR YOUR BABY!

When looking for someone to take care of your baby, including a child care provider, a family member, or a friend, make sure that you talk with this person about safe sleep practices. Bring this fact sheet along to help, if needed. If a caregiver does not know the best safe sleep practices, respectfully try to teach the caregiver what you have learned about safe sleep practices and the importance of following these rules when caring for infants. Before leaving your baby with anyone, be sure that person agrees that the safe sleep practices explained here will be followed all of the time.

Face up to wake up – healthy babies sleep safest on their backs. Do not place pillows, quilts, toys, or anything in the crib. Supervised, daily tummy time during play is important to a baby's healthy development.

SAFE SLEEP PRACTICES

*Always place babies to sleep on their backs during naps and at nighttime. Because babies sleeping on their sides are more likely to accidentally roll onto their stomach, the side position is just as dangerous as the stomach position.
*Avoid letting the baby get too hot. The baby could be too hot if you notice sweating, damp hair, flushed cheeks, heat rash, and rapid breathing. Dress the baby lightly for sleep. Set the room temperature in a range that is comfortable for a lightly clothed adult.
*Consider using a pacifier at naptime and bedtime. The pacifier should not have cords or clips that might be a strangulation risk.

SAFE SLEEP ENVIRONMENT

*Place your baby on a firm mattress, covered by a fitted sheet that meets current safety standards. For more about crib safety standards, visit the Consumer Product Safety Commission's Website at https://www.cpsc.gov/
*Place the crib in an area that is always smoke-free.
*Don't place babies to sleep on adult beds, chairs, sofas, waterbeds, pillows, or cushions.
*Toys and other soft bedding, including fluffy blankets, comforters, pillows, stuffed animals, bumper pads, and wedges should not be placed in the crib with the baby. Loose bedding, such as sheets and blankets, should not be used as these items can impair the infant's ability to breathe if they are close to his face.
*Sleep clothing, such as sleepers, sleep sacks, and wearable blankets are better alternatives to blankets.

IS IT EVER SAFE TO HAVE BABIES ON THEIR TUMMIES?

Yes! You should talk to your child care provider about making tummy time a part of your baby's daily activities. *"Tummy Time" is playtime when infants are awake and placed on their tummies while someone is watching them. Have tummy time to allow babies to develop normally. Your baby needs plenty of tummy time while supervised and awake to help build strong neck and shoulder muscles. Remember to make sure that your baby is having tummy time at home with you.

SPREAD THE WORD ABOUT THE IMPORTANCE OF SLEEPING ON THE BACK?

*Be aware of safe sleep practices and how they can be made a part of our everyday lives.
*When shopping in stores with crib displays that show heavy quilts, pillows, and stuffed animals, talk to the manager about safe sleep, and ask them not to display cribs in this way.
*Monitor the media. When you see an ad or a picture in the paper that shows a baby sleeping on her tummy, write a letter to the editor.
*If you know teenagers who take care of babies, talk with them. They may need help with following the proper safe sleep practices.
*Set a good example – realize that you may not have slept on your back as a baby, but we now know that this is the safest way for babies to sleep. When placing babies to sleep, be sure to always place them on their backs.
*If you have questions about safe sleep practices please contact Healthy Child Care America at the American Academy of Pediatrics at childcare@aap.org or 888/227- 5409.
Remember, if you have a question about the health and safety of your child, talk to your baby's doctor.

SLEEP RESOURCES

SIDS and Other Sleep-Related Infant Deaths: Expansion of Recommendations for a Safe Infant Sleeping Environment: http://pediatrics.aappublications.org/content/128/5/1030

Sleep: https://www.healthychildren.org/English/agesstages/ baby/sleep/Pages/default.aspx

National Institute for Child and Human Development Back to Sleep Campaign (Order free educational materials) https://www.nichd.nih.gov/sts/about/SIDS/Pages/causes.aspx

First Candle/SIDS Alliance http://www.firstcandle.org

National SIDS and Infant Death Resource Center http://www.sidscenter.org/

Room to breath: http://www.dfps.state.tx.us/Room_to_Breathe/

Resources/Websites

Developmental Milestones:

Track your child's milestones from age 2 months to 5 years with easy-to-use illustrated checklists; get tips for encouraging your child's development; and find out what to do if you are ever concerned about how your child is developing.
https://www..gov/ncbddd/actearly/milestones-app.html
http://www..gov/ncbddd/actearly/milestones/
https://www.zerotothree.org/resources/1092-magic-of-everyday-moments-bookletshow-the-brain-body-and-mind-grow-from-birth-to-3

Zero to Three:

During the first three years of life, emotionally nourishing relationships lay the foundation for lifelong health and well-being. By supporting the caring adults who touch the lives of infants and toddlers, we hope to maximize our long-term impact in ensuring all infants and toddlers have a bright future.
https://www.zerotothree.org/

American Academy of Pediatrics: https://www.aap.org/, Healthy Child Care

The Juvenile Products Manufacturers Association: http://www.jpma.org/Revised 2012

CLI Engage:

CLI's family engagement resources make the most of procedures you likely already have in place, such as progress monitoring, homework, parent-teacher conferences, and open houses. CLI advocates a new focus for these efforts: supporting families in better understanding children's development and engaging in fun, developmentally appropriate activities that not only build skills but strengthen the bonds between family members.
https://cliengage.org/public/tools/quality/family-engagement-resources/

National Association for the Education of Young Children:

The 10 NAEYC Program Standards
http://families.naeyc.org/accredited-article/10-naeyc-program-standards

Information about breastfeeding:

http://www..gov/breastfeeding/

La Leche League

La Leche League of Central Texas welcomes all breastfeeding mothers and mothers-to-be interested in breastfeeding to come to our meetings or call one of our Leaders for breastfeeding help or information. Babies are always welcome at our meetings. La Leche League Leaders are experienced mothers who have breastfed their own babies and who have been trained and accredited by La Leche League International to help mothers and mothers-to-be with all aspects of breastfeeding. They are available by phone whenever you have breastfeeding questions or concerns.

Please visit their website to find more information:
https://www.texaslll.org/
http://texaslll.org/group/waco
www.lllusa.org