



**Dilley ISD**

**Early Childhood Center  
Parent Handbook**

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## **Introduction**

Welcome to Dilley ISD Early Childhood Center. We provides childcare for teen parents, who are enrolled in school, Dilley ISD district employees, and community members. Our goal is to provide a high quality learning program for young children.

To reach our goal certain guidelines needs to be established. As a parent you need to be updated and current on the guidelines. So please take the time and read this information.

In order to have a positive experience for everyone in our care, we encourage you as a parent to be involved. The director's door is always open, if you have any questions, suggestions or concerns please stop by her office or call her.

The Dilley ISD Early Childhood Center is licensed by the Texas Department of Family and Protective Services. The center is licensed to provide care for children birth to 4 years of age.

## **Philosophy**

We believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. Children will be taught to respect each other, adults, and property.

## **Mission Statement**

The Dilley ISD Early Childhood Center offers quality child care and developmentally appropriate education for children of families in the community and school district, and teen parents community.

Goals and Objectives:

The Dilley ISD Early Childhood Center seeks.

- To offer developmentally appropriate activities and experiences which will enhance growth in the areas of cognitive, sensorimotor, social/emotional and physical development.
- Promote secure and loving attachments between children and staff.
- Provide learning centers and a variety of curricula that generate curiosity, initiative, creativity and independent thought.
- Exhibit appropriate use of language to develop communication skills.
- Provide gross motor and fine motor activities to develop physical and coordination skills.
- To develop a partnership between parents and The Dilley ISD Early Childhood Center staff in order to best meet the needs of the child.

- Encourage open communication between parents and staff in order to share ideas, evaluate the progress of the child, and set goals and objectives to best promote the child's overall development.
- Conduct regular conferences to monitor the child's development
- Serve as an extended support system to the family unit.
- To promote a positive self-concept within the child, which gives the child the ability to develop respect for self and others.
- Respect each child as a unique individual.
- Use concepts and teaching techniques that are relevant to the child's learning.
- Help children develop self-control and the ability to make decisions.
- Provide guidance by setting clear, consistent limits for appropriate behavior.
- Encourage children to communicate feelings.

### **WHAT DOES DILLEY ISD EARLY CHILDHOOD CENTER OFFER?**

- Safe, loving and caring environment
- 2 healthy meals and 1 snack
- Smoke free environment
- Resources for parents
- Infants(0-17 months) parents receive a daily report
- Newsletter with helpful information and schedule of special events

### **Curriculum Goals**

- To provide a safe and happy place for children to learn and grow physically, emotionally, intellectually, socially.
- To provide a strong self-esteem
- To respect others
- To respect the property around them

Goals for our families:

- To work as partners with the center staff in the education of the children
- To have great communication with the staff and administration
- To have the opportunity to participate in special events and activities at the center
- To be aware and supportive in all decisions best for your child
- To have community resources available for parents

### **Hours of operation, holidays and half days**

Dilley ISD Early Childhood Center is open Monday through Friday from 7:00 a.m to 5:00 p.m., August to June. The center is part of the school district, therefore we follow the school calendar.

A list of holidays and half days will be given out during registration. Reminders of upcoming holidays and half days will be given and posted 48 hours in advance.

If Dilley ISD should have to close school or have last start, we will also follow the same protocol.

### **Ages Served**

The childhood center enrolls children from birth to 4 years old.

## **REGISTRATION AND ENROLLMENT**

We are licensed by the Texas Department of Family and Protective Services. In order to meet the state's requirements, all forms must be completed before your child states Dilley ISD Early Childhood Center. The forms include:

- Complete Enrollment Form
- Discipline and Guidelines Form
- Child Release Form
- Over the Counter Medication Form
- Social Resume Form
- Parent Orientation Form
- Current and up to date shot records
- Lunch Application
- Physical Form
- Handbook Signature page
- Formula Forms
- 0-17 month Forms
- Allergies

### **Tuition Fees**

All tuition is due on the 1st of every month. Tuition is the same whether in attendance or not.

Infants (0-17 months)	Full Time \$500.00
Toddler/Preschool	Full Time \$400.00

## **TUITION POLICY**

### **Refund Policy**

All payments are non-refundable. If there are clerical or accounting errors then refunds will be given.

### **Late Tuition Fees**

Tuition is due on the 1st of every month. For every day late there will be a \$5.00 fee.

### **Late Pick Up**

Dilley ISD Early Childhood Center hours are 7:00 a.m to 5:00 p.m.

- At 5:01 p.m. you will receive a fee of \$5.00 for every minute you are last.

### **Returned Check Fees**

There will be a \$30.00 charge for all returned checks. If a check is returned to us for non-sufficient funds (NSF), you will be required to pay all fees we incur as a result of the return check. Childcare service will be immediately until full payment of tuition and NSF has been made in CASH. In addition, we will only accept cash payment for you from that point forward.

### **Taxes**

We will supply you with a year-end summary of all childcare fees paid during the year for tax purpose. This will be given to you in January, or when you withdraw from Dilley ISD Early Childhood Center. You may request a statement at anytime.

### **Attendance**

Your child's attendance is very important. When your child is in attends on a daily basis he/she get the full benefit and development when participating in the daily activities. So that we can stay on our daily schedule, we ask that children arrive no later than 8:00 a.m. Children will not be accepted after 8:15 a.m. If you are running late, please call the director.

When your child is going to be out, please let the director know. This will help with preparing activities for the day and give us an idea of a count for meals. For meal times please see Food and Meal Practices (pg. 17).

## **ARRIVAL AND DEPARTURE**

Each day your child(ren) arrives or departs please make sure a staff member sees you. For the safety of your child we ask that while departing that you please not let your child leave ahead of you.

When arriving and departing PLEASE make sure you close the gate behind you.

### **Sign In and Out**

Parents are required to sign your child in and out on a daily basis. This is not only our policy but also a licensing requirement. When signing your child in and out please put the correct time. This importance so that the teacher can monitor the correct number in attendance.

### **OTHER ABSENT**

Tuition is the same regardless if your child is here or not.

### **WEATHER CLOSURE**

Dilley ISD Early Childhood Center is part of the Dilley Independent School District. If the school district closes or starts late so will we.

### **PARENT WITHDRAWAL**

If for some reason your child is withdrawal for Dilley ISD Early Childhood Center, we ask that if possible give us at less a two weeks notice. So that we can make sure all tuition is paid. If for some reason we need to terminate your services we will give you a two-week notice.

### **PARENT INVOLVEMENT**

We encourage all parents to participate in Dilley ISD Early Childhood Centers. At the beginning of enrollment date we will have a Parent Orientation and an Open House. So parents and children can meet the Dilley ISD Early Childhood Center Staff.

Families that start after August must have a Parent Orientation with the director before their start date.

Please if any information changes throughout the year, please make changes with the director. A box will be placed in the director's office to place changes in.

**“The procedures in place to allow parents to update contact information at all times without staff assistance.”**

### **PARENT SURVEY**



After Christmas Break, you will receive a Parent Survey with an envelope. Please take the time and fill out the survey and return to the director in the sealed envelope. If you have any suggestions or concerns throughout the year please talk or e-mail the director at [cecelia.stone@dilleyisd.net](mailto:cecelia.stone@dilleyisd.net). Any suggestion or concerns will be greatly valued.

### **PROCEDURES FOR RELEASING CHILDREN**

Children will only be released to parents or authorized person. Authorized person should be on the Consent to Release Form.

Procedure for releasing a child to people other than parents as followed:

- We will check the child's record and release the child ONLY to people listed on the form.
- If the person picking up the child is not on the list, you must call to inform us. We will call you if they show up before you call.
- We will ask you to describe the person picking up the child.
- If the person is not on the list we will ask for the following documentation:
  - A.) Valid Driver's License or ID card with a picture
  - B.) Description of the car
  - c.) License plate number
- Documentation will remain on file for three months.

### **DISCIPLINE AND GUIDANCE**

Dilley ISD Early Childhood Center follows the discipline and guidance guideline stated in the Texas Department Family and Protective Services Minimum Standards.

#### **Subchapter L. Discipline and Guidance      09/01/03**

##### **S746.2801**

*To what extent may caregivers discipline the children in their care?*

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

##### **S746.2803**

*What methods of discipline and guidance may a caregiver use?*

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child a behavior expectations daily by using clear, positive statements:
- Redirecting behavior using positive statements,

- Using brief supervised separation or time out from the group, when appropriate for the child's age development, which is limited to no more than one minute per year of the child's age.

#### **S746.2805**

*What type of discipline and guidance or punishment are prohibited?*

There must be no 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 toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child 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

### **GUIDELINES FOR DISCIPLINE AND GUIDANCE**

Dilley ISD Early Childhood Center term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behaviors. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human being. This involves learning to make responsible choices and accepting the consequences. Guidance takes several forms within our center:

- **Environment:** A place designed for. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- **Logical Rules:** Such as keeping our hands to ourselves and taking care of the learning environment.
- **Curriculum:** Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior:** We reinforce the behaviors we wish to see repeated.
- **Redirection:** Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to different area to play.
- **Positive Reminder:** Telling the children what we want them to do rather than using "no" or "don't."
- **Taking a Break:** The child is removed from the group for a short time out. This allows the child time to calm down and consider an alternate behavior.

#### **Behavior policy**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of the children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home, upsetting to the emotional or physical well being of another child or an adult.

- **Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent/guardian.
- **Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the director and the teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.
- **Disenrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

**Communication will be conducted on an ongoing basis.**

**No corporal punishment will be allowed.**

### **HEARING & VISION SCREENING REQUIREMENTS**

#### **S746.629 Subchapter C, Record Keeping**

##### **Must children in my care have vision and hearing screening?**

A) *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. Refer to 25 TAC Chapter 37, Subchapter C, (relating to Vision and Hearing Screening), for specifics on vision and hearing screening. This information may be accessed on the Internet at:*

[www.dshs.state.tx.us/vhs/](http://www.dshs.state.tx.us/vhs/)

B) *You must keep one of the following at the child-care center for each 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 conflict with the tenets or practices of a church or religious denomination of which the affiant is an adherent or members.*

### **OPEN DOOR POLICY**

Dilley ISD Early Childhood Center has an “open door” policy. We invite you to drop in and/or call at any times. The care and interaction with staff to children is very important to us. Teachers need to maintain control in the classroom therefore they cannot stop and visit with parents once the classrooms has started.

### **STAFF QUALIFICATIONS**

The staff at Dilley ISD Early Childhood Center, plays a critical part in executing the curriculum is successfully implemented. All staff are qualified through the Texas Department of Family and Protective Services Minimum Standards for child care centers. These qualifications are in referred in **Subchapter D, Personnel Division 1, Child-Care Center Director Section 746.1015 and Subchapter D, Personnel Division 2, Child-Care Center Employees and Caregivers Section 746.1105 and 746.1107**. Each staff member has to have 30 training hours every year. All employees are certified in First Aid and CPR.

All staff must pass a criminal background check and FBI fingerprinting through Dilley ISD and the Texas Department of Family and Protective Services.

### **OUTDOOR PLAY**

Fresh air and exercise are an important part of the child’s day. Children should be able to participate in all outdoor play each day. The Minimum Standards states that all children to go outside each day weather permitting for at least 45 minutes.

### **SCREEN TIME POLICY**

Dilley ISD Early Childhood Center only does screen time if the curriculum calls for it.

**Minimum Standards: Subchapter F, Developmental Activities and Activity Plan S746.2207 May I use TV/video, computer, or video games for activities with children?**

*\*Activities using TV/video, computer, or video games are prohibited for children under the age of two years.*

*\*TV/video, computer, or video games may be used to supplement, but may not be used to replace, the activities for children ages two years and older provided as described in **Section 746.2507** of this title (relating to What activities must I provide for toddlers); **Section 746.2607** of this title (relating to What activities must I provide for pre-kindergarten age children);*

*\*If you use TV/video, computer, or video games as an activity for children, you must ensure that they:*

- a)Are related to the planned activities*
- b)Are age appropriate*
- c)Do not exceed two hours per-day.*

*\*The American Academy of Pediatrics (AAP) recommends, for children two years and older, limiting children's total media time to not more than one to two hours of quality programming per 24-hour period.*

*\*For children under the age of two no media time is recommended since during the first two years of life children's brains and bodies are going through critical periods of growth and development. It is important that very young children have positive social interactions with their parents and caregivers instead of through media time that take away from these vital interactions.*

*\*Studies have shown a relationship between television viewing and increased risk for obesity in children.*

### **TOUCH POLICY**

Dilley ISD Early Childhood Center providing love and affection for children in our care. We hug and/or pat the children on the back. All this is done to show the child a loving and caring environment.

### **FIRE DRILL/EMERGENCY EVACUATION**

Once a month we conduct and document a fire drills/carbon monoxide drills. These drills will have an impact on your child if it is their first time. Once your child becomes accustomed to the drills, they will know what to do. All the drill documentation is posted by all fire extinguishers and by the office.

Every three months we do conduct a severe weather drill and lockdown. If for any reason we are needing to close due to bad weather you will receive a text message on Remind Me, phone call through the school auto messenger, and/or a phone call from the director.

### **EMERGENCY PREPARATION PLAN**

In case of emergency Dilley ISD Early Childhood Center does have an emergency preparation plan. Emergency can include tornadoes, floods or hurricanes, medical emergencies, communicable disease outbreak, intruder with weapons, explosion, or chemical spills.

We will evacuate to Dilley ISD Central Office at 245 HWY 117. The point of contact is Mr. Steve Lozano at (830)965-1912 ext. 4011. The children will be transported to the location by bus.

All evacuation and relocation plans are posted in all the classrooms and by the office. Classroom provider will be responsible to evacuate to the designated area and have their sign in and out sheet, attendance, and emergency contact information on all the children in their care. The center will be communicating with cellular phones or two way radios to communicate.

Emergency Kits are prepared for our relocations with the necessities to feed and care for the children until help arrives.

The director, will be the one to communicate with the fire department and with the parents through phone calls and contacting our licensing representative. In case the director is absent, the project manager will be in charge of communicating with the parents and contacting licensing.

### **CLOTHING AND TOYS**

Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in playground activities, and messy are activities.

Each child will need one complete set of clothing at school. **Please mark all clothing with your child's name on them.**

All children should come to school dressed. Bring personal toys from home is not allowed. We will provide an adequate number of toys for the children to play with. **WE CANNOT REPLACE LOST OR STOLEN ITEMS.** Please put your child's things in their cubby. It is hard to remember every child's coat, sweater, hat, etc., therefore you must have your child's name on all personal items.

### **NAPTIME**

All children are required to lie down for a rest period in the afternoon. The children must nap, rest or read quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home.

Naptime is the teachers' only opportunity to do paperwork, fill out daily notes, and planning for the next day. We provide each child with his/her own cot. Please provide a blanket for your child.

Infants nap at varying times and their schedules will be accommodated. We try to get all infants on the same nap schedule.

### **ACCIDENTS**

The safety of your child is very important to us. Unfortunately minor accidents do occur. When an injury or illness has occurred we fill out an Incident and Illness Report and basic first aid will be performed. You will need to sign the original and a copy will be provided for you.

In case of a serious accident injury , CPR and/or appropriate First Aid will be administered until help has arrived. We will call 911 immediately for assistance. The director will contact you right away, please make sure all contact information is updated with the director.

### **Illness**

PARENTS AGREE TO KEEP THEIR CHILD/CHILDREN AT HOME OR SEEK ALTERNATE CARE ARRANGEMENTS FOR THE FOLLOWING CONDITIONS:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Nausea or vomiting
- Sever itching of body and scalp
- Known or suspected communicable diseases.

### **IT IS REQUIRED TO KEEP (OR TAKE) A CHILD HOME WHEN THE CHILD:**

- Is suffering from one or more of the above symptoms
- Is not well enough to take part in the activities at the daycare

### **ULTIMATELY THE CARE OF THE CHILD IS THE PARENT'S RESPONSIBILITY**

Parents will inform the child care within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect our family and the other families who attend the child care. Failure to do so is grounds for immediate termination of care. Parents agree that a child will be symptom free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to child care. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

### **CARE OF A SICK CHILD AND NOTIFICATION OF PARENTS**

When a child becomes ill, the director will make the child comfortable in a quiet place where he/she can rest and will be closely supervised.

Parents will be notified immediately and agree to begin to making alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If I cannot reach a parent, I will call an emergency contact listed on

the registration form or the child's doctor may be contacted depending on the seriousness of the illness.

## **Medication**

All medication given to a child at Dilley ISD Early Childhood Center must be authorized by written statement from the physician or parent. All medications must be in the original container labeled with the child's name and date and amount to be given. Medications will only be given per labeled instructions. **Over the counter medications will be given by labeled directions only.** All medications should be taken home daily.

**Section 746.3803 of the Minimum Standards** state the following on what authorization the center must have in order before administering a medication:

*A.) Authorization to administer medication to a child in your care you must be obtained from the child's parent:*

- 1.) In writing, signed and dated;*
- 2.) In an electronic format that is capable of being viewed and saved;*

*Or*

- 3.) By telephone to administer a single dose of a medication.*

*B.) Authorization to administer medication expires on the first anniversary of the date the authorization is provided.*

*C.) The child's parent may not authorize you to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.*

*D.) Parent authorization is not required if you administer the medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.*

**Section 746.3805 of the Minimum Standards** states the following on administering medication in my care:

*A.) Medication must be given:*

- 1.) As stated on the label directions; or*
- 2.) As amended in writing by the child's health-care professional*

*B.) Medication must:*

- 1.) Be in the original containers labeled with the child's full name and the date brought to the operation;*
- 2.) Be administered after its expiration date.*

*C.) When you administer medication to a child in your care, you must record the following:*

- 1.) Full name of the child to whom the medication was given;*
- 2.) Name of the medication;*
- 3.) Date, time, and amount of medication was given; and*
- 4.) Full name of the employee administering the medication.*

*D.) You must keep all medications records for at least three months after administering the medication.*



## Meal Time

The Dilley ISD Early Childhood Center currently participates in the USDA special nutrition program Child and Adult Food Program and therefore parents are required to fill out a lunch application upon enrollment. We serve breakfast, lunch, and afternoon snack to all children who are attendance at the time of service. Meals are served at no extra charge.

All three meals strive to meet the Child and Adult Food Program guidelines for nutrition, appropriate foods for young children. Our Menus, kitchen facilities, and cooking procedures also follow their guidelines. We are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions:

- A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified food will not be served. Families must provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child.

- Water is available during all meals.
- Food hotter than 110 is kept out of children's reach.
- All staff are educated on the food allergies and they take precautions to ensure children are protected.
- On days that provider serves meals, prepare food that is brought into the program to be shared among children is commercially prepared or prepared in the kitchen that is inspected by local health officials.
- That healthy snacks (as listed by TDA ) are available for all children.
- Home Lunch Practices:
  - \*Safety food brought from home, including refrigeration or other means to maintain appropriate temperatures.
  - \*Policies are in place to outline strategies to educate children and their parents on nutrition.
  - \*The center will provide parents with information about foods that may cause allergic reactions.
  - \* Dilley ISD Early Childhood Center will provide sample menus of healthful lunches for for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.

Infants are served whenever they are hungry. All other children eat their meals together with their classmates as family style meals. Breakfast service starts about 8:00 am, lunch starts about 10:45 am, and afternoon snack is served about 3:00 pm. We will not "hold" meals for your child. If your child is not at the Center when a meal is served, he/she will not receive that meal. Please make arrangements for your child to be fed prior to arrival if it is after meal service time.

All menu changes will be posted on the "Parents Need to Know" board.

## **BREASTFEEDING**

Dilley ISD Early Childhood Center facility will provide a comfortable place with a seat in the director's office that enables a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk. A compilation of resources will be provided upon request. Breastmilk that is brought in by a parent is keep in the refrigerator.

## **INFANT FORMULA AND BABY FOOD**

Dilley ISD Early Childhood Center follows the USDA CACFP meal patterns for infants. Which allows us to provide formula (Similac or Enfamil), cereal, baby food and snacks.

## **CHILDCARE SUPPLIES**

A list of supplies will be issued to all parents upon registration at our center. It will be the parent's responsibility to provide the needs for the child.

Teen parents will be written up if they fail to bring the supplies need for the child. After three write ups, services may be terminated. Children will not be accepted at daycare if supplies are not provided.

## **ASSESSMENT AND EVALUATION OF CHILDREN'S DEVELOPMENT**

Something new is that we will be doing assessment and evaluations on the children throughout the year. That way you can learn about the curriculum and see how your child is developing. An assessment of your child that you provide to the center about your child will help the staff incorporate in ongoing classroom planning and program improvement.

## **COMMUNICATION**

Communication is very important to us. When we accept a new family into our business, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. We welcome questions. Feedback, or discussion of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues can be discussed in private with the director.

Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference you may schedule one with your child's teacher or with the director.

We will be publishing a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, and any other pertinent to fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

Parents of infants will receive a daily note. Some typical things you may find on this paper would be feeding, diaper changes, schedules, temperament, and things to remember.

Parents of toddlers will also receive a daily note. Some typical things you may find on this paper would be things to remember, rest schedule, activities, temperament, and meals.

Parents of preschoolers and older will not receive a daily not unless there is an unusual reminder or a situation we need to make you aware of.

We are looking forward to a terrific relationship with you and your child.

### **CONFIDENTIALITY POLICY**

All children's records will be maintained in a locked cabinet to assure the protection of the rights and privacy of children, parents, and families. All records, data, or information related to individual children will be treated as confidential. Employees shall respect the privacy and hold strict confidence all of the information regarding children and families during and after working hours, except in the manner and to the extent authorized. Confidential information will be shared only for professional reasons such as the attainment of medical, dental, mental health, psychological, or mentioned treatment.

### **TRANSPORTATION**

Transportation will also be offered to transport children for emergency evacuations.

### **FIELD TRIPS**

Dilley ISD will not participate in field trips.

### **PREVENTION OF CHILD ABUSE AND NEGLECT**

#### **Reporting Child Abuse and Neglect**

"Any person having cause to believe that a child's physical or mental health has been adversely affected by abuse or neglect by any person shall immediately make a report by calling: 1-800-252-5400. Your local licensing office is located at 3635 Southeast Military Drive, San Antonio, Texas 78114. The Texas Department of Family and Child Protective Services web site

is: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Update licensing representative contact information will be posted in the office and in every classroom.

*Sec. 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT. (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.*

*(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.*

*(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.*

*(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:*

*(1) as provided by Section 261.201; or*

*(2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.*

**\* Person who has cause to make a report, but knowingly fails to do so commit a criminal offense.**

### **Parents/Employees**

All employees are required to attend child abuse training every year and 24 hours of child care related training. The director is required to meet 36 hours annually, at least of six must be in program management, staff supervision and skills in training adults. It will be the employees and director responsible to host and handout brochures regarding child abuse awareness to the parents. Information will include:

- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect.

- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect.

- Strategies for coordination between the center and appropriate community organizations.
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

### **SAFETY**

When visiting the center, parents should observe that the following practices are followed to insure a safe and health of all children enrolled in the **Dilley ISD Early Childhood Center**:

- No child should be left alone or unsupervised at any time.
- There should be immediate access at all times to a working telephone within the building.
- Center will have an employee with CPR/First Aid training during operational hours.
- Use of spray aerosols shall be prohibited when children are in attendance at the center.
- When an accident or injury occurs, the center staff completes a report and a copy of the report should be given to the parents or guardian the same day of the incident.
- Texas Penal Code: Our facility is a GANG-FREE ZONE. Please read : New Requirements Regarding Gang-Free Zone attachments.

### **TERMINATION POLICY**

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give a two-week written notice when you decide to terminate childcare. The month will be paid in full, regardless or not your child is in attendance.

We will give two-week's notice of termination for which full tuition is due, whether or not your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstance that affect the wellbeing of myself or other children in attendance. In this situation, the tuition is still required. Termination notice will not be accepted while parent is on vacation.

### **MINIMUM STANDARDS**

The Dilley ISD Early Childhood Center is operated by the Dilley ISD, licensed by the Texas Department of Family and Protective Services, and is required to meet Child Care Minimum Licensing Standards. Our recent licensing inspection will be posted in the office bulletin board for parents to view. Parents will be notified in writing if policies change. Parents have the rights to set up an appointment with the director to discuss questions or concerns regarding policies and procedures.

**CONTACTING THE LOCAL LICENSING AND FAMILY AND PROTECTIVE SERVICES OFFICE**

3635 S.E. Military  
San Antonio, Texas 782237  
(210) 337-3399

DFPS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Child Abuse Hotline: 1-800-252-5400

**NON DISCRIMINATION POLICY**

Dilley ISD offers services for children of the community without regard to ethnicity, creed, religion, sex, color, families' composition, national origin, marital status, political beliefs or disabilities.

**LOCATION/TELEPHONE NUMBER**

Dilley ISD Early Childhood Center is located at:

208 W. Curtis  
Dilley, Texas 78017  
Center Cell Phone (830-965-6744)

Parent Handbook Policies is reviewed annually an updated if necessary!

Community Resources available upon request.

