



# FAMILY HANDBOOK

**2025-26 School Year**

Blackshear Campus  
2223 Brown St.  
San Angelo, TX 76903  
325-657-4085

Crockett Campus  
2104 Johnson St.  
San Angelo, TX 76904  
325-657-4050

McGill Campus  
201 Millspaugh  
San Angelo, TX 76901  
325-947-3934

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# WELCOME

Dear Family,

As a service of the San Angelo Independent School District, the mission of the Tiny Texans Child Care Center is to provide a safe, caring, and warm environment for the children of our district. Tiny Texans provides care for children age 6 weeks through 3 years. We recognize that even the youngest child should have the opportunity to explore, create, and develop the skills to learn and grow. Our goal is to support children and parents as we work together to provide the best care for the children of our community.

Communication is always encouraged so that our children, parents, and staff members can maintain care at the highest level possible. If you have questions or need additional information about our policies or procedures, please feel free to ask.

Thank you for choosing **Tiny Texans Child Care Center**. We look forward to providing your child with a caring and enriching environment.

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## ABOUT US

### *Mission*

The mission of the Tiny Texans Childcare Center is to provide a safe, caring, and warm environment for the children of San Angelo Independent School District. We provide opportunities for children to explore, create, and develop the skills to learn and grow while supporting our parents as we work together to provide the best care for the children of our community.

### *Certification*

Tiny Texans Childcare Center is a licensed center through the Department of Health & Human Services. The HHS website is accessible at <https://www.hhs.texas.gov/services/safety/child-care>. We are a Childcare Program that offers care for children age 6 weeks through 3 years, and follow the Minimum Standards, accessible at <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>. Parent rights can be found in the Minimum Standards, specifically §746.521. They are also posted on the bulletin board in or near the office.

### *Definition of Family*

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### *Hours of Operation & Holidays*

Childcare services are provided from 6:45 AM to 5:00 PM, Monday through Friday. We ask that children arrive before 8:30 am and leave the center by 5:00 pm. If your child is going to be absent or arrive after 8:30 AM, please call the Site Director or email [tinytexans@saisd.org](mailto:tinytexans@saisd.org)

Please try to schedule appointments for your child before 10:00 AM. This is the time we begin feeding babies and schedule quiet time in the center.

We close at 5:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. If you are running late to pick up your child, please call the Site Director. **A late fee will be charged for late pickup; \$5 for the 1<sup>st</sup> minute and \$1 for each additional minute per child. Tiny Texans Child Care Center reserves the right to drop children from care after 5 late pickups within a school year.**

Tiny Texans follows the SAISD school calendar and observes all SAISD holidays. In the event of bad weather and schools are closed, Tiny Texans will be closed as well. A copy of the SAISD school calendar is in the back of this handbook.

**For the 2025-2026 School Year, Tiny Texans will be open from Monday, August 4, 2025, to Friday, May 22, 2026.**

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**Closures and Adjusted Hours:**

\* School breakfast and lunch will not be served. Parents will need to bring their child(ren) breakfast & lunch.

September 1, 2025	Labor Day Holiday	Closed
*September 15, 2025	Instructional Planning Day	8:00 am – 4:30 pm
October 10, 2025	Staff/Student Holiday	Closed
*October 13, 2025	Instructional Planning Day	8:00 am – 4:30 pm
*November 3, 2025	Professional Learning Day	8:00 am – 4:30 pm
November 24-28, 2025	Thanksgiving Break	Closed
*December 19, 2025	Early Release	6:45 am – 2:00 pm
December 22-26, 29-31,2025-January 2, 2026	Winter Break	Closed
*January 5, 2026	Instructional Planning Day	8:00 am – 4:30 pm
*January 19, 2026	Professional Learning Day	8:00 am – 4:30 pm
February 16, 2026	President's Day	Closed
March 16-20, 2026	Spring Break	Closed
*March 23, 2026	Instructional Planning Day	8:00 am – 4:30 pm
April 3, 2026	Good Friday	Closed
April 6, 2026	Staff/Student Holiday	Closed
*May 8, 2026	Instructional Planning Day	8:00 am – 4:30 pm
*May 22, 2026	Early Release	6:45 am – 2:00 pm

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## **Admission & Enrollment**

The following admission and enrollment forms must be completed prior to your child's first day of attendance:

- Family Handbook Acknowledgement Page - signed
- Admission Form – all parts completed and signed
  - o Health Care Professional's Statement complete **or** pg. 3 signed
- Vaccination Record
- Discipline & Guidance Policy
- Infant Safe Sleep Form (if applicable)

Families wishing to enroll in Childcare Services through Concho Valley Workforce Solutions can do so by providing the following additional information:

- Initial Evaluation of Eligibility – this form can be obtained from the Tiny Texans Site Director
- Copy of Driver's License or Student ID
- Social Security Card for Parent(s)
- Social Security Card for Child (if possible)
- Birth Certificate for Child
- School Schedule (if applicable)
- Most current pay stubs for the past 3 months (if applicable)

Enrollment is based on the availability and openings of our facility. Currently, Tiny Texans is permitted for children ages 6 weeks through 3 years.

Contact information can be updated in Employee Access Center without assistance from our staff. You may also send an e-mail to [tinytexans@saisd.org](mailto:tinytexans@saisd.org) with updated information. If you need to update your contact information, please ensure you fill out a new admission form and submit it to [tinytexans@saisd.org](mailto:tinytexans@saisd.org) or place the new admission form in the Site Director's office.

Our process for enrolling children to the program includes a parent meeting and tour of our facility. Parents can meet the Tiny Texans staff and complete enrollment and admission paperwork before the first day of enrollment. An appointment can be made by calling the Tiny Texans Childcare Center.

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## ***Inclusion***

**Tiny Texans Childcare Center** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please communicate this at the time of enrollment.

## ***Non-Discrimination***

At **Tiny Texans Childcare Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## ***Family Activities***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

## ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## ***Staff Qualifications***

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Tiny Texans Child Care Center.

## ***Child to Staff Ratios***

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Child to Staff</b>	<b>Maximum Group Size</b>
0 – 11 months	<u>4 to 1</u>	<u>10</u>
12 – 17 months	<u>5 to 1</u>	<u>13</u>
18 – 23 months	<u>9 to 1</u>	<u>18</u>
2 years	<u>11 to 1</u>	<u>22</u>
3 years	<u>15 to 1</u>	<u>30</u>

Source: National Resource Center for Health and Safety in Child Care and Early Education.

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## ***Communication & Family Partnership***

**Daily Communications.** Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby or bag/backpack at the end of the day.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking or may be sent through the SchoolStatus app.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged and we welcome parents to visit our classrooms whenever possible. Each visitor must check-in upon entering the childcare center.

**Conferences.** You may request a conference with your child's teacher at any time to discuss your child's strengths, likes, dislikes, growth, development or any concerns you may have.

## ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours, as long as visits do not interrupt the regular feeding, napping, or activity schedule. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

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## CURRICULA & LEARNING

### *Learning Environment*

We provide a rich learning environment with activity plans that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We will administer a Developmental Checklist with your child two times per year, and will share that information with you. Tools, resources, and additional services can be discussed at either parent conferences or by contacting [tinytexans@saisd.org](mailto:tinytexans@saisd.org).

Activity plans allow for a variety of daily activities, outdoor time, regular meal and snack times, and supervised naptimes. Activities are both child-initiated and caregiver-initiated and sufficient time is allowed for children to progress at their own development rate.

### *Outings*

Weather permitting, we conduct supervised walking trips around the childcare center and outdoor play on the age-appropriate playground.

### *Transitions*

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### *Transition from home to center*

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

### *Electronic Media*

Texas state rules prohibit any screen time for children under the age of two. This includes TV, videos and computers. Therefore, our normal daily routine does not include electronic media (TV, video, DVD, iPad) viewing and computer use. Videos may be used for children age 3+ to facilitate physical activity and movement if weather conditions do not allow outdoor time.

### *Rest Time*

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and continuously check on sleeping infants.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

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## *Toilet Training*

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

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## GUIDANCE

### *General Procedure*

**Tiny Texans Childcare Center** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### *Discipline Policy*

We have created a discipline policy that reflects our philosophy of positive guidance with children. Caregivers may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

- Praise and encouragement of good behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements;
- Brief supervised separation or time out from the group, when appropriate for the child's age and development (limited to no more than one minute per year of age).

### *Challenging Behavior*

Children are guided to treat each other and adults with self-control and kindness. Each student at **Tiny Texans Childcare Center** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. If you have any concerns about this at any time, please report it to the Center Site Director.

### *Physical Restraint*

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### *Notification of Behavioral Issues to Families*

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program

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On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
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## ATTENDANCE & WITHDRAWAL

### *Absence*

If your child is going to be absent or arrive after 8:00 AM, please call the Site Director or email at [tinytexans@saisd.org](mailto:tinytexans@saisd.org) . We will be concerned about your child if we do not hear from you.

### *Closing Due to Extreme Weather*

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the SAISD website, SwiftK12, the SchoolStatus app, our social media outlets, KLST and KSAN news stations, and Foster Communications.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## DROP-OFF AND PICK-UP

### *General Procedure*

We open at 6:45 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

If your child is going to be absent or arrive after 8:30 AM, please call the Site Director or email at [tinytexans@saisd.org](mailto:tinytexans@saisd.org) .

Please try to schedule appointments for baby before 10:00 AM. This is the time we begin feeding babies and schedule quiet time in the center.

We close at 5:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. If you are running late to pick up your child, please call us at 325-657-4050. **A late fee will be charged for late pickup, \$5 for the 1<sup>st</sup> minute and \$1 for each additional minute per child. Tiny Texans Childcare Center reserves the right to drop children from care after 5 late pickups within a school year.**

A child must only be released to a parent or person designated by the parent. Tiny Texans must comply with court orders, provided by the parent and kept in the child's file.

### *Cell Phone Usage*

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

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### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. **Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.**

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have notified or heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

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## PERSONAL BELONGINGS & NUTRITION

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### What to Bring

- **Infants:**
  - enough clean bottles for a day's use. Bottles should be pre-prepared. We are not allowed to "make" bottles. **All bottles must be labeled and dated.**
  - at least 6 diapers per day
  - wipes
  - at least 1 change of clothes per day.
- **Toddlers:**
  - enough clean bottles for a day's use (if applicable). Bottles should be pre-prepared. We are not allowed to "make" bottles. **All bottles must be labeled and dated.**
  - at least 6 diapers per day
  - wipes
  - at least 1 change of clothes per day.
  - Appropriate breakfast, lunch, snacks, milk, juice, or water daily. Fruit or vegetable juice can only be served to children age 12 months and older.
  - We will not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk.
  - A supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner.
- **2 - 3Year Olds:**
  - at least 6 diapers or pull-ups and wipes (if applicable)
  - if potty-training, please send several changes of underwear (if applicable)
  - at least 1 change of clothes per day.
  - Nap Mat
  - Appropriate breakfast, lunch, snacks, milk, juice, or water daily. Fruit or vegetable juice can only be served to children age 12 months and older.
  - We will not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk.
  - A supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner.
  - A school-prepared breakfast and lunch is available if desired (please contact

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the Site Director for more information and to sign up for the school breakfast and/or lunch)

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### ***Infant Feedings***

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

## **HEALTH**

### ***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### ***Physicals***

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child’s physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to the program.

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## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
  
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
  
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

## Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid

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the potential of exposing children to substances to which they have known allergies.

### **Medications**

All medications, prescription and non-prescription, should be handed to a staff member with specific written instructions for administration. This excludes topical ointments such as diaper ointment, insect repellent, or sunscreen. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Authorization to administer medication must be obtained from the child's parent. Authorization can be in writing (signed and dated), in an electronic format (email), or by telephone to administer a single dose of a medication. We are not allowed to administer medication in excess of the medication's label instructions or the directions of the child's healthcare professional.

Medication must be in the original container labeled with the child's full name and the date brought to child care. A record of all medications and times administered will be documented by the child care staff.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

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## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

### ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

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## ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Child abuse may be reported using the Texas Abuse and Neglect Hotline at 1-800-252-5400.

## **EMERGENCIES**

### ***Fire Safety***

Our center is fully equipped with fire safety alarms and rolling cribs. Monthly fire drills will be practiced along with severe weather drills every three months, following the fire evacuation plan developed through the Fire Marshal's office and documented on the Fire Drill Record Sheet. Smoke detectors are checked monthly.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

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## ***Tuition AND FEES***

For SAISD Employees participating in the Tiny Texans Child Care Center:

Tuition will be deducted on the 23<sup>rd</sup> of each month through Payroll Deduction. Any late fees incurred for late pickup can be paid through our online payment system: <https://sanangeloisd.revtrak.net/tiny-texans/>

### ***Tuition Rates***

Full-Time Rate:\$400.00 monthly per child

Tuition Payments are due on the 23<sup>rd</sup> of each month and will be deducted automatically through Payroll Deduction. No credits are given for sick days or personal leave, student and staff holidays, closures due to inclement weather, power outages, or other situations beyond our control.

### ***Tuition Deposit***

A \$200.00 Tuition Deposit per child is required prior to the first day of care. This deposit will be applied to the last two weeks of care assuming that the child remains for the entire school year. If a child is withdrawn early from the program, a two-week written notice is requested, and the Tuition Deposit will not be returned. Tuition fees will not be pro-rated.

### ***Methods of Payment***

Payments to Tiny Texans Childcare Center can be made through our online payment system: <https://sanangeloisd.revtrak.net/tiny-texans/>

### ***Late Pick Up Fees***

We close at 5:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. If you are running late to pick up your child, please call the Site Director. **A late fee will be charged for late pickup; \$5 for the 1<sup>st</sup> minute and \$1 for each additional minute per child. Tiny Texans Childcare Center reserves the right to drop children from care after 5 late pickups within a school year.**

### ***Income Tax Form***

SAISD's tax identification number for income tax purposes is: 75-6002404 Parents can use their monthly payroll statement to record tuition payments made to Tiny Texans Childcare Center. A separate end of year tax statement is not provided.

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## **Publicity**

Occasionally, photos will be taken of the children at the center for use within the center (craft projects, etc.) or on our school district website, [www.saisd.org](http://www.saisd.org). We ask for permission for children to be photographed at the center during normal hours and understand that these photographs may be used in promoting child care services in either print or on the Internet.

Your signature in the Family Handbook grants permission for your child to be photographed, or their images recorded for print or electronic use in promoting the Center's services. Parents understand that it is their responsibility to update their indication in the event they no longer wish to authorize the above uses. This agreement will remain in effect during the current school year. There will be no payment for a child's participation in this release.

## **Parent/Community Resources**

### **UT Health McGovern Medical School**

<https://med.uth.edu/psychiatry/patient-care/adult-services/autism-spectrum-disorder/about/>

### **Navigate Life Texas**

<https://www.navigatelifetexas.org/en/>

### **PATH Project-Partners Resource Network**

<https://prntexas.org/texas-ptis/path-project/>

### **Texas Parent-to-Parent (Children Disabilities Resource)**

<https://www.txp2p.org/Media/resource-lists/Houston-Vicinity-2018-en.pdf>

### **Parent Companion: First Five Years**

(A guide for Texas parents and caregivers of children with diagnosed or suspected disabilities 0-5)

<http://www.parentcompanion.org/>

### **Bilingual Parent Resources (Help for Parents. Hope for Kids)**

<http://www.helpandhope.org/default.asp>

Spanish <http://www.helpandhope.org/Spanish/default.asp>

[http://www.helpandhope.org/Spanish/Consejos\\_para\\_Padres/parent-resource-library.asp](http://www.helpandhope.org/Spanish/Consejos_para_Padres/parent-resource-library.asp)

### **Professional Development Trainings on Health and Nutrition:**

<https://www.houstonfoodbank.org/our-programs/nutrition-education/>

### **Breastfeeding Help Sources:**

<http://www.houstontx.gov/health/WIC/documents/client-help-sources-handout-20180726.pdf>

### **Farm Fresh Resource:**

<https://squaremeals.org/FandNResources/TexasFarmFresh/GardenBasedLearning.aspx>

### **Oral Health Resource:**

<https://www.healthychildren.org/English/healthy-living/oral-health/Pages/default.aspx>

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**Child Care Health Consultant (CCHC) Resource:**

[http://www.texasaeyc.org/programs/healthy\\_child\\_care\\_texas](http://www.texasaeyc.org/programs/healthy_child_care_texas)

**Health Benefit Resources:**

<https://www.texaschildrenshealthplan.org/what-we-offer>

**Screen Time Resource:**

<https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx>

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

Please initial and sign below:

\_\_\_\_\_ I have received and reviewed the **Tiny Texans Childcare Center Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Tiny Texans Childcare Center Family Handbook** that I do not understand.

\_\_\_\_\_ It is my intention to have my child complete the school year at Tiny Texans Child Care Center. I understand the **Tuition Schedule** on pg. 17 and it is my intention to enroll in payroll deduction for tuition payments and pay all other applicable fees when they are due.

\_\_\_\_\_ I have read and agree to the Publicity/Photo Release information on pg. 18.

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Staff Signature

\_\_\_\_\_  
Date

# San Angelo ISD District Calendar 2025-2026

## July/August 2025

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 29-31 Professional Learning (New to District Only)  
 \* July 31 - TTESSAM Only  
 Aug 4-8, 11-12 Professional Learning (All Staff)  
 13 Teacher Workday  
 14 First Day of School

## September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day - Holiday  
 15 Instructional Planning Day - Student Holiday

## October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Staff and Student Holiday  
 13 Instructional Planning Day - Student Holiday

## November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Professional Learning Day - Student Holiday  
 24-25 Trade Days - Student Holiday  
 26-28 Thanksgiving - Holiday

## December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Early Release  
 22-26, 29-31 Winter Break - Holiday

## January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Winter Break - Holiday  
 5 Instructional Planning Day - Student Holiday  
 19 Professional Learning Day - Student Holiday

## February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Instructional Planning Day - Student Holiday

## March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-20 Spring Break - Holiday  
 23 Instructional Planning Day - Student Holiday

## April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 Good Friday - Holiday  
 6 Staff and Student Holiday

## May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Instructional Planning Day - Student Holiday  
 (AM - District Celebration / PM - Instructional Planning)  
 22 Last Day of School / Early Release  
 23 Graduation/Teacher Workday  
 25 Memorial Day - Holiday

## June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

29-30 District Office Closed

## July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 District Office Closed  
 3 Holiday

### Symbol Key

- [ ] Begin Grading Cycle
- | End Grading Cycle
- [ ] Holiday (Students and Staff)
- [ ] Professional Learning Day - Student Holiday
- [ ] Instructional Planning Day - Student Holiday
- Early Dismissal
- [ ] Graduation

