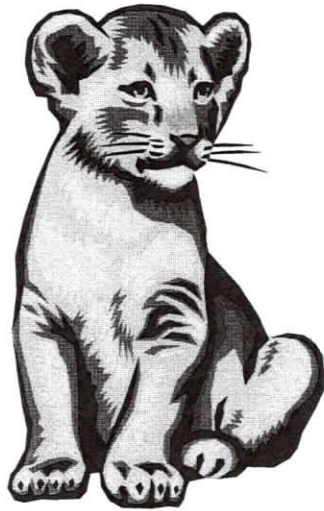
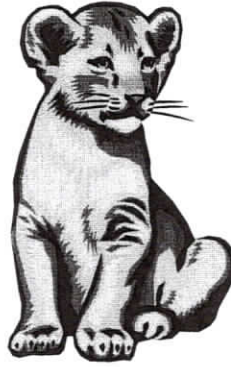


Lockhart ISD



Cub House Child Development Center

Parent Handbook



Lockhart ISD Cub House Child Development Center is part of Lockhart Independent School District's Community Education Department located at 610 San Jacinto Street. We are excited to have your child in our Center and will do everything we can to provide a safe, rich, and fulfilling experience. Thank you for placing your trust in the staff at Lockhart ISD Cub House Child Development Center.

THE VERY BEST

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

GOALS

- Maintain a safe and enriching environment for young children.
- Provide opportunities for children to gain self-confidence, self-control and self-responsibility.
- Build a foundation of learning for future academic success through a play-based curriculum, Frog Street.
- Collaborate and connect with parents and families.
- Secure a smooth transition into elementary school.

Lockhart ISD Cub House Child Development Center provides childcare for children whose parents are students in Lockhart I.S.D. and for children whose parents are staff members of Lockhart I.S.D.

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

Important contact information:

Sheri Ehrlich-Hernandez, Cub House Director

Phone: 512-398-0128 School district cell phone: 512-644-7810

Email: Sheri.Hernandez@lockhart.txed.net

Deanna Juarez, Director of Community Education

Phone : 512-398-0246 School district cell phone : 512-738-2343

Email : Deanna.Juarez@lockhart.txed.net

TEXAS RISING STAR PROVIDER

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

PROGRAM/CURRICULUM

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

CUB HOUSE STAFF TRAININGS AND QUALIFICATIONS

LISD Cub House makes every effort to provide highly qualified staff by ensuring that all staff have training in adult and infant CPR/First Aid, Medication/EPI-PEN administration, SBS, SIDS, Early Brain Development and Safe Sleep for infants. All Cub House staff must have a minimum of 30 clock hour trainings, in early childhood professional development annually. All Cub House staff are required to take trainings on how to conduct assessments using the guidelines of Frog Street, Core Competencies for

Early Childhood, and Texas Pre-Kindergarten Guidelines. At a minimum, Cub House staff members must be 18 and have a high school diploma.

PARENT COMMUNICATION

Lockhart ISD Cub House has an open door policy. Parents are encouraged to visit the Center to observe how their child interacts with the staff and other children. Open lines of communication are of the utmost importance when it comes to providing the best environment for our young children. It is important to maintain frequent communication through classroom daily sheets, emails, phone calls and face-to-face conferences when possible. Brief conversations with staff are always welcome, while longer discussions should be arranged by appointment. The Cub House uses Seesaw to maintain daily communication with parents. Parents must accept an invite to Seesaw in order to receive communication. We are limited to invite only 2 members of each child's family. Each classroom will also have a designated Parent Information Board displaying lesson plans, daily schedules and important information for parents to review. All licensing posting requirements for parents to view can be found on the Cub House Roar Board located in front of the Director's office. Parents of infants and toddlers can expect to receive a written daily report detailing certain areas of their child's experiences throughout the day. Phone calls to parents are made in some instances, such as when children become ill while at the Center and must be picked up or if the child needs extra diapers or clothing.

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

- Breastfeeding
- Sample Menus
- Nutrition Information
- Food Allergies

PARENT/STAFF CONFERENCES

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

PARENT INVOLVEMENT

Family participation is highly encouraged. Parents are welcome to visit their child any time. Communication is important; therefore, it is imperative that parents communicate with their child's primary caregivers on a regular basis. The Center has family activities throughout the school year such as an Open House, Fall Festival, Family Art Projects, Family Picnics and more. We will also post/email newsletters as another way to keep you up to date on current events and happenings around the Cub House. Our goal is to make our families feel welcome and appreciated at all times.

PARENT CELL PHONE USE

Parents must refrain from using cell phones during drop off and pick up times. These specific times are necessary for sharing important information regarding your child's day. Your child and your child's provider, deserve your attention. **Cub House staff are**

prohibited from using their cell phones or smart watches while on duty and supervising children, as per Texas Child Care Licensing regulations and Texas Rising Star guidelines.

ENROLLMENT

Children may be enrolled by completing the Enrollment Package and submitting a payroll deduction form. Components of the Enrollment Package include:

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

RECORDS

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

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

TERMINATION OF ENROLLMENT

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

Parents who wish to terminate care must email Sheri Hernandez, Cub House Director, and Deanna Juarez, Director of Community Education.

GROUP/CLASS ASSIGNMENTS

Children are initially assigned to a group based on their age, skills, and overall level of development as evaluated by the Director and Providers involved. Interim class

reassignments may occur at other times when recommended by the Director, based on reassessment of developmental progress and availability of space, following a consultation among providers, parents, and the Director.

FEES & PAYMENT PROVISIONS

New enrollment registration fee - \$75.00 per child

Annual supply fee - \$75.00 per child

Payroll deduction forms will be signed by the parent on the child's first day at the Cub House. Payroll deductions are made monthly from the employee's check. Tuition will be as follows:

Age	Daily Rate
6 Weeks-17 Months	\$32.40
18-23 Months	\$27.60
24 months +	\$26.40

The new enrollment registration fee (if applicable) and the annual supply fee will be included with your first month's payroll deduction. The total number of days is divided by the months that payroll deductions are made (August-June). If during the school year your child transitions to another area with tuition differences, adjustments to payroll deductions are made. When a child enrolls during the school year, the tuition is prorated. No refunds or credits are given for absences due to illness, vacation, suspension, etc.

SCHEDULED HOURS OF OPERATION/LATE PICK-UP

Lockhart ISD Cub House Child Development Center is only licensed to operate from 6:45am to 5:30 pm. Staff begin caring for children at 6:45 A.M. Children must be picked up from the Cub House before 5:30 P.M. Closing staff must clock out no later than 5:30 each day. We ask that you please respect the Cub House employee's time, as they are hourly employees and are paid only through 5:30. A courtesy call is expected if you foresee a late arrival. Parents are responsible for arranging someone to pick up their child if they are running late. A \$10.00 late fee will be charged at 5:31 with an additional charge of \$1.00 per minute until the parent arrives. A late pick-up fee form will be signed by the parent before leaving. Fees will be automatically deducted from the parents next pay period check.

Please Note: The Cub House is closed on all district staff/student holidays (green /purple days on district calendar) and is open on all staff Professional Development days. Additional closings may be necessary due to inclement weather conditions. If schools should have a two hour delay, the Cub House will open at 8:45A.M. If schools close early due to inclement weather, you will be notified to pick up your child within one hour of the announced closing time. Refunds or credit will not be given for school district closures.

ARRIVAL AND DEPARTURE

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

SEPARATION PROCEDURES

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

- If possible, children should be walked in, not carried.
- Present your child to the staff on arrival. The greeting between staff and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time and nothing should interfere with it. The staff will then help the child join in classroom activities.
- Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with the staff and look forward to school.

LUNCH/SNACKS

Lockhart ISD Cub House CDC DOES NOT provide any meals and/or snacks for children at the Cub House. The Cub House is not responsible for its nutritional value of meals and/or snacks provided by parents or for meeting the child's daily food needs.

Lockhart ISD Cub House CDC is a Peanut Free Facility!!

Cub House parents are responsible for bringing their child his/her morning snack, lunch, and light afternoon snack each day. If these items are forgotten at drop off, it will be the parent's responsibility to leave and return with the items for their child. The Cub House will not have any food available for children to consume. Snack times for 12 months and older will be between 8:45 and 9:00am and 2:45-3:00pm, with lunch time between 11:30 and 12:00pm. Infants who are 6 weeks to 11 months old will eat on their own individual eating schedules provided by parents.

We request that parents send items that can be served cold or at room temperature. Lunches must be packed with a cold-pack in order to keep the food cool and fresh until it is served. Food provided for your child must be prepared to consume and not require additional prep, such as warming and cutting to size. Please note that having to warm items for several children in a classroom, even for just a few seconds each, can take several minutes, therefore, leaving children unsupervised. **Staff must be sitting and eating with the children during all meals, assisting as necessary and providing a positive, warm experience with conversation and social skills being practiced and developed.**

All food must be packed in containers that are appropriate for the child to experience success in taking off lids, opening baggies, etc. **All containers must be labeled with the child's first name and last initial. Please pack any utensils, such as forks or spoons, in the lunch box for your child to eat with. Containers and utensils will be sent back home for washing.**

Please send a beverage with your child's lunch each day (100% juice, milk or water) Please send 2 non-breakable, light weight water bottles full of water each day. One bottle will be kept inside the classroom and one to be taken outside on the playground.

Snacks and meals provided from home must be of nutritional value and not pose a choking hazard for the age of the child. The CDC requests that parents have items already sliced that are known choking hazards, such as hot dogs, grapes, cherry tomatoes, carrots etc. The Cub House CDC encourages parents to provide healthy foods that follow the USDA Nutritional Guidelines, therefore, limiting the access to foods high in fat and sugar content. Donuts, donut holes and sweet pastry items should be avoided, along with any types of candy.

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. The following pages are lunch and snack ideas that might assist you with healthy and safe choices along with a few websites to view.

- USDA MYPLATE:

www.fns.usda.gov/tn/team-nutrition

- 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.foodnetwork.healthyeats.com

Parents of infants will need to supply formula, age appropriate foods, and snacks. Cereal cannot be added to formula or breast milk in a bottle. Any formula or breast milk that is served, but not completely consumed, will be discarded after one hour. Teachers will warm infant formula/breast milk in warm water for no longer than five minutes (no microwaves). Children under 18 months of age cannot have hard candy, popcorn, chips, marshmallows, whole grapes, and large chunks of meat.

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

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

FUN FRIDAY PIZZA LUNCH

Cub House Parents will have the option to purchase a "Pizza Lunch" for their child on Friday's (not on PD Friday's) for \$2.00 from the Clear Fork Elementary School cafeteria. Pizza meals may only be purchased for children ages 2 and older. The cafeteria kitchen is inspected by local health officials twice in a school year. A copy of the inspections can be viewed by parents on the Cub House Roar Board in front of the office, **No lunches will be ordered unless payment has been received in advance. There will be NO credits issued.**

FOOD ALLERGIES

Lockhart ISD Cub House Child Development Center requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions by either inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the director if your child has a known food allergy or as soon as possible after any diagnosis of a food

allergy. As part of the required training for all staff, food allergies are a safety topic. Training identifying foods that may cause a possible reaction are identified. Children with food allergies are identified in the classroom and in the food preparation area with Food Allergy Emergency Plans. Treatment for food reactions is included in training and staff orientation.

BREASTFEEDING EDUCATION

Nursing mothers are welcome to come to the center to breastfeed their child at any time and are encouraged to provide breast milk daily for their child while in care. The Cub House CDC provides a comfortable space in the infant rooms for breastfeeding. A compilation of breastfeeding education and support resources in the community are located in the parent resource center for all parents.

SAFE SLEEP

All parents, teachers, substitutes, or volunteer who work with children 6 weeks to 18 months must read and sign the Operational Policy on Infant Safe Sleep. Reading and understanding this policy is recommended by 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). This Safe Sleep Policy is part of the required paperwork that a parent/teacher will need to read and sign each year at enrollment. The form will be kept in the child's or teachers file.

PHYSICAL ACTIVITY

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

WATER ACTIVITIES

The Cub House CDC does not participate in swimming/wading water activities. Children may participate in sensory activities involving water that is in a tub in the classroom and on the playground.

ANIMALS/PETS

The Cub House CDC only allows beta fish and hermit crabs as classroom pets. These pets must be kept in a plastic container with a lid and put in a designated area that is out of reach of children.

TRANSPORTATION

The Cub House CDC does not provide any form of transportation to children other than district buses being used for an emergency center evacuation.

SCREEN TIME

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

PARTIES

Birthdays and holidays are an especially exciting time for young children and the The Cub House is pleased to help your child celebrate with classmates and staff by allowing families to provide **only healthy store-bought snacks** such as yogurt, fruit, veggies, real fruit popsicles, muffins, etc. If bringing cupcakes, please only bring **mini cupcakes**. These snacks must also meet the allergy and food restrictions of The Cub House and your child's specific classroom. Parents need to make arrangements with the child's teacher at **least 5 days in advance. Parent consent forms must be signed to allow children to participate in the celebration.** Teachers may also plan classroom parties throughout the year. The classroom teacher will notify parents about parties and a consent form must be signed. Parent participation in providing store bought food for these special events is welcome. Party planning should attempt to minimize disruption of routine and prevent unwarranted anxiety for the children. Balloons are a choking hazard for young children and should not be brought into the Center. Since licensing regulations prohibit any type of open flame in the Center, birthday candles are not permitted.

DISCIPLINE AND CHALLENGING BEHAVIORS

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

BITING

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

skills. Should a biting incident occur, please be assured that appropriate measures will be taken and parents will be informed.

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

SPECIAL SERVICES AND REFERRAL PROGRAMS

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

ACCOMODATIONS

The Lockhart Cub House Director and staff work closely with our Special Education Department staff in serving our Cub children who have been evaluated and given accommodations to meet their needs throughout the day. LISD Special Education team and Cub House staff will work together in meeting those accommodations for the child. Cub House staff will be trained by the Special Education team and given the necessary materials and equipment to accommodate each child so that his or her day runs smoothly, is happy and productive, and meets their individual needs.

HEALTH POLICY

The Texas Department of Family and Protective Services has developed health standards for all childcare centers. The following information outlines the procedures and guidelines used by Lockhart ISD Cub House Child Development Center.

MEDICAL REQUIREMENTS

Your child must have proof of a physical exam, including immunizations, upon admission to Lockhart ISD Cub House Child Development Center. All immunizations must be up to date at time of enrollment. The immunizations required by the Texas

Department of Health are as follows: DTaP, IPV, Hib, MMR, HepB, HepA, Varicella, and PCV. A copy of your child's physical exam and health records is kept on file and reviewed periodically by state examiners. It is your responsibility to notify the Cub House Child when your child receives new immunizations and to furnish proof of them to the Cub House.

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

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

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

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

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

VISION AND HEARING SCREENING

Due to Lockhart ISD Cub House CDC not accepting children who are four years old by September 1st of each year, vision and hearing screenings are not required at the Cub House. When a three year old turns four during the school year (Aug-May), it will be up to the parents and the child's physician to decide if a vision and hearing screening is

needed at that time. If a screening is conducted, the parent will submit the results to the Cub House Director to be placed in the child's file.

HEALTH BENEFIT RESOURCES

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

SUNSCREEN

Parents must apply sunscreen on their child before coming to school in the mornings, as this can be a lengthy process for staff. Sunscreen should not be applied to infants under 6 months of age. Cub House staff may re-apply sunscreen before going outside only if the parent has signed the "Permission to Apply" form and has provided a ROLL- ON type sunscreen. No sprays or lotions will be administered by staff. A roll-on sunscreen is easier and less messy to apply. Sunscreen will not be shared between children. All sunscreen must be kept in an original box and must have the child's first name and last initial on it. Sunscreens must not be expired in order to be applied. If the age of the child is not listed on the directions of the sunscreen, then it will not be administered to the child. All sunscreen must be kept in a cabinet in the classroom that is out of reach of children. We encourage parents to bring a sun hat for their child to be kept at school to wear when playing outside. The hat must have the child's first name and last name initial on it.

INSECT REPELLENT

LISD Cub house staff DO NOT administer insect repellent at the Cub House CDC. Parents need to apply this at home. Parents may come during the day to apply, but insect repellent cannot be left at the Cub House CDC for any reason.

MEDICATIONS

Lockhart ISD Cub House CDC does not administer medication to children. Parents should administer any medication upon arrival or departure at the Cub House. Parents can come to the Cub House during the day to administer medication to their child if needed. Only under special circumstances, if the child has an illness that requires regular medication, the Director must be notified. If regular medication must be given during the day, the parent must complete and sign the authorization for dispensing medication form. The Director must be present when staff is administering medications. If a child has an allergy or illness that requires medication or emergency medication, a "Plan of Action" signed by the parent and the child's physician must be in the child's file. This form must be updated yearly or sooner if required.

If regular medication is administered at the CDC, it must be in the original container, labeled with the child's full name and the date of the medication brought to the center. Medication cannot be expired. All medication must be kept in a locked container located in the Director's office. Medication can only be given in the doses recommended by the child's physician in writing. If a child needs a readily stored medication, as in an Epi-Pen, it must be stored in a safe manner, inaccessible to children, while still allowing quick access by staff. If for any reason a physician has ordered a special medical

management procedure for a child in care at the Cub House, an adult trained in the procedure must be on site whenever the child is present.

EPIPENS

All Cub House staff are trained by the Director of Nursing for Lockhart ISD in administering EPIPEN injections each year. Cub House staff may administer an assigned EPIPEN injection to a child only if that child has a confirmed, diagnosed allergy form with instructions on administering the EPIPEN from the doctor and the doctor prescribes the EPIPEN to the student. The Cub House does not have at the center or will not administer, a universal EPIPEN to any child.. See attached EPIPEN form for details. EPIPEN's are stored and locked in a container in the child's classroom for immediate use. If the injection is needed, the parent, Clear Fork Elementary nurse, the LISD Director of Nursing and EMS will be called to the center. All used EPIPENS will be released to the parent.

EMERGENCY MEDICAL CARE

If a child displays symptoms of life threatening illness or injury while at the Cub House, Emergency Medical Services (911) will be called first and then the parent will be contacted. If the parent cannot be reached, then the physician on the admission form will be contacted to follow through with whatever actions the physician/EMS technician advises. A staff member will always stay with a child until the parent arrives. If the parent hasn't arrived yet when the emergency transport needs to leave to take the child to the hospital, a staff member will go with the child in the ambulance if allowed or follow in their own car until the parent arrives. Staff will make sure they have the parent written consent form in order to transport the child as well as to have the necessary health information to give to the response team.

VACCINE-PREVENTABLE DISEASES

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

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

SAFETY

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

- Emergency drills are held regularly (Fire, Weather, Lockdown/Lockout)
- Emergency exit plans are posted in every classroom.
- The daily record of children's arrivals and departures is used as an attendance checklist during safety drills.

CENTER EVACUATIONS

In the event of severe/threatening weather, staff and children will move to interior hallways/areas at The Cub House. Children will move to the parking lot designated areas for fire drills and fire evacuation.

If Lockhart ISD Administration orders an evacuation of the Cub House building, staff and children will immediately move to Clear Fork Elementary School at 1102 Clear Fork Street, behind the Cub House, where staff and children will go directly to the physical education gym or will relocate to the safest and most appropriate location directed by the LISD Operations/Safety Director. Staff and children will be bused to the locations. After the staff and children have relocated, staff members will phone parents to inform them of the mandatory evacuation. If the building administrator gives the all-clear to return to campus, the staff and children will return to the Cub House. If it is not permissible to return to campus in less than two hours, parents will be required to pick up their children at the designated location.

HANDLING PARENT CONCERNS

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

- Parents with concerns should first discuss them with the provider of their child's class.
- If the classroom provider cannot resolve the concern independently and to the satisfaction of the parent, the provider will bring the matter to the attention of the Director.
- If the Director is unable to arrive at a solution satisfactory to the parent, the Director will bring the matter to the attention of Deanna Juarez, Director of Community Education.

CHILD ABUSE

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

CHILD CARE REGULATIONS / NOTICES / CONTACT INFORMATION

Lockhart ISD Cub House is licensed by the Texas Department of Family and Protective Services and must abide by the standards and regulations set forth by this agency.

The office has posted copies of the Center's license, most recent licensing inspection report, and other required notices including the publication "Parents' Guide to Child Care." On the Cub House Roar Board in front of the office. A copy of the Texas Minimum Standard Rules for Licensed Child Care Centers is available in the office and on the web at: www.dfps.state.tx.us. **All parents have the right to review all current inspections conducted by DFPS and any other inspections required for the operation of the center.**

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

Local Child Care Licensing Office: 512-753-2233

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

Child Care Licensing Web Site: www.dfps.state.tx.us

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

Age

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

CLOTHING / TOYS / PERSONAL ITEMS

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

INDOOR/OUTDOOR ACTIVITIES

Active time outside daily allows for socialization, release of energy and enhances large muscle development. Infants will participate in supervised tummy time at least three times a day for three to 5 minutes, both inside and outside. This time gradually increases as the child develops. LISD Cub House has 2 playground areas to serve the children. All Cub House children will have physical activity at the center for a minimum of 90 minutes

per day. Outdoor time is planned twice a day for all classrooms for 45 minutes each, with 30 minutes of physical play being led by the staff each day. Cub House staff do not take children outside if temperatures are above 95 degrees or below 45 degrees. The Director will receive an alert if weather conditions are unfavorable for outdoor activities for the day.

When weather conditions are unfavorable for outdoor activities, infants and young toddlers will go the middle room area of the Cub House for physical floor activities while the 2 and 3 year old children will engage in physical music and movement activities in their classrooms.

All children MUST wear closed in shoes for indoor and outdoor activities. No flip flops, sandals, swim shoes, crocs, or boots are allowed to be worn for safety reasons. Please send your child in tennis shoes each day, as this is the most practical kind of footwear for your child's safety, both inside and outside.

PLEASE REMEMBER

Parents are responsible for the supervision and safety of their children before and after school. This includes while inside our building and on Cub House property outside, including the parking lot. **Please hold on to your child's hand at all times in the parking lot as cars are coming and going.** Parents are not to leave young children alone in running vehicles in the Cub House parking lot, as this is a law and can be reported. Please make sure your child is in a car seat and not standing up in the vehicle, as this can also be reported.

NON-DISCRIMINATION

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

GANG-FREE ZONES FOR CHILD CARE CENTERS

As a result of House Bill 2086, that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. The following is a tip sheet to assist in complying with the new law.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of the childcare center. For more information

about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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

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

What is the purpose of gang-free zones?

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

What does this mean for my day care center?

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

END OF YEAR PARENT SURVEY

Parents will be given the opportunity to complete a survey on Lockhart ISD Cub House Child Development Center operations. A suggestion box is also located at the front entrance for any recommendations, suggestions or ideas from our Cub House parents. We value input to help make us better.

CHANGES TO THE PARENT HANDBOOK / POLICIES

Operational policies are reviewed annually and changes may be made throughout the year as deemed by Child Care Licensing. Parents will be notified in writing and given copies of any changes that are made. Parents will also sign a new Receipt of Parent Handbook if changes and updates are made during the school year.



Lockhart ISD Cub House Child Development Center Lunch Ideas

When selecting items for your child's meals, consider the following criteria:

- Age – certain foods are not appropriate for some ages
- Color of food (it makes the meal attractive and provides a great learning experience)
- Amount of food
- How it needs to be packed; are containers appropriate for the child to experience success in taking of lids, opening ziplocs, etc. These are great learning skills to practice.
- Does it need to be warmed and for how long? Teachers have very limited time to warm foods to avoid children from waiting.
- LISD CDC is a **peanut/nut free facility**.



Vegetables

- Salad w/ a light dressing
- Celery sticks (3+) served w/ cream cheese
- Bell pepper slices (red and yellow)
- Carrot sticks (children 3+)
- Cooked carrots (children will eat these cold!)
- Broccoli (raw and cooked)
- Cucumbers
- Pickles
- Cauliflower
- Squash
- Peas
- Baby corn

Provide a dipping sauce –
such as a salad dressing!
Yummy!

Sandwich Ideas, consider:

- Breads:
 - Whole wheat, multi-grain
 - Potato bread
 - Pumpernickel, etc.
- Pita bread
- Bagels
- English muffin
- Tortillas
 - Flour, wheat, whole grain, corn
- Multi-grain crackers
- Rice cakes
- Grilled Cheese
- Quesadillas

Ketchup, mustard,
mayo....all make
sandwiches more tasty!

Children will eat these cold

Fruit

- Apples slices (no peel under 2 yrs)
- Pear slices (no peel under 2 yrs)
- Sliced plums
- Sliced grapes (2+ only)
- Avacado
- Bananas
- Seedless melon (assorted)
- Pineapple
- Orange slices
- Applesauce
- Dried fruits
- Fruit cups

Avoid those with added sugar
and/or high fructose corn syrup

- Sliced mango
- Sliced papaya
- Sliced kiwi
- Sliced strawberries



Alternatives to Peanut Butter/Nut spreads

- Assorted flavors of soy butter
- Flavored cream cheese
- Pita Spreads
- Hummus
- Butter
- Avacado spreads

Assorted meats

Other Ideas:

Bean and cheese taco
Assorted cooked beans
Hard boiled eggs
Tuna fish
Chicken salad
Tofu
Corn dogs
Sliced hotdogs
Sliced pizza
Taquitos
Assorted cheeses

Pasta / Rice

Most children will eat cold pasta.
Can be served with or without sauce, olive oil, sprinkled with parmesan cheese.....

Spaghetti
Cheese tortellini
Macaroni and cheese
Ravioli
Bowtie pasta
Vegetable pasta (red, green and yellow)
Whole wheat pasta
Rice and beans
Couscous
Tabouli
Potatoes



Helpful Hints:

Yogurt:

- Consider freezing yogurt tubes and inserting them into your child's lunch bag. The frozen tube will serve as an ice pack and keep food cold! ☺
- Avoid sending yogurt with fruit at the bottom, as it typically has more added sugar.

Juice:

- When sending juice boxes, please use only 100% juice.

Breakfast Items:

Please avoid sending high sugar foods such as donuts, donut holes, and sweet pastry with fillings.

Fruit, muffins, waffles, toast (w/ various spreads – see above), fruit, eggs, yogurt, dry cereal, etc. are great ideas.

These are just a sample of ideas. If you have another suggestion that has worked great for you and that your children enjoy to eat, please feel free to share with your child's teacher and she can pass it on in her email communication to the entire class.

Bon Appetit!



Pack a special
note into your
child's lunch.

2024 - 2025 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

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

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

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	Haemophilus influenzae type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps and Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) 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 include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, 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:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date: _____

Signed by: _____

Role: ☐ Parent ☐ Caregiver or Employee ☐ Household Member (CH. 747 only)

Minimum Standards Related to Discipline

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>.

Signatures

This policy is effective on: _____ Child's name: _____

Signature — Director or Owner

Date Signed

Signature — Staff member

Date Signed

Signature — Parent

Date Signed

Understand the Weather



Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -15° to 0° is **bitter cold** with significant risk of **frostbite**
- -15° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute



Heat Index

- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

***All temperatures are in degrees Fahrenheit

Child Care Weather Watch



Changing weather make it necessary for child care providers to monitor those changes throughout the day. Planning for daily playtime or field trips, weather safety is an important part of child care provider's daily routine. Monitoring the weather is an essential part of addressing the health and safety needs of children in child care.

Use this chart and the helpful links below to help plan for safe daily outdoor time.

Wind-Chill Factor Chart (in Fahrenheit)											
Air Temperature		Wind Speed in mph									
		Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27		
30	30	25	21	19	17	16	15	14	13		
20	20	13	9	6	4	3	1	0	-1		
10	10	1	-4	-7	-9	-11	-12	-14	-15		
0	0	-11	-16	-19	-22	-24	-26	-27	-29		
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43		
</											

SUPPLY LIST FOR CUB HOUSE

Infants 6weeks-11 months

- **Diaper Bag or Backpack**- This will be kept on your child's hook for empty bottles, soiled clothing etc. to be taken home and brought back each day. **Please put your child's first name and last initial on the bag.**
- **3-5 Changes of Clothing** - Infants **MUST** be dressed in clothing that does not restrict arm or leg movement at all times. Sleep sacs are forbidden at the Cub House, as Child Care Licensing prohibits swaddling. Infants may only sleep in one piece footed /sleeved outfits. Please bring clothes in a gallon size Ziploc bag labeled with your child's first name and last initial.
- **Bottles Prepared with Water for Formula** - Parents must bring in bottles already pre-measured and pre-made for the day. **Please bring enough bottles to last the ENTIRE DAY!** Parents are responsible for labeling all bottles and caps with the child's first name and last initial each day. Licensing requires all bottles to have caps. Bottles are sent home daily for parents to clean. This is a licensing requirement.
- **Breast Milk** - Breast milk may be brought in, in frozen or thawed bags, labeled with your child's first name, last initial and the date it was pumped. **Bring enough to last the ENTIRE DAY.** You may bring more to store in the freezer, in a bag labeled with your child's first name, last initial and the date it was pumped. We use bottle warmers/crock pots to warm the bottles. Cub House Mom's are welcome to come and breastfeed in the room during the day.
- **Water** can be offered if provided by the parent. Please send an extra bottle or sippy cup labeled with your child's first name and last initial. Cups and bottles are sent home daily for parents to clean. Parents may bring a gallon of water, labeled with first name and last initial on it, to be kept at the Cub House if needed.
- **Diapers, Wipes, Tissues, Diaper Cream and Sunscreen** - Sunscreen may only be applied to infants 6 months and older, and must be the roll on kind. You may bring diapers and wipes in bulk to be stored or bring them daily. Please label all items with first name and last initial. Permission to Apply form must be signed in order for staff to apply these items to your child. Please bring 2 boxes of tissue in August.
- **Pacifiers** (only if needed) - Pacifiers must be labeled with first name, last initial.
- **Blankets are not allowed in the cribs**, so please dress your child appropriately for weather. **Infants cannot wear bracelets, necklaces or earrings, due to choking hazards.**
- **Family Photo** - Please bring a family photo the first day your child attends Cub House to be placed on our Family Board in the room. This is a requirement for our Texas Rising Star certification. Photos are a calming item for infants to look at.

SUPPLY LIST FOR CUB HOUSE

12 months -3 yrs

- **SLEEP MAT/BAG** - A one piece folding Kinder Mat or a one piece toddler **washable** nap mat with pillow and blanket attached, must be brought for rest time. Please bring the mat in a Ziploc Blue Big Bags/ Grande Sac. If bringing a Kinder Mat, it is best if it is covered in a large crib sheet or pillow case. Please bring a travel size pillow and small towel or thin blanket for comfort if using a Kinder Mat.
Please put your child's first name and last initial on all the items, including the sac.
- **2 WATER BOTTLES** - Plastic bottles with lids that close are best. No glass and No heavy bottles. One bottle will be used inside and one taken outside to the playground. Please have your child's first name and last initial on the bottles when dropping off in the mornings.
- **PLEASE DO NOT BRING A BACKPACK! WE DO NOT HAVE ROOM TO HANG THEM!**
- **EXTRA CLOTHES** - A minimum of 2 to 3 complete changes of clothes to be kept at the Cub House. This includes shirt, pants or shorts, underwear, socks and tennis shoes. Accidents do happen and we would hate to have to call you at work to bring more clothes. Please put your child's first name and last initial on the inside tags. Please put the clothes in a gallon size Ziploc bag with first name last initial on it.
- **LUNCHBOX AND LUNCH/SNACKS/UTENSILS** - LISD Cub House does NOT provide any meals and /or snacks for children. Each child must bring his/her morning snack(9:00), lunch and a light afternoon snack(2:45) each day along with any utensils to be used. We request that you send items that can be served cold or at room temperature, as microwave use will be very limited, due to staff eating and sitting with the children this year. Please use ice packs in the lunch box to keep foods cold and thermoses to keep foods warm. On Friday's only, parents may purchase a pizza lunch from Clear Fork Elementary for children ages 2 and up. The cost will be \$2.00.
- **2 BOXES OF KLEENEX**
- **1 BOX OF GALLON SIZE ZIPLOC BAGS**
- **DIAPERS/EASY UPS** - for those who are not yet potty trained. 3 year old children are expected to be potty trained. Please put your child's first name and last initial on the bag.
- **WIPES** - Please put your child's first name and last initial on the package or container.
- **SUNSCREEN** - Only roll on sunscreen can be used. Please put your child's first name and last initial on it. The Permission to Apply form must be signed for staff to apply.
- **FAMILY PICTURE** - We ask that you send a family picture with your child on the first day of school. Each classroom is required to have a family board for our Texas Rising Star Certification. Having a picture of his/her family to look at helps ease the child during the day.

RECEIPT OF PARENT HANDBOOK

I, _____, have received the Lockhart ISD Cub House Child Development Center Parent Handbook and agree to comply with the policies stated.

Parent Signature

Date