

Promise Child Development Center
Parent Handbook/Operational Policies



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PROMISE CHILD DEVELOPMENT CENTER

PURPOSE

The purpose of the Promise Child Development Program is to provide exceptional full time Christian childcare in a safe and healthy environment for all of God's special children. Our goal is to provide this service to parents and children in a sensitive and extraordinary Christ centered way.

The child care center will incorporate day care, after school care, and developmentally appropriate evangelism and education to the children and families. Other objectives include education regarding health issues and Christian-based parenting classes.

REGULATING AGENCIES

Promise Child Development Center is licensed by the Texas Department of Protective and Regulatory Services. Annual inspections are conducted by the Health Department and Fire Department. PCDC adheres to the requirements of these agencies.

ADMISSION

Children are admitted on a first come, first serve basis within their age group regardless of race, religion, sex or creed.

Parents must fill out information and permission forms on each child and obtain a medical report from the child's physician before a child will be accepted.

PARENT PAYMENT SCHEDULE

Parents of children ages 4 weeks through 5 years may enroll their child/children at Promise Child Development Center provided there is an available slot. We also provide

after school care for children through the 5th grade along with summer care for school age children.

PAYMENT OF TUITION POLICY

1. Tuition is collected in advance
2. All tuition is due and payable on Monday the week of service.
3. **Late fees of \$10.00 per day will be assessed on Tuesday. Tuition not paid by Friday, will receive a letter of termination and child care will be terminated. (If you have a financial problem, you will need to contact the Director to make arrangements.)**
4. All children should be picked up no later than 6:00 p.m. daily. A late pick up charge will be assessed at 6:05. The first 5 minutes will be a \$10 late fee and then
5. \$5.00 every 5 minutes after. For repeated offenses, other fees/suspensions/terminations may apply as appointed by the PCDC director.

For any returned checks, Promise Child will be charging a \$25 fee. Once you have had three returned checks, you will be asked to pay tuition with cash or money order.

ARRIVAL AND DEPARTURE

The childcare center hours of operation are 6:30 a.m.-6:00 p.m. Monday through Friday. A parent or other adult must accompany a child into the Center and should remain long enough to see that the child is welcomed by a teacher. A parent/guardian (18 years or older) must sign the child out each day.

Please make arrangements for your child to be picked up by the reserved time. In case of an emergency requiring late pick-up, please make arrangements with neighbor or relatives to pick up child at or before 6:05 or late fee will be applied. Notify as soon as possible if someone different is picking up your child. For further information, please see number 4 above.

Children will not be released to anyone without written consent of the parent. Anyone attempting to pick up a child who is not so authorized will be asked to leave the premises or wait until the parent is contacted for verification. All designated persons picking up children must be able to present picture identification upon staff request.

It is imperative that you notify the office of all changes in release authorization.

In order to prohibit a non-custodial parent access to their child, the PCDC Director must have a copy of the court order and/or any written documentation to this effect. If a copy of the court orders has not been provided to the school, we will not be able to legally withhold your child from a non-custodial parent. It is the responsibility of the parent/guardian to inform PCDC of any court ordered custodial changes.

OPEN DOOR POLICY

Parents are encouraged to visit our facility at any time. Classroom observation is encouraged. Parent, please be aware that a child might get very emotional and may want to leave with you.

EMERGENCY AUTHORIZATION

Parents must complete an emergency card and emergency authorization form. Please notify PCDC of any changes of address, **home or work telephone number immediately**. A telephone number where the parent/guardian can be reached during the hours that your child is in childcare is required. In addition, the names and telephone numbers of two additional persons who have agreed to pick up your child in case of accident or illness must be on file. The emergency card lists those persons who may pick up your child from the Center. These individuals will be required to show proof of identification prior to picking up your child. Please explain to your designated persons that this process is for your child's protection.

BAD WEATHER

In the event of inclement weather, PCDC will follow the same schedule as the Waxahachie Independent School District. Please listen to KBEC radio (1390 AM) for information about school closings or delays. There is no charge for days that PCDC is closed due to weather.

FOOD SERVICES

Children will be provided with a nutritionally balanced lunch plus 2 snacks each day. The office will post the menu on the bulletin board, and copies will be available to take home. Children with food allergies need to provide the office a note from the child's physician. If the child cannot have the food listed on the menu, it is the responsibility of the parents to provide alternative food. No tuition discounts are given if a child brings his own lunch. Parents of infants not on table food will need to provide expressed breast milk, formula, juice, and baby food as needed. Bottle and food containers need to be clearly marked with the child's name. PCDC does not serve breakfast, but parents are welcome to bring a nutritious snack by 8:30. By State regulations, we cannot serve chips, cookies, candies, sodas or other food high in fat, sugar and salt for breakfast.

HOLIDAYS

The Center is closed for the following holidays:

- *New Years Day
- *Good Friday
- *Memorial Day
- *Fourth of July
- *Labor Day

- *Thanksgiving Day AND the FRIDAY AFTER Thanksgiving
- *Christmas Eve
- *Christmas Day –New Year’s Day (tuition free week)

Should one of the holidays fall on a weekend, the previous Friday or following Monday may be taken instead. Payment for these days are still due because our teachers are given paid holidays.

VACATION

Each family is entitled to **5days** of vacation per child per year after they have been enrolled for six months. These are floating days and may be taken separately or lumped together. Your child may not be in attendance on your vacation days.

Families that only come during the summer months will not accumulate any vacation days.

GIVING MEDICINE AT THE CENTER

Prescription medicine will be administered to your child with your written consent provided the medicine is in the original container from the pharmacy, labeled with the child’s name, recent date, dosage and physician’s name. If the medication requires refrigeration, please tell the teacher when you bring your child in. Non-prescription medication will be given to your child upon the written consent of the physician; the physician should also note the dosage. Non-prescription medication must be labeled with the child’s name, recent date and must be age appropriate. The Center will accept written or faxed orders.

*****Please note that medication that is prescribed 3 times a day will be given only once. All other doses must be given at home.*****

*****Please note that medication that is prescribed 2 times a day will not be given at the center. The child must get both doses during the time he/she is not at PCDC.*****

ATTENDANCE AND HEALTH

Please notify PCDC if your child will not be attending for the day, will arrive late or will be picked up early. This is required for meal planning and teacher preparation.

HEALTH GUIDELINES

Allergies

Promise Child requests to be notified when a student has been diagnosed with a food allergy, especially those that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food.

Health Statement/ Immunizations

Promise Child Development Center, in keeping with the regulations of the Texas Department of Protective and Regulatory Services, requires documentation of each child's immunization record and a physician's statement that the child is in generally good health. PCDC will provide you a Medical Examination Form, which requires the signature of your child's physician. A copy of your child's immunizations and the physical examination will be required before enrollment. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization can be honored. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78717-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the front office within seven days of enrollment.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the students family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Fever/Vomiting/Diarrhea/Pink Eye

A child showing signs of any of the following conditions should not be brought to PCDC:

Elevated temperature

Vomiting

Diarrhea

Contagious rash

Open, runny sore on the skin

Discharging eyes or ears or profuse nasal discharge (new onset)

*****For the protection of all students and staff, turning a child away is at the Director's discretion.*****

You will be asked to pick up your child if your child has any of the following:

Oral temperature of 100.4 or auxiliary 99.4

One episode of vomiting

More than one episode of diarrhea caused by something other than food allergies or medication.

Your child should be fever free, **without** the use of Tylenol or any other fever reduction medication, for 24 hours to return to school. Your child should be symptom free (no diarrhea or vomiting) **without** the use of medications for 24 hours to return to school.

In addition you may be called for the following: excessive coughing, unexplained rashes, acute heavy congestion (more than what is typical for your child), discharge or drainage from eyes or ears or open wounds.

It is advisable to make arrangements for having someone care for your sick child prior to your child becoming ill. **For the protections of all students and staff, when we call for your child to be picked up due to illness, we need this to be done in 30 minutes.**

You may be asked to take your child to a physician before returning to PCDC. Children may attend with medical clearance and directions for treatment. Contagious diseases resulting in an absence of more than three days may require medical clearance before a child can return. The Director of PCDC will make the determination of need for medical clearance for return to school. **If your child contracts a communicable disease, please notify PCDC as soon as it has been diagnosed so that the parents of other children may be aware that their child has possibly been exposed.** (i.e.: chicken pox, measles, strep throat, etc.).

All staff is certified in CPR and First Aid. Everything will be done to safeguard the health of all children and to make their day with us as happy and productive as possible.

Head Lice

A student with live head lice will be excluded from school. The school office will provide instructions regarding how to treat and comb out the hair. A student with nits will be sent home at the end of the school day with instructions on how to treat, comb out, and remove the nits. When returning to school after being sent home with live lice or nits, the student must check-in with the front office before returning to the classroom.

SICK POLICY on Tuition

Effective June 1, 2002, tuition is expected every week except for extended illness lasting over three weeks. These incidents will require a medical explanation by their physician and will be reviewed by the PCDC Board of Directors.

DISCIPLINE/GUIDANCE

It is the policy of PCDC and our staff to use positive guidance with children. There will not be physical punishment. The children will be guided to have appropriate behavior. Choices will be given to the children when choices are appropriate. If a child is not choosing to follow the teacher's guidance, the child will be asked to have a Time Out for no more than one minute per year of the child's age. The teacher will keep the parents informed if she sees a consistent behavior problem with a child. A parent conference may be called so that the teachers and parents can work together to prevent a behavior

problem from interfering with the classroom operations. It is important that the children know that parents support the rules of the classroom. Children should have an understanding of what behaviors are and are not acceptable at school, so that the child will know that his parents and teachers are working together as a team. Input from parents is essential as each child is guided on a daily basis.

BITING POLICY

Even though biting is a normal stage of child development, it is required by the Texas Department of Family and Protective Services that Promise Child Development Center maintain a safe and healthy environment for all children in our care.

Biting occurs for many reasons: teething, a lack of language, frustration, attention getting, being overly tired, or simply trying to get a reaction from someone.

Our Policy is as follows:

*If your child bites 3 times then you will receive a written warning. (If the skin is broken than an immediate warning will be given)

*After a written warning has been given, if your child bites again then they will be suspended from care for 3 days.

*After the suspension, if the biting continues, is severe, or is adding undue stress on the other children or the environment, it may become necessary to terminate the child care arrangements. Please note that this is our last resort.

Some things that Promise Child Development Center does to minimize biting in the child care setting are:

*Shadow the biter so that he or she is always near the providers or within arms reach.

*Provide frozen teething rings for those who need something to chew on.

*Provide lots of language such as “Biting hurts” or “We use our teeth for food.”

*Provide supportive information to parents.

TERMINATION OF ENROLLMENT BY THE PROGRAM

If the PCDC Director does not feel that PCDC is meeting the child’s needs, we reserve the right to terminate enrollment per the PCDC Director. Other reasons that may result in termination of a specific care agreement are as follows:

1. Non-payment for childcare services and/or lack of adherence to our tuition payment policies.
2. Lack of parental cooperation with the programs efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences.
3. Abusive behavior and/or verbal threats by parents toward the program staff or other parents (immediate termination).
4. Child exhibits special needs or needs related to serious illnesses that the program cannot meet. In this case, the program staff will make every effort to involve the

parents, and possibly other persons (as appropriate), in order to decide on the best course of action for this child, prior to termination.

SAFETY PROCEDURES

Each classroom has an evacuation plan posted for fire drills and severe weather drills. Fire drills occur once a month and severe weather drills quarterly. Each staff person that is directly involved with the care of the children must obtain 24 hours of continuing education each year.

In order to ensure the safety of all children, a criminal history check and federal fingerprint check is done on each employee as well as any parent volunteer. Parents who volunteer for field trips, parties, etc. need to come by the office and complete the paper work for a criminal history check.

Children will only be released to people that the parent has authorized. ID will be checked if the staff person is not acquainted with whoever picks up the child.

CHILD ABUSE

It is the law that any suspicions of possible child abuse be reported. The Department of Protective and Regulatory Services' definition of abuse includes "acts or omissions by a person responsible for a child's care: mental or emotional injury to a child, and physical injury that results in substantial harm to the child..." Teachers need to be informed of any bruises that the child may have or any emotional trauma the child may be experiencing. By keeping the teachers informed, parents can prevent any inappropriate suspicions.

WITHDRAWAL

Should a parent need to withdraw their child from the program, a two-week written and paid notice is required so that another child may fill the vacancy.

TRANSPORTATION

Children being transported to or from the Center must be properly secured in cars per Child Restraint and Safety Law. Children must be in infant carriers, car seats, or seat belted according to the legal requirements. Other than before and after school care, staff is not allowed to transport children, nor are they allowed to bring and/or take a child to/from the Center.

REQUIRED ITEMS

Diapers need to be furnished for your child. Clearly label the container of disposable diapers with your child's name. Adequate expressed breast milk/formula, and unopened jars of baby food should be supplied. A change of clothes should be provided. A child's favorite toy or blanket ('lovie') may

accompany the child to PCDC. However, please mark all baby bottles and items with your child's name in permanent ink.

CLOTHING

Children are most comfortable in clothing which allows freedom of motion. Most children can handle zippers and buttons rather easily and these fasteners are recommended for their clothing. All children should have an extra set of clothing in their lockers in the event of an accident. **All clothing must be labeled with the child's name.**

For the safety of your child, we require children to wear closed toe shoes. PCDC does not allow sandals to be worn.

OUTSIDE ACTIVITIES

We do go outside every day with the exception of severe inclement weather days. Please see that your child is dressed in proper attire for the season. All measures will be taken to ensure your child's health, safety, and welfare.

POLICY ON GAMES, TOYS & ELECTRONICS

Promise Child Development Center will not be responsible for any items that are brought from home that may become lost, broken or stolen. We highly discourage bringing toys, games or electronics from home. Please understand that if an item is brought from home the teacher may ask that it stays in your child's bag if it becomes a distraction or causes conflict in the classroom. The teacher will not take responsibility for any items that have been brought from home.

EVACUATION

Emergency Disaster Plan for Promise Child Development Center

Fire: In case of fire each teacher will be responsible for making sure their class is safely evacuated from the building out the safest exit. In the nursery the babies will be placed in the evacuation crib and rolled out. Each teacher will have a clipboard with their roster and emergency numbers for the children. We will evacuate with a first aid kit and an emergency bag full of supplies. We will all meet at the community center parking lot that is directly next to us.

Tornado: In case of a tornado each teacher will be responsible for bringing their class to the designated safe place and having their children sit down in duck and cover. In the nursery the babies will be placed in the evacuation crib and rolled to the safest spot in the building. We will all line the walls of the gym.

All other disasters or threats: In case of any other disaster or threat where all must be evacuated, all teachers will evacuate their children safely from the building. We will all meet at **2471 Brown St at the Brown St Church of Christ**. Each teacher will have a clipboard with their roster and emergency numbers. The assistant director and director will have a master list of emergency contact numbers. We will evacuate with a first aid kit and an evacuation bag filled with supplies. We will transport the children in the vans following all the transportation safety regulations.

Updates:

Children under the age of 24 months will be evacuated in proper car seats according to transportation safety guidelines. If needed, multiple trips will be taken from the school to the evacuation location.

Children with limited mobility will be evacuated by emergency services or their parents. All children will be accounted for by using class rosters that all teachers will have and a master roster that the Director and Assistant Director will have.

The staff member in charge of the front office during the time of emergency will be responsible for contacting the local authorities along with contacting the parents of the children being evacuated.

**Operational Policy Amendments:
Effective October 1, 2012**

Policy Changes:

- If and when there are any changes to our policies, you will be notified by writing.

Parent Participation:

- Parents may participate in their child's classroom if they would like. They must have a background check cleared by the DFPS before they will be allowed to volunteer.

Minimum Standards and Inspection Report:

- At the center there is a copy of the most current minimum standards available upon request.
- The most current inspection report is posted on the parent board.
- Parents may also go to www.dfps.state.tx.us to review the most current inspection report.

Local DFPS office:

- Parents may at any time contact our local DFPS office 214-951-7902 or at www.dfps.state.tx.us

Gang Free Zone:

- Under the Texas Penal Code, any area within 1000 Feet of a child care center is a gang free zone. For further information, please see the required posting on the parent board.

Breastfeeding Mothers:

- We will provide a comfortable place within our center for mothers who would like to come to the center and breastfeed their child.
- You may provide breast milk to be given to your child at each feeding.

Child Abuse and Neglect Requirements:

- All staff is trained upon hire and annually on noticing signs of abuse and neglect and how to report.
- In order to increase the awareness of prevention we will post monthly posters on our parent board to inform parents and staff on current issues involving abuse and neglect.
- If you or your child are an abuse victim and need help; we have resources that you may review upon request.
- Resources:
 - ▣ 1-800-252-5400 or <https://www.txabusehotline.org>

Hearing and Vision Screenings:

- All children enrolled at Promise Child must have a hearing and vision screening report on file by the time they turn the age of four.

Tuberculin Testing:

- We will follow the local health department's requirements for TB testing.

Staff Immunizations:

In order to help the spread of preventable diseases, all staff will be required to have an Influenza immunization once a year. Each staff's file will have a record of their yearly influenza immunization. If an employee is exempt from receiving the vaccine due to medical or religious reasons we will take precaution by having the employee wear gloves and a mask while providing care for the children. If a staff fails to comply with this policy their employment will be terminated.