

Welcome to the Elgin ISD Child Development Center



Operational Policies, Procedures and Parent Handbook (updated 2/4/24)

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Our goal is to ensure that the children of Elgin ISD Community are provided the opportunity to learn in a loving, high quality, safe early childhood environment, to develop to his/her full potential in all areas of development: intellectual, physical, social, and emotional. This will include providing an environment that supports children's health, nutrition, and social wellbeing, in an environment that respects and supports diversity.

Policies will be reviewed periodically and if needed amendments will be made.

Any policy changes will be given to the parents in writing concerning the Elgin ISD Child Development Center thirty days prior to the implementation of the changed policy.

Introduction

Dear Parents,

The Early Educators and I here at Elgin ISD Child Development Center are committed to providing a quality program that is safe, educational, and child-friendly with a fun learning environment!

With thoughts on safety first of all, the environment will always foster love, caring, and educational based fun environment. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the expectations for all to follow to ensure a safe and quality learning environment. Please be sure to read the entire Parent Handbook, sign, and return the last page.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Elgin ISD Child Development Center is a safe and enjoyable place for your family.

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Elgin ISD Child Development Center
Parent Handbook
COVID-19 Edition

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About the Child Development Center

Mission Statement:

The Elgin ISD Child Development Center strives to provide the best in quality childcare for the employees and school age parents in Elgin ISD. We know that young children develop best in a nurturing and stimulating program that actively involves you, the parent and as a working parent; you need the assurance that your child is well cared for. The Elgin ISD Child Development Center provides that and more. We provide opportunities that support independence, imagination, natural learning and development growth through play. By learning through problem solving opportunities, a variety of real-world experiences, and exposure to diverse cultures, we are ensuring the cognitive growth, linguistic development, and creative expression in all of the children with acceptance and understanding.

Shared Vision Statement:

The Child Development Center staff knows that a child needs a place, where he or she receives individual attention, is encouraged to be creative and expressive to new discoveries about his or her world, and can enjoy quiet nurturing moments as well. Coming to work with mom or dad is an added benefit! By providing childcare at the worksite or close to school, Elgin ISD strives to assist employees and school age parents in building strong family lives. On a daily basis, parents play an active role in their child's childcare experiences, thus building stronger bonds and support for the child's overall development. Through support of the Child Development Center, Elgin ISD recognizes the importance of providing affordable, quality childcare that is accessible to their employees and a better quality of life for their school age parents and their child.

Certifications:

Elgin ISD Child Development Center is a state licensed center with a ***4 Star Texas Rising Star Provider Certification***. The highest level that can be received by a Center. With this certification we offer a lower child to caregiver ratio, curriculum that is based on creative expression, building positive self-esteem and social skills, cognitive skills, communication skills, health and safety habits, physical development, and an appreciation of diversity. Activities are planned for both inside and outdoors and are based on developmentally appropriate practices. Throughout the school year, assessments of the children are done to make sure that the child is developing in all areas and that lesson plans are based on the needs of the children. Our staff participates in a minimum of 36 hours of annual training, more than required by the state's minimum standard guidelines for child care centers.

Eligibility:

Enrollment is open to the children (6 weeks to 4 years of age) of Elgin ISD Employees, Elgin ISD School Age Teen Parents and we accept children for part-time care when space allows with the knowledge and understanding that Full Time Students of Employees and School Age Parents will have priority. A Wait List will be established if necessary. **Eligibility ends when a child ages out of the program, the qualifying Elgin ISD Employee leaves the district, or when the School Age Parent graduates.**

Staff Training & Education:

The center makes every effort to provide highly qualified staff by ensuring that all staff have training in adult and infant CPR/First Aid. Also our staff must have a minimum of 30 hours of annual training in early childhood development. Included in this annual training is training on how to conduct child assessments and the best ways to deliver and share this information with families. We believe that early childhood is a profession and we encourage all staff to further their education past a high school diploma.

Hours of Operation and School Calendar

Hours of Operation:

The Elgin ISD Child Development Center will be open for care from 6:30 AM to 5:25 with final closure at 5:30 PM. The center follows the Elgin ISD Calendar for the school year and offers Summer Care when needed.

Hours of Care for Teen Parents:

Depending on drop off arrangements – a teen parent’s child should be dropped off no more than 30 minutes before their first class begins. Pick up schedule should be no later than 30 minutes after their last class ends. Any arrangements outside of the above schedule must be approved by the CDC Director before a child is left or not picked up within this time frame.

We are a **self-funded** center and your cooperation in meeting these hours is essential to the financial stability of our program.

Months and Days of Operation:

- August through May (Check school calendar for exact dates.)
 - Monday through Friday
- Summer Care (If Needed): June and July
 - Monday through Thursday
 - (The center will be closed to students the last three working days of July for training and setting up for the new school year.)

Parents - the Child Development Center Staff loves to visit with each and every one of you. Please take in consideration at drop off that the individual caring for the classroom group is the only one at that time and needs to actively monitor the classroom. At the end of the day the Child Developments Center staff member’s schedule might be over and that they need to clock out to leave for the day. All communication other than greetings and goodbyes should be entered into the Brightwheel App. The parent may send emails, messages or scheduled time to have a conference with the director or teacher. Sometimes information that is received through verbal communication is not relayed to everyone that might be working with your child but if the communication is in the Brightwheel App, all individuals would have access to that information allowing for a more quality of care to your child. Please enter all information in **English** to make sure all staff can understand the relayed information. Thank you in advance for your understanding in this matter.

Your family is important to us here at Elgin ISD Child Development Center, and we make every effort to support your family’s culture, home language, and unique abilities. Please inform the CDC Director and/or Lead Early Education for your child of any special Holidays and/or events that you and your family celebrate. We like to encourage and educate all the students on how special each one of them are by celebrating these events with you and your family.

For helpful resources and more information about how we can support your family, please see the Family Board and Information Area located in the Child Development Center’s Office (Portable #1).

School Calendar:

Our calendar follows the Elgin Independent School District Calendar. When Elgin ISD closes early for holidays, severe weather conditions, or other events, the Child Development Center will also do as directed per event (2 hour delay, close early or not open for the day). The Elgin ISD Child Development Center will operate on all instructional workdays and the in-service days before and during the school year. For all teen parent's child care is for only scheduled classroom days and for the hours that the teen parent is currently scheduled for.

- In the event of an Inclement Weather Delay or Cancellation – the Center will open at 8:30 AM or remain closed for the day.
- On any early release days – 30 minutes after the Elgin ISD staff member is released by their campus administration or after the last school campus closes. This allows for the staff from that campus to get here for dismissal.
- If you need farther clarification, please call the Center Director on those days for information.
- **On all Elgin ISD Professional Development Days, the center will be closing at 4:30 PM for the center to be able to have Professional Development and Meetings.**
 - **Please make sure to have your child picked up by 4:25 PM and off of the CDC campus by 4:30 PM so we will be able to start our Professional Development and Meetings on time.**

District Professional Development Days:

The Child Development Center will be closing at 4:30 pm on all Professional Development Days. Please make sure that your child is picked up and off of the CDC Campus by 4:30, that way the Center can start Professional Development/Mandatory Monthly Meetings on time for the CDC Staff Members.

Licensed Space at Elgin ISD Child Development Center:

Only authorized staff, children in the program, parents of children in the program, people designated on the pick-up list or volunteers may occupy the licensed space at the Elgin ISD Child Development Center. All other individuals will have to come by the office to sign in and get a Visitor's Badge. NO ACCESS to anyone one unless it is one of the above individuals. From 6:30 am to 5:30 pm any individual that is not a staff member or a student here at the CDC is not allowed to remain on campus beyond a 10 minute time period without coming by the office to sign in. Verification of all individuals on the premises must be documented during the day.

Entry into Classrooms:

All doors will remain locked during the day. Any individuals wanting entry in a locked classroom must come by the office first for sign in and out procedures, including an identity check. Please have badge or Driver's License available for verification. No individual without a badge or visitor's tag (including the time, date and a CDC staff member's initials) will be allowed entry into a classroom.

Enrollment

Enrollment:

Before enrolling any child, parents or guardians will be encouraged to schedule an appointment with the Director for a tour and Parent Orientation. It is encouraged to go to the Elgin ISD Website (under Departments, then under Child Development Center) and read the Parent Handbook and look over all the enrollment forms that will be needed. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Elgin ISD Child Development Center. Upon the decision to enroll your child, you will have access to print all the Admission Forms to enroll your child or receive an enrollment package at the time of the tour. This will give you the opportunity to go through our enrollment package one-on-one with the director. All applicable forms would need to be filled out and sent to the Center through email or in person before the child begins at the center.

Nondiscrimination Policy:

Admissions to Elgin ISD Child Development Center shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender. Children will be admitted to the Center without discrimination and in compliance with the Americans with Disabilities Act.

- To best ensure that the child's needs are met, when children with special needs are enrolled, there will be consultations with the parents and, as needed, the child's medical advisor, the staff who will be involved in the child's care, and any other appropriate individuals. Additionally, an assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

Classroom has met Capacity:

In the event of a class being at its full capacity, we will place your child on the Wait List for up to six months. We are sorry that we cannot always meet the needs of parents/guardians when requested, however you may call us and request a place on the list or email your request to the Director (gbrune@elginisd.net). The Director will call you when an opening becomes available.

Parent Orientation will include:

When enrolling your child please take time to read the Parent Handbook and be prepared to ask questions during your orientation. Orientation will include:

- Tour of Elgin ISD Child Development Center
- Introduction to teaching staff
- Visit with classroom teacher
- Overview of Parent Handbook
- Policy for arrival and late arrival
- Opportunity of an extended visit
- Explanation of Texas Rising Star
- Information Concerning CCS enrollment (if applicable)
- Overview of Family Support Resources and Activities available to parents
- Information concerning child portfolio and developmental milestones
- Technology use at Elgin ISD Child Development Center
- Role of families in your child's development

Immunization Requirements:

- ****Please be aware that your child **MUST** be current on all immunization when enrolled. You must also provide a Statement of Health from your child's doctor. (See page 3 of the Admission Form) ****
- Elgin ISD Child Development Center is required to obtain a copy of the child's immunization record as specified by the Texas Department of State and Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements).
 - Provided immunization records must include the following:
 - The child's name and birth date;
 - The number of doses and vaccine type;
 - The month, day, and year the child received each vaccination; and
 - The signature or stamp of the physician or other health care professional who administered the vaccine.
- For a child attending a pre-kindergarten program or school away from the childcare center
 - Parents can provide a copy of the immunization records
 - Parents can provide a signed statement from the child's doctor that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school listed in the statement.
- For Parents that cannot provide an immunization records and/or are exempt, management will be notified to assist with the parent according to Texas Department of State Health Services rules in 25 TAC § 97.66.
- More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

- Complies with Section 746.613, 746.617, 746.623, and 746.625 of the Minimum Standard for Child-Care Centers

Enrollment Changes:

In the event of enrollment changes at the Child Development Center, the staffing pattern will be adjusted to re-group children and reduce staff until the regular enrollment pattern resumes.

Summer Care:

The Child Development Center will begin Summer Care on the first day after the end of the normal school year calendar and will end the last day before the next school year ends. You must reserve your spot in advanced for this care. Cost of care will be based off the daily rate and the amount of days that are used during this time period. Summer Care Days of Operation follows those of the Elgin ISD Summer Months Calendar. (Monday through Thursday) Hours are from 6:30 am to 5:30 pm

Please note: Summer care can only be available if we have enough staff to accommodate those that need care. Those with extended work calendars will get the first available spots.

Teen Parent Guidelines:

A separate packet will be given to those whom qualify under this program. You must fill out all required forms and schedule an orientation meeting with the Elgin ISD Child Development Center Director and your schools counselor. This does not guaranty a spot in the program for child care but will allow the Center the capability to try and help with or direct the teen parent in the process.

Inclusion Policy:

We pride ourselves on serving a diverse group of children with differing abilities within our program, creating a rich learning environment. We will look at the individual situation of every child with special needs, whose family might desire our services. We will consult with appropriate resource personnel (e.g., from Child and Family Connections) to determine our ability to provide the services required for each child. The resource team may consist of the Center Director, Child Development Lead Early Educators and registered, licensed, and/or certified resource personnel such as physicians, psychologists, social workers, speech therapists, physical and occupational therapists, educators and other technical and professional personnel, as indicated by the child's special needs. Collaboration among specialists and the CDC staff is necessary to maximize children's progress. We expect the parents and guardians of a child with special needs to provide our staff with appropriate information to assist us in providing the best possible care for their child (i.e. copy of IEP/IFSP). Parents' consent must be completed prior to reports on a child's development being shared between agencies.

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

Updates to your Child's Admission Forms:

Admission forms can be updated anytime by the parent. Please use the Elgin ISD Website to print the forms and return to the center either in person or by emailing the information to gbrune@elginisd.net. You can also update some information (like addresses and contact information) by using the Brightwheel App. Please notify the director if you chose to use the Brightwheel App to update your information. That way your child's file can be documented of those changes as well.

Rates, Tuition and Fees

Fee and Payment Policy:

(Elgin ISD Child Development Center enforces the following policies and procedures for tuition payments.)

- Tuition is for 187 scheduled working days. Payroll deduction is semi-monthly to accommodate to the Elgin ISD pay schedule. (Payroll runs a whole month behind – that is why the last payment is scheduled a whole month after the end of school.)
- Employees of the school district will have their tuition payment deducted from their paycheck in 20 payments. Tuition will be automatically deducted twice a month through payroll deductions. To know the exact dates please refer to your deduction schedule and/or the Elgin ISD Payroll Calendar.
- Tuition that is paid by the Non-Elgin ISD parent will be due by the 5th working day of the month.
- All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, Severe Weather Days, and Spring Break). Tuition is prorated with the 187 day scheduled calendar.
- If a child enrolls after the beginning of the Elgin ISD academic calendar, childcare fees will be prorated for the first month of enrollment and will be based on the child's first day at the center. If a child withdraws from the childcare program prior to the end of the Elgin ISD academic calendar, the last month of enrollment will be prorated.
- If you decide to take an extended leave of absence for any reason without proper notice, the center cannot guarantee the availability of your child's spot upon your return. The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.
- Part-time options will be considered for children ages 3 years of age and older at a reduced rate, upon availability. Part-time options are available for infants from 6 weeks to 35 months but a reduced rate is not available for this age group. Your child's spot is reserved only for them and cannot be used by another.
- To ensure your child's enrollment, parents must communicate their request in writing (preferably by email) to the Director of the Center
- If you need to terminate your child's enrollment, notice is to be given to the center director.
- ***No charge will incur during an emergency-related closing mandated by the state/local government/DHS, like a pandemic.***
- ***No Refunds for services rendered unless the refund is for an error in a rate change and will be handled by the director. Only the director can approve the refund.***
- The center will not give credit or "tuition forgiveness" for days absent due to illness, vacation, holidays, etc. The full month's tuition is expected.

Monthly Tuition:

Tuition Rate for Elgin ISD Child Development Center

- Monthly tuition rate is per child.
- Monthly tuition will include morning breakfast and an afternoon snack per day for those whom are developmentally able to participate. Parents of infants are to provide formula/breast milk and appropriate baby food for their child. Parents of toddlers and preschoolers are to provide a ready to serve lunch for their child/children.

Late to Pick Up Child Fee:

Late Fees will be enforced.

- First Late Pick Up - You will be given a written warning.
- Second Late Pick Up - You will be charged a late fee of \$20.00 per child for the first 15 minutes you are late. Then a \$1.00 for each additional minute after 5:45 pm. A payroll deduction form will be signed the following day with the total amount of the charge. Then the deduction will be turned in to be deducted from your payroll check that is scheduled for that time period.
- The Child Development Center uses the Elgin ISD District's Computer Clocks to verify if a late fee should be applied. (5:31 pm starts the first 15 minutes.)
- The center's licensed hours are from 6:30 am to 5:30 pm. No children are supposed to be on campus before or after those times.

Other Fees:

Child Care Late Payment Fee: For those whom pay by check or money order a \$20 dollar charged will be added to any payment not received by the 5th of the month.

Child Care Fees outside of the 187 day prorated school calendar (Summer Care):

You would need to make arrangements with a director to verify the availability for care. You would be charged only for the additional days used.

<u>Class</u>	<u>Age</u>	<u>Daily</u>
Infants	6 weeks thru 18 months	\$30.00
Toddler	19 to 35 months	\$25.00
Preschool*	3+	\$20.00

***IF NOT POTTY TRAINED, TODDLER RATE WILL APPLY**

Arrival and Departure

Our facility is operational from 6:30 am – 5:30 pm, Monday through Friday.

The transition period from home to school is an important time of the day. You should plan a Flexible Schedule that allows you a few moments to help your child get his or her day started. Departures at the end of the day need equal attention.

Our facility is operational from 6:30 am – 5:30 pm, Monday through Friday. We are trying to minimize the amount of individuals inside the CDC portables throughout the day. During drop off and pickup it would be preferred that only the enrolled children and the CDC staff members assigned to that portable enter the building.

You are always welcome to schedule a classroom visit at any time. Young children are often frightened by a lot of activity and too many people in the classroom. Some experience severe “stranger anxiety” and become very upset when unfamiliar people enter the room.

Preferred last drop off time:

- **Please arrive by 8:00 a.m.** It’s important for your child to arrive in time to join the group and participate in all of the day’s activities. Irregular arrival times create confusion and a feeling of being left out of the group. If you know that your child will **arrive later than 8:30 a.m.** we ask you to call or send message by the Brightwheel App. Likewise, if your child will be **absent** for the entire day or part of the day, please call, email, or use the Brightwheel App message to let the center know.

Absent/Late:

- On the days your child will not be attending school or will arrive late, please convey this information with your child's classroom or the childcare director to inform the center. This helps in planning and preparations for the rest of the day.

Drop-Off/Arrival Procedures:

(Please remember to try and do all drop offs at the door and not enter the classroom. This helps in keeping a cleaner environment by limiting the amount of additional germs entering the portable. It also promotes a smoother drop off for the parent and the child.)

- No drop offs are allowed during 11:30 pm to 2:30 pm without prior approval from the Center Director. This time period is reserved for the children to rest and an interruption during this time frame does not support a healthy restful environment for the children.
- The Health and well-being of each child at the Child Development Center is of the utmost importance to us, therefore we will conduct a health check before the parent says their goodbyes for the day. The results of the health check by the center’s staff will determine whether or not the child remains in care for that day.

Young Infant, Infant, Mobile Infant, Young Toddler, and/or Preschool Classrooms

If your child is in the Young Infant, Infant, Mobile Infant, Young Toddler, and/or Preschool Classrooms you would most likely prefer to use the dirt circle drive in the back of the center, closer to those classrooms.

Toddlers and Young Preschool Classrooms

If your child is in the Toddler and/or Young Preschool Classrooms you would most likely prefer to use the front parking lot of the center, closer to those classrooms.

- While in your car or at the classroom door, use your phone to sign in your child with the Brightwheel App QR Code and answer the Health Screener Questions.
 - If your child is an infant, please indicate in the Brightwheel App, when your child woke up and the last time your child ate. Provide information about your child's mood, demeanor, special needs and other characteristics that will help to ease the transition into the childcare center for the day.
- Once this is done you will knock on the classroom door.
- Your child's classroom teacher verifies the screener information and verifies that your child is signed in.
- The CDC Staff member will open the door to greet you and your child.
 - The CDC staff member is not allowed to accept a child that has not been signed in by the parent.
 - The only exemption to this rule is if the director gives the CDC staff member permission to accept the child and have the individual dropping off permission to sign in using the CDC iPad.
- Your child will get their temperature taken.
 - If it is below 100F, the CDC staff member will then receive your child from you.
 - If the child's temperature is greater than 100 degrees – the child will not be able to remain.
 - Your child's classroom teacher will then continue with a quick Individual Health Check by doing the following:
 - Examine the child for any signs of illness or new/unusual marks.
 - This is done to make sure that if any extra attention and/or care that might be needed can be discussed with the parent about those needs.
 - If the child seems slightly ill (Health Screener Question indicates that the child is well) and the temperature is normal – we will monitor the child to see if the symptoms progress and we will keep you (the parent) posted of any changes.
 - You and your child will say your goodbyes for the day and your child will enter the building.
- Please inform your child's teacher through the Brightwheel App of any questions / comments / concerns / change of information that you might have that could help your child throughout the day.
 - Please enter this information into the Brightwheel App instead of trying to inform the morning staff.
 - This helps us document the information you are needing to relay to the Center's Staff and is accessible to anyone who might be working with your child.

- The morning staff is very busy monitoring and receiving the children. We do not want the information confused with another child or not relayed to everyone involved.

Procedures for Release of Children/Child's Dismissal:

- Parents must sign their child out by using the Brightwheel App when at the Child Development Center. The sign out time must not be greater than two minutes from the time of actually receiving the child.
 - Parent must send a message by Brightwheel App or Email, if sending an Approved Pick Up Individual to pick up their child/children.
 - Message must include the Approved Pick up Individual's Name.
 - Parent must make sure that the individual picking up understands that they will need to have their identification ready to present for verification.
 - If the staff member does not know the person coming to pick up the child, that person will be asked to see their ID/driver's license for verification of identity. It will also be used to verify authorization from the information that was provided to the center from the parent on the child's admission form.
 - A copy of the driver's license will be made and filled in the child's file and/or a picture will be taken and added to the child's Brightwheel Information for future reference.
- In the case of an Approved Pick Up Individual is the one that will be picking up, the Child Development Center will provide an iPad with the Brightwheel App on it for the Approved Pick Up Individual to sign the child out.
- If a court order exists that denies an absent parent access to a child, the custodial parent must provide a signed court order for the child's file at the Child Development Center. Without this document, the Child Development Center cannot keep an absent parent from contact with the child.
- If someone other than the parent and/or preauthorized persons is to pick up the child, the Center must be notified in writing prior to pick up time.
- A child will only be release when everything is verified.

Children enrolled in the Center will NOT be released to anyone under the age of 18 or to anyone not listed on the Admission Form.

**The Child Development Center staff will not release any child to anyone other than the parents or the persons listed on the child's enrollment form. Make sure the list is up-to-date and that the center and child's teacher of any changes.*

Cell Phone Policy:

Elgin ISD Child Development Center strongly recommends that you refrain from the use of a cell phone during drop off and pick up times. This is a time to discuss your child's day with his or her teacher or staff member. Also it helps with safety management. We have lots of gates that must remain closed during the day – if you are not on the phone – you would be more aware that you might have not closed a gate properly or not at all. Thank you in advance for help in this matter.

Classroom Curriculum and Environments

Environments:

The Child Development Center staff is always inspecting the children's play areas regularly for unsafe conditions. If you see anything that you observe that might be a safety hazard and has gone without repair – please report it to the director as quickly as you can. We want to make sure that all repairs are done or addressed as quickly as possible. Thank you so much for your corporation in this matter.

Parking Lot Safety:

There are several areas around the Center for Parking for a limited amount of time during Drop Off and Pick Up. In front of the Center and two sections of the circle drive in the back are designated for this purpose. Head Start shares these areas with the Center and because of this situation, times between 7:45 am to 8:15 am and also 2:30 pm to 3:00 pm can be very busy around the center.

Please during these times:

- be courteous of each other
- do not block others in
- do not park in the Handicap Parking
- make sure that your child is next to you as you walk to and from your vehicle

Safety first at all times.

Accommodations:

In general, an accommodation is any change in an environment or in the way things are customarily done that enables a child with a unique need to enjoy equal access to the environment. Elgin ISD Child Development Center Early Educators are well trained, and many minor accommodations are implemented throughout the school day to meet the developmental needs of all students. A few examples of children who need classroom accommodation are those who cry excessively, have food allergies, have a special educational need, or experience a physical disability. All children are unique, and Elgin ISD Child Development Center strives to meet the needs of each of its students.

There are two categories of accommodations:

1. Accommodations to the preschool class environment or to the manner/circumstances in which students perform the essential functions within the school routine.
2. Accommodations to the class curriculum and activities that enable a preschool student with special needs to enjoy equal benefits as enjoyed by the children without special needs.

The limitation on the Preschool's obligation to provide accommodation is that no such change is implemented if it would cause undue hardship to the preschool. Undue hardship refers to financial difficulty, as well as to changes that would fundamentally alter the philosophy or operation of the preschool classroom. The Preschool assesses on a case-by-case basis whether a particular accommodation would cause undue hardship.

Curriculum:

The Child Development Center uses the Frog Street Curriculum as our main curriculum. Frog Street is a comprehensive curriculum based on the most current research in early childhood education including brain development research. The program is rooted in a deep knowledge of child development and empowers teachers to know not only what to teach but also the how and why of instructional strategies. This curriculum includes intentional instruction with children's play, incorporates Conscious Discipline, and provided parent partnership opportunities. Dr. Becky Bailey is one of the main authors of the curriculum. She is highly respected and educated in the field of Early Childhood Education. Assessments will be incorporated into the classrooms using both Frog Street and Children's Learning Institute.

Outdoor Play:

Young children need regular opportunities for outdoor play. The Child Development Center schedules a minimum of outdoor play two times each day for all children who are walking. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc. Non-walking children will be outside only when the ground is dry and the temperature is above 50 degrees. Walking children will go outside if the temperature is not below 40 degrees and it is on a dry, sunny, windless day. Parents should provide appropriate clothing, including hats and gloves. The length of time spent outdoors will be determined by the weather conditions, i.e. if it's very hot or very cold, children will only stay outside for 10 - 20 minutes. If unable to go outside due to inclement weather, a physical activity (dance party, yoga, marching, whole body active games) will be implemented in the classroom.

Physical Activities:

Active play opportunities will be offered throughout the day. The Child Development Center Staff Members have structured activities or games incorporated in their lesson plans to promote physical activities throughout the week. Activities range from 5 to 10 minutes and these activities could be done inside or outside depending on the type of activity.

Water Play:

Water Play is typically limited to table play, special activity days, and sprinkler play. Safety is our first objective and regulations and procedure used to meet the Minimum Standards from the Texas Department of Family and Protective Services.

Field Trips:

Field trips involving transportation are limited to the preschool programs. Transportation is provided by Elgin ISD. Younger classes participate in walking field trips. Fieldtrips are posted and permission slips must be signed for the child to attend.

Pet Policy:

Elgin ISD Child Development Center does not allow pets in the classrooms or on the grounds.

The only classroom pet that is allowed at this time is a fish.

Technology Policy:

Visual media is not allowed in Infant Rooms. By Minimum Standard Guidelines children must be older than the age of 2 to view media in a classroom. Screen time in Toddlers (Age 2) and Preschool classrooms is related to the curriculum and usage is limited. Screen Time does not exceed 1 hour per day.

Visitors:

Visitors must sign in at the Child Developments Office (Portable #1). You must be prepared to show a school badge, driver's licenses or a state id for identification purposes.

Personal Items and Belongings

The following items are needed at school:

Infants

- Bottles should be labeled with first name and last initial
- Baby food, labeled and dated
- Diapers and Wipes
- Diaper rash cream, powders, etc. (Must be labeled with child's name)
- 2-3 changes of clothing
- Appropriate outerwear (heavy coat in winter; light-weight jacket in spring/fall)
- Security items/pacifiers (labeled). No item can be attached to pacifiers such as a clip

2 Year-Olds – 4 Year Olds (Any child that is walking and napping on a mat)

- Stuffed animal, doll, or other "security item" for nap (optional) (This item must be soft to the touch.)
- Several changes of clothing
- One extra pair of shoes
- Diapers, Wipes and/or Pull Ups (If potty training)
- Appropriate outerwear (heavy coat in winter; light-weight jacket in spring/fall.)

We provide mats and blankets for this age group. Age appropriate sleep toys are allowed. Also if a child needs to bring their own blanket from home, the blanket cannot be any larger than a small child size blanket and it must be taken home at least once a week for washing.

Minimum Standards require outdoor play each day weather permitting. Please bring appropriate clothing.

Personal Belongings:

Please label all belongings of your child. All items must be labeled with your child's first name and last initial.

- These items should be labeled at all times: bottles, pacifiers, lunch boxes, jackets, and any personal transition item.
 - These items will not be allowed for sharing throughout the day.
- Children may bring in one small soft personal belonging if it will help them to transition to school or during nap time. The item must be smaller than a 12 inch by 12 inch square. These items must be labeled to prevent loss or confusion of property.
- Preferably no blankets from home.
- Your child should not bring toys or money from home for classroom play. This policy prevents hurt feelings and lost or broken belongings.

Clothing and Shoes:

Your child will need an extra change of clothing with each item labeled to prevent loss.

Toileting accidents happen, please arrange to have several changes of clothing available each day.

Clothing ready for play and messy activities must be worn so that your child may participate in all planned activities. The school will have smocks available for children to wear while playing with finger paints, water, and

clay; however, the smocks will not protect clothing completely. It is best to wash soiled clothing (paint, etc.) in cold water as soon as you get home.

A part of each day is spent outside. You will need to dress your child in seasonally appropriate clothing, to include coats, hats, and mittens.

Clothing and shoes that children wear can sometime contribute to accidents. We encourage parents to provide comfortable play clothes that allow for climbing and running, as well as rubber-soled shoes that buckle or tie securely. Flip-flops and Sandals without straps **are not allowed**.

Parent Communication and Involvement

Communication Policy:

Please know that information you share with your child's teacher is confidential and will not be shared with others. The Child Development Center values parent ideas and input. We also value our time in the classroom with your child. For this reason we respectfully ask parents to schedule a private meeting to discuss issues and concerns that may arise in the course of a child's enrollment rather than discussing concerns in the presence of children or in the classroom. We want to give you our undivided attention and this is not possible when the teachers are responsible for children. Conferences may be requested or as deemed necessary. The Child Development Center staff strives to provide many avenues of communication with all parents. Please feel free to utilize Brightwheel Messaging, email and written notes as methods of communicating with your child's teacher. Be aware classroom teachers spend most their time working directly with children. Brightwheel Messaging and email messages will be returned as promptly as possible.

Communication with Parents:

- Current parental contact information is essential for communication. If your information needs to be updated any time throughout the school year, you can send this information by Brightwheel, phone, email, and at arrival or departure.
- Daily Communication with parents is imperative.
- Parents are asked to inform staff of anything happening in the child's life that might affect his or her behavior at the site. Pertinent information will be beneficial for successful care of your child.

On-Line Communication Program:

We use an on-line program/tracking system in our classrooms. This helps us have open communication with you throughout the day, makes signing in and out your child simple and assisting with streamlining our reporting, tracking and assessments.

Easy steps to follow to add the Brightwheel App to your phone:

1. **Create a free brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to.
Here is a [quick video overview](https://youtu.be/FtmJyYPsAGY).
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.

You can watch video tutorial [HERE!](#)

<https://youtu.be/Zb8suSif0Tk?list=PLWkfMDOm0pnF0bWPntP7m7dSSi6ID6JUR>

Infant Care Sheets:

Parents must update the Monthly Infant Care Form. This form helps keep the Child Development Center Staff updated on the ever changing nutritional needs of your infant.

Infant Room Daily Reports:

You will constantly receive a Daily Report through the Brightwheel App about your child's day. This report will include:

- Times the infant slept
- Times of diaper changes
- Times the infant was feed and how much was given
- Infant's general mood for the day
- A brief summary of the activities in which the infant participated

Mobile Infant Room and Young Toddler Room Daily Reports:

You will receive information through the Brightwheel App about your child's day. This report will include:

- Start and End of nap times
- Times of diaper changes
- What and how much the child ate during meals and snack
- General mood for the day
- A brief summary of the activities in which the child participated

Toddler Room and Preschool Room Daily Reports:

You will receive information through the Brightwheel App about your child's day. This report will include:

- Start and End of nap times
- If potty training, information on the child's potty training daily routine
- General mood for the day
- A brief summary of the activities in which the child participated

Parent Involvement/Education:

Parent bulletin boards with class schedules, lesson plans, announcements, and parenting articles will be displayed in each classroom. A Resource Center is available for parents in Portable #1 – the CDC Office. Items like help full nutrition ideas, parenting articles, and children developmental milestones information are just some of the information you can find in our resource area. If we don't have what information you might be looking for, be sure to let a CDC staff member know and we will do our best to get the information to you. The Child Development Center staff believes that parent involvement is important. Parents are requested to participate in Parent Orientation before enrolling their child which allows time for you (the parent) to tour the center and meet the staff. We also plan activities almost monthly that will allow you and your family the opportunity to visit with your child at school. Some of these activities include the Fall Festival, Christmas Caroling, and Spring Water Day. We also provide a center evaluation to allow parents the opportunity to assist us in developing goals and activities.

Supporting Family Needs:

Families and culture are celebrated in the Elgin ISD Child Development Center. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes our program strong. Families are frequently visible in and around the center, sharing life and what they love with the children. Their role in informing and working together with their child's teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and information families wish to share about their socio-economic, linguistic, racial, religious, and cultural backgrounds. Program staff will actively use information about families to adapt the environment, curriculum, and teaching methods to the families we serve.

Classroom Visits:

- One of the delightful benefits of a workplace childcare is the ability to visit or observe your child throughout the day.
- You are welcome to have unannounced visits and scheduled visits during the hours of operation to observe your child. You can visit your child at any time during the day.
 - It is recommended to schedule visits that are longer than 5 minutes with the director or with the lead early classroom educator for the center to better accommodate your needs.
 - At the time of a classroom visit, you must sign in at Portable #1 (CDC Office). We have to account for every individual that is on our campus at all times.
- Please be aware, your participation in events at the childcare center is greatly appreciated; however, we want you to exercise caution and good judgment when choosing when to be away from your job responsibilities. It will be necessary for you to work with your immediate supervisor to determine when it is appropriate for you to volunteer or attend events at the childcare center. Your participation is valued but not mandatory.
- We want to be certain your visits to the childcare center are comfortable, casual and relaxed. However, we must be careful to balance the overall activities of the classroom with the individual needs of our children. Some of our little ones become anxious and frightened when there are a lot of people in the room. Whenever possible, we want to minimize the transitions and opportunities for this to occur.
- If you would like to visit with you child for an extended period of time, we respectfully request that you take a walk together, go to the playground or select a quiet place outside the classroom to visit. Thank you for your understanding.
- Initially, your child may be confused by your visits. When your child sees you, he or she will expect to leave with you. We suggest that you explain to your child that you are visiting and then join him/her at an activity. The teachers will attend to your child as you leave. Regular visits will establish a routine with your child, making your coming and going easier.
- When you visit the classroom, we ask that you follow the example set by the teacher for relating to your child in a positive way. You are also expected to adhere to the classroom rules and routines.
- You are invited to join us for lunch occasionally. If you choose to eat with us, notify your child's teacher in the morning. If you bring guests to visit the childcare center please ask them to wait outside the classroom while you pick up your child from his/her class. Visits with friends are best handled outside of the classroom. This request is simply to ensure that each of our classrooms remain calm and pleasant for the children and staff.

Parent Conferences

Twice a year we request that parents participate in a parent conference which allows an opportunity for discussion of your child's developmental milestones and progress. You or your child's teacher can ask for additional conferences at any time. As important events occur in your child's life or in your family, please share these with the teachers. These might include the death of a pet, moving to a new house, the illness of a grandparent, or even the separation of parents. Informed teachers will be better able to support your child and tell you how your child is responding to these events.

Newsletters:

Monthly Newsletters are sent to inform parents about what is going on at Elgin ISD Child Development Center. These newsletters will also provide you with parent education information. Topics can include nutrition, guidance, education topics, and helpful information about your child's growth and development. Please remember our Family Resource Center located in Portable #1 and feel free to give topic suggestions.

Participation in Procedures and Policies:

Parents are encouraged to review and discuss the operational policy and parent handbook of the Elgin ISD Child Development Center. Please feel free to contact the director with your concerns and questions. An evaluation form will be provided again in the spring to parents to assist us in improving our program.

Confidentiality

Each child is a unique individual with specific needs. The teachers are trained to observe and plan for each individual child. Our environment will be supportive of each child's growth and each parent's own development as a parent. Therefore, every adult visiting our school will be asked to respect the needs of the individual and the ability of the Child Development Center staff to plan an appropriate program for that child. It is not appropriate to discuss the children or incidences in the school with anyone other than your child's teacher or the center director, including coworkers at Elgin ISD. The Child Development Center staffs are interested in answering your questions or discussing your concerns, but we will not allow this to take place in the presence of the children or other adults. Your child's teacher will schedule a private meeting with you to discuss any concerns you have about the classroom. In order to protect the confidentiality of our children, please do not ask an individual teacher to share the personal phone number/s or pertinent information. Use of a cell phone is strictly prohibited by the Texas Department of Family and Protective Services while supervising children. CDC Contact Information is located at the end of this parent handbook.

The following items are available for review for parents:

- Current menu
- Minimum Standards (copy in each classroom on the iPad and a paper copy in the office)
- Documentation of liability insurance
- Department of Protective and Regulatory Services Inspection
- Fire Marshal's Inspection Report
- Health Department Sanitation Inspection Report
- Gas Pipe Inspection Report
- Most recent Licensing Inspection Report

At any time a parent can request a meeting with a director to discuss any concerns including but not limited to policy and procedures. Examples: daily activities, guidance, and nutrition.

Custody Issues

The center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records or picking the child up unless the center has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the center, as it is our only means of protection for your child. Our purpose is to protect the interests of the child and not to mediate differences. In case of conflict, the proper authorities will be contacted.

Promoting Healthy Guidelines

Hygiene Measures and Procedures:

- **Handwashing:** As soon as students and/or staff arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available (outside play areas). **Hand sanitizer must not be used on Infants or Mobile Infants.**
- **Sanitizing/Disinfecting:** All hard surfaces will be cleaned (using soap and water) and then wiped down (with disinfectant cleaners) throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be removed as soon as that child is through playing with it. Then put into the disinfecting process like usual. All surfaces and/or toys will be cleaned or put into a bucket for sanitation prior to leaving the room throughout the day. All cloth like items including but not limited to: sensory bins, soft toys, pillows, dress-up clothes will be washed weekly or once soiled.
- **Mask or Face Shield wearing:** (Optional) Children 2 years of age and older have the option to wear masks throughout the day with parent approval. If you prefer for your child to wear a mask and would like to provide them, please label it with your child's name. Masks will be removed during meals, nap times and outside play time. **All Elgin ISD Child Development Center Staff** has the option to wear a mask or not. If your child's teacher would prefer to wear a mask during the day, there will be times during the day that a face shield will be a more preferred option. Examples of those times are but not limited to: during circle time, meals and during any literacy implementation.

Every Classroom Health Guidelines:

- Morning Health Checks are a requirement. Any signs of sickness and scratches/bruises must be discussed with parent and documented at drop off.
- Children and Staff Members must wash hands every time they enter a building.
- Weather permitting – children will participate with outside activities twice a day. (Morning and Afternoon). There will be at least one outside planned activity per day.
- Caregiver will provide water throughout the day to the children.

Infant Classroom Guidelines:

- Infants must be removed from car seats upon arrival of the classroom. (Car seats will not be left at the center. Special consideration upon approval of the director. In this situation the car seat will be left in the CDC office during the day.)
- Parents provide all items needed for diapering. (Diapers, Wipes, Diaper Rash Cream or Powder)
 - If cloth diapers are to be used, please bring a sealable bag to put the dirty diapers in.
 - We are not allowed to remove any extra bowel movements from the diapers. The diapers will go in the sealable bag as they were when removed from the child.
- For safety reasons, NO items are allowed to be left in the crib. A child is not allowed to sleep with any addition items. (Pacifiers are approved to be with the child.)

- All Infants are placed face up position for nap. If an infant rolls over on their own that is fine. *Refer back to your copy of the “Operational Policy on Infant Safe Sleep” form for more information on this guideline.



Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards Sections 746.501(9) and 747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at _____ and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at _____ will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2427 and 747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs [Sections 746.2409 and 747.2309].
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices [Sections 746.2415(b) and 747.2315(b)]. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing [Sections 746.2429 and 747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [Sections 746.2415(b) and 747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [Sections 746.3407(10) and 747.3203(10)].
- If an infant needs extra warmth, use sleep clothing _____ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [Sections 746.2415(b) and 747.2315(b)].
- Place only one infant in a crib to sleep [Sections 746.2405 and 747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [Sections 746.2415(b) and 747.2315(b)] or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk [Sections 746.2401(6) and 747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2426 and 747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [Sections 746.3703(d) and 747.3503(d)].
- Actively observe sleeping infants by sight and sound [Sections 746.2403 and 747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [Sections 746.2427 and 747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [Sections 746.2427 and 747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2428 and 747.2328].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

- ***Socks-Only classroom:*** Alternatively, if in a Socks-Only classroom, all children and staff members will take shoes off before entering the play area in the classroom. Teachers will be allowed to bring in “indoor shoes” to wear in the classroom only or socks. Since the babies spend a lot time on the floor doing different activities (tummy time, learning to crawl, ect...) we want it to be as clean and safe as possible.
- ***For Breast Feeding Mothers:*** In all three of our Infant Classrooms there are adult chairs and/or a Private Area for you to come in and nurse. Please let us know if there is anything we can do to help accommodate your needs during this time.
 - To help maximize your time to nurse, both document in the Brightwheel App that you will be on the Child Development Center’s campus and your arrival time. Or you can have one of the

Staff Member contact the office to inform the Director that you are present on the campus for nursing.

- Please wash your hands as well when entering the building, before picking up your little one.
- Most of these areas are within our “Socks-Only” area. Please remove your shoes before entering that area.
- Extra Resources on and for Breast Feeding is located in the Child Development Centers Office (Portable #1). There are articles and reading materials about Breastfeeding.

Toddler and Preschool Classroom Guidelines:

● **Potty Training Procedures:**

- When a child seems ready to potty train – your child’s teacher will discuss with you to see if you feel that your child is ready also. If both parties agree:
- We will develop a potty training plan with you (the parents) that is consistent for all that are involved in this process.
- When a child is in the training process and wearing either a pull-up or underwear, the child will be taken to the potty at least every hour.
- The child will be supervised and helped while in the restroom during this learning process. The child will not be left alone to potty - until the child is ready according to the potty training plan.
 - Parents provide all items needed for diapering. (Diapers, Wipes, Diaper Rash Cream or Powder)
 - We are not allowed to remove any extra bowel movements from any clothing that might get soiled. The clothing will go in a sealed bag as they were when removed from the child.
 - Then will be sent home to the parent at the end of the day.
- Keeping a daily progress chart. This chart will be accessible to all parties that are working with the child on their bathroom routine and should be maintained until the child can complete bathroom routines alone.
- If a potty training seat is used – it will be sanitized after each use.

Medical Guidelines

If your child becomes ill at school, he/she will be moved to the CDC Office Isolation Room and given a sleeping mat to rest until you can take your child home. It is important that you make alternate arrangements to provide care for your child when he or she becomes ill. The staff cannot allow a sick child to remain at the center or in a classroom. The ill children should be picked up within 30 minutes of parent notification. You will be asked to keep your child home until all symptoms of any illness have passed, and the child is no longer contagious.

A child must be excluded from the center when the illness prevents the child from participating comfortably in facility activities, or the illness results in a need for greater care than the childcare staff can provide without compromising the health and safety of the other children.

Specific Conditions Which May Require Exclusion:

- *Chicken Pox*
 - ❖ *Watery blisters appearing on scalp, face, or body.*
 - ❖ *May return when sores are dried up or crusted, and no new blisters are appearing in a 24 hour time frame (approximately six or seven days).*
- *Coronavirus Disease / COVID-19*
 - ❖ *Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea*
 - ❖ *If symptomatic, exclude until at least five days have passed since symptom onset, and fever-free without medication for 24 hours and other symptoms have improved.*
 - ❖ *Children who test positive for COVID- 19 but do not have any symptoms must stay home until at least five days after the day they were tested.*
- *Diarrhea/Vomiting*
 - ❖ *Three of any of the following symptoms: loose/watery bowel movement, vomiting, and/or a fever 100 degrees or high (auxiliary). Other symptoms: abdominal pains, lethargy, unable to console.*
 - ❖ *May return when no more vomiting episodes or symptoms are gone for 24 hours and child has a normal bowel movement without medication.*
 - ❖ *Upon return to the center, if within a 24 hour time period, the diarrhea/vomiting returns, the child will be sent home again. The child may return when they are symptom free for 24 hours without medication.*
- *Fever*
 - ❖ *If a child has an auxiliary (under arm) temperature of 100 degrees or higher, the parent will be asked to take the child home. Temperatures will be taken if the child feels warm to the touch. The temperature is taken auxiliary. There will be a 15-30 minute wait and the temperature will be rechecked. If there is a fever, the parent is contacted.*
 - *A tympanic (ear) temperature above 100 degrees*
 - *An axillary (armpit) temperature above 100 degrees (temperature that is taken under the arm usually requires adding one degree added to the thermometer reading number)*
 - ❖ **The child may return to the center when they are fever free and/or symptom free for 24 hours (without medication) or with a doctor's note.**
- *Hand, Foot and Mouth Disease*
 - ❖ *Bumps on hand, foot, and mouth/throat area*

- ❖ *No exclusion unless there is a fever. The child may return to the center when they are fever free and/or symptom free for 24 hours (without medication) or with a doctor's note.*
- *Measles*
 - ❖ *Fever, followed by runny nose, watery eyes, and dry cough, a blotchy red rash, which usually begins on the face, appears between the third and seventh day*
 - ❖ *May return four days after onset of rash and unimmunized children for 21 days after last exposure*
- *Pink Eye / Conjunctivitis*
 - ❖ *Red eyes, discharge from tear ducts swollen eyelids and/or bumps on eyelids, crusted or matted eyes*
 - ❖ *When parents see the first symptoms of discharge, they are advised to keep the tear ducts clean and open. Warm compresses often work.*
 - ❖ *If test positive, the child may return once symptom free or with a doctor's note.*
- *Streptococcal Infections*
 - ❖ *Swelling/Redness of the Throat or Mouth Sores*
 - ❖ *Fever and sore throat*
 - ❖ *May return 24 hours after antibiotic has been administered, no fever is present and the child is able to participate fully in activities.*
- *Skin Rash / Impetigo / Ringworms / Shingles*
 - ❖ *May return unless blisters and drainage cannot be contained and maintained in a clean bandage or under clothes.*

In the event your child is sent home with one of the above health concerns, have been home sick for 3 consecutive days, and/or had a fever during anytime of an illness/absence, ***they will not be permitted back to Elgin ISD Child Development Center without a doctor's note.*** The doctor's note must be written on their letterhead and reads that the child can return to school because they are no longer contagious.

Medication:

- A medication consent form MUST be filled out for all prescription and over the counter medication. Please allow time for this to be completed before you leave.
- Medication cannot be given to your child if form is not completed.
- A single dose of medication can be administered with a Brightwheel message, telephone call or email approval from the parent.
- Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

Requirements on Medication:

- Medication must be given as stated on the label's directions or amended in writing by health care professional.
- Medication must be in original container labeled with the child's full name and the date.
- Medication cannot be administered after its expiration date.
- Medication must only be administered for whom it is intended.
- Parent MUST complete a medication consent form for each medication to be given with a start and end date

- If the label states to consult a physician for your child's size and age to determine the dosage we must have a written statement signed by a licensed health professional stating what dosage to administer.

The Center Director is the main administer of medications. If the Director is not available, then two CDC staff members will verify the measured amount of medication before administering. All medications along with the signed dosage forms will be stored in the CDC office for classroom safety purposes. Medication will be refrigerated if needed.

If your child is prescribed medication, such as antibiotics, it must be in his/her system for at least 24 hours before returning to the center

Use of Tylenol or other Fever/Pain Reducers:

- Regarding Tylenol and other fever and pain reducing medications, our medical resources advise that, if a child is well enough to be in childcare, there would be few reasons to administer these types of drugs. Analgesics can mask symptoms of illness and limit the staff's ability to monitor the actual health of the child; they may also interfere with the body's ability to fight off an infection. If your child's caregiver suspects that an analgesic is masking a fever, he or she may suspend its administration until an accurate temperature reading may be obtained. Likewise, **we respectfully ask parents not to send children to the center who are taking pain/fever reducers without first consulting with the lead teacher or childcare director.** If it is necessary to administer this medication, we will follow the same procedures as a prescription medicine.

Sunscreen and Insect Repellent Policy:

- Sunscreen and insect repellent must be:
 - 1) safe for the age of the particular child;
 - 2) in the original container;
 - 3) within the expiration date noted on the product.
- Prior to use at the center, sunscreen and insect repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually.
- Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher.
- Sunscreen and/or Insect Repellent will need to be provided by a parent/guardian (labeled with the child's full name).
- Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note.
- Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness.
- Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring.

- Insect repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.
- Insect repellent should be applied to a child’s skin only once a day, but may be sprayed on clothes for later trips outside. Sprayed clothing is returned home at day’s end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.
- Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Reflective areas (such as water and sandboxes) for prolonged periods of time should be avoided.

Immunizations:

Elgin ISD Child Development Center is required to obtain a copy of the child’s immunization record as specified by the Texas Department of State and Health Services.

- Provided immunization records must include the following:
 - The child’s name and birth date;
 - The number of doses and vaccine type;
 - The month, day, and year the child received each vaccination; and
 - The signature or stamp of the physician or other health care professional who administered the vaccine.
- All immunizations must be complete and up to date when you enroll your child and the immunizations must be kept current.
 - Any time your child receives an immunization shot – please make sure that a copy of the updated shot record is turned into the CDC for your child’s file.
- For Parents that cannot provide an immunization records and/or are exempt, must provide a notarized statement documenting this information.
- More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

Illness and Injury Report:

CDC teachers are trained to be alert and in constant supervision of students - sometimes accidents happen when children play or have a disagreement with a playmate. Minor bumps and bruises will be cared for by the teachers and recorded on an *Incident/Illness Report in the Brighwheel App*.

If a serious injury should occur, you will be notified immediately; therefore, **current emergency information must be kept in your child’s file at all times**. Childcare teachers are trained in CPR and first aid, but 911 (Emergency Medical Services) will be called if necessary.

Food Allergy Plan:

- The district has developed an annual review for food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies.
- When the center receives information that a student has a food allergy that could put the student at risk for anaphylaxis, the parent is to provide the center an individual care plan that is developed by the child’s doctor to assist the student in safely accessing the school environment.
- All employees are required to take the annual Food Allergy Training.

- Postings in the Kitchen along with in the Child's Classroom will have information about the child and what the child is allergic to.
- Any potential incident of a child that might have swallowed or come into contact with the allergens will be reported to the director and the parents immediately.

Hearing and Vision Screening Requirements:

According to Texas Health and Safety Code, Ch. 36, First-time enrollees who are four years of age or older by September 1 of each year will be screened for possible vision and hearing problems within 120 calendar days of enrollment unless parents present evidence of screening conducted one year prior to enrollment.

- Or the parents can provide one of the following as documentation:
 - The individual visual acuity and sweep check results
 - A signed statement that the child's screening records is current and on file at the pre-kindergarten program or school the child attends away from the center.
 - An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

Tuberculosis:

Tuberculosis Screening and Testing is not required by the Texas Department of Health for Bastrop County for students and staff. Also Staff is not required (but is encouraged) to update any immunizations.

Meals and Nutrition

Healthy eating is a priority at Elgin ISD Child Development Center. In order to promote good nutrition fresh fruits and vegetables are available during Breakfast and Snack. Milk is served with breakfast and lunch and water is served at every meal.

It is encouraged that Parent Provided Meals to include a healthy and well balance lunch. Including fresh fruits and vegetables. You can reference USDA Guidelines. <https://www.fns.usda.gov/cn>

It is the policy of Elgin ISD Child Development Center that food is not used as form of behavior modification; reward or punishment.

Food Allergy:

- If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher and director.
- All allergies will be posted in the classroom and in the food prep areas.
- Depending on the allergy, some rooms may become completely "nut free."
- A copy of the Doctor's "Emergency Food Allergy Action Plan" must be given to the Center as soon as possible after diagnosis. This copy of the Action Plan will be kept in the child's assigned room for easy access in the case of an emergency.

Infant Room Policies:

Refrigeration and heating of food is ONLY available in the Young Infant and Infant Portables.

- Infant parents will need to provide the following:
- Formula/Breast Milk
 - Elgin ISD Child Development Center strongly supports the practice of breastfeeding for your child.
 - In the infant room we have a private corner for the parent to use for pumping or nursing your baby. Please feel free to use that area for your needs.
- Prepared Foods (If your child is ready for and according to the nutritional needs of your child).
 - Food should be cut or prepared so that they are able to be eaten safely. (NO CHOKING HAZARDS)
Examples: Grapes cut and quartered, Weenies/Hotdogs cut and quartered, Proteins need to be bone free.
- Bottles
 - They must be labeled with your child's first name and last initial.
 - It is not recommend to have glass bottles in a child care setting - but if that is what you prefer to use – we will accommodate for your little ones needs.

*If you need additional information on breastfeeding please visit our parent resource center or this website; www.breastmilkcounts.com.

For your child's safety, no liquids or foods hotter than 110 degrees are allowed in any of the children's areas. This applies to children and staff.

Toddler and Preschool Room Policies:

Breakfast/Snack:

- A morning breakfast and afternoon snack is included in your monthly tuition amount.
 - Breakfast is provided around 8:00 am daily.
 - Snack is provided around 2:30 pm daily.

Lunch:

- Our center is a parent provided lunch program.
 - Elgin ISD Child Development Center is **not** responsible for the nutritional value of lunches brought from home.
 - Please send a "ready to eat lunch" each day in containers that maintain appropriate temperatures needed for safe consumption of food. Example: lunch box with ice pack and thermos (for hot and cold items). Elgin ISD Staff will **not** heat or cook foods for meals.
 - Please send food ready to eat.
 - Food should be cut or prepared so that they are able to be eaten safely. (NO CHOKING HAZARDS)
Examples: Grapes cut and quartered, Weenies/Hotdogs cut and quartered, Proteins need to be bone free.
 - Juice will not be served at lunch. Juice is high in sugar (natural sugars and added sugars) – even if it is 100% juice – thus making it hard for a child to relax after lunch for rest/nap time. If juice is sent in a lunch box it will be saved for snack time or sent home.
 - Milk and water are offered at Breakfast and Lunch for a healthy choice. Please send food that encourages and promotes healthy eating.
 - In order to promote healthy eating habits, sugary drinks and candy are not allowed to be given during any of the meals. **Juices must be 100% real fruit juice.** If any of these items are accidentally packed in a lunch box and/or a part of a Lunchable we will leave the items in the lunch box for your usage away from the center.
 - All food products served at Elgin ISD Child Development Center meet the nutritional value of USDA and Texas Department of Agriculture.
 - Menus are prepared based off of the USDA and Texas Department of Health and Human Services Guidelines.

Parent Preference to Provide All Meal Items:

Please label which items are for Breakfast/Lunch/Snack. This helps to ensure that your child is eating the appropriate items at the right time.

Nutrition Education:

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 Web sites that might assist you with healthy and safe lunch choices:

- USDA MYPLATE:
 - www.fns.usda.gov/tn/team-nutrition
- Breastfeeding:
 - www.breastmilkcounts.com
 - www.texaslll.org
 - www.womenshealth.gov/breastfeeding
 - www.cdc.gov/breastfeeding
- Healthy Child Care America:
 - www.healthychildren.org
- Choking Prevention:
 - www.cdc.gov/HomeandRecreationSafety/Choking
- Other great nutrition education web addresses:
 - www.schoolFamily.com
 - www.about.com.Nutrition
 - www.metroparent.com
 - www.foddnetwork.healtyeats.com

Nutrition Safety:

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.

Classroom/Birthday Celebrations:

Birthday and holiday celebrations are special times for you and your child. When planning these special activities we require that all food brought into the classroom is from a commercially prepared facility. This is a Minimum Standard Guideline. Please consult the director or your child's teacher to plan this special event. An example of an approved Birthday Treat is Little Debbie's Treats or baked goods for your local grocery store. No home baked goods are allowed.

First Friday of the Month Special Lunch/Celebration:

Every first Friday of the month we celebration different Holidays and/or events by having a special lunch provided by the Child Development Center for the students that are able to participate here at the center. (Infants that are still on baby food do not qualify unless the parent states that it is fine for their child to participate.)

Guidance and Discipline of a Child

(Guidance and Discipline Policy Form is included in Enrollment Forms)

Guidance:

Children are learning to be part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, preschool and toddler teachers view guidance as a time to help your child learn new social skills. It is a teaching time, a time to remain positive and supportive of the child. The techniques teachers will use for challenging behaviors include redirecting your child, offering him or her words to use in solving problems, and a chance to try again, as well as modifying the environment or routine to better meet your child's needs. Only after several techniques have been tried and/or if safety is an issue will your child be removed from the group and placed in another area of the room until he or she is ready to return to the activity. At no time will physical punishment be used to correct the child.

As a parent, we want you involved in this process. Parent conferences with the teacher/director are encouraged and will be scheduled at the request of the parent or staff. You will receive communication concerning the progress of your child thru a daily report on the Brightwheel App, email information, and/or personal communication.

Discipline:

The Elgin ISD Child Development Center's Discipline Plan is as follows:

- Discipline must be individualized and consistent for each child
- Discipline must be appropriate to the child's level of understanding; and
- Discipline must be directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which may include the following:

- Conscious Discipline is a program that we truly believe in. It is a part of the Frog Street Curriculum.
- Using 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
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time to calm one's body down away from the group, when appropriate for the child's age and developmental level, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are **prohibited** at the Elgin ISD Child Development Centers:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

A child will bite another child for many different reasons:

- A child might be teething or overly tired and frustrated.
- He or she might be experimenting or trying to get the attention of the teacher or his peers.
- Toddlers have poor verbal skills and are impulsive without a lot of self-control.
- Sometimes biting occurs for no apparent reason.

The center will encourage the child to "use their words" and will work closely with that child to see what might be causing the biting.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Stop...We use our mouths for talking and eating. Food is for eating. Friends are for talking with."
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be talked with and given picture examples of eating and talking to help with understanding. Also sign language examples of certain appropriate words to help with communication.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken for safety and sanitation.
- The parents of both children will be notified of the biting incident through the Brightwheel App with the incident report. *Note: If a bite requires medical treatment, the incident will be reported to the Texas Department of Family and Protective Services*
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.

Excessive biting incidents that are determined to be a danger to the child in the classroom will be addressed in the disenrollment policy.

This policy is the same for Pushing/Hitting/Scratching.

Disenrollment Policy

Disenrollment Policy:

Elgin ISD Child Development Center is centered on the children for whom we care for. We seek to provide programs designed to support children's growth and to challenge them to learn, each as an individual with a unique learning style and a way of responding to the world. Given the diversity of the families and communities that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

Elgin ISD Child Development Center seeks a solid partnership with our families as a basis for their child's success within our program. Since Elgin ISD Child Development Center provides a child-centered/family approach seeking to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the center. The following are some reasons why we would have to unroll a child or family from the center:

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parental Actions:

- A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
- Potentially dangerous behavior by a parent or child.

Working Towards a Positive Solution:

The decision to unrolling a child from Elgin ISD Child Development Center is a difficult one for both the Center and the family. In all cases, the goal of Elgin ISD Child Development Center is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The Center will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

If the child's behavior is problematic, a review of that behavior using the Center's developmental profile and other developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from teachers and directors, so that checks and balances are used to analyze the problem.

As the Center develops strategies to address a child's particular problem, a variety of options should be considered, including:

- Changes to the physical environment
- The daily structure of activities
- Consistency
- Transition times
- Redirection

Similarly, teachers' expectations, management skills, and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available.

Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the Center's ultimate goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at the Center and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the child care environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team.

Ultimately, Center personnel will attempt a number of approaches before making the final decision to suspend or unroll a child from the program.

Disenrollment Process:

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision to unroll the child. A follow-up letter will be provided which will include, if applicable:

- The reasons for the disenrollment or suspension;
- the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);
- The expected behavioral changes required in order for the child or parent to return or to resume or continue enrollment at the Center;
- The avenue for appealing the decision to unroll within Elgin ISD Child Development Center

The Center will not unroll a child based solely on any of the following:

- Making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reporting possible abuse or neglect occurring at the center.
- Questioning the center regarding policies and procedures.

If the center elects to unroll a child, the Center will maintain a file on record of the circumstances, parental notification, and corrective action taken.

The Appeal Process:

A parent/guardian may appeal the Center's decision to remove a child from the Center, even when the removal is immediate. The parent/guardian should submit the appeal in writing to the Elgin ISD Child Development Center Director. The appeal must be submitted within ten (10) days of the Center's notice to the family of the decision to unroll. The parent/guardian should describe the basis for his/her disagreement with the decision and to provide any supporting documents in this written appeal so his/her position can be fully considered. Upon receipt of the appeal, the Administration of Elgin ISD Child Development Center will review the appeal and will provide a response to the family within thirty (30) days.

Emergency Preparedness Plan

- **Elgin ISD** is committed to providing a safe environment for students and staff. EISD works collaboratively with local safety officials to ensure that we are well prepared and children are protected. Emergency preparedness is taken very seriously, and school administrators and other staff are provided with crisis management training.
- Each classroom has posted the Emergency Preparedness and Evacuation/Relocation Plans that the teachers will follow in case of an actual emergency.
- Flashlights and First Aid kits are located in each room at the CDC.
- Smoke detectors are located in each room and carbon monoxide detectors are located in each portable.
- Fire extinguishers are also located in each room and are inspected annually.
- This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this information where you can refer to it quickly.

*In case of an actual emergency, we will evacuate to the east wing of the Elgin ISD Administration Building located at 1002 North Ave C. Elgin, Texas. Emergency box will travel with children and staff. A master roster is located in emergency box. Children will only be released under the direction of the Emergency Coordinator, the CDC Director and/or Coordinator. Children will be released to authorized individuals only.

What parents should do to prepare for a school emergency?

- Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes.
- Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card. Also make sure that there is a telephone number attached to each contact person.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- Have your child practice his or her full name, address, and phone numbers in order to contact you or other authorized adult in the event.

What parents should do during a school emergency?

- If there is an emergency at one of the Elgin ISD schools, wait for official instructions that will be communicated using the EISD website (www.elginisd.net) and Raptor App. This telephone message will inform you of what has happened and what you should do (if anything).
- Please do not call the school since they will be busy managing the incident.
- Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet

your child will be announced by school officials using the EISD website and the Raptor App.

- When you go to the reunification site, bring a government issued identification card (e.g., Driver's license, passport, etc.) and check in with school officials.
- Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.
- If a legal guardian cannot pick up a child, the child will remain at the reunification site.

Emergency Procedures on all Elgin ISD Campuses

- **Evacuation.** Move to Announced
- **Lockdown.** Locks, Lights, Out of Sight
- **Shelter.** Evacuate to Shelter Area, Seal the Room, Drop Cover and Hold, Get to High Ground
- **Hold.** Stay in Your Room or Area
- **Secure.** Lock Outside Doors

Safety & Evacuation Procedures

Fire Evacuation:

Fire Evacuation Plans are posted in each classroom by the door.

Inclement or Severe Weather:

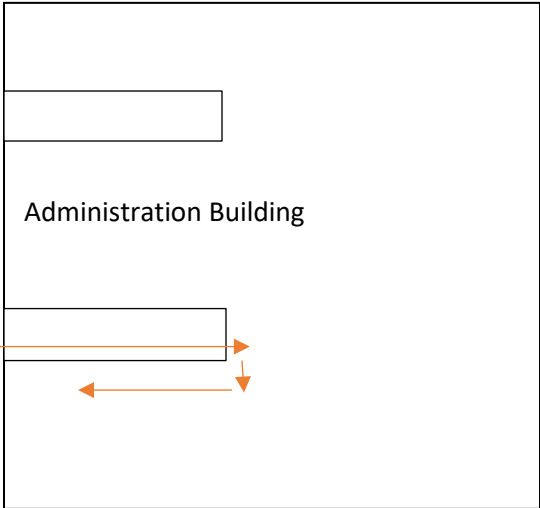
In case of severe weather conditions which threaten the children's health and well-being, the director will instruct all staff to calmly place infants and toddlers (that are unable to walk) into an evacuation crib or stroller for transportation into the Administration Building and instruct any classrooms that have children (that are able to walk) to calmly walk their students into the Administrative Building. Teachers can view evacuation routes by looking at the Emergency Preparedness Maps places in each classroom.

During emergency evacuation of the building, parents are asked not to enter the classroom or remove their child from the classroom. The parent may meet us in the designated shelter and help with the situation at hand, but please do not allow the child to be removed from the group. The child must stay with us until the center director has released them. This policy is necessary to prevent confusion. We do not want to spend valuable time searching for a child if, in fact, the parent has taken him/her away from the childcare center. Once all children have been accounted for, the center director will give the approval that a child can be released to leave with their parent if they choose to go.

Drills:

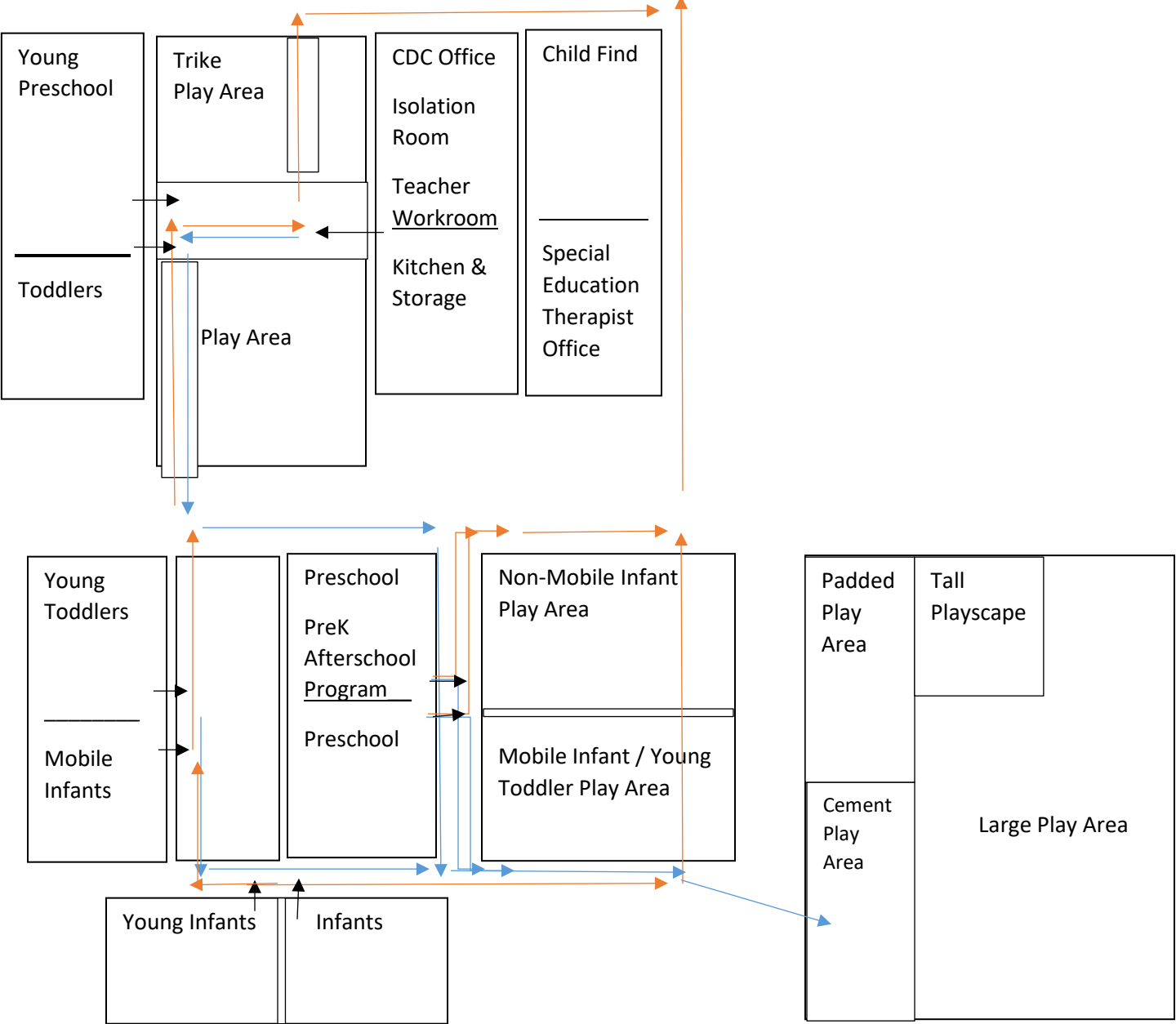
All drills are conducted quarterly, with Fire Drills conducted every month. In case of toxic fumes or other severe circumstances, the facility will be evacuated immediately. The center will be participating in the crisis intervention plan used by the Elgin Independent School District.

CDC Office Information
1002 N. Ave. C
Elgin TX 78621
512-281-9797
Ms. Gretchen's Ext#1902 Mobile# 512-225-4400



Fire Evacuation Route →

Tornado/Severe Weather Evacuation Route →



Additional Parent Resource Information

Child Abuse and Neglect

All staff members receive yearly training concerning the recognition and prevention of child abuse and neglect. Information is available to all staff and parents in the following areas

- Increase awareness and warning signs
- Prevention techniques
- Coordination between community organizations
- Actions that the parent of an abused/neglected child should take

Department of Family and Protective Services

(512) 834-3241

www.dfps.state.tx.us

Child Abuse Hotline

(800) 252-5400

Chapter 35 of the Department of Family and Protective Services code states that 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” you must report the case immediately to (800) 252-5400 or law enforcement agency. This obligation is legal and may not be transferred to someone else.

Minimum Standards:

A copy of the minimum standards for licensed child care facilities is located in each classroom (on the classroom iPads) and also a paper copy in the main office. You may also view a copy on line at www.dfps.state.tx.us.

Policy Changes:

Any changes of policy (Operational Policy/Parent Handbook) will be given 30 days in advance. You will receive a new Parent Handbook with any changes and asked to sign for receiving. Thus verifying that all received a replacement Operational Policy/ Parent Handbook.

****Policies will be reviewed annually and if needed amendments will be made.****

Gang Free Zone:

Childcare centers in the state of Texas are designated as Gang Free Zones, which mean gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a center is subject to increased penalty under state law.

No Hand Gun Zone:

Childcare centers in the state of Texas are designated as a No Hand Gun Zone, which means no one is allowed on the premises if they are carrying a fire arm.

CPSC Recall List:

The Child Development Center is responsible for reviewing the United States Consumer Product Safety Commission recall list. Any information that is a recall for items that relate to infants, toddlers, and preschools will be forward to you by email. You may review all current and past recalls through the CPSC's Internet website at: www.cpsc.gov

No Smoking on Campus:

The Child Development Center is a Smoke Free Zone. No smoking and/or tobacco allowed on the premises.

Anti-Bullying Policy:

Bullying comes in many forms, including, physical, verbal, silent and isolation. We believe that all children and adult individuals have the right to come to the CDC without fear of being bullied. Any act of bullying will be dealt with immediately.

Grievance Procedure

Open communications is essential in providing a quality program. The teachers and director are available each day to answer questions, respond to concerns, and listen to parent ideas. Any time a parent is dissatisfied with the service received at the center, they are encouraged to discuss the problem promptly with the teacher and/or childcare Director. If the parent is still dissatisfied with the staff's efforts to resolve the problem, the parent will be advised to follow the steps in our grievance procedure.

The steps for resolving a grievance are:

1. Discuss the issue with the teacher;
2. Discuss the issue with the childcare director;
3. Discuss the issue with Peter Perez (CDC Program Supervisor).

Elgin Child Development Center – Phone List

Child Development Center Director – Gretchen Brune Office Phone

(Portable #1) **EXT #1902**

EXT #1930 Gretchen’s Mobile Number

(512) 281-9797 (512) 225-4400

Young Infants (Portable #12) Direct Line #512-285-9008

EXT #1908

Infant Room (Portable #11)

EXT #1935

Mobile Infant Room (Portable #13) Direct Line #512-285-9006

EXT # 1906

Young Toddler Room (Portable #14)

EXT #1936

Toddler Room (Portable #4)

EXT #1937

Young Preschool Room (Portable #3)

EXT #1929

Preschool & Pre-K After School Program (Portable #9 & #10)

EXT # 1933

Teacher Workroom, Kitchen and Storage (Portable #2) **EXT #1934**

CDC Isolation Room (Portable #1) **EXT #1907**

You can also reach a room directly by calling the main Elgin ISD telephone number 512-281-3434 then dial the room extension.

Emergency Telephone Numbers

In case of emergency.....dial 911

Police & Fire Dispatch.....512-281-5758

Acadian Ambulance Services.....512-929-1680

Animal Control.....512-285-5757

Elgin Fire Department.....512-281-4025

Elgin Police Department.....512-285-5757

Bastrop County Sheriff.....512-549-5100

Poison Control Center..... 1-800-222-1222

DFPS Child Abuse Hotline 1-800-252-5400


Nearest Child-Care Licensing Office Phone...1-512-834-3215

Nearest Child-Care Licensing Address..... 14000 Summit Drive
.....Austin TX 78728

Licensing Permit Number..... 840589

Child-Care Operation Name: Elgin ISD Child Development Center

Child-Care Address: 1002 North Ave. C Elgin TX 78621

 Child-Care Telephone Number: 1-512-281-9797

Elgin ISD Child Development Center

Parent or Guardian Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook, which contains the policies and procedures for Elgin ISD Child Development Center. After reading the handbook, please complete this form and return it to the school via email or deliver to the Child Development Center as soon as possible. This form will be kept in your child's file for the duration of their time here at the Child Development Center.

Thank you in advance for your cooperation.

Sincerely,

Gretchen Brune
Director
Elgin ISD Child Development Center

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of Elgin ISD Child Development Center's Parent Handbook. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____