

# **Coppell Child Development Center Parent Information Handbook**

## **Our Program**

Coppell Child Development Center (CCDC) is a private, Christian preschool licensed by the Texas Department of Family and Protective Services (TDFPS) but do not receive financial support from the State of Texas or participate in any State reimbursed program.

## **Entrance Requirements**

CCDC is open to all children of all races and religions.

## **Ages**

Children who are one year through five years on or before September 1

## **School Hours**

8:45AM-2:00PM, Monday-Friday, August-May

## **Summer Camps**

9:00AM-1:30PM, Tues-Thurs, June-July

## **Mailing Address**

1203 Crestside Drive, Suite 100, Coppell, Texas 75019

## **Phone**

972.462.9429

## **Fax**

972.304.4248

## **Directors**

Julie Greaves & Lisa Crane

## **History**

For the last eleven years, CCDC has successfully prepared students for admittance to CISD and other area schools while maintaining strong relationships with these schools and our community. We are proud of our reputation for preparing young children to become well-rounded, academically sound students and are happy to have this opportunity to offer a high quality early childhood program to our community year after year.

## **Mission**

CCDC believes that we can best meet the needs of children by fostering a warm, nurturing environment. We recognize each child as a unique individual with tremendous potential and our goal is to take every opportunity to enhance their development.

## **Philosophy**

Between birth and five years, children exhibit their greatest learning power. Our philosophy is to take advantage of this dynamic stage in their life. Our thematic approach provides an opportunity for the whole child to grow intellectually, socially, physically, emotionally and spiritually. The curriculum activities are planned to encourage and challenge individual growth, cooperative learning practices and creativity. These developmentally appropriate activities—combined with our loving, Christian environment—provide children the opportunity to develop independence, responsibility, attitudes, appreciations, skills and habits that are essential for developing a positive self image and confidence. The spiraling process of revisiting the curriculum utilized throughout CCDC allows all students to gain the optimum learning experience. Our school-wide themes bring continuity to our program and enable parents to further develop each theme with the entire family. We provide each child a stimulating, balanced program, which allows for varied capabilities, while offering encouragement and many opportunities for success.

CCDC recognizes and appreciates the importance of play. Children learn best through play and hands-on experiences. Play provides opportunities for investigating, socializing and synthesizing ideas. Our safe and secure environment gives children a chance to explore and discover in many ways, while allowing time to think, communicate and reflect.

We strive to be a bridge between home and school, providing a warm and friendly atmosphere of acceptance, while nurturing the skills that are conducive to a young child's ability to learn. CCDC aims to instill in each child a life long love of learning with each child's best interest considered first and foremost.

### Directors

CCDC's Directors have applied science degrees in child development and participate in annual training. This training is in the areas of management and staff supervision, child development and early childhood education.

The Director is responsible for:

- knowing, understanding, and administering the daily operation in compliance with the TDFPS Minimum Standards.
- ensuring all faculty members know and understand the minimum standards.
- ensuring that children are:
  - (1) provided a healthy and safe environment
  - (2) given the opportunity to develop stable social and emotional growth
  - (3) provided with an environment that fosters cognitive, and caring relationships

### Faculty

We believe that the development of children is directly tied to the quality and development of the teachers who work with them. The faculty of CCDC is experienced in working with young children.

All CCDC teachers have met (and many exceeded) the requirements set by the Texas Department of Family and Protective Services. Most of our teachers are certified and/or degreed. We continually provide ongoing training for teachers in order to keep up with current trends in early childhood education. All employees are certified annually in CPR and First Aid. CCDC strives to keep our turnover rate low in order to build consistency and security for the children.

## General Policies

### Allergies

If your child has allergies, please discuss this with the Director and his/her teacher at Meet the Teacher. If the allergies have the potential to become life threatening, you must attach a laminated "CAUTION" to their lunchbox. We will make every effort to accommodate your child's special needs related to allergies.

### Animals

On occasion domesticated animals may be brought into the classroom for exhibit. Parents will be notified of these times. We do appreciate you letting us know if your child has any allergies to animals.

### Arrival and Dismissal

Parents are expected to bring their children to school on time. Classes begin promptly at 9:00 a.m. Our children are learning how to say the Pledge of Allegiance and how to respect the flag during this reverent time. Parents can reinforce this by arriving prior to 9:00 a.m. and respectfully refrain from talking during this time each morning. Children should not arrive before 8:45 a.m. to ensure that teachers have time to prepare their classrooms for the day and help their own children get to their classrooms safely.

### Carpool and Parking Procedures

Parking at CCDC is limited. Therefore it is important that you follow these simple guidelines.

- (1) Enter the parking lot using the north driveway entrance closest to Wrangler. The driveway is a one-way loop.
- (2) Drive through the loop stopping only to park. Please DO NOT wait for cars that are being loaded because stopping to wait prohibits those attempting to leave from leaving. Continue circling the main parking area until a parking spot becomes available or choose an alternate parking location on the street or across the street.
- (3) Park only in parking spots not designated for other businesses. Parking in fire lanes and bus zones is illegal.
- (4) For the safety of everyone in the building, do not leave your car running while parked for pick-up or drop-off.
- (5) Please keep your children with you at all times when you exit the building. Our number one concern is safety for all children while at CCDC!

A drop-off carline is available at the back door of the building from 8:45-9:00 a.m. If you use the morning carline please observe the following:

- (1) Drive SLOWLY past the other businesses to the backdoor of CCDC.
- (2) Children should be safely secured in a carseat or seatbelt until they have reached the "unloading point."

- (3) It is not necessary for parents to get out of the car. We are happy to assist your child in unbuckling and gathering his/her belongings. Children should not exit the car until one of our staff members opens the door to assist them.
- (4) One CCDC faculty member will man the back door during carpool without any other duties.
- (5) Each child will be escorted to their classroom and the faculty member will make visual and verbal contact with the supervising teacher. Four and five year olds will be escorted to the hallway and faculty members will also make visual and verbal contact with the supervising teacher.
- (6) No child should ever be dropped off without a CCDC staff person present to receive them.

Parents are expected to pick their child up on time. Classes end promptly at 2:00 p.m. Pick up time is between 1:45 and 2:00 p.m. If you have arranged an afternoon carpool with another family, pick up time is between 1:45 and 1:55. Please refrain from parking in any spaces labeled for other tenants or in fire lanes. The Coppell Police Department will be monitoring our arrival and dismissal times to help control speed limit, seat restraints, fire zones and traffic flow.

If your child will be leaving with anyone other than a parent or prearranged carpool, please send a note to the teacher specifying their name, their relationship to your child, and their driver's license number. They will be asked to present their driver's license for identification when they arrive at the front desk.

After you have picked up your child from their class, please be aware of the time and pick up any other siblings or carpools before 2:00 p.m. Also, please be aware of your child's location as you make your way toward the door. Sometimes our little friends like to run ahead and will occasionally try to exit the building ahead of their parents. You can help us keep the safety and well being of every child as our utmost concern by keeping your child with you at all times during arrival and dismissal.

If you know that you are going to be detained at pick up time, please notify the school immediately so we can reassure your child. If you are late, your child will be waiting for you in the front office and your late fee will be invoiced to you for payment with the next month's tuition. The fees assessed will be \$10.00 for the first ten minutes and then \$1.00 per minute thereafter.

#### **Attendance**

Regular attendance is essential to the success of our students. As a courtesy to your child's teacher, please call the CCDC office by 10:00 a.m. if your child is not attending that day. (972.462.9429) This will enable your child's teacher to keep important information available upon return. If for any reason your child will be absent for an extended period of time, please inform the office and their teacher.

In the case of illness, the Director would appreciate knowing the nature of the illness in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to return to school. (see "Health" page 17)

#### **Classroom Ratios and Student Placement**

We presently offer classrooms for all children between the age of one and five years old. Our faculty to child ratio varies from 1:5 through 1:14 depending on the age of the children in the

particular classroom. The younger preschool classrooms offer a lower faculty/child ratio in order to meet the needs of those children who are learning to separate from parents and/or are in the process of toilet training. As the children grow, mature and need less one on one care, an aide is available to assist the teacher as needed.

Classroom placement is assigned by Directors and is based upon the developmental needs and chronological age of each child.

### **Chapel**

One day each week the students will gather in the Activity Room for a brief devotional service. This service will contain praise and worship time, a Bible story and a prayer. If you arrive after the door has closed, a teacher will stay with your child until the next appropriate time to enter our Chapel.

### **Clothing**

Send your child in "clothes for learning." Please do not send your child dressed so that you must say, "Don't get dirty." Please use a permanent marker to print your child's name on all clothing that may be removed (coats, sweaters, hats, etc.) Children should dress in washable, comfortable clothing that allows for freedom of movement. Please avoid one-piece jumpsuits or overalls. Nonskid shoes and coats for cold weather are a must.

Each child must have a change of clothing in their backpack including underwear and socks. Remember to change the clothing in the backpack at the beginning of each new season.

### **Communication**

Monthly calendars will be sent home with each student with information specific to their particular classroom by email. This will inform parents of their assigned snack date, holidays, topics of study and any upcoming events.

A school wide newsletter which includes a calendar of events will be sent home at the end of each month by email. The newsletter includes information concerning the activities of the upcoming month and communication to you from the "Specials" teachers, front office and Directors.

Parent conferences are offered by your child's teacher. Expect a first day phone call assessing your child's first day. Personal conferences are offered both in the fall and spring following written evaluations of your child's progress. You may request a conference at other times, as the need arises, by sending a note or calling your child's teacher or the Director. Please do not conference with the teacher at the classroom door before, during, or after school as the Teacher will be unable to give you her full attention at these times.

Parents are given the opportunity to evaluate our school annually. These surveys are important to us and provide us with information on how to better serve your family. Please direct any comments or concerns during the school year to our Directors rather than a teacher. They are the most knowledgeable resource concerning all aspects of CCDC. You may also wish to utilize the communication box located in the front foyer of the building. Please place ideas, concerns, or questions in the box, and the Director will respond promptly.

### **Daily Schedule**

Each classroom designs their schedule around the individual developmental needs of the children in the class and the "Specials" assigned to them on that particular day. "Specials" include Sign

Language (MDO & 2's), Fun & Fitness, Spanish, Music, Chapel, Computer (2 years and older), Science and Literacy (3's and up), Library (4 years and older). Each classroom schedule includes the following: Gathering Activities, Circle Times, Morning Snack, Story Times, Art/Craft Time, Journaling, Learning Centers, Recess, Specials, Lunch Time, Lesson Extensions (songs, fingerplays, rhymes), and Closing Activities. Teachers plan language and math opportunities, science explorations, social studies and Bible lessons and incorporate them into their schedule. Teachers also plan special cooking and gross motor activities that correspond to the learning themes.

### **Department of Family and Protective Services**

CCDC is governed by the Department of Family and Protective Services. DFPS conducts inspections annually to review compliance with DFPS Minimum Standards. A copy of these standards are found in each classroom and the Director's office. The most recent licensing inspection report is posted in our lobby.

DFPS can be contacted any of the following ways:

1. Local licensing office—(940) 230-3484
2. DFPS website—[www.dfps.state.tx](http://www.dfps.state.tx)
3. DFPS child abuse hotline—1-800-252-5400

### **Dis-enrollment Policy**

Please be aware that should one of the following situations arise, Coppell Child Development Center may ask you to dis-enroll your child:

1. Consistently failing to pay your tuition on time.
2. Verbal or physical abuse by your child to other children or faculty.
3. Non-compliance to parental responsibilities outlined in this handbook.

### **Discipline and Guidance Practices**

Jesus called the twelve who followed him his "Disciples." The word "discipline" comes from the word "disciple", which means "to guide or teach." Discipline is provided to help children learn proper social, emotional, physical, and spiritual guidelines and skills needed to survive in an adult world someday. Our school believes that discipline is a teaching process and a large part of education. When we discipline we are teaching appropriate methods of dealing with the social and emotional world that we live in. Discipline is guiding a child to use their own self-control and practicing appropriate words for specific situations. Discipline at CCDC involves training children to recognize, understand and follow rules. Teachers will deal with each child in accordance with the teachings of Jesus.

Discipline at CCDC will always be individualized, consistent, appropriate to the child's level of understanding and carried out in an atmosphere of love and gentleness. Children will be given a clear understanding of acceptable vs. unacceptable behavior at school.

Our faculty is trained in:

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

3. Redirecting behavior using positive statements;
4. Taking appropriate steps when behavior is unacceptable;
5. Using brief supervised separation or timeout from the group, when appropriate for the child's age and development. (Limited to no more than one minute per year of the child's age.)

We believe that children should be given consistent structure and guidance, but within that structure, they should have opportunities to make choices. When they choose acceptable behavior they will receive attention, praise, and privileges. Although it is possible to "control children and make them behave," we believe that children who learn to make good choices learn to be responsible for their own behavior.

One of the primary ways that adults teach is by modeling or setting an example for children to imitate. Children practice what they learn by watching adults. Children repeat what they hear adults say. This is why it is so important for adults to set good examples for children. With regard to discipline, this means that adults should model nonviolent methods of problem solving for children. Demonstrating appropriate social skills, even when one is angry, can help a child learn how to handle his/her own difficult situations. This is only one of the reasons why physical or verbal punishment is never used with children at CCDC. There is no corporal punishment in our school or any punishment associated with food or toilet training. Physical intervention is used only when it is necessary to restrain a child whose behavior is dangerous to himself/herself or to others.

If a child is repeating unacceptable behavior, the Parents and Director will be consulted. If these behaviors persist, the Directors and Parents will conference about various options for the child's success.

#### **Emergency Procedures**

Evacuation drills are held regularly at CCDC. Should an emergency occur which requires evacuation of the school, you will be notified as soon as possible and asked to pick up your child if the emergency is expected to last a significant length of time.

CCDC has an "Emergency Procedures Plan" in place. This plan prepares us for action and establishes teams, chains of command and specific steps to follow. All of our staff members are aware of the plan and their roles in case of an emergency.

Additionally, there are ways you can help at home such as listening to local radio/TV for current information and instructions and maintaining a heightened alert to suspicious activity. In the meantime, it is our intent to continue with our daily business of caring for and educating our children.

#### **Enrollment Procedures**

Current Enrollees and their siblings will be given registration forms each January for the following school year. These forms are due within 7 days. Current enrollees are guaranteed enrollment upon receipt of applicable registration and supply fees prior to the posted deadline. Parents will be notified ONLY if their "First Choice" of class preference is not available.

New enrollees will be given an opportunity to reserve their space during our open enrollment period based on remaining availability.

#### **Field Trips**

Field Trips have been eliminated from our curriculum due to the new TDFPS state guidelines.

### **Financial Obligations & Fees**

CCDC strives to make sure families understand the school's financial policies. Each parent is asked to sign an Enrollment Agreement for each student which identifies all financial obligations. It is recommended that you read this Agreement to gain the most thorough understanding of all financial obligations to CCDC.

Our financial policy includes the following key points:

1. The CCDC preschool program is a ten (10) month commitment. Tuition and fees are calculated on the basis of the entire school year and divided into ten (10) payments. Tuition is due on the first day of each month. If any tuition payment is not paid by the seventh day of the month in which it is due, a \$25.00 late fee will apply. To simplify the tuition payment process for our families, CCDC will accept advance payments by the semester or by the year.
2. Tuition is generally not refundable or transferable for students that move or withdraw, except in the case where tuition has been prepaid for the entire year or semester. In this case CCDC will refund an amount equal to the tuition for unused months excluding the month of withdrawal. All requests to withdraw from the program should be in writing and delivered at least 2 weeks in advance of the students last day of school. Requests for withdrawal from the program will not be accepted after April 1. All students enrolled after April 1 will be charged tuition through the last day of school.
3. No tuition credit or refund is given for scheduled school holidays, family vacation periods, or absences due to student's illness.
4. All registration and supply fees (paid annually) are due and payable upon registration of student in the program and must be paid prior to placement in a class. Under no circumstances will any registration fee be refunded. A student's supply fee paid in advance for the next school year will be refunded if CCDC receives written notice on or before the first day of June preceding the beginning of the school year.
5. CCDC accepts cash and personal checks for payment of tuition. All payments should be made in person at CCDC or by mail to: 1203 Crestside Drive, Suite 100, Coppell, TX 75019. For your convenience, a tuition box is provided for depositing payments at our office. Please do not send payments with your child to a teacher or deliver them in the carpool line. CCDC will assess a \$25 service fee for any check returned unpaid by any financial institution for insufficient funds, closed account, or other applicable reason.

### **Gang-free Zone**

Under the Texas Penal Code, any area within 100 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Should there be any activity of this nature, parents will be notified through email and documents pertaining to this activity will also be posted in the front lobby.

### **Health**

Your child's health is a matter of major importance to us. Precautions are taken at all times to safeguard the health of all students. This includes refusing to admit sick children into the classroom and isolating children who become ill during school hours. You will be notified if your child shows any of the following symptoms: listlessness, nausea, runny nose, sore throat, flushed appearance, rash, watery or inflamed eyes, fever, vomiting or other abnormal behaviors. The major

criteria for exclusion from attendance is the probability of spread of disease from person to person.

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

- (1) Contact emergency medical services or take the child to the nearest emergency room;
- (2) Give the child first-aid treatment or CPR when needed;
- (3) Contact the physician identified in the child's record;
- (4) Contact the child's parent; and
- (5) Ensure supervision of other children in the group.

Please keep your child at home if one or more of the following conditions exists during the 24 hour period prior to attending school:

- (1) the illness prevents the child from participating comfortably in school activities including outdoor play;
- (2) the illness results in a greater need for care than CCDC can provide without compromising the health, safety, and supervision of the other children in care;
- (3) the child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the school's activities:
  - (A) Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - (B) Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - (C) Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - (D) Symptoms and signs of possible illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
    - (i) A health-care professional has diagnosed the child with a communicable disease (including, but not limited to; conjunctivitis, hand, foot and mouth disease, chicken pox, lice or roseola) and the child does not have medical documentation to indicate that the child is no longer contagious.
    - (ii) Has been on an antibiotic for less than 24 hours.
    - (iii) Has heavy nasal discharge/sinus infection.

Due to limited operational hours of our program, no faculty member will administer medication to a child.

Parents should notify the school when children have been exposed to a communicable disease so incubation dates can be verified and the health needs of all children are respected. Children excluded from CCDC for a communicable disease may be readmitted by one of the following methods:

- (1) A written certificate from a physician
- (2) Fulfilling criteria for readmission with Director approval

Parents will be advised of any communicable diseases to which their child might have been exposed.

Parents should notify the Directors if your child is experiencing a traumatic emotional experience.

### Holidays and Bad Weather

CCDC holidays will coordinate as closely as possible with Coppell ISD and Lewisville ISD. For your convenience, a classroom calendar of events and a CCDC newsletter will be sent home each month. In the case of bad weather, if Coppell ISD closes or delays their arrival time, CCDC will not be open. Tune in early to local TV stations for a listing of school closings and delays. Bad weather days will not be made up.

### Immunization Requirements

Each child enrolled or admitted to CCDC must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools. This requirement applies to all children in care from birth through 17 years of age.

All immunizations required for the child's age must be completed by the date of admission. A Recommended Childhood and Adolescent Immunization Schedule can be obtained at the front desk.

### Injuries and Accidents

Occasionally accidents occur at school which result in a minor injury to a student. When this happens, the student's Teacher will report the incident to the Director and complete an Incident Report Form. The Teacher will also report the incident to the parent at the end of the school day. The parent will be asked to acknowledge that we reported the incident to them by signing the Incident Report Form.

In the case of an emergency, we will first try to contact the parent or someone on the student's emergency contact list. If none of these individuals can be reached, the Director will seek emergency care at the closest medical facility. The parent/legal guardian will be responsible for any expenses incurred.

In Accordance with Texas Department of Family and Protective Services (TDFPS) standards, CCDC must notify them as soon as either of the following occurs:

- any injury to a child occurs in our care that requires treatment by a health-care professional.
- CCDC becomes aware that an employee or child in our care contracts a specified illness that the law requires us to report to the Texas Department of Health.

### Lunches & Snacks

While we understand some children do not care for breakfast, it is best for them to eat something nutritious before arriving at school. Children will not be allowed to eat breakfast after they arrive.

Each class will have a snack time during their day. Parents are asked to supply a snack for their child's class. You will see your assigned snack day(s) on the monthly calendar that will be sent home with your child. Napkins, cups, or any necessary utensils should be sent as needed. Juice boxes work great for two year olds and older. According to TDFPS guidelines, morning snacks must be nutritious and include at least one of the following:

1. One serving from the fruit or vegetable group;
2. One serving from the milk group;
3. One serving from the grain group; or
4. One serving from the meat group or meat alternative.

Parents should be sensitive to specific allergies that exist in their particular classroom. Teachers will communicate specific allergies to you on the monthly snack calendar.

We will work to meet the special needs of children with various food allergies. We ask that you inform your child's teacher of any allergies that your child might have as well as attach a laminated "CAUTION" attached to their lunchbox.

Birthday celebrations are welcomed in the classroom. Birthday cupcakes or cookies are more suitable for young children than a large cake.

Parents will provide their children with a non-perishable lunch and drink from home. CCDC is not responsible for the nutritional value of the parent provided lunch or for meeting the child's daily food needs. Teachers will discuss any recurring eating problems with the parent of individual children. Our teachers will encourage but not force children to eat.

According to TDFPS, the children's food must be served on a plate, napkin or other sanitary holder and not placed on a bare table. **Please include** something suitable for this requirement, as well as, any necessary utensils. Do not send foods that need microwaving or heating. We ask that you send only one dessert. The teacher will use her discretion as to when your child may eat their dessert. Nutritious lunches are important in helping children grow. Thank you for supporting us in this endeavor.

#### Parent Involvement

We welcome visitors and parent participation at any time; however, before you enter a classroom or become involved in any school activity, please register at the office. You will be given a visitor badge to identify yourself to our teachers and other parents who might be in the building.

If at any time a parent volunteers on a regular basis, CCDC will request that the parent complete a TDFPS Request for Criminal History Form in order to comply with state regulations.

Parents are encouraged to review and discuss any questions or concerns about the policies and procedures of CCDC with the Directors. It is recommended that you schedule a specific time perhaps after drop off or before pickup. Annual evaluations of CCDC's program will be distributed each year.

A copy of The Department of Family and Protective Services minimum standards and our most recent Licensing inspection report are available at the front desk. Parents may contact our local Licensing office at 214.951.7902 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us). To report suspected child abuse call 1.800.252.5400.

#### Parent Notification

Parents will be notified of any nonstandard circumstances that occur during the child's day at CCDC through one of the following methods:

- (1) Brief teacher conference at pick up
- (2) Communication board outside classroom
- (3) Teacher newsletter/memo by email
- (4) Phone message to the parent from front desk
- (5) CCDC Newsletter by email
- (6) Director notification
- (7) Incident Report

Parents will be notified of any policy changes at CCDC's annual Parent Orientation. You will be asked to sign at least one copy of the updated operational policies and enrollment agreement for the child's records.

### **Reporting Child Abuse**

Child abuse must be reported when it is suspected by a teacher or faculty member. This policy is governed by the law. Anyone "having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect" must report the case immediately to any state or local law enforcement agency or to the Texas Department of Family and Protective Services. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

The CCDC faculty follows this procedure in case of actual or suspected child abuse:

- (1) Make verbal report to TDFPS within 48 hours.
- (2) Follow with a written report to TDFPS within 5 days.
- (3) Tell the Director; however, this will not satisfy his/her obligation under the law.
- (4) Report reasonable suspicions.
- (5) Never try to investigate or confront the abuser on their own.

### **School Records**

We require all necessary paperwork in each child's file to be current within one week of admission. The required paperwork includes:

- (1) Registration Form
- (2) Medical and Emergency Information
- (3) Permission to Participate
- (4) Physician's Statement
- (5) Immunization Records
- (6) Hearing and Vision Screening Report (within 120 days of 4th birthday)
- (7) Parent Acknowledgement
- (8) Emergency Release Information

Please keep the office up-to-date on current telephone numbers, emergency contacts and other pertinent information.

### **Smoke-Free Environment**

CCDC maintains a smoke-free environment. We ask that you do not smoke in the building or in view of the children as you drop off or pick up your child.

### **Supervision of Children**

According to Minimum Standards for Child-Care Centers:

Supervising children at all times means the assigned caregiver and the director are accountable for each child's care. This includes responsibility for the ongoing activity of each child, requires visual and auditory awareness, requires physical proximity, and requires knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary and use prudent judgment to ensure each child's safety.

We believe that in order to develop independence, school readiness and confidence, four and five year olds will be allowed to walk to class and begin unpacking their belongings as the teacher checks them in. These children will also be allowed to take any restroom breaks that do not coincide with the routine trips to the restroom, according to their daily schedule.

### Tuberculin Testing

TB screening and testing is not required in this region of Texas. CCDC is not required to ask for this data or keep it on file.

### Vision & Hearing Screening

The Special Services and Communications Disorders Act, Texas Health and Safety Code requires that all children enrolled in any TDFPS licensed child care facility must be screened or have a professional examination for possible vision and hearing problems. Four year olds must be screened within 120 days of their fourth birthday. Please ask for a copy of your child's screening at their four year old doctor's examination check up and submit it to the office so that we are in compliance with TDFPS regulations.

### What to bring for Mother's Day Out

- (1) Cups that are spillproof and labeled both on the lid and the cup
- (2) Plate similar to one used at home (returned each day)
- (3) A diaper bag or backpack with name
- (4) A complete change of clothes
- (5) Lunch (food that the child can feed themselves)
- (6) Disposable diapers for the day with name written on them.

### What to bring for your preschooler

- (1) A complete change of clothes
- (2) Disposable diapers for the day with name written on them
- (3) Lunch (ready to eat finger food, a drink, napkin, plate and any utensils necessary )
- (4) Backpacks (with name) and take-home folder

### What NOT To Bring to Preschool

- (1) Toys from home (except for toys that are needed in the opening days of school to help ease your child's transition from home to school). If your children bring toys to school, they should be prepared to share with classmates. (No guns, war toys, or toys of destruction.) Please mark all items with the child's name. Exceptions include items brought for "Show and Tell" and books or records that are suitable for curriculum enrichment.
- (2) Party invitations unless entire class is invited
- (3) Money or coins
- (4) Good jewelry

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