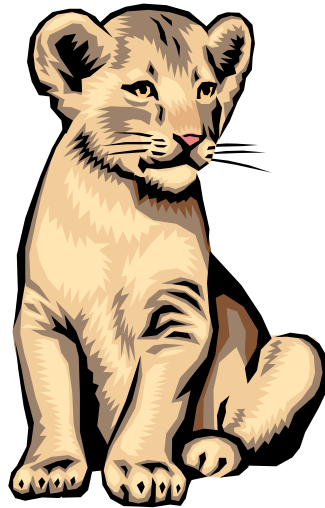


# **Lockhart ISD**



## **CUB HOUSE PRE-K 3**

### **Parent Handbook**



*Lockhart ISD Cub House Pre-K 3 is part of Lockhart Independent School District's Community Education Department located at 371 Carver Street. We are excited to have your child in our Center and will do everything we can to provide a safe, rich, and fulfilling experience. Thank you for placing your trust in the staff at Lockhart ISD Cub House Pre-K 3.*

**THE VERY BEST**

Our objective is to provide your child with the very best care possible. Our program is designed to foster social, emotional, intellectual, and physical growth. We help children acquire an understanding of self and others in an atmosphere of warmth, personal respect, individuality, and positive support. We also seek to help each child develop a positive self-image, help children learn to be responsible for their own actions, and provide an early childhood resource to parents.

Lockhart ISD Cub House Pre-K 3 provides child care for children whose parents are students in Lockhart I.S.D. and for children whose parents are staff members of Lockhart I.S.D.

Lockhart ISD Cub House Pre-K 3 is licensed by the Texas Department of Family and Protective Services and accredited as a Texas Rising Star Provider through the Texas Workforce Commission Child Care Services.

**Important contact information:**

Deanna Juarez, Lockhart ISD Cub House Pre-K 3 Director  
Phone : 512-398-0246 School district cell phone : 512-738-2343  
Email : [Deanna.Juarez@lockhart.txed.net](mailto:Deanna.Juarez@lockhart.txed.net)

### **TEXAS RISING STAR PROVIDER**

A Texas Rising Star (TRS) Provider is a childcare provider that has an agreement with a local workforce development board's childcare contractor to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards. TRS certification is available to licensed centers and licensed and registered child care home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level. The Lockhart ISD Cub House Pre-K 3 is at a Four-Star level.

### **PROGRAM/CURRICULUM**

Lockhart ISD Cub House Pre-K 3 uses the Frog Street Infant through Toddler Curriculum daily as the main curriculum. Frog Street is a comprehensive curriculum based on the most current research in early childhood education including brain development research. Hands-on activities enhance growth and development in social, emotional, physical, and cognitive areas. The curriculum includes intentional instruction with children's play, incorporates Conscious Discipline, and provides parent partnership opportunities. When hired, and annually, curriculum training is provided to all teachers. Cub House teachers are also provided with all resources, materials, and instructional guidelines necessary for developing age-appropriate learning activities for the children. Lockhart ISD Cub House provides teachers with a one hour weekly paid planning time to develop lesson plans. These lesson plans are submitted, reviewed, and approved by the director before being implemented in the classroom. Assessments will be incorporated into all classrooms using both Frog Street and Preschool First Guidelines.

### **CUB HOUSE STAFF TRAININGS AND QUALIFICATIONS**

LISD Cub House makes every effort to provide highly qualified staff by ensuring that all staff have training in adult and infant CPR/First Aid, SBS, SIDS, Early Brain Development and Safe Sleep for infants. All Cub House staff must have a minimum of 30 clock hour trainings, in early childhood professional development annually. All Cub House staff are required to take trainings on how to conduct assessments using the guidelines of Frog Street, Preschool First, Texas Core Competencies for Early Childhood, and Texas Pre-Kindergarten Guidelines. At a minimum, Cub House staff members must be 18 and a high school diploma. Several Cub House staff members have a CDA credential and/or AAS in Child Development or a BA degree.

### **PARENT COMMUNICATION**

Parents are encouraged to visit the Center and observe how their child interacts with the staff and other children. It is important to maintain frequent communication through daily sheets, emails, phone calls, and face-to-face conferences when possible. Each classroom will have a designated space that will display their lesson plans, daily schedule and menu for review. If you would like a copy of any of those items, please let your child's teacher know. Brief conversations with teachers are always welcome, while longer discussions should be arranged by appointment. If you call in advance, you will be assured of having adequate time for discussion with individual teachers or the Director. The Center and

individual classrooms use a variety of methods for communicating with parents. Phone calls to parents are made in some instances, such as when children become ill while at the Center and must be picked up.

The following information can be found in the Parent Resource Center:

- Sample Menus
- Nutrition Information
- Food Allergies

### **PARENT/TEACHER CONFERENCES**

The Center conducts two parent/teacher conferences each year, one in the fall and one in the spring. Results from classroom observations and developmental assessments are shared at each conference. Parents are encouraged to communicate any concerns they have at any time with their child's teacher or the director.

### **PARENT INVOLVEMENT**

Family participation is highly encouraged. Parents are welcome to visit their child any time. Communication is important; therefore, it is imperative that parents communicate with their child's primary caregivers on a regular basis. The Center has an annual activity calendar in which parents are invited to special occasions throughout the school year. We will also post/email four newsletters a year as another way to keep you up to date on current events and happenings around the Cub House. Our goal is to make our families feel welcome and appreciated at all times.

### **PARENT CELL PHONE USE**

Parents should refrain from being on their personal cell phone when dropping off and picking up their child from the CDC. Your child is excited to see you and your child's teacher may need to talk to you. This is difficult if you are talking on the phone when you arrive. Your child and your child's teacher deserve your attention when dropping off and picking up.

### **ENROLLMENT**

Children may be enrolled by completing the Enrollment Package and submitting the required fees. Components of the Enrollment Package include:

- Admission Information
- Parent's Guide to Day Care
- Parent Acknowledgement Form for A Parent's Guide to Child Care
- Health Care Professional Verification of Care Statement
- Signed Discipline and Guidance Policy
- Lockhart ISD Cub House Pre-K 3 Parent Handbook
- Receipt of Lockhart ISD Cub House Child Development Center Parent Handbook
- Photo Release Form
- Child Care Screen Time Policy

**RECORDS**

The Center is required to maintain the following records for each child: personal information form, medical authorization, daily attendance, individual development information, health history, and immunizations.

Parents are asked to complete new admission forms each school year. Please remember to update this information during the school year, if needed (change of address, phone numbers, emergency contacts, etc.). Parents may also update information throughout the year by emailing Deanna Juarez at Deanna.Juarez@lockhart.txed.net.

**TERMINATION OF ENROLLMENT**

- Non-payment or excessive late payments
- Excessive late pick-ups
- Failure to comply with procedures outlined in this parent handbook
- Child has special needs which cannot adequately be met by our current staffing patterns
- Physical and/or verbal abuse of staff or children by parent or child

Parents who wish to terminate care must email Deanna Juarez, Cub House Pre-K 3 Director.

**GROUP/CLASS ASSIGNMENTS**

Children are initially assigned to a group based on their age, skills, and overall level of development as evaluated by the Director and Lead Teachers involved. Interim class reassignments may occur at other times when recommended by the Director, based on reassessment of developmental progress and availability of space, following a consultation among Lead Teachers, parents, and the Director.

**FEES & PAYMENT PROVISIONS**

New enrollment registration fee - \$75.00 per child  
Annual supply fee - \$75.00 per child

Payroll deductions are made monthly from the employee’s check. Tuition will be as follows:

Age	Daily Rate
24 months +	\$26.40

The new enrollment registration fee (if applicable) and the annual supply fee will be included with your first month’s payroll deduction. The total number of days is divided by the months that payroll deductions are made (August-July). If during the school year your child transitions to another area with tuition differences, adjustments to payroll deductions are made. When a child enrolls during the school year, the tuition is prorated.

### **LATE PICK UP FEES**

Parents are charged late pick up fees in the amount of \$1.00 per minute from 5:31 – 5:45 P.M. with an additional \$25.00 at 5:46 P.M. Refunds or credits will not be given for absences due to illness, vacation, suspension, etc.

### **SCHEDULED HOURS OF OPERATION**

Lockhart ISD Cub House Pre-K 3 is open from 6:45 A.M. to 5:30 P.M. on regular school days. Staff members begin caring for children at 6:45 A.M. Children must be picked up from the Cub House before 5:30 P.M. You will be notified in advance of operation times on early release days.

Please Note: Additional closings may be necessary due to inclement weather conditions. If school closes early due to inclement weather, you will be notified to pick up your child within one hour of the announced closing time. Refunds or credit will not be given for school district closures.

### **ARRIVAL AND DEPARTURE**

As stated above, caregivers begin working with children at 6:45 A.M. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times ranging from 6:45 A.M. to 8:30 A.M. We ask parents to bring children to the Center no later than 9:00 A.M. each day. There are several reasons for this, all of which involve the welfare and happiness of all the children. Many of the most important activities of each day take place during the morning hours starting at 9:00 A.M. Children who skip some of these activities because of their late arrival often "miss out" on a favorite play period, circle time, story time, or art project. These morning hours usually include planned group activities which are important in helping children develop social skills and abilities involving interaction with their peers. These early moments allow your child to interact with friends and have an opportunity to explore and adjust to the physical environment, setting the tone for the day. Children may not enter or leave the Center unless accompanied by an adult. Upon arrival, please be sure a staff member completes a health inspection before leaving. Departing children are released only to parents or other people shown on the Child Release Authorization Form. Any person not known to the staff is asked for identification. The Cub House staff members are required to maintain daily attendance records. Please be sure to sign your child "IN" and "OUT" each day in the attendance notebook for the class. The attendance sheet is also used during evacuation drills to ensure all present are safe and accounted for. As a courtesy, please notify us by 9:00 A.M. if your child will be absent for the day.

### **SEPARATION PROCEDURES**

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older:

- If possible, children should be walked in, not carried.
- Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time and nothing should interfere with it. The teacher will then help the child join in classroom activities.

- Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with the teachers and look forward to school.

### **SNACKS**

Lockhart ISD Cub House Child Development Center provides a nutritious morning and afternoon snack. Snack provided by the Cub House will be served family style when applicable. The snack menu is posted in all rooms. The snack menus are structured to provide children with a variety of whole grains, fresh fruits, and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans established by the USDA. A variety of foods with different colors and textures are offered. Allergies and special diet requirements for medical conditions must be recorded on the Child's Enrollment Information Form. Staff members are educated on food allergies and take precautions to ensure children are protected. All liquids and food hotter than 110 degrees Fahrenheit will be kept out of reach of children. The program rotates snack menus at least four times a month to encourage diverse meal planning. Lockhart ISD Director of Food and Nutrition Services provides consultation in planning nutritional snacks at the Cub House.

### **LUNCH**

Parents are responsible for sending or purchasing lunch for their child. Lunch may be purchased on a weekly or monthly basis from Lockhart ISD School Nutrition. Meals purchased with Lockhart ISD School Nutrition are prepared in the cafeteria at Carver Early Education Center. Lockhart ISD School Nutrition delivers healthy and delicious school meals based on the USDA's nutrition guidelines so that students are engaged and ready to learn in school. All meals include a variety of fresh fruit and vegetable choices, and a variety of chilled non-fat or low-fat milk. This kitchen is inspected by local health officials. Snack menus will be provided and posted monthly. Payment for meals is made at the Cub House.

### **FOOD FROM HOME**

If you choose to send a lunch from home with your child, we encourage parents to provide healthy foods. The intent is to promote the consumption of nutritious food by students and to limit the access to foods high in fat and sugar content.

Lunches brought from home must be packed with a cold-pack in order to keep the food fresh until it is served. We suggest that all snacks and meals follow the USDA Nutritional Guidelines.

Nutritional Education is critical for a child's healthy development. Our parent resource center has information available regarding how to pack a healthy lunch, food allergies, and additional nutritional information. Here are a few websites that might assist you with health and safe lunch choices:

- USDA MYPLATE:  
[www.fns.usda.gov/tn/team-nutrition](http://www.fns.usda.gov/tn/team-nutrition)
- Healthy Child Care America:  
[www.healthychildren.org](http://www.healthychildren.org)
- Choking Prevention:  
[www.cdc.gov/HomeandRecreationSafety/Choking](http://www.cdc.gov/HomeandRecreationSafety/Choking)
- Other great nutrition education web addresses:  
[www.schoolFamily.com](http://www.schoolFamily.com)  
[www.about.com.Nutrition](http://www.about.com.Nutrition)  
[www.metroparent.com](http://www.metroparent.com)  
[www.foodnetwork.healthyeats.com](http://www.foodnetwork.healthyeats.com)

Lockhart ISD Cub House Pre-K 3 is not responsible for the nutritional value of meals/snacks provided by parents.

Please provide your child with a drink. If no drink is provided, water will be given to your child. All containers need to be labeled with your child's name. If on a special occasion the school provides lunch, we will ensure every child will have milk, fresh fruit, and vegetables available to them.

\*\*If your child has special health care needs, food allergies, or nutritional needs, parents are required to provide written documentation from a physician or a registered and/or licensed dietician to be placed in the child's records and used to meet the child's needs.

The Cub House provides families with specific nutritional resources that include farm-to-fresh products, a list of local farmer's markets, and how to create a home garden. These resources are located in the parent resource center.

### **FOOD ALLERGIES**

Lockhart ISD Cub House Pre-K 3 requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the director if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. As part of the required training for all staff, food allergies are a safety topic. Training identifying foods that may cause a possible reaction are identified. Children with food allergies are identified in the classroom and in the food preparation area with Food Allergy Emergency Plans. Treatment for food reactions is included in training and staff orientation.



### **PHYSICAL ACTIVITY**

Daily planned physical activities are a big part of a child's development. Infants are encouraged to do supervised tummy time at least three times a day for three to five minutes. This time gradually increases as the child develops. Toddlers have 60-90 minutes of physical activity daily, while preschool students have 90-120 minutes of physical activity. Thirty minutes of the physical play will be teacher-led and 30 minutes will be free play. This is a good balance of indoor and outdoor activities.

### **SCREEN TIME**

Texas Childcare Licensing prohibits centers from allowing children under two years of age to watch television/videos. Children over two years old may watch television/videos or use technology no more than one hour per week. Technology "screen" time is used at the teachers' discretion and is only used as an extension of their lesson plans. Child Care Screen Time Policy form must be signed by parent and kept in the child's file. The Cub House provides families with resources specific to screen time usage in the parent resource center.

### **PARTIES**

Birthdays and holidays are an especially exciting time for young children and the Center is pleased to help your child celebrate with classmates and staff by allowing families to provide healthy store-bought snacks such as yogurt, fruit, veggies, real fruit popsicles, muffins, etc. These snacks must also meet the allergy and food restrictions of The Cub House and your child's specific classroom. Parents need to make arrangements with the child's teacher in advance. Teachers may also plan classroom parties throughout the year. Parents will be notified about parties by the classroom teacher. Parent participation in providing food for these special events is welcome. Party planning should attempt to minimize disruption of routine and prevent unwarranted anxiety for the children. Balloons are a choking hazard for young children and should not be brought into the Center. Since licensing regulations prohibit any type of open flame in the Center, birthday candles are not permitted.

### **DISCIPLINE AND CHALLENGING BEHAVIORS**

Lockhart ISD Cub House Pre-K 3 has a philosophy of positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than "act out" their feelings. In certain situations, a brief "quiet time" is used to allow a child to calm down and recover self-control before resuming group activities. It is important the teachers, director and parents have ongoing conversations about concerns and strategies in addressing challenging behaviors. Conversations are framed around school readiness and the objective of the program. Parents are kept informed as to their child's progress.

## **BITING**

Biting is a behavior that is within developmental norms for a child who has not yet developed expressive language. Toddlers have feelings that they cannot always express in words, and impulsive biting is quite often a replacement. Parents must also understand that some children do not adapt well to a highly stimulating environment and this may result in a biting incident. Biting may also be an indication of teething or the onset of illness. Most children outgrow this behavior as they develop these expressive language skills. Should a biting incident occur, please be assured that appropriate measures will be taken and parents will be informed.

1. The child who has been bitten will be given the most attention. Hugs and love will be used while the bitten area is cleansed and ice applied.
2. The biter will be gently, but firmly, grasped by the shoulders, and the teacher, at eye level, will firmly say “No bite” (to toddlers), or “Biting hurts our friends. No biting” (to two year olds or older). Then the child will be redirected to another activity which could include age appropriate time out.
3. The teacher gives to the parents of the injured child and biter a written report (no names are mentioned). A copy is also given to the office for our records.
4. If one of our children is continually having a problem controlling their urge to bite, the director of child care will make every effort to work with the parents and teachers. A child development professional may be asked to observe the child in the classroom to give all parties additional directions.

## **SPECIAL SERVICES AND REFERRAL PROGRAMS**

Our program encourages a good collaboration with the Director, teachers, and families to work together to help make decisions about a child who has need to receive outside services that the CDC might not offer. The staff will work with families so that families can contribute vital information to their child’s educational needs to do what is in the best interest of the child. If a child is under 3 years old, the family may be referred to an ECI program. If the child is 3 years old or older, the child may be referred to the Special Education Department within the LISD school district. The staff will encourage and support families to make the primary decisions about services that their children may need and will encourage families to advocate obtaining needed services.

## **HEALTH POLICY**

The Texas Department of Family and Protective Services has developed health standards for all child care centers. The following information outlines the procedures and guidelines used by Lockhart ISD Cub House Pre-K 3.

### **Medical Requirements**

Your child must have proof of a physical exam, including immunizations, upon admission to Lockhart ISD Cub House Pre-K 3. All immunizations must be up to date at time of enrollment. The immunizations required by the Texas Department of Health are as follows; DTaP, IPV, Hib, MMR, HepB, HepA, Varicella, and PCV. A copy of your child's physical exam and health records is kept on file and reviewed periodically by state

examiners. It is your responsibility to notify the Cub House when your child receives new immunizations and to furnish proof of them to the Cub House. Also, children four and older are required to have vision and hearing screenings.

Children are to be checked upon arrival each day for any visible indications of illness. If a child appears ill while at the Center, parents will be contacted and asked to pick up the child immediately. The main reasons for excluding children from the Center are:

- An illness prevents the child from participating in routine activities
- An illness requires more care than the staff can provide without compromising the needs of the other children in the group
- A child's presence poses an increased risk to others with whom the child may come in contact

The Center cannot admit any child appearing to be sick without a written statement from a doctor or registered nurse certifying no contagious disease is present. Children should be kept at home when they meet the following exclusion criteria:

- Rectal temperature of 101.4 or higher, ear/oral temperature of 100.4 or higher or underarm temperature of 99.4 or higher, in the past 24 hours
- Conjunctivitis ("pink eye"), redness of the eye and/or lids, usually with yellow discharge and crusting
- Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature
- A rash you cannot identify which has not been diagnosed
- Impetigo: red pimples, which become small vesicles surrounded by a reddened area
- Diarrhea three or more times within 24 hours (watery or greenish BM's that look different and are more frequent than usual)
- Vomiting within 24 hours (more than usual "spitting up")
- A severe cold with fever, sneezing, and nose drainage
- A contagious disease, including measles, chicken pox, mumps, roseola, strep throat, etc.

Children may be brought into the Center if they have a mild cold or allergy, an allergic rash, diaper rash, prickly heat, or a loose bowel movement (due to diet or medication). Children with a diagnosed bacterial infection may return 24 hours after beginning treatment with antibiotic medication if they are able to participate normally in the program. While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. Should your child contract a contagious illness, please notify the Center immediately.

### **HEALTH BENEFIT RESOURCES**

Resources pertaining to medical, dental, vision, and life insurance is located in the Parent Resource Center.

### **MEDICATION**

Parents are encouraged to administer medication outside the Center. At the discretion of the Director, a Center staff member may administer medication. All medication must be furnished in the original prescription container, with an appropriate dispenser, marked

with the child's name, date, and directions for use. It must be placed in a labeled zip lock bag and handed to the Director. You will need to complete a Medication Authorization Form. In the event of an injury or medical emergency, trained staff will immediately administer first aid and notify a Director if further assistance is needed. If we believe the situation may call for parent involvement or professional medical attention, the Center will attempt to contact a parent or other authorized emergency contact. If the condition is serious, the Center will call 911.

### **VACCINE-PREVENTABLE DISEASES**

A vaccine-preventable disease is a disease that is included in the most current recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention. The Lockhart Independent School District does not require its staff members to have specific vaccines for vaccine-preventable diseases. We do require each staff member to follow certain procedures to protect the children in care. Each employee is required to wear gloves when handling or cleaning bodily fluids, such as after wiping noses, mouths, bottoms, and tending sores. An employee with open wounds and or any injury that inhibits hand washing (employee has a cast, bandage, brace, etc.) must not prepare food or have close contact with children. Each employee is also required to remove their gloves and wash their hands immediately after each task to prevent cross-contamination to other children.

Any employee that does not adhere to these procedures will be reprimanded and provided with additional training. If the employee does not correct the behavior/practice, additional disciplinary action, possibly including termination, will be taken.

### **SAFETY**

The following safety precautions have been established to help ensure the safety of children and staff:

- Emergency drills are held regularly.
- Emergency exit plans are posted in every classroom.
- The daily record of children's arrivals and departures is used as an attendance checklist during safety drills.

### **CENTER EVACUATIONS**

In the event of severe/threatening weather, staff and children will move to interior hallways/areas at The Cub House.

If Lockhart ISD Administration orders an evacuation of the Cub House building, staff and children will immediately move to Plum Creek Elementary School at 710 Flores Street. Staff and children will go directly to the physical education gym.

After the staff and children have relocated, staff members will phone parents to inform them of the mandatory evacuation.

If the building administrator gives the all-clear to return to campus, the staff and children will return to the Cub House. If it is not permissible to return to campus in less than two

hours, parents will be required to pick up their children at Plum Creek Elementary School.

**HANDLING PARENT CONCERNS**

If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Please follow these guidelines:

- Parents with concerns should first discuss them with the Lead Teacher of their child's class.
- If the classroom Lead Teacher cannot resolve the concern independently and to the satisfaction of the parent, the Lead Teacher will bring the matter to the attention of the Director.
- If the Director is unable to arrive at a solution satisfactory to the parent, the Director will bring the matter to the attention of Christina Courson, Chief of Staff.

**CHILD ABUSE**

The Center is required by law to report any apparent incidence of child abuse or neglect defined as “non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child.” Furthermore, “Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to (1) the Texas Department of Family and Protective Services; or (2) the agency designated by the court to be responsible for the protection of children.” All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

**CHILD CARE REGULATIONS / NOTICES / CONTACT INFORMATION**

The office has posted copies of the Center’s license, most recent licensing inspection report, and other required notices including the publication “Parents’ Guide to Child Care.” A copy of the Texas Minimum Standard Rules for Licensed Child Care Centers is available in the office and on the web at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Parents should also be aware of the following important contact information:

Local Child Care Licensing Office: 512-753-2233

Texas Child Abuse Hotline: 1-800-252-5400

Child Care Licensing Web Site: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

The Texas Department of Family and Protective Services requires that we follow ratio guidelines. The number of children per staff is as follows:

Age

0-11 months	4 Infants to 1 Staff or 10 Infants to 2 Staff
12-17 months	5 Toddlers to 1 Staff or 13 Toddlers to 2 Staff
18-23 months	9 Toddlers to 1 Staff or 18 Toddlers to 2 Staff
2 years	11 Two’s to 1 Staff or 22 Two’s to 2 Staff
3 years	15 Three’s to 1 Staff or 30 Three’s to 2 Staff

### **CLOTHING / TOYS / PERSONAL ITEMS**

Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance. Children must wear shoes which are practical as well as comfortable. Sandals and flip-flops are prohibited. A complete change of clothing (every item labeled with child's name) should be kept at the Center. Except for special items needed to smooth the transition from home, toys and personal belongings from home should be limited to "show-and-tell" days. This will avoid lost possessions and hurt feelings. The Center will make reasonable efforts to safeguard children's personal belongings and clothing, but will not be responsible for lost or damaged items. Everything your child brings or wears to school should be permanently labeled.

### **PLEASE REMEMBER**

- No chewing gum
- No toy weapons of any kind
- No glass containers
- No hard candy, popcorn, or nuts--this includes peanuts and peanut products
- No balloons
- No birthday candles or matches
- No pet cats, dogs, or other live animals may be brought into the Center
- Don't allow children to visit other rooms without permission from the teacher
- Don't leave medicine in a child's bag

### **WATER PLAY "SPLASH" DAYS**

While the weather is warm, the Center celebrates "Water Play Day" on our playground with water hoses, buckets, cups, etc. All children (except infants) need a labeled towel, swimsuit, and "water shoes" at the Center during the warm season. Please alert the staff if your child has ear tubes or needs ear protection.

### **NON-DISCRIMINATION**

Lockhart ISD Cub House Pre-K 3 is prohibited from discriminating based on race, color, national origin, sex, age, disability, or other protected classifications. Lockhart ISD Cub House provides an equal opportunity for individuals with disabilities to participate in the Center's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are able to accommodate a particular case. Lockhart ISD Cub House respects and supports cultural diversity and incorporates it into the daily curriculum.

### **GANG-FREE ZONES FOR CHILD CARE CENTERS**

As a result of House Bill 2086, that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and

guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law.

***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of the child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does this mean for my day care center?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

**END OF YEAR PARENT SURVEY**

Parents will be given the opportunity to complete a survey on Lockhart ISD Cub House Pre-K 3 operations.

**CHANGES TO THE PARENT HANDBOOK / POLICIES**

Operational policies are reviewed annually and updated if necessary. Parents will be notified of any changes.

## 2021 - 2022 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) <sup>1</sup>	<i>Haemophilus influenzae</i> type b (Hib) <sup>2</sup>	Pneumococcal conjugate vaccine (PCV) <sup>3</sup>	Measles, Mumps, & Rubella (MMR) <sup>1,4</sup>	Varicella <sup>1,4,5</sup>	Hepatitis A (HepA) <sup>1,4</sup>
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

↓ Notes on the back page, please turn over. ↓



## RECEIPT OF PARENT HANDBOOK

I, \_\_\_\_\_, have received the  
Lockhart ISD Cub House Pre-K 3 Parent Handbook and agree to comply  
with the policies stated.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date