

M.I.S.D. CHILD CARE CENTER

2011 - 2012

PARENT HANDBOOK

WELCOME!

The M.I.S.D. Child Care Center is operated as a part of the Midlothian Independent School District and is licensed by the state of Texas. The center's most recent licensing report is posted for your review. A copy of the Minimum Standards and Guidelines for child care in the state of Texas is available in the director's office and can also be viewed online at: www.dfps.state.tx.us. We offer this unique opportunity to employees in order to meet the needs of parents of young children who desire a high quality child care program within the school district. The center's operating funds for supplies; teacher salaries, etc. come from tuition payments.

Every effort is made to meet the needs of our children and develop positive daily experiences for them.

We feel that "Good beginnings never End."

Enrollment

The center is open to the children of M.I.S.D. employees and the children of school age parents enrolled in the district.

Children are accepted between the ages of six weeks and preschool age.

The center does not bar a child from participation because of race, creed or sex. The center staff is committed to working with children from all backgrounds to help each child toward their full potential. To enroll a child in the center, parents must complete a registration form and submit a fee. On or before the child's first day at the center the enrollment form, containing the following must be on file:

- 1 Child's health record
- 2 Well child statement (signed by parent or physician)
- 3 Immunization record (copy of original to be attached to form)
- 4 Emergency medical information
- 5 Approved pick – up list. (name, address and phone numbers of individuals authorized to pick up your child)
- 6 Field trip / transportation permission
- 7 Proof of guardianship (when applicable)
- 8 Parent acknowledgement for receipt of handbook
- 9 Parent agreement (last page of this handbook)

The center cannot accept a child for care without a complete enrollment form.

Hearing and vision screenings will be provided for all children aged four and up each spring at no cost to parents.

Tuition and Fees

1	Yearly registration fee	\$75.00 per family
2	Infants	\$27.00 per day
3	Toddlers and children in diapers, pull-ups	25.00 per day
4	Three to Five year olds (potty trained)	\$22.00 per day
5	Family rate	Youngest child at full tuition rate. Each child thereafter receives 15% discount
6	Drop in care	\$35.00 per day, Space available basis
7	Late fees	late tuition \$25.00
8	NSF fee	\$30.00 plus tax

Tuition is based on operating expenses for 185 days, regardless of the child's attendance/school closings.

Parents requesting future placement for newborn care may be asked to pay tuition to hold their child's place at the center.

Tuition is due in advance, at the first of the month and is past due on the fifth of each month. Late fees will apply. Non payment will be grounds for removal of your child/ren from the center. Any time a child is dropped from enrollment the space is filled as soon as possible and re-enrollment is based on space availability. Enrollment fees apply.

Hours of Operation

M.I.S.D. Child Care Center hours are 7:00 a.m. to 4:30 p.m. This time frame was set in order to allow parents time to drop off children, give daily instruction and arrive at their workplaces on time. This schedule allows the center to comply with licensing and the district's work policies. Child care staff are non-exempt employees limited to eight hours of duty per day, unless authorized in advance. For this reason we ask that you schedule parent/teacher conferences during your conference period, or contact the center director to authorize overtime for childcare staff when scheduling a conference after 3:30.

Our hours on early release days and teacher work days are based on the starting and ending times set by campus administrators. We will open ½ hour before district staff are required to be on campus, and close ½ hour after the last campus staff is allowed to leave. Any variance in child care hours will be emailed to parents and posted on the front door of the center 48 hours in advance.

Late Fees

A fee of \$5.00 per child will be assessed upon the first minute late. Upon the 6th minute, and those thereafter, a flat rate of \$1.00 per minute will be assessed. Late fees are due upon pick up or may be added to the current billing cycle. This policy does include early release days. Examples:

- 1 4:33 pick up time (3 minutes late) \$5.00 due
- 2 4:38 pick up time (8 minutes late) \$8.00 due
- 3 5:00 pick up time (30 minutes) \$30.00 due

The only exception is for scheduled days as determined by campus administrators or the district superintendent.

The clock in the front hallway is set to atomic time. We respectfully request that you do not enter the building before 7:00 am. Parents arriving after 4:30 for afternoon pick up will be billed a late fee, as explained above.

Arrival / Departure

SIGN – IN / SIGN – OUT SHEETS

In order to ensure the safety of the children in our care, children must be accompanied to their rooms by an adult. It is mandatory that the child be signed in upon arrival and out at departure by the responsible adult each day.

No child will be released from the center to anyone other than the parent without previous written instructions from the parent, granting such permission. In case of an emergency, you may phone in a designate.)Childcare staff will post the change on the sign in sheet. The designate must be provide identification when picking up the child.

DO NOT LET A CHILD OUT AT THE DRIVE TO ENTER THE BUILDING ALONE.
DO NOT SEND A CHILD IN TO RETIRVE A CHILD ENROLLED IN OUR
CENTER. WE WILL NOT RELEASE PRESCHOOL CHILDREN TO OTHER
CHILDREN.

Also, please be considerate of other parents and teachers by not bringing older children into the classrooms when dropping off/picking up younger siblings. This not only creates confusion in the room, it may present safety and or health hazards. In some cases, it may increase the level of anxiety in very young children. **We ask that you drop off your oldest child first in the mornings, and pick up the younger child first in the afternoons to avoid extra traffic in the infant, toddler and two year old rooms.**

Please notify the center any time your child is to be late or absent. (972)775-8955

Clothing

Plan for your child to be comfortable in all types of play experiences. Extra clothing (including one or two changes of **socks and underwear**) should be kept in the child's locker / cubby. If a child brings clothing home from the center which is not theirs, please clean and return them so that others may use them. Disposable diapers are required for children who are not potty trained. Please bring a supply to be kept at the center. Even in hot weather, shirts are required. In cold weather children need leg protection, coats, jackets, and mittens or gloves. Because of the uncertainty of Texas weather, an extra jacket would be a helpful addition to the child's locker. Sturdy shoes help protect little feet outdoors. Do not send children in flip flops, unless they have other shoes (which they themselves can fasten) for outdoor/gym/stretch & grow use. **Flip flops may not be worn to stretch & grow.**

Children will be taken outdoors each day that the weather permits.

(we watch for ozone alerts) Do not ask staff to keep a child indoors. This is not fair to the child, who wants to be with friends, and may pose a problem with teacher / child ratios. Any time a child is not well enough to participate in the center's regular activities, the child should be kept at home.

Medical Precautions

A medical statement, immunization record and an emergency care statement must be on file at the center. (see enrollment) When a child becomes ill at the center, parents will be notified and the child will be isolated from their group. Parents are asked to come for the child within the hour to help prevent the spread of illness. In case of high fever or life threatening illness, the child may be taken to an emergency room or treated by paramedics if the parent does not arrive in a reasonable amount of time.

Should serious injury occur, parents or other designates will be notified. If such persons are not available to come and care for the child, the child will be taken to the doctor or medical center specified on his / her medical care statement, or treated by paramedics.

MEDICATIONS:

- 1 All medication must be in the original container and properly labeled. A properly labeled prescription medication is one with a pharmacy label stating the child's name, name of medication, dosage to be given, doctor's name, and the date filled. Over the counter medications must be labeled with the child's full name and the date brought to the center.
- 2 Medication to be given at the center must be specifically requested in writing by the parent. This includes teething remedies, and Tylenol/Motrin type pain relievers. Over the counter medications must be age appropriate, or must be ordered in writing by the child's physician. Instructions must include: the time to be given, dosage amount and physician's signature. Your child's caregivers will

then sign and confirm the dosage / time when medications are given.

- 3 You may authorize administration of medications as needed for recurring medical problems. Authorization must include information on symptoms for staff to monitor. Staff will then notify you anytime such medication is needed.
- 4 All medication must be brought to the child's teacher upon arrival at the center.
- 5 The teacher may refuse to give any medication or specified dosage amount that may be considered not in the best interest of the child.
- 6 Staff will not administer medication after the expiration date printed on the label.
- 7 At the end of the school year, all medication will be returned to the parent, or destroyed.

CONTAGIOUS DISEASES

In order to protect all children, parents are asked to notify the center if their child has been exposed to any contagious disease. Parents will be notified of any contagious disease to which a child has been exposed at the center, as recommend by the Texas Department of Health.

We cannot accept your child at the center if he/she has a temperature over 100 degrees, diarrhea, vomiting or any other infectious symptoms.

When a child is sent home from the center with vomiting/diarrhea we ask that they be kept home for 24 hours after the last episode. This helps prevent the spread of infection and allows the child time to recover from the illness.

CHILDREN WITH FEVER SHOULD BE CARED FOR AT HOME AND SHOULD BE FREE OF FEVER FOR 24 HOURS BEFORE RETURNING TO THE CENTER.

An ill child must not be admitted for care if:

- 1 The illness prevents the child from participating comfortably in center activities.
- 2 The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of other children.
- 3 The child has any of the following:
- 4 Oral temperature of 100 degrees or greater. Rectal temperature of 101 or greater. Axillary (armpit) temperature of 99 or greater accompanied by behavior changes or other symptoms of illness, until medical evaluation indicates that the child may be included in the facility's activities.
- 5 Symptoms and signs of possible sever illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, eyes that are swollen and oozing , behavior change, or other unusual signs are reason for exclusion until medical evaluation indicates that the child can be included in the facility's activities.

MEDICAL EVALUATION MUST COME IN THE FORM OF A WRITTEN RELEASE SIGNED BY A PHYSICIAN.

NOTICE

The director or any staff member shall report to the department of family and protective services or to the Midlothian Police Department any suspicion of child abuse, sexual or otherwise, neglect, or endangerment to a child.

Insurance

The MISD Child Care Center does not carry insurance which would provide accident coverage or hospitalization should a child be injured while at the center. Parents who desire accident coverage for their child are urged to contact the insurance agent of their choice.

Nutrition

Children are served a nutritious snack in the morning and afternoon. We do not provide meals. You may opt to send breakfast for your child. The first forty five minutes of the day is set aside for children to eat breakfast. If you choose to send breakfast for your child, please limit the amount of sugary foods. Fresh fruit, cereals that are high in fiber/low in sugar, yogurt and breakfast bars are examples of foods that will help ensure your child's day gets off to a healthy start.

. Lunch must be brought from home and should include any utensils needed for eating. (spoons, straws, etc.) We urge children to consume healthy choices from their lunches first, leaving deserts for last. When more than one dessert is packed, children are asked to select one and save the other for an after school snack.

Food from home (leftovers) will not be re-heated. Please do not send pre-packaged foods that require cooking. There are up to 30 children at a time in the lunchroom. Time will not permit cooking for each child.

Nursing Mothers

While we applaud this choice and believe it to be the best for any infant, we ask that you remember that your child soon establishes a routine at the center. If you cannot be available at regular feeding times, please send a supplement, or milk that has been expressed at home. We don't want any child waiting too long to be fed! If an infant becomes hungry and does not have milk or formula for feeding, we will offer water.

Birthdays

We celebrate birthdays during snack times or at lunch. Please do not send cakes or full sized cupcakes. We have children who eat only the tops, children who eat only the bottoms, and children who eat everyone else's crumbs! Mini cupcakes or a child's favorite cookies are great! Your child's teacher will recognize your child's birthday with songs and other activities to make this a special time.

School Pictures

School pictures are scheduled each year in the fall and spring. Individual photos are taken at both fall / spring sittings. Group pictures are taken in the spring. . We also enjoy

keeping a photo journal of our center activities. These photos may be displayed in classrooms, hallways or included in articles of community interest in the local newspaper. *The center should be notified on the acknowledgement page of this handbook if you do not wish to have your child photographed.*

Safety

We take the safety of our children and staff seriously. The following are just a few of the steps we take to ensure the safest environment possible for our childcare family:

The center is a gang free zone. Any suspected gang activity will be reported to the Midlothian Police.

The center director has subscribed to the Consumer Products Safety commissions website and receives constant updates on products that have been recalled. Any time a toy or piece of equipment that we have is recalled, the information is printed and (*after* circulation through the center for staff to check for such items) is posted on the bulletin board in the front hallway for parents to view. If the center owns a recalled item, depending on it's importance for our operation, it will either be discarded, or retrofitted to specifications stated in the recall notice. Documentation of retrofitted items is on file in the office.

The center conducts regular fire drills, evacuating the building to the farthest fenced-in play area.

Severe weather drills are conducted twice a year. Children and staff are relocated to the restrooms in the east wing of the building.

In addition to the name based background checks, all childcare personnel must clear FBI fingerprint checks.

Transportation

Except for field trips, the center does not regularly transport children. Childcare staff involved in field trips receive yearly transportation safety training.

In the event of an emergency the center has two relocation sites. The first relocation site is the Midlothian Funeral Home, located directly across from the center. Children will walk, or are transported across the street in strollers or cribs. The second relocation site is the Midlothian Conference Center. Children and staff will board district vehicles and be transported in the safest way possible.

Toys from Home

Except for special occasions determined by your child's teacher (teddy bear day, etc.) we ask that you leave your child's toys at home or in the car. If an item is brought to school, we cannot be responsible for it. **It must be shared, and it must have the child's name on it.** Rest time snugglies / stuffed animals should be deposited in the child's locker/cubby upon entering the building in the mornings. Their teacher will allow them to retrieve it at the appropriate time. If you have a book that may be of interest to all of the children, we will appreciate this being shared with the class and ask that it be left for several days.

NO GUNS, WAR TOYS, OR TOYS INTENDED TO FRIGHTEN OTHERS.

The Program

M.I.S.D. Child Care Center offers its parents and children many opportunities for learning. Daily activities include experiences in art, music, stories and motor activity within a play environment. Daily participation in the center's program facilitates growth of the child and continuity of experiences. The curriculum and its teaching methods are determined by the child care center's staff with input from the center director and parents. All staff members receive a minimum of 16 hours of training each year. The director earns a minimum of 30.

Field Trips

Preschool classes take about three field trips each year. The opera, the science place, and the Zoo! Children and staff are transported by district vehicles. Only district employed parents may accompany children on district vehicles. All others (grandparents, etc.) must travel by private vehicle. Notification of field trips will be posted outside the classroom door at least 48 hours in advance of the planned activity.

We schedule several (on campus) enrichment activities. Homecoming Pep Rally, Pumpkin patch, Country Critters, water play days*. A fee may apply to cover the cost of these events. *Permission must be given on the enrollment form in order for a child to participate.

Animals / Pets

Child Care Center staff will post a notice any time an animal is present in the classroom. Animals such as cats, dogs, ferrets, or any animal larger than the usual guinea pigs or hamsters must have documentation of vaccinations on file at the center. Guinea pigs or hamsters must have a statement of health from a veterinarian. This applies to animals brought from the homes of children as well.

Discipline

We adhere to the policy recommended by the DFPS. Children will be disciplined using positive child guidance. Any child that cannot be calmed, or is in danger of hurting himself / herself or others will be removed from the activity where the problem occurs, and if necessary, parents will be called in to discipline or remove the child from the center.

One of the biggest concerns we have each year is biting! While it is never *appropriate*, biting is *developmental* in nature. We hope to discourage it at the earliest signs. (biting usually occurs sometime between the ages of 12 to 18 months and subsides as the child begins to vocalize wants and needs.) When it does occur (and we *know* it will) the parents of all involved parties are notified in writing. We will make every effort to notify the parent of the "victim" as soon as possible (before departure time so that you are not "surprised" when you arrive to pick up your little one at the end of the day.) If it becomes a recurring problem, parents are called in for consultation. We take the health

and safety of all our children seriously. Biting by older children (3 and up) will not be tolerated. Parents will be contacted immediately if this occurs. A copy of the discipline and guidance policy as recommended by the DFPS is posted on the bulletin board in the front hallway and in each classroom.

Parent Involvement

M.I.S.D. Child Care Center has an “open door” policy. Parents and family are welcome at any time. Please remember, however, that some times are better than others.

While we appreciate and expect to be informed of any problem or event that may upset the child, we hope the information doesn't come at a time when attention to the parent will conflict with the responsibilities of the teacher to the children.

Occasionally events at home may cause children to be upset, overexcited or tense. Knowledge of such occurrences will help us as we work with parents to meet the needs of the child. If a parent desires a conference with the child's teacher at any time, please contact the teacher/center director to arrange a time for the conference. **Please refrain from discussing a problem with the teacher in front of the child or when the teacher is responsible for a group of children.** We recommend that conferences (in person or by phone) be scheduled at nap time. Children should not attend parent conferences except in unusual circumstances.

Parents or family that are not district employees, but who wish to participate with their child in the center's activities must submit a notarized affidavit and a background check before they may attend special events/ field trips.

Parents and other family members attending such events are to refrain from assisting children (except their own) with personal hygiene or discipline, leaving these matters to child care staff.

Complaints

From time to time there may be concerns or a “difference of opinions”. Your child's teacher or the director will listen to any complaints or concerns that arise and attempt to resolve conflicts. You may phone, e-mail, or set up an appointment for a conference. If an occasion arises where you may not be satisfied or where you cannot come to an agreement with the center staff, you may follow the district's chain of service as you would within your own campus.

Our chain is as follows:

- 1 Classroom Teacher
- 2 Child Care Director
- 3 Assistant Superintendent
- 4 Superintendent
- 5 MISD School Board

We prefer to handle disputes in this manner. However, the minimum standards for child care in the state of Texas requires that we share with you instructions on how to contact

our local licensing office, PRS child abuse hotline and PRS website. You may contact our local department of Protective and Family Services by calling (972) 937-5998. The number for the child abuse hotline is (800) 252-5400. The DFPS website address is www.dfps.state.tx.us.

2011 - 2012 Parent Acknowledgement / Agreement

I have received, read, and understand the MISD Child Care Parent Handbook. I understand my responsibility in the use of the center.

Name of child

Date of birth

Parent/guardian signature

Date

1. I understand that I am entering into a contract with MISD child care center, and will be charged tuition based on the school calendar, regardless of my child's attendance. I understand I will be billed monthly. Missed days are not eligible for reimbursement.
2. The child will be cared for between the hours of 7:00 a.m. and 4:30 p.m., except for days when MISD is closed or on staff development / early release days.
3. The child (aged 2 and up) will be furnished a midmorning snack and an afternoon snack.
4. The child will be assisted with personal care as needed.
5. The child will be placed in a group of peers based on age or special needs as determined by the staff.
6. The school will assume responsibility for the child after the child has passed the morning health inspection and has been signed in by a parent or designate.
7. The child shall be given a physician prescribed medication only upon the written request of the child's parent or guardian. The center shall not administer non prescription medication that is not age appropriate unless it is accompanied by a physician's request to do so. The center shall not have responsibility of any kind for failure to provide requested prescription medication, nor for any adverse reactions which are caused by the administration of such prescription medication.
8. The center shall give appropriate first aid to a hurt child. A parent / guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If the injury is of an emergency nature, paramedics will be called. Notification of serious injury is made to DFPS for investigation.
9. An ill child shall be isolated and given care until a parent or designate arrives.
10. The center shall notify the child's parent / guardian of suspected exposure to disease, as required by the Texas Department of Health.
11. The center shall make every effort to safeguard personal belongings brought by the child, but shall not assume responsibility for lost, broken or stolen items. All personal items must be labeled.
12. The director or other staff member shall report any suspicion of child abuse,

sexual or otherwise to the proper authorities.

13. My child may be photographed. (journals, newspapers, bulletin boards, etc.)

parent initials