

Dear CDC Parent,

Welcome to Grace Temple CDC. We would like to thank you for this wonderful opportunity to minister to your child/children and to you. The Lord has blessed us with this outreach ministry at the CDC. We consider it a great privilege to work with children.

We have a goal of giving your child/children a strong sense of being loved by us and by the Lord. We endeavor to teach our preschool children in such a way to have them beyond the requirements for kindergarten. Through the use of Early Start Curriculum, Pinnacle Curriculum and ABC of the Abeka Curriculum, we try to instill good academic foundations and spiritual foundations that will last them through their years of learning. With our preschool and afterschool children, we want to develop the whole child; emotional, physical and spiritual. In our endeavors we have developed learning/play centers and group instructional time that help stimulate cognitive development, social skills, small and large motor development, creativity, acceptance of diversity, small and large muscle development and spiritual development.

We look forward to a long and enjoyable working relationship with you at Grace Temple CDC. Remember our motto and belief is that the children here are ***Surrounded by HIS love.***

Sincerely,

Grace Temple CDC Administrator and Governing Board



Sharita Russell  
CDC Director



Candice Ruiz  
Administrative Assistant



Chris Sweet  
Senior Pastor

## **The History of Grace Temple Child Development Center**

Angelo Young Sports daycare co-existed side by side with Grace Temple Baptist Church. The church used their facilities on Sundays and the daycare in exchange used the church copier for their classrooms. The owners approached the church about buying the daycare in 1987.

The center, under its present name, Grace Temple Child Development Center, received its license in March of 1988 under the directorship of Mr. Buddy Vines. Mr. Vines remained the director, assisted by his wife Alice Vines, until his death in February of 1996. In May of 1996, Joe David Ward became the director. Sharita Russell began in February of 1992 and was added as the Assistant Director in January 2000. In March 2006 Sharita Russell was voted in by members to be the new director.

Grace Temple CDC is presently on a Monitoring Plan 3 with Family and Protective Services (FPS), which is the highest status with the State of Texas.

Our preschool has been heralded by many kindergarten teachers as one of the premier leaders in early childcare. Children who have gone through three years of our preschool program usually excel when they enter the kindergarten arena of public schools. We use a systematic, graduated and sequenced curriculum that builds year by year preparing the student.

We are excited about what God has done through the ministry of the CDC. We have seen children and parents come to know the Lord through the outreach efforts of Grace Temple. Our administration staff, board members and members of Grace Temple Baptist Church pray for our daycare on a daily basis. They pray for protection of the children, they pray that the families are experiencing the richness of God's blessings, they pray for the spiritual condition of each child and their family and they pray for you, the parents as you face the daily struggles of career, marriage and parenting.

We look forward to a long-lasting and rich spiritual heritage to evolve in the years to come. Welcome aboard and join in a journey that will exceed all of your expectations. We hope you, as well as your children, will experience the fullness of what we mean when we say:

***Surrounded By His Love!***

***Schools that Grace Temple Child Development Center pick up for our After-School Program are:***

<b><i>Austin</i></b>	<b><i>700 N. Van Buren</i></b>
<b><i>Bonham</i></b>	<b><i>4630 Southland Blvd.</i></b>
<b><i>Bowie</i></b>	<b><i>3700 Forest Trail</i></b>
<b><i>Lamar</i></b>	<b><i>3444 School House Rd.</i></b>
<b><i>McGill</i></b>	<b><i>201 Millspaugh</i></b>
<b><i>Santa Rita</i></b>	<b><i>615 S. Madison</i></b>
<b><i>TLCA</i></b>	<b><i>3301 TLCA Way</i></b>

# Grace Temple Child Development Center

## Payment Schedule (Effective 1-1-2020)

### Tuition:

Full Time –Toddler, Pre-School & School-Age	\$130.00
Full Time – After-School Summer	\$130.00
Pre-School & School-Age/After School	\$ 65.00
Yearly Registration	\$ 60.00

### C-Day

Afterschool at center all day  
Additional

\$13.00

Full Day Drop-In

\$30.00

After-School Drop-In

\$13.00

(Depending on Availability)

(Previously Enrolled)

**Late Payment Charge : \$5.00 daily**

(Payments not received for the week by 6:00 P.M. each Monday will be assessed a late charge each day thru Wednesday until it is paid. After Wednesday your child may be terminated if payment has not been received. Payments may be dropped off with payment or mailed into the center at 105 Guthrie St. 76901

**Holding Spot Fee: ½ tuition \$ 65.00**

This fee is for people who need to hold their spot while children are on court order visitation or withdrawing for the summer. This Fee is due like regular payments.

- Payments are to be made by 6:00 p.m. on Monday of each week.
- Use payment envelopes and place envelope/payment into the payment slot on the front counter.
- Payments may be made by cash, check or money order.
- Receipts will be put in the receipt box on Tuesday's.
- No checks will be held more than 3 business days. Not to exceed more than one (1) held check in a three (3) month span.
- Return checks Fee: \$30.00 per check
- CCS Clients must pay in Full Tuition on the 1<sup>st</sup> of Every Month



**Grace Temple Child Development Center  
105 Guthrie St. Bldg. # 2  
San Angelo, Texas 76901  
325-942-0576  
Fax: 325-949-2060**

***Emergency Phone Numbers:***

Ambulance..... 911  
Police.....911  
Fire.....911

Police Department 325-657-4498  
Poison Control Center 1-800-764-7661

Texas Department of Family and Protective Services (Official Website)

[www.dfps.state.tx.us](http://www.dfps.state.tx.us) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Local Licensing Office: 432-368-2693  
Child Abuse Hotline: 800-252-5400  
Child Protective Service 325-657-7400  
Child Care Licensing Division 325-657-7404  
Fax 432-684-2918



# ***PARENT'S HANDBOOK***

## **1. NOTIFICATION OF CHANGES IN CHILD'S RECORDS**

- a. Any time there are changes to a child's records whether it be shot records we need to add, change of address or new cell, home or work numbers, change of job etc., we need dated and in writing and turned into the office asap.

## **2. ADMISSION**

- a. Any child entering the Center must be between 20 months and 12 years of age and have complete enrollment information filed with the Office. As well, the Office must be notified of any future changes of address, phone numbers, etc. If there is an emergency, we want to be able to reach you quickly.
- b. The medical form is an especially important part of registration. By law, we must have written verification that a child has been or is being immunized against diphtheria, pertussis, and tetanus (DPT); polio, measles, and rubella; or that there is a medical or religious reason for the child not being immunized. For pre-school children the physician's statement must be completed and signed by a licensed physician. At age 4 years all children must have their vision and hearing checked and turned into the office or a physician signed at the bottom of the medical form page. In the case of school-age children who come only for after school care and summer your signature concerning "School Age Children" on the front page of the Enrollment form is all that is required.
- c. Class size will not exceed the staff-child ratio and space requirements set by the State. Maximum enrollment may be set lower than that required by law.
- d. We do not discriminate on the basis of race, color, or national origin of parent or child.
- e. **State law requires that no child is left in daycare for more than 10 hours per day!**

## **3. WITHDRAWAL OF A STUDENT**

- a. It helps if the Director of the Center is given two (2) weeks notice before removing a student from the Center. With such notification, the final month's charges can be adjusted accordingly.

## **4. PERSONAL BELONGINGS**

- a. Comfortable, washable play clothes are recommended for the children. Tennis shoes with socks or sandals with closed toed and strap on the back should be worn daily. Please bring a change of clothes in a large labeled ziplock bag for each child less than six (6) years of age.
- b. Each article of additional clothing worn to the Center (such as coats, hats, sweaters) should have the child's name in it. Invariably, other children will have the same coat, sweater, etc.
- c. Please furnish disposable diapers, bottles, powder, and oil or any diapering needs for your child may have. **Label these as well. We will not share with others. We do this because some children have allergic reaction to certain products and you will know what works best on your child.**
- d. Each child in all-day care should bring a **Kindermat** (1x19x45) **small** blanket for nap time. Many of the children seem to sleep better with a small pillow, no larger than 12"x12". (We do not have room to store large blankets or pillows.) For the health of the child (and the smell at the Center), please take the blanket home each Friday, wash

it, and return it to the center on Monday. Please remember that the child's name should be placed on these articles as well.

- e. Generally you should discourage children from bringing toys from home. However, they may bring toys from home with the understanding that they are to be shared with their classmates and that there is the good possibility it could get broken with a large number of children handling the toys. Do not bring any toy that could be harmful to others such as toy guns, knives, eyeballs, etc. Certainly children should bring a special blanket or toy if necessary during the adjustment period. Grace Temple CDC will **not** be responsible for any lost, stolen or misplaced items from home.

#### **5. DRESS**

- a. Children should dress so than they appear neat and well groomed. Comfortable, washable play clothes and tennis shoes are recommended for the children. Sandals or flip flops should **not** be worn since they allow for toes to get banged up. ***This is a state policy as well as a GTCDC policy. Do Not Bring Sunscreen to the Center. Children must be sunscreensed at home before they arrive. Grace Temple CDC staff will not put sunscreen on any child because of allergic reactions to some students and staff.***

#### **6. ABSENCES**

- a. If your child is ill or must be absent for any reason please notify the Center. For our preschool children, we ask that you call the office by 9:00 A.M. and for afterschool children (during school year), we ask you to call the office by 1:00 P.M. If the student leaves school after 1:00 p.m. then please call at that time. If your child is out more than 3 consecutive days please bring a doctor's note.

#### **7. INFORMATION CONCERNING STUDENTS**

- a. Phone numbers and addresses of students and/or parents are not given out by the Office or Center.
- b. If there is a particular need, such as a party at your home and you want to invite CDC classmates, bring the invitations to the Center and they can be placed in the student's cubby or the Staff can pass them out.

#### **8. PARENT CONFERENCE**

- a. At your request or our staff request we will schedule parent conferences at your convenience. Any time you feel the need to address any situation with us we will set up a conference in a private setting.

#### **NOTES**

- b. Any notes or memos will be given to your child and a copy will be placed on the Parent's Bulletin Board. Any notes you bring to the school should be given to the Director by placing it in the file holder on the office door.

#### **9. PARENT'S BULLETIN BOARD**

- a. The Parent's Bulletin Board is located to your right as you enter the office. Memos, notices, notes from Staff, monthly statements, lost and found articles, etc., will be posted here.
- b. Check this board daily for materials that will keep you up-to-date on what is happening at the Center.



## **10. LEAVING CHILDREN AT THE CENTER**

- a. Children are to arrive at the Center by the time their class begins at 8:00 a.m.**
- b.** When you arrive, using the keypad, enter your thumbprint and check your child(ren) in at the prompting. You must personally make contact with a teacher or staff member before leaving your child.
- c.** Always come into the Center. Never send a child into a classroom, into the Activity Center, on to the playground or to another building without personally escorting them to a teacher or responsible staff personnel of the CDC.
- d.** Pre-School Children are to be in their classrooms before 8:00 a.m.
- e.** After-School Children in the Summer Camp need to arrive no later than 8:00 a.m.
- f.** If your child is in Summer School, Swim Lessons or some other Summer Program or Camp and will be coming in late, let the office know ahead of time. If their class is on a Field Trip you must **NOT** bring your child in until after the Field Trip has returned. If Your Child Can Be Here Before Our Trip Leaves And You Call Ahead So We Will Have Them On The Roster And Their Arm Bands Ready You May Bring Them On In For The FT.
- g.** If for any reason your child will be late or not present for the day please call the office by 9:00 a.m. on that day.
- h.** Tell your children when you will return, and leave promptly with a smile.
- i.** Special instructions for a specific day – medication form, excuse from outdoor play, events in the child's life that may require special consideration – should be left at the Center in writing.
- j.** Medication forms must be filled out detailing the period of time to be administered, at what times to administer it daily and the dosage. For prescription medication, the prescription number must be on the form.

## **11. PICKING UP YOUR CHILDREN AT THE CENTER**

- a. Texas State Law requires that you leave no child more than 10 hours a day in daycare.**
- b.** If we contact you to pick up your child for sickness etc. you will have 30 minutes to pick them up before we are required to call CPS.
- c.** Parents or designated pick up persons must come into the center and enter your thumbprint on the keypad and check the child(ren) out. Be sure to check the Parents Bulletin Board daily for important information that may be posted.
- d.** When you locate your child's room, be sure to check their cubby (preschool) for any papers going home or pertinent information being distributed.
- e.** Advise the center, in writing preferably, of any change in who will be picking up a child. A person other than the parent will have to present their drivers license for identification until we are familiar with them. Usually 2-3 pick ups and we know who they are, but we still need you to inform us when they will be picking up your child.
- f.** We will not let anyone pick up your child if you have not notified us ahead of time. Our procedure will be to contact you immediately for permission. If you can't be reached,

we will not release the child(ren). It is imperative that you call or send a note in writing that morning when you bring your child to the center.

## **12. PARENTS PARKING**

- a. For your convenience, parking is open in front of the main building and the west end of the church building. We ask you to park within the yellow stripes. Do not leave children unattended in your vehicle. Leaving your doors unlocked and/or your car running increases the risk of burglary and/or vandalism.

## **13. PARENTS ATTITUDE**

- a. A child's attitude toward the Center often reflects the attitude of the home. If a child has been helped to look forward to the Center as a place where he will find new and interesting experiences, he will be likely to make a good adjustment.
- b. Separation time is often difficult for parents and children. The separation should be positive and with a minimum of hesitation but with the reassurance that you will be back. When children are first coming to the Center it is common for them to have separation anxiety. Time and time again we have discovered that when parents sweetly, but firmly say their good byes and go on, the child cries a couple of minutes and then will be okay and play with others.
- c. Pick-up time should be happy, not too rushed and very positive. We will try not to have negative reports for you as well.
- d. Encourage independence, confidence and self-reliance in children by giving them opportunities to solve problems independently and by giving them approval for whatever they accomplish at the Center.
- e. A child's work is important to him. If you show a sincere interest in the things they bring home from the Center, it will help them develop respect for their own work.
- f. Visit the Center occasionally. Observing the child's reactions to other children, to adults and to the things they find to do at the Center may be helpful to you in planning for their home guidance. Make appointments with the Staff Member for conferences, if needed. Remember that they cannot spend more than two (2) or three (3) minutes talking with you when they are supervising children. Questions about curriculum should be discussed with the child's teacher and/or the Director of the Center.
- g. Give children time to grow. Over-anxiety, when children progress slowly, only makes additional problems for them.
- h. Read carefully any notices sent home.
- i. Any questions or concerns about the **care of children**, the Center program or **any staff members** should be discussed immediately with the Director of the Center (**Not other staff members** ). If need we can set up a conference.

## **14. EXTRA-CURRICULAR ACTIVITIES**

- a. Parties will be held for the children at various times during the year. Parents should notify the Center office if they would like to help celebrate their child's birthday or some other special occasion.

## **15. CHILDREN'S CUBBY OR STORAGE AREA**

- a. Storage cubbies are located in the preschool rooms for personal belongings.
- b. All personal items are to be placed neatly in these storage cubbies with names.

- i. Each day, when making preparation to go home, papers/projects for the day and Center communications are to be taken home. For afterschool children, be sure they remember to get all of their homework/school related items.
- ii. Every Friday, preschool students are required to take their pillows and blankets home, wash them and return them on Monday.
- iii. We strongly discourage keeping expensive toys and electronic gadgets in the cubbies and we are not responsible if they are damaged, lost or stolen.

**16. HOURS OF OPERATION**

- a. Child Care hours are from 6:30 A.M. to 6:00 P.M., Monday through Friday.
- b. Office hours are from 8:30 A.M. to 5:30 P.M., Monday through Friday.

**17. HOLIDAYS OBSERVED**

- a. The Center will be closed on New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. Whenever a holiday falls on a weekend, the days will be taken on Friday and/or on Monday. In the case where Independence Day falls on Tuesday or Thursday, we will be closed on Monday or Friday as well to give our families and employees a 4-day-weekend. If we are going to be closed any extra days added to these holidays they will be posted on Parent’s Bulletin Board with a one month advance notice.

**18. OPERATIONAL POLICIES**

- a. The Center operates according to the Day Care Center Minimum Standards and Guidelines issued by the Texas Department of Family and Protective Services, in conjunction with the policies adopted by the Governing Body of Grace Temple Ministries. A copy of the Minimum Standards is available for review in the Center office. As required by the State of Texas, you may view all licensing inspections, health inspections, fire marshal inspections and more on the bulletin board to going into the first room on the right in the Center.

**19. CLOSINGS: “Bad Weather”**

- a. Grace Temple CDC follows SAISD for unpredicted weather. If SAISD is delayed until 10:00 a.m. Grace Temple CDC will open at 9:30 a.m. If SAISD Closes for bad weather Grace Temple CDC will also be Closed. You can always check our Facebook page or on line to gosanangelo and then go to CLOSINGS to be informed.

**20. REGISTRATION FEES**

- a. Each child enrolling in the Center is required to pay Registration Fee.

**21. TUITION**

- a. Tuition Fees are set forth by the Governing Body according to the needs of the program in which the child is enrolled.
- b. Changes in Tuition Fees must be announced at least one (1) week in advance.

**22. PAYMENT SCHEDULE**

- a. All fees and charges are due and payable in advance by 6:00 P.M. on the first day of the week, unless specific arrangements are made with the Director.

- b. All **CCS Clients** Full Payment is due on the 1<sup>st</sup> of each month for the month receiving service. Daily late charges will apply if not paid in full on the first. After 3 days of non-payment (by the 1<sup>st</sup>) your child will be removed from our program.
- c. Weekly/monthly tuition not paid by 6:00 P.M. on the first day of the week will be assessed a \$5.00 per day late charge.
- d. Accounts are considered delinquent after three (3) days and the Center is not obligated to accept or pick up any child with a delinquent account. To re-enter the program, the following must take place: the past balance, all late fees and the next two weeks tuition must be paid in full to the Director.
- e. Tuition Fees are posted to your accounts on Tuesday's.
- f. No checks will be held more than 3 business days.
- g. No sick or vacation will apply to CCS Clients!

### **23. PAYMENT ENVELOPE**

- a. Use the Payment Envelope for making payments. These are located on the counter as you come through the front door. Tuition fees and registration fees should be placed in the envelope and put into the slot on the counter. It is imperative that you put the child's first and last name next to student and beside signature, put parents' name. We have many blended families as well as same child/parent name combos. Also, many of you have the same last name and we want to post to the correct account. Accounts are set up under the child's name. *Always include the first and the last name of student and parent.*

### **24. FAMILY PLAN DISCOUNT**

- a. A \$5.00 per week discount will be given for second and third children in a family enrolled in full time care at the Center.

### **25. VACATIONS/SICK/HOLIDAY**

- a. After attending the Center for one year, each child will be allotted one week of tuition-free vacation per year.
  - i. The five (5) consecutive days may be taken any time within the next twelve (12) month period and can occur only once during the twelve (12) month period.
  - ii. Accounts must be current for vacation to be granted.
  - iii. The office needs to be notified one week in advance.
  - iv. When using your vacation week, you must write on your payment envelope the week you are using as your vacation week.
- b. In order to insure a continuing program, discounts will not be given for sickness, mini-vacations, multi-vacation or temporary absences (such as court ordered visitations).
- c. If a child is away from the Center for five (5) consecutive days or more because of illness, only ½ tuition will be due for the five (5) consecutive days missed to reserve his place in our Center program. The maximum of two weeks per year can be used for illness. A child must be enrolled at least six months to use this benefit and will need a note from their doctor.
- d. Children who come only seasonally do not receive any free or reduced vacation or illness time. This applies to those who come only for the school year, only for the summer or for special occasions.
- e. Tuition is considered pro-rated for all holidays that the Center is closed.

## **26. LATE PICK-UP CHARGES**

- a.** Late charges are “outrageous” but necessary to encourage parents to be on time!
- b.** Any child not picked up by 6:00 P.M. will be charged at the rate of \$1.00 per minute per child beginning at 6:05 P.M. We allow five (5) minutes as a courtesy for emergencies before we apply the late charges.
- c.** It is best to call the Center, and make other arrangements for your child to be picked up if you see you are going to be late.

## **27. DISCIPLINE**

- a.** A child is much happier with boundaries, for it is in this way that he learns respect and obedience. Staff Members may use one or all of the discipline methods below:
- b.** Establish eye contact with the child. A serious look from the Staff Member may help a child to correct himself.
- c.** Redirect the child’s activity.
- d.** Develop a contract/agreement with the child.
- e.** Praise the child’s positive behavior.
- f.** The child could be placed in a *cool down* chair apart from the rest of the class.
- g.** The staff member could take the child’s hand if misbehavior occurs while the class is in line.
- h.** The staff member could have a firm private talk with the child.
- i.** The child could sit in “time out” during part of the outside play time. Time out is calculated by one minute per year of age. A two-year-old can only serve two minutes in time out. A ten-year-old can only serve ten minutes in time out. The staff member will continue to maintain a watch on this child as well as the others.
- j.** A note from the staff member could be sent to the office.
- k.** The child could have a warning conference with the director.
- l.** Continual discipline problems can result in the loss of privileges such as field trips or suspension.
- m.** The Director could have a private conference with the parents.
- n.** Every child has a behavior documentation sheet kept by his teacher(s). This log is available for you to view. Once the situation has digressed to the point that a conference is needed with the Director, the child is put on a Behavior Documentation Log that is kept in the office. Every day the child’s progress is marked in the log and the parents must go by the office and sign it each day. Our goal is to help the child find accountability and to correct misbehaviors. If they do poorly, the misbehaviors increase or show no sign of improvement; it is then that our next steps of action will occur:
  - i.** A three (3) day suspension from the Center
  - ii.** A five (5) day suspension from the Center
  - iii.** Expulsion from the Center
- o.** During the time of suspension, full tuition rates will be required. If misbehavior is severe enough or endangers other students or staff, we reserve the right to skip the Behavior Documentation Log and go straight to suspension or expulsion.

## **28. PROGRAMS OFFERED**

### **a. All Day Preschool Program**

- i.** Preschool classes are offered for 20 months thru pre-k age 5 year old children.
- ii.** Classes begin at 8:00 a.m.; however, children may arrive as early as 6:30 a.m. All pre-school children must be here before 8:00 a.m. to maintain their spot.
- iii.** Each child is enrolled in the age-appropriate class. Their age by September 1<sup>st</sup> determines the class they will be in for the school year. We believe strongly that the curriculum for each of our classes for pre-school years needs to build upon each other. We also believe the continuity of being with their peers throughout their pre-school experience will benefit them.
- iv.** Care for full-time Preschool students is provided during public school holidays except when the Center is closed.
- v.** If you are breast feeding your child we have a quiet place in our nursery for you and your child.

### **b. Afterschool Care and Transportation for School Age Children ONLY:**

- i.** The Center offers care and transportation after school for students attending Austin, Bonham, Bowie and Lamar, McGill, Santa Rita and TLC Academy Elementary schools.
- ii.** Tuition for afterschool care covers the cost of transportation and supper.
- iii.** Afterschool students are accepted at the Center on an all-day basis when the public schools are closed for teacher work days, holidays etc., except when the Center itself is closed (refer to Parent Bulletin Board for days closed).
- iv.** C-Day is afterschool students are here all day during the school year.
- v.** There is an additional charge per day for C-Days. Refer to the Fee schedule at the front of the book.

### **c. Summer Camp Afterschool Program**

- i.** A summer program is designed each year according to the ages, abilities and needs of the afterschool children enrolled, the special talents and skills of current Center personnel and the community facilities and programs available.
- ii.** The afterschool program has many field trips and excursions through the summer. Field Trips are included in your tuition payment, however on some occasions children may bring extra money.

## **29. REST AND RELAXATION (Preschool and Afterschool – when here all day)**

- a.** Young children respond best to programs that alternate active play with quiet activities. Sometimes it is necessary to give a particular child or an entire group some extra rest for brief periods if they become over stimulated.
- b.** Although the purpose of resting is to offset fatigue, both mental and physical, it is of minimal benefit to the child's physical health and emotional growth unless he is truly relaxed. He needs to be fully involved with the quiet time or resting period. He may need to have help in being involved with relaxation.
- c.** We have discovered some ways to help children become involved in relaxation:
  - i.** Create a restful, relaxing environment

- ii. Tell a quiet story
- iii. Tell an eye-closed story
- iv. Sing soft lullabies
- v. Play gentle music
- vi. Resting ways – head on table, mats on floor, etc.
- vii. Rhythmic movement resting games
- viii. Touch the child to reassure him; “loving ways” will help him to relax
- ix. Finger games, looking at books, quiet conversation

### **30. NAP TIMES (preschool children)**

- a. Standard nap time for preschool children is from 12:00-2:00 p.m. Sometimes we may need to deviate due to special events or activities. The state allows a three-hour nap time, but we feel like two hours is sufficient.
- b. For the nap time, each child will furnish a kindermat of their own. If a child does not sleep, he will lie quietly and rest during the period following lunch. Soft music may be played and a staff member will supervise the rest time.
- c. Kindermats are cleaned and disinfected daily and stored properly.
- d. The following considerations have proven to be conducive to making this period a pleasant experience for everyone involved:
  - i. Following lunch, the children may go for a walk or play quietly, read books, work puzzles, play with a limited number of manipulative toys or go to recess. Mats are laid out. Each child’s blanket and pillow are placed on his mat. Each child’s name is visible on their mat and they rest in the same location every day.
  - ii. Children are brought into the nap area with their own Pillow & Blanket on their kindermat.. Each child is covered and spoken to softly for comfort and reassurance according to individual needs and moods.
  - iii. Music is used to create a restful environment.
  - iv. Some children frequently have difficulty relaxing and are sometimes disturbing to others, so we try to provide some additional time for them to unwind.
  - v. When children begin waking up, they are asked to go to the restroom and then taught to help fold up their blankets and put them away. The length of time for sleeping varies for each child, but lights are off until 2:00 p.m. (Some kind of illumination is in the room at all times).
  - vi. Children are supervised during nap time as at any other time.
  - vii. As the children get up they are urged to use the toilets. While playing quietly for a few minutes, they have an opportunity to fully awake.
  - viii. A nutritious snack is served between 2:00 and 2:30 p.m., by which time the children are ready for afternoon crafts and play.

### **31. FIELD TRIPS AND EXCURSIONS**

- a. Excursions may be made either on or off the Center campus
- b. This may consist of walking trips around the campus, looking for items of interest that coincides with the curriculum. It could be a walk around the neighborhood or to the park or McGill playground.

- c. Ideas for walking trips include going to look at houses, trees, flowers, rocks, trucks, puddles, snow, people, animals, traffic signals, birds, mailboxes and all kinds of other things that are within the grounds of GT.
- d. Afterschool goes on many trips through the summer. They may go to the Planetarium, The Nature Center, the State Park, bowling, skating, the Art Museum, Chicken Farm Art Center, ASU and many other things.
- e. Due to the transportation restrictions, **preschool field trips** are limited to staying on Grace Temple CDC grounds.

**32. SCHOOL TRANSPORTATION for School Age Children only**

- a. All children must be at the designated pick-up point at each school as soon as class is dismissed.
  - i. Parents need to make sure that teachers know their child is riding a van to Grace Temple and must be out on time; therefore not being able to stay late or do extra work, clean desks etc.
  - ii. Parents should ask the teacher that if the class is late, to let the Day Care child leave on time or the school will have to call the parent to pick them up. Vans cannot wait and cannot go back to the previous school. Each van driver always has a cell phone.
- b. If children are not coming to the Center for any reason, the Center should be called since plans are made to pick up the children every day, unless notified otherwise.
  - i. If children are absent from school, the Center should be notified as soon as possible (no later than 12:00 noon if possible).
  - ii. Parents should call early in the day in order that schedules may be rearranged if necessary. Vans leave the Center up to one and one-half hour before school is dismissed.
  - iii. Remember, your child could possibly be the only one to be picked up at that particular school that day. Parental notification could save a trip.
  - iv. If you get a call from school to pick up your child for sickness or etc, no matter what time call Grace Temple CDC. A “no pick”up charge (\$5.00) will be added to your account for not letting us know.

**33. BAND-AID REPORT or FYI Report**

- a. The Band-Aid report is used to notify you of common Center accidents such as bumps, bruises, skinned knees, etc. It will be given to you by your child’s teacher or if they have left, the teacher will leave it at the office. The For Your Information report (FYI) will be used to notify you of some things we need help with or just to let you know so you can help us correct a situation or a behavior.

**34. CENTER ACCIDENT REPORT**

- a. The Center Accident Report is the report filed to the State of Texas, DFPS. Any accident requiring a visit to a doctor or hospital must be filed with the State of Texas. Due to state budgetary cutbacks in the past couple of years, these incidents are no longer reported to the Department of Family and Protective Services, but rather will be reported to the Child Abuse and Neglect hotline. However, it will be DFPS personnel that will investigate it, call the parent and interview the child and make report their



findings. The initial report that we file has to be signed by the parents or guardians of the child involved in the incident.

**35. WELLNESS/ILLNESS**

- a. We believe strongly in keeping children healthy and well. Each day when children arrive, our staff has the responsibility to do a wellness check of each child and determine if they have any illness before parents leave. This is required not only by Grace Temple, but by the State of Texas. If we suspect or determine that they have been sick or are sick, we have the obligation to the well children to not allow them to stay that day. If your child threw up the previous night, had diarrhea or had a fever, do not bring them to the Center the next day.
- b. We make sure the children wash after every snack, meal and use of the bathroom.

**36. ILLNESS AT THE CENTER**

- a. If a child throws up, has diarrhea or a temperature of 100.4 or higher, the State of Texas requires that the child be sent home immediately and the child is not allowed to return until 24 hours free of the illness. Therefore, a child may not return the next day to the Center. If a child appears to be ill or becomes ill during the day:
  - i. The staff will separate the child from the group and notify the Director. Should the director not be in the office, the child will be kept separated from the other children.
  - ii. The staff will report symptoms of the child's illness to the Director. The staff will have taken the temperature if it appears that the child may be running a fever.
  - iii. If the child has fever, the Director will once again take the child's temperature when he arrives at the office, record the temperature and record the time.
  - iv. The parents will be called and the nature of the illness described to them.
  - v. The child will remain in the Office or separated area until picked up by the parent or authorized person. After you are notified you will have up to 30 minutes to pick up the child. (After the 30 minutes and your child has not been picked up we are obligated to call CPS.)

**37. MEDICAL EMERGENCY AT THE CENTER**

- a. We will secure the child and make the child comfortable
- b. We will call parent and the EMS at 911
- c. If you are not here by the time EMS arrives and they need to go to Hospital either myself or one of our staff will ride with your child.

**38. ILLNESS AT HOME**

- a. Children are to be kept at home and a physician consulted anytime they have a sore throat, cough and congestion, fever, earache, inflamed eye, toothache, upset stomach, rash, impetigo, ringworm or diarrhea.
- b. Sick children cannot be admitted to the Center for the protection of other children.
- c. Physicians should be asked when the child will be free of infection before returning to the Center.
- d. A friend, grandparent or other stand-by arrangements are suggested for working parents when they are undecided about bringing the child.

### **39. PERMISSION TO RE-ENTER THE CENTER AFTER ILLNESS**

- a. After brief illnesses a child must be fever free for 24 hours without medication before returning to class.
- b. After an absence of one week or more, due to illness of any kind, a physician's written permission must be obtained before the child returns to the Center.
- c. If your child has been hospitalized or had any surgery, the doctor must give you written permission for the child to re-enter the Center. Even if it is less than one week. Hospitalization is usually due to injury, extreme illness or surgery. All of which have restrictions placed on the child for a time period. We need to have in writing, from the doctor, those conditions as well as the doctor's opinion that the child can re-enter the program.
- d. If a child has the Chicken-Pox, they may return to the Center after all the blisters have developed scabs. The scabs do not have to be all gone.
- e. If a child has lice, he may not return to the Center until he has had at least one complete treatment for the infestation. All belongings will be sent home and must be thoroughly sanitized.
- f. In the Office one will find a copy of the Minimum Standards. In the MS one can find a complete list on all illnesses and conditions that require exclusion and re-admittance policy. Remember, this is Minimum Standards. A Center has the right to expound on the requirement for the well-being of all children.

### **40. MEDICATION**

- a. The staff will check, at the beginning of the shift on a daily basis, for medication that needs to be given.
- b. All medicines are to remain in the kitchen area where medication is stored.

### **41. MEDICATION AND MEDICATION AUTHORIZATION FORMS**

- a. Medication will be given only when an "Authorization For Dispensing Medication" form signed by a parent/guardian is on file at the Center. These can be obtained in the kitchen where medication is stored and dispensed. The forms stay in the kitchen until they are no longer in use and then they will be put in the child's folder.
- b. Medicines must be in their original package. Prescription medicines must have on the label: Child's Name, Dosage to be given and prescription number. No hand written changes are allowed on the labels.
- c. If a medicine is to be taken at the Center and at home, it is wise to ask the pharmacist to split up your prescription into two containers. This allows you to have medicine to leave at the Center and one at home.
- d. Refrigerated medicines will be kept in a designated area in the cooler. Non-refrigerated medicines will be kept in a locked area.
- e. OTC (Over the Counter) medications must be in their original box. We throw these away if the date of expiration has passed. If your child is younger than the youngest age on the box/bottle, you must have your pediatrician fax or mail us a form indicating the right dosage for your child's age. Most doctors have a form they can give you upon request whenever you are in the office. The form must have the child's name, DOB and the doctor or nurses signature.

### **42. Breakfast, LUNCH PROGRAMS AND SNACKS**

- a. Breakfast, lunch and p.m. snack is included in the All-Day Program
  - i. A nutritious breakfast and lunch will be served each day. Our nutrition is outlined by the Department of Health for the State of Texas.
  - ii. Menus are posted monthly on the Parent’s Bulletin Board and in each classroom.
  - iii. Children are expected to eat the prepared lunch unless there are special dietary needs or they have brought a lunch. Reminder, we can encourage children to eat but we cannot force them. Also, we cannot withhold food as punishment for misbehavior.
  - iv. If a child is allergic to any food or drink, **we must have a note from the doctor** and then the Office will transfer this information to the kitchen personnel.
  - v. We do not allow the children to drink soft drinks with their lunch.
- b. Afternoon snacks will be served to each child in attendance at snack times.
  - i. Afternoon snacks begins around 2:05 p.m..
  - ii. It is common for newcomers to not eat very much the first few days as they become accustomed to their new surroundings. Please encourage your child(ren) to eat snacks and meals.
  - iii. Parents may send a snack for their child. Snacks that are sent for the whole class must be purchased in a store and must still be in their original packaging with the ingredients on the package.

**43. Nutrition:**

- a. Liquids and food hotter than 110 degrees F are kept out of reach.
- b. Staff are educated on food allergies and they take precautions to ensure children are protected.
- c. On days that provider serve meals, prepared food that is brought into the program to be shared among children is commercially prepares or prepared in a kitchen that is inspected by local health officials.
- d. Healthy snacks (as listed by the Texas Department of Agriculture) are available for school age children as students arrive.
- e. Staff do not reward good behavior or clean plate with foods of any kind.
- f. On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.
- g. Include in written policies/procedures to ensure the safety of food brought from home including refrigeration or other means to maintain appropriate temperatures.
- h. Programs provide parent with information about foods that may cause allergic reactions
- i. Providers provide sample menus of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.
- j. Upon request a compilation of breastfeeding education and support resources in the community is provided in the office.

**44. SUGGESTIONS AND COMPLAINTS**

- a. Please feel free to stop by the Office anytime something is bothering you. We make mistakes and things probably will not be changed if we don't know about them. Your suggestions are always welcome.

**45. SPECIAL NEEDS**

- a. If at any time you feel your child needs special attention, please notify the Office. Family crisis, death, separation of parents, divorce, etc. affects your child's stability and we feel we can help give that stability to your children while they are in our care if we are made aware of the situation. Sometimes just a little extra TLC and hug will make their day. Let us know!

**46. REGISTRATION AND YEARLY RE-ENROLLMENT**

- a. New students pay a \$50.00 registration fee per family.
- b. Every year, prior to the beginning of the Summer Semester, students currently enrolled will re-enroll. The process includes completing new enrollment forms, updating shot records if they have become delinquent and paying a \$50.00 process fee per family.

**47. CENTER TERMS/SEMESTERS**

- a. School terms at the Center correspond to the Public School calendar.
- b. Classroom changes occur at the beginning of the Fall and Summer Semester. Sometimes, situations dictate the need to make some class changes during a Semester.

**48. ADDITIONS/DELETIONS**

- a. Anytime we have an addition to these policies you have previously read, please add them to the end of your Parent Handbook.
- b. Anytime we have a deletion or change in any present policy, please add the memo to the end of the Parent Handbook and delete it from the page on which the memo indicates it can be found.

**49. EMERGENCY EVACUATION AND RELOCATION PLAN**

- a. An emergency preparedness plan is in effect at all times. The responsibility of any employee, caregiver and volunteer is to relocate the children to a designated safe area. If we needed to move our children because of a chemical spill or anything that might put your child in danger we will move them to Sunset Mall at 4001 Sunset Dr. San Angelo, Texas 76904.

**50. COMMUNICATION**

- a. The Center uses different ways to communicate information to you.
  - i. Facebook
  - ii. Memos placed in your child's cubby
  - iii. Parent Bulletin Board, to the right on the main entrance door.
  - iv. Sometimes mail outs
  - v. E-mail

**51. ABUSE AND NEGLECT**

- a. All employees receive training in awareness of Child Abuse and Child Neglect. Our employees also perform well checks on each child that are logged as each child enters the facility.

**52. GANG FREE ZONE**