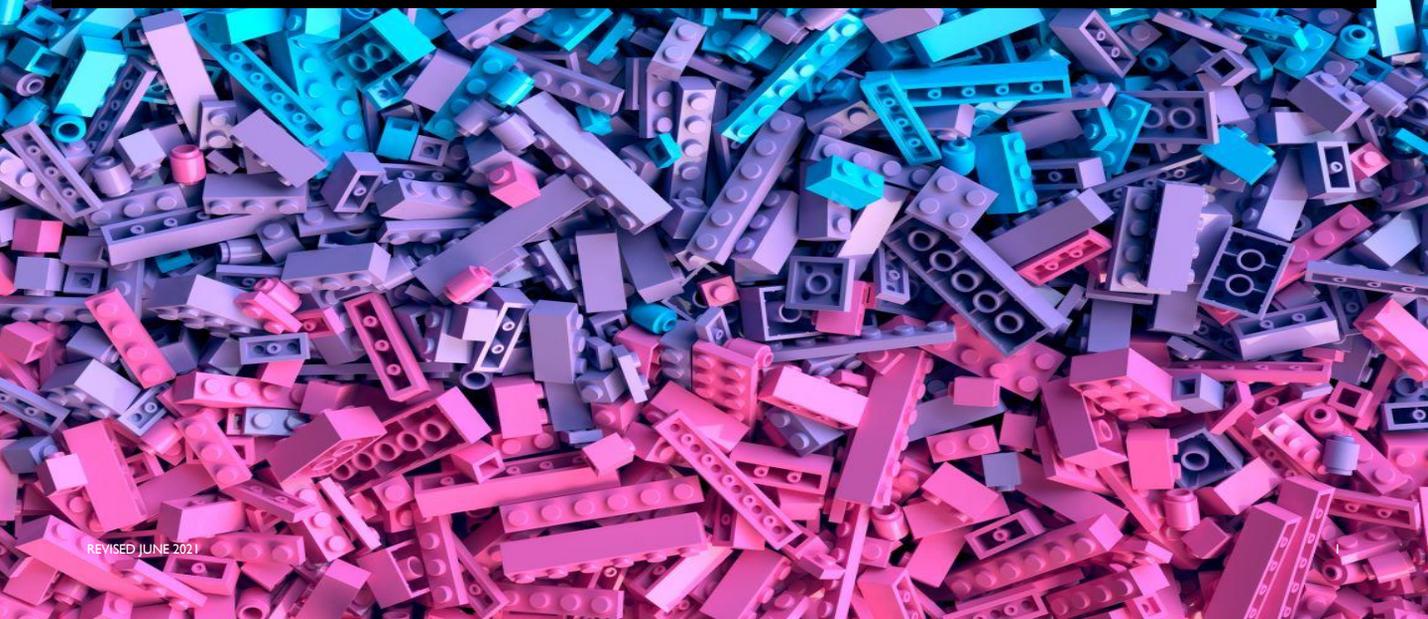




LA VERNIA UNITED METHODIST CHURCH PRE-K & EARLY LEARNING DAY SCHOOL

"TRAIN A CHILD IN THE WAY HE SHOULD GO, AND WHEN HE IS OLD, HE WILL NOT TURN FROM IT." PROVERBS 22:6



LVUMC Child Care Ministry

Our mission here at LVUMC CCM is to offer a variety of activities conducted in a Christian atmosphere, dedicated to the child's physical, social, emotional, intellectual and spiritual growth and to make disciples for the Lord Jesus Christ.

We believe that through Christian caring, each child is helped to grow in independence and to develop his or her own unique talents and abilities. Our program is a ministry to the children, parents, congregation and the surrounding community of La Vernia United Methodist Church.

Non-Discrimination Policy

LVUMC CCM does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to students at the school.

Required Policies

LVUMC CCM is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per the Minimum Standards for Child Care Centers 746.501.

Hours of Operation

LVUMC CCM hours of operation are from 7:00am-6:00pm, Monday-Friday, year-round. Attached you will find a copy of LVUMC CCM calendar with our school closings. Your child's day will be most successful when they arrive by 9:30am in the morning. When your child arrives early, they get the benefit of a transition into the day's activities and are more easily able to join in with their classmates. Late Morning Arrivals: Late Morning arrivals in our younger classrooms are sometimes difficult on the other children. The sight of another parent can evoke a separation reaction to the child adjusting to being away from home. Additionally, late arrivals in our older classrooms make maintaining the classroom routine difficult. Activities begin promptly and a late arriving child may feel uncomfortable walking into a setting in which all the other children are busily involved in their morning activity. We ask that you please consider this and make the necessary arrangements to have your child at school on time. **A CHILD MAY NOT BE BROUGHT TO SCHOOL AFTER 10AM WITHOUT PRIOR ARRANGEMENTS WITH THE SCHOOL OFFICE OR A DOCTOR NOTE.**

Day School Hours:

7:00am-6:00pm

Pre-K Hours:

7:45am-11:15am

Extended hours are available at an additional cost.

Tuition and Fees

Day School Registration Fee

\$40.00 per child for Fall/Spring Session (late August after 15th of month through last week of May)

\$35.00 per child for Summer Session (June through mid-August up through 15th of month) **REGISTRATION AND SUPPLY FEE IS DUE UPON ENROLLMENT AND IS NON-REFUNDABLE.**

Infants/Tiny Tots

2 days/week=\$310.70 per month

3 days/week=\$416.52 per month

5 days/week=\$650.00 per month

Toddlers-5 years Old

2 days/week=\$262.90 per month

3 days/week=\$352.44 per month

5 days/week=\$577.50 per month

Daily Drop-in Rate: \$35.00/day

Late Pick Up Policy- Our late pick-up policy states that parents will get charged \$1.00/minute they are late after 6:05pm. If your child is still here by 6:05pm, the parent will be contacted by the person in charge. Chronic late pick up may result in dismissal. (Please inform the director or office if you are running late)

Enrollment Procedures

All enrollment paperwork is required before any child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- *Enrollment form
 - *Authorization for Emergency Medical Attention
 - *Physician's Statement
 - *Tuition Agreement
 - *Food Program Enrollment form and CACFP income eligibility form
 - *Infant feeding preference, operational safe sleep
 - *Discipline and guidance policy for CCM
- Parents will be notified within 30 days of any policy changes in writing. Signatures may be required.

Pre-Kinder Registration Fee

\$35.00 Registration fee per child
\$185.00 for the first 2 weeks of August is also due at the time of enrollment
Total due at the time of enrollment is \$220.00
Registration fees are non-refundable and due upon enrollment
Monthly Pre-K (morning) tuition \$370.00 monthly (7am-11:15am)
\$13.75 a day for extended care for Pre-K after 11:15am

Supply Fees

In lieu of a school supply list, a non-fundable supply fee will be due upon enrollment of each new school year. Supply fees are listed below:

Day School and Nursery: \$30.00
Pre-K: \$50.00

Return Check Fee

\$25.00 fee will be assessed on all returned checks

Tuition

Tuition is due in full on the first day of the month. A late charge of \$25.00 will be assessed for tuition paid after the 15th of each month. As agreed, upon in the tuition contract, your account must be current by the last day of each month. If your account is not paid in full at the end of each month, your child's enrollment will be cancelled immediately. No refund will be given for an absence.

Absent/Vacation Credit

If your child is absent for five consecutive days, you will receive an absent credit equal to one half your weekly tuition. This credit is available once during the school year for day school students and once during the summer for all students. **PARENTS MUST REQUEST AN ABSENT CREDIT IN WRITING AT LEAST 7 DAYS IN ADVANCE.**

ANIMALS

From time to time, CCM may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

Biting

Biting can be an uncomfortable issue for parents and teachers. Parents of a child who is bitten are often outraged and angry. Parents of the biter may feel embarrassed and frustrated. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. **If the behavior persists, the next step will be determined on a case-to-case basis, but may include referrals to appropriate community resources, and/or discharge of the child from Child Care Ministries.**

If a child bites 2 or more times in a single school day the parent of the child who has bitten, will receive a phone call requesting the parent to pick up their child for the day. This will be at the director's discretion. The child removed may return the next school day after the parents speak with the director and an action plan is put into place.

Breastfeeding

Child Care Ministries will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

Child Abuse Reporting Law Requirements

Child Care Ministries staff are REQUIRED by Texas State Law and licensing requirement to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Child Care Ministries has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, posting information, posters, brochures that promote healthy parenting, child safety and how to report suspected abuse. Child Care ministries will share information with parents and staff through emails, newsletters, parent meetings, and staff meetings on how to build and encourage positive relationships between parent/child and teacher/student.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help

The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Child to Staff Ratios

Child Care Ministries follows state ratios in all classrooms but will never be non-compliant unless under emergency situations. Child/caregiver ratio is based on the specified age of the children in the caregiver's group or the age of the youngest child in the group, depending on the activity and the number of children at the child-care center.

There may be times where we use the developmental or emotional age, rather than the chronological age, of a child with special care needs, if this is recommended by a health care professional or other qualified professional and is documented in the child's record.

Classroom Assignments

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Child Care Ministries typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs.

Compliance History

CCM is licensed and regulated by the Texas Department of Family and Protective Services, and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our administrative office.

Confidentiality

While your child is enrolled in our program, parents may come across confidential information about our program or our staff. All information received from Child Care Ministries must always remain confidential. Breaching confidentiality may lead to disenrollment.

Custody Situations

Child Care Ministries WILL NOT get involved with custody disputes. Childcare Ministries will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** It is imperative that all enrollment forms are complete with both parent's information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Child Care Ministries has the right to terminate care.

Discipline and Guidance

CCM staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Using brief supervised separation or cool down time from the group when appropriate for the child's age. CCM staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has show that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. CCM reserves the right to terminate care for the child for discipline problems at any time.

Emergency Preparedness Plan

Below is the emergency preparedness plan designed for Child Care Ministries. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Child Care Ministries will ask parents to participate accordingly. During any emergency, the best course of action is to, BREATHE AND STAY CALM, know how many children you have, and have your sign in and out log and transition sheets in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teacher will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, the director or designated person in charge will notify Child Care Licensing, the director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

HEARING AND VISION SCREENINGS

It is required LVUMC CCM to conduct vision and hearing screenings on children who are 4 years old and older. Parents will receive notification of their child's results. If you would like to provide your own results, please get with the office for more details

FIRE

- *The director or person in charge will inform all classes to evacuate the building immediately.
- *Stay calm. Watch the children, not the situation.
- *Make a quick head count making sure that you have everyone.
- *Teachers will grab their rosters posted at each door.
- *Infants: Place all of the infants into cribs with rollers
- *Teachers will escort their children out of the building in the quickest, safest route possible. (Emergency binder located in the office.)
- *Once the classes have safely exited the building, the children will be taken to the Thrift Ministry back yard. Address:
132 Bluebonnet Road
La Vernia, Texas 78121
- *Once all classes have safely arrived at the above destination, the director or someone designated by the director will call roll from the roster to make sure all children are present.
- *The director or designee will notify 911 and will remain at this location until further directed by safety officials.
- *The director or person in charge will grab the emergency binder out of the director's office.

TORNADO/BAD WEATHER

- *The director or person in charge will inform all classes we are experiencing severe weather and will need to move out of our classrooms quickly and calmly.
- *Stay calm. Watch the children, not the situation.
- *Make a quick head count making sure that you have everyone.
- *Teachers will grab their rosters posted at each door.
- *Infants: Place all of the infants into cribs with rollers.
- *Infants, tiny tots and twos will go to the CCM supply closet/ storeroom. Kitchen staff will assist the nursery staff during the event of severe weather.
- *The 2/3 class, pre-k will go to the office located across from the back-door entrance.
- *Toddlers, 3's and 4's will go to the copy room.
- *The afterschool age will come up from the portable building into the hallway on the east side of the main building and will set against the inner wall of the building (touching the sanctuary.) Children will sit as close together as possible and will duck and cover.
- *The director or person in charge will come to these areas to take roll and make sure all children are accounted for. The children will remain here until further direction by safety officials.
- *It can be helpful to quietly sing songs with the children to help them keep calm.

COVID 19 Protocols (2020)

- *If your child has a lab confirmed case of COVID-19, your child will be required to remain in quarantine from the center for 10-14 days, depending on the current recommendations from the CDC at the present time of the positive case.
- *If your child has been directly exposed to COVID-19, we will require the child to be quarantined for 10-14 days or what is recommended by the CDC at the present time.
- *If the child's parent tests positive for COVID-19, the child is considered to have been in direct contact and will be required to follow the CDC guidelines at the present time.

Communicable Disease Outbreak

- *All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness or outbreak.
- *The director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
- *The director or person in charge will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- *All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violations of the confidentiality policy are grounds for immediate termination.

Lock Down

- *The director, or person in charge will announce off the walkie talkies, "LOCK DOWN" or other discrete code and will call 911. The director or person in charge will always monitor the situation.
- *Teachers will grab their rosters posted at each door, making sure that it is inside the classroom with them.
- *Teachers will close and lock classroom doors. Covering the window of the door.
- *Turn the lights off.
- *Close the window blinds.
- *Teachers and staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- *Whisper and remind the children that we are to be very quiet.
- *Keep the children and yourself safe and away from all interior and exterior windows.
- *The director, or person in charge will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- *Await further instructions from the director, person in charge, or emergency personnel.

Accidents

- *Breathe and stay calm.
- *Make sure all children are supervised. If you are alone, tell them to sit down near you.
- *Comfort the child by speaking in a low voice.
- *Apply first aid as needed.
- *Call for assistance using your walkie talkie, if further assistance is needed by the director, or person in charge.
- *If the child is bleeding profusely, apply pressure to stop the bleeding, (in an extreme case, take off the child's shirt and use that.
- *If injury is to the head or face, report it to the office immediately-even if it is minor.
- *Complete an Accident/incident report, turn in to the director, or person in charge, before you leave on the same day.
- *Keep the accident/incident report confidential while in your presence.
- *In the event of serious illness or injury involving an adult, contact the office and the director or person in charge will call 911 and or the child's emergency contact.

Policy Changes to Handbook

Parents will be notified about any policy changes to the handbook by paper handouts and email communication. These communications will include the policy changes and the dates they will go into effect.

Chapel

On Wednesdays your child will attend Chapel. Classes sit with their teachers and participate by singing songs and sharing in short, developmentally appropriate "bible lessons". More information will be available prior to starting Chapel.

Illness

- *Ask the child “What doesn’t feel good?”
- *Contact the office and have the child’s temperature taken. If the fever is above 100.4, the director, office staff or person in charge will contact the parent.
- *If no fever, make the child comfortable and keep an eye on them.
- *If the child complains of pain, ask them to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- *Light vomiting or mild diarrhea: if no pain, call the office after the third episode.

Water Activities

From time to time your child may have the opportunity to participate in water activities such as splash pad play, sprinklers, kiddie pools and other small water related activities. If you choose for your child not to participate, please get with the office prior to scheduled activities so we can set up a fun alternative activity. We do follow minimum standards for water activities which includes smaller teacher to child ratios during water play.

Explosion, Chemical Spill or Gas Leak

That occurs inside the facility:

- *see procedure for fire

That occurs outside the facility:

- *Close doors and lock if possible
- *Turn off air conditioner/heater
- *Turn off lights, computers, tv, radio, cd player or anything else that may cause a spark.
- *Keep children seated on the floor and calm. Sing quiet songs or read stories.
- *Be prepared to be evacuated if told to do so by the director, or person in charge, or emergency personnel
- *If you detect a strong odor, show the children how to lift up and breathe through their shirts
- *If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification if time.

Bomb Threat or other Threat

- *Write down what the person says, word for word
- *Ask where bomb is
- *Ask when the bomb (or other threat) will “go off” or “happen”
- *Write that down too
- *Notify director, or person in charge to call 911 immediately

Fire drills will be conducted monthly. Severe weather and lock down drills will be conducted every 3 months. An emergency binder is available in the director’s office for use in an emergency. In the event of an emergency, the director, April Burns, can be reached on her cell phone at 830-534-7762.

Birthdays

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a **STORE-BOUGHT** treat to share with the class. Please make arrangements with the teacher several days in advance.

Cell phones

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010 Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us to stay in compliance with this standard and NOT call or text teachers during school hours. If you need to get ahold of a teacher or the director, please call the school line at 830-779-5117 ext. 3306, or the school cell phone at: _____.

Food Service and Preparation

CCM is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3572.

CCM supplies cereal, baby foods, and iron fortified formulas for infants. Parents are asked to complete an "infant feeding sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.

CCM provides breakfast for all children present by 9:00am. Lunch is served at 11:15am. Afternoon snack is served after the rest period around 2:30pm and again at 3:30 for the school age kids as they arrive after school. Menus are sent home every Friday as to what will be served the following week. Please advise the center of any allergies. If a child requires an alternative meal or substitutions, a note from the doctor is required.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Childcare Ministries is a GANG FREE ZONE.

Grievances

Concerns will always be addressed. We ask that you first conference with your child's teacher. If you do not find a resolution, please set up a time that is convenient for you to meet with the director. If you do not feel that the matter has been resolved or properly handled, please ask to be directed to the Church Council. We respectfully request that you do not discuss issues or concerns about children or teachers in the classroom or hallways. We want to respect and open communication between everyone. If blatant disrespect is displayed to our staff or administration, you will be asked to withdraw from our program. Please do not hesitate to discuss any matter in a conference. We are always looking for ways to improve our program and strive to maintain the high standards of Child Care Ministries.

Illness and Exclusion Policy

Children who are ill should not attend preschool. Child Care Ministries observe the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

- *Illness that prevents a child from participating in childcare activities, including outdoor play
- *The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- *Oral temperature of 101 or armpit temperature of 100.4
- *Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children while in proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, CCM may call for an ambulance at the parent's expense. If either parent cannot be reached in a reasonable amount of time, the emergency contact on the paperwork will be contacted next.

If a child is sent home sick from our program, they may not return until the child is symptom free for 24 hours.

Parents MUST notify the director of any diagnosed illness or injury immediately after finding out so the director can get the proper communication out to the other parents if necessary.

Illness notifications will be visually posted about an illness diagnosed by a medical professional and will remain posted for at least 48 hours outside of the affected classroom door. In the event that a child is diagnosed with a communicable disease, the parents of that classroom will be notified immediately via paper handout and email.

Inclement Weather

Child Care Ministries will be closed if weather conditions are severe enough to cause the LVISD to close. Please listen to the local television or radio stations for school closures. The director may contact you through email as well. There will be no make up days nor will tuition be refunded in the event of closure due to weather.

Immunization Records

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

Lice Policy

If a child in care is found to have live adult lice or nits on their person, the parents will be called and will be required to pick their child up within 1 hour of notification. To return to care, the parents must provide proof of a minimum of 1 treatment of a USDA lice treatment product, and the director/person in charge will conduct a visual inspection.

Medication

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, mornings and evenings. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, CCM is designed for well children. If medications need to be administered at school, the following conditions must be met:

- *Prescription medications will be accepted only if it is in the original container and wasn't reached its expiration date.

- *Before any prescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Logbook. Please bring a copy of the information given to you by the pharmacy.

- *Medications need to go home after the last date that medication is administered. Health forms are required to be complete at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current. Medications may be given to children with a signed medical information sheet. These are located in CCM administration office.

If your child needs to receive medication during the school day you must leave it at the office and complete a release form to allow the Director to administer that medication. Please do not leave over the counter prescribed medication in your child's diaper bag or backpack as this can be a safety issue if another child was to come in contact with that medication. This includes diaper rash ointment, sunscreen and Chapstick. Parents will be called to notify them if medication was administered with an as-needed medication.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of everyday. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Please have children wear appropriate footwear for playing outside for safety.

Benefits of outdoor play: Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Outdoor Play Duration: For an infant from birth through 12 months of age: there is no recommended total minutes of outdoor play. The infants may engage in outdoor play for an amount of time as tolerated by the infant.
-Toddlers: 12-24 months must engage in a minimum of 60 minutes of total active play per day
-3-5-year-olds: must engage in a minimum of 90 minutes of total active play per day.

A balance of active and quiet play that incorporates group and individual activities, both indoor and outdoors, must include moderate to vigorous play and child-initiated activities. It may also include caregiver-initiated activities that promote movement.

Types of physical activities may include Playground (free play), active games, walks/dancing and stretching or workouts.

Settings may include playgrounds, outdoor areas on campus, hallways or classrooms.

Recommended clothing /footwear for outdoor play: Please send your children in appropriate footwear for active play outdoors. Acceptable footwear can be tennis shoes or crocs. Sandals and flip flops are not recommended and could cause a safety hazard. Please send your child in weather appropriate clothing everyday that allows them to play outside and participate in sensory and art projects in the classroom.

Diapering and Potty Training

Children not yet potty trained must provide disposable diapers. If your child is in the process of potty training, please send him/her in clothing that is easy to take off and put on. Pants with elastic waist without buttons or zippers are very appropriate and help with your child feeling very successful with potty training. Diaper rash ointment may be applied with parental permission and a medicine form filled out. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of plastic. Our potty-training guidelines will be provided at the beginning of the year for children who are or may enter this stage of development.

Physical Activity Plan: A physical activity plan will occur when extreme weather or inclement weather takes place. These plan can include indoor walks, games or some other form of active play.

Minimum Standards for Child Care Centers

CCM is licensed and regulated by the Texas Department of Family and Protective Services, and we follow the Texas Minimum standards for Child Care Centers. Parents may review a copy of these standards in our administrative office or view the standards online at:

www.dfps.state.tx.us/child_care/Child_care_standards_and_regulations/default.asp.

Parents Participation

We encourage parent involvement, especially when helping with class parties. Also, if you have a concern, please schedule a time to meet with the classroom teacher and or the director of CCM.

Parent Notifications

Open communication with parents is very important to the children's success. CCM has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are the ways CCM may communicate with parents:

- *Through email notifications
- *Written memos placed in your child's communication cubby/daily folder
- *Social media site such as Facebook
- *Verbal communication with the child's teacher and director
- *Communication apps such as Class Dojo or Seesaw set up through the teachers and director

Parent Responsibilities

Children must be signed in and out daily by the custodial parent or adult approved by the parents. Parents who fail to sign children in or out may be charged a \$5.00 penalty for each occurrence.

In order to not confuse school toys with a child's personal property, we ask that the children not bring playthings from home. Child Care Ministries staff cannot be responsible for lost or broken personal toys. Two exceptions to this are stuffed animals for use during naptime by full day preschool children and for Show and Tell purposes. You will be notified by your child's teacher when the class will have show and tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- *Communicate any concerns regarding our program or your child immediately to staff
- *If your child is going to be absent, please let us know by calling 830-779-5117 ext. 3306 before 9:30am. If your child is absent due to illness, please make us aware so that we can post the correct posting on the classroom doors.
- *Pick up and read the notices and information left for you in your child's folder and or posted outside of your child's classroom, on bulletin boards outside CCM offices, or in email.
- *Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- *Please be aware of the scheduled mealtimes of breakfast and lunch, 8:00am and 11:15am, and make sure your child arrives in time to be included in those meals.
- *Please do not allow your child to bring gum or candy to the classroom. We STRONGLY encourage you to allow your child to eat what we are serving that day, unless of course food allergies are concerned. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served while the other children are eating and MUST be taken home at the end of each day.
- *CCM will apply sunscreen to your child before going outside, ONLY if you have filled out and signed and turned in the sunscreen permission slip. CCM supplies Coppertone SPF 50 for children, or you may supply your own.

*CCM will apply insect repellent to your child during spring and summer months, ONLY if you have filled out, signed and turned in the insect repellent permission slip. CCM does not supply insect repellent, so if you choose for your child to have it, you will need to supply it for your child.

Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

Personal Belongings

Parents must supply all bottles for their children and a spill proof cup for Tiny Tots and Toddlers. Please label all personal belongings with child's first and last name. We use washable crayons and markers and paint during art time, but the children's clothing may get stained from just being a kid! Please dress your children in play clothes since PLAY is what we do! Please leave all valuable items at home since Child Care Ministries cannot be responsible for broken or lost items.

Photography

Child Care Ministries believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with cell phones and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note during certain parent events, such as Pre-K graduation, Christmas Programs and other school wide activities photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

Procedures for Handling Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving the location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. For this reason, it is of utmost importance for you to leave a number where you can be reached. You must pick up your child immediately upon learning of illness. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 1.800.222.1222

Questions or Concerns

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the center director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

Release of Children

Per the Texas State Law, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 10:00am each day so that the child can take part in our full educational program. If a parent is unable to pick up their child, they may authorize another legal adult to pick up an. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring picture ID. Children will not be released to adults without a picture ID. Upon release of your child, you will document the time and will initial the sign in and out sheet. This is mandated by the state and used for our auditing purposes.

Specialists

Child Care Ministries helps families connect with needed services. However, it parent's/guardian's responsibility to arrange for such services. Child Care Ministries requests that the parents inform the school of any special needs regarding their child. If the child is already receiving intervention services such as speech therapy or counseling, then the parents need to give the school a copy of their IFSP or IEP to review. If the parent chooses for the child to receive services at Child Care Ministries, then the parent shall make arrangements at the school office. Specialists need to verify their credentials as well as that of their program to the school office staff. At that time, the specialists will be introduced to the child's teachers. The specialists, together with the teachers and school, arrange the follow up visits.

Community Resources

Child Care Ministries has knowledge about the use of other professionals in the community both as a supplement to the program's resources and as a referral source for parents. We maintain a current list of child and family support services such as health, mental health, oral health, nutrition, child welfare, parenting programs, educational and early intervention services. Our staff is available to assist with linkages to other early education programs, local elementary schools or special education programs to help families communicate and/or prepare for and manage their children's transitions.

Rest Time/Nap Time

Supervised rest periods are provided for all children under five years of age who remain at Childcare Ministries for six or more hours a day and for all other children who show a need for a rest time. All children must bring a blanket, and a nap mat. Your child will need a mat with a cover on it, or a nap mat. (those in the nursery, only need a nap mat once your child is walking) Space is limited, so please no big blankets or big pillows. Bedding will be sent home every Friday for washing.

A nap or rest time is part of the schedule for the Day School classes (rest time is generally 12:00pm-2:00pm). Please take home the mat and bedding at the end of the week so that you can ensure it will be clean upon your child's return to school.

Infants not able to turn over on their own will be put to sleep on their back in their own crib. There will be no toys, pillow, blankets or any other soft items that could get near the baby's face allowed in the crib. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing. We will not use sleep positioning devices such as wedges, or infant positioners. Infants will be placed on firm mattresses, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for non-full-size cribs. TDFPS requires a minimum of 2 hours quiet/nap time for all children after lunch. **PLEASE LET THE OFFICE KNOW AHEAD OF TIME IF YOU NEED TO MAKE ARRANGEMENTS TO PICK UP YOUR CHILD DURING NAP TIME SO WE CAN MINIMIZE THE DISRUPTION IN THE CLASSROOM.**

School Safety Policies

Parents need to personally escort their child inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activities from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend some time with your child during these activities, please see the office so we can do a proper criminal history check as required by the Texas Department of Family and Protective Services. Parents are encouraged to take time and talk with their child's teacher get more acquainted with one another. Child Care Ministries recommends that parents read all notifications sent home with their child including classroom calendars and newsletters.

Visiting the Child Care Ministries

Notification is not required to visit your child's classroom. Parents are welcomed to observe the classroom at any time during the school operational hours. Please check in at the front office before doing so. Parent volunteers, who are regularly or frequently present at the childcare center, must comply with minimum standards which includes a name based criminal history check and a DFPS central registry check at the parent's expense. Volunteers must also sign a Notarized Licensing Affidavit and attend an Orientation for the Child Care Ministries.

Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Childcare Ministries prohibits swearing or cursing on our property. Please respect that. Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services. Child Care Ministries has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Childcare Ministries must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Withdraw From LVUMC CCM

Here at Child Care Ministries, we understand that young children need to be taught acceptable behaviors such as sharing, playing together, and cooperating. At times children express themselves by biting, bullying, hitting, throwing things and/or pushing other children or adults when they are upset or want something. Our teachers watch children interacting with each other and do their best to intercede before these unacceptable behaviors occur. However, when they do occur, teachers use the "Discipline and Guidance Practices" to help teach the child acceptable behavior.. Teachers will let the parents know if an incident occurs and if it continues, may ask for a meeting with the Director. If, after considerable attempts to modify, redirect and change unacceptable behaviors, the child's behavior has not changed and is jeopardizing the safety of the other classmates, the child may be suspended or expelled from our school.

Thirty (30) day written notice must be given to withdraw a child from Child Care Ministries. You will be responsible for the following month's tuition. For example, if you have given written notice on September 1st that your child will no longer attend our program in October, you must pay September's tuition and your child will still be enrolled and able to attend during this 30-day period. In extreme situations, a child's enrollment may be terminated by the Director after informing the parents of the problem through conferences, trying to work with the family to resolve the issue through various efforts, and giving adequate notice and suggestions for other arrangements or referrals. A child's enrollment may also be terminated if the parent's count is delinquent. Child Care Ministries will only initiate an enrollment termination under the following circumstances:

1. The child does not appear to be adjusting to the school environment and termination is in his. Her best interest;
2. The health and safety of other children are at risk.

Any refunds will be at the discretion of the Director

****Please remember that your child's tuition pays his or her teacher's salary!!****