PRINCETON
INDEPENDENT SCHOOL DISTRICT

Panther Cub Daycare
Parent Handbook

Revised 2026

Princeton ISD Position Statement

Princeton Independent School District will offer childcare for PISD staff and students. Children of current PISD employees and students may attend our program. The program will be tuition based and will be provided on all school days and required teacher/staff work days. We will provide all day care for ages 6 weeks to pre-kindergarten age. Since Princeton ISD Day Care is licensed by the State of Texas, we will accept any program that qualifies our participants.

Eligibility

Children, grandchildren, or other members of the *household* of current PISD staff and students qualify. We provide all day care for ages 6 weeks to 4 years of age. Since *Jaguar Cub Day Care* is licensed by the State of Texas, we will accept any program that qualifies our participants.

Goals of the program

Because we believe that play is the way in which young children learn, Princeton ISD Day Care will provide an opportunity for children to explore, experiment, and experience the world around them through play-based activities. Early childhood should be a time of fun, warmth, security, exploring and discovery. Young children are creative and receptive. PISD will strive to nurture and encourage these qualities in each child. We will provide an atmosphere that encourages the social, emotional, physical, and the intellectual growth and development of each child as a whole. We will work closely with each family in order to provide an environment that allows each child to develop to their fullest potential. Children development sequentially from one stage of development to another. PISD will provide opportunities that will challenge children and aid in their progression from one stage to the next and our staff will be experienced and well qualified.

Staffing and Staff Development

All staff are experienced and well qualified, meeting the requirements for day care Certification. Each staff member receives 24 clock hours of pre-service training, CPR training for infants and children, and a Standard First Aid Course. Staff members continue to attend workshops and other educational meetings to increase their knowledge. The *Jaguar Cub Day Care* is also utilized as a teaching center for PISD students with career goals in the child care or education arena.

Caregivers/employees of the *Jaguar Cub Day Care* begin approximately 1 week prior to the first day for PISD teachers for the purpose of in-service and required training of the day care staff according to state licensing requirements. A more detailed list of dates and designated days for employees prior to the start of school will be provided by the daycare director.

All Jaguar Cub Daycare employees are individuals who meet, or exceed, the Texas State Department of Education Office of Child Care requirements.

- ➔ The Director is in charge of the center.
- ➔ Substitutes may be used when regular staff is absent. Substitutes shall meet state requirements in regards to substitutes.
- ➔ Criminal Background Checks--All staff are subject to reference checks and criminal background checks.
- ➔ Training--Jaguar Cub Daycare is committed to ensuring that staff are competent and skillful. To that end, all daycare staff is required to attend in-service training and workshops.

Hours of Operation

The hours of operation for the Princeton ISD Daycare will be 6:30 am – 6:30 pm. The center will operate following the calendar set for the Princeton ISD employees. Childcare will be available for scheduled in-service days and other workdays in which PISD employees are required to attend.

If offices close early for holidays, severe weather conditions, or other events, the daycare will also close accordingly.

TUITION FEES

All tuition fees for children of employees will be paid through payroll deduction (24 paychecks) There are no tuition fees for children of PISD students; however, an application for assistance through North Texas WorkForce Solutions is required. PISD staff will assist students with this application. Tuition is due whether the child is in attendance or not. Fees are as follows:

Ages 6 weeks through 11 months:
$5,000 annually - $208.33 per check
Ages 12 months through 23 months:
$4,600 annually - $191.67 per check
Ages 2 through Pre-Kindergarten:
$4,200 annually - $175 per check

Regular Day Care:
6:30 AM to 4:00 PM – Secondary Employees/Students
7:30 AM to 5:00 PM – Elementary Employees

AFTER CARE: You must make arrangements beforehand so the proper staff can be available.

(Fees will be prorated for children enrolling after the first day, withdrawing prior to the last day, or moving up in age groups.)

After School Care:
4:00 - 6:30 PM – Secondary Employees
5:00 - 6:30 PM – Elementary Employees

After Care Rates:
*48-hour notice must be given prior
*$10/day/per child
*$100/monthly/per child excluding August ($60) and December ($50)

*****MUST FILL OUT GOOGLE FORM*****

Meals and Snacks

- If a child is too young to eat prepared meals, the parent will need to provide formula and baby food.
- Snacks will be provided and included in the tuition.
- Breakfast and lunch will be provided by PISD food service and is included in the tuition.
- Parents can bring a sack lunch, if they choose.
- Parents must provide sack lunches for their children on non-instructional days. A nutritious snack will be served to your child in the morning and afternoon. If you would like to provide a special snack for your child's birthday, please let your child's caregiver know and then make sure your food does not include nuts of any kind or nut oils due to severe food allergies.

Enrollment Requirements

Per state requirements, all children attending the daycare must have the following signed and/or provided documents:

- Enrollment agreement: consists of emergency contact information, names, birthday, address, phone numbers, child's doctor and phone number, emergency contact names and phone numbers, names of people to whom your child may be released, etc. It is required to be signed by the parent or legal guardian and dated. (Must be turned in before the child is allowed to stay at the center).
- A copy of the most recent shot record. (Due within 1 week of beginning at the center).
- A signed Health Form from the physician stating the child is physically able to take part in the program. (Due within 1 week from starting at the center).
- A child Informational sheet with any allergies, fears, health issues, etc. For us to better serve your child's needs.
- Hearing and vision screening results if age 4 before September 1 of the present school year (we can provide this for Pre-K students).
- If an infant, we will need a completed feeding schedule. This will be updated every 30 days per state requirement.
- A note from a doctor with age appropriate dosages of over the counter medicines with your child's name on the note. (Due to district policy, we cannot administer over the counter medicine without a specific note from your doctor or other authorized person.

Parents are responsible for completing enrollment forms *prior to care*. You must give a **3-week** prior notice before starting. Forms include a Jaguar Cub Admissions Form, Jaguar Cub Healthcare Form, and Jaguar Cub Day Care Handbook Receipt. If any changes occur to the operational policy the center Director will inform you immediately.

Attendance

Attendance is expected on a daily basis. If your child is going to be out for an extended period of time, please notify the center Director. If your child will be tardy please notify the teacher in a reasonable amount of time. We work on a schedule and it is very important for all the students to be on or as close to the same classroom schedule time. There is usually ONLY one teacher at nap, so bringing in an upset child during naptime makes it hard to keep the remaining students asleep and quiet.

Illness

The following procedures are for your child's welfare as well as other children in the center.

- You will need to contact the center Director if your child has an emergency room or hospital visit and provide documentation of the diagnosis and when the child is released by his/her doctor to return to our facility.
- Fever over 100 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength.
- Diarrhea (watery, bad-smelling stools more than once in succession). Children may return in 24 hours when normal functions have returned.
- Vomiting (one or more episodes in the last 24 hours). Children may return when in 24 hours once they can retain a light meal.
- Persistent hacking or congested cough with sore throat (very red or blistered throat).
- Green nasal discharge (indicated a respiratory infection).
- Difficulty in breathing to the point where the child is very uncomfortable or unable to sleep normally.
- Convulsions.
- Persistent pain in abdomen.
- Conjunctivitis (pink eye)
- Per state regulations, any illness that prevents your child from performing normal daycare activities will be sent home (for example, the child just doesn't feel well enough to play or sit at the table for table time).
- Parents will be notified when their child has been exposed to any communicable disease.

Under NO CIRCUMSTANCES will parents be allowed to bring a sick child to our school. Sick children expose other children, as well as teachers. Do not bring your children if they are sick.

Please review: Communicable diseases that exclude a child from care are defined by the Texas Department of State Health Services in 25 TAC 97.9 (relating to Diseases Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health (http://www.dshs.state.tx.us/) or Licensing staff.

Medication

We recognize the administration of medications is an important part of helping to maintain your child's overall state of welfare and health. We will administer all prescription and nonprescription (over-the-counter) medications according to the following requirements:

- All medications must be in their original containers. - For prescription medications, the pharmacy label with the child's and physician's names, the prescription number, dosage, and frequency must be current and legible. - For non-prescription medications, the child's name needs to be clearly labeled, must be in its original packaging and must specify the dosage, and its frequency.
- The child must have received the first dosage of the medication prior to coming to the center. This is to ensure that the child does not experience any negative or allergic reaction to the medication.
- With the exception of prescription allergy and asthma medications, medicine will not be administered on an as-needed basis. A specific time must be indicated on the authorization form.
- An Authorization to Administer Medication form must be completed in full by the parent and given, along with the medication, to an administrator.
- Clearly indicate it if the medication needs to be refrigerated.
- Medication can be very dangerous in the hands of children and must never be left in a child's backpack where it might be accidentally available to any child.
- We understand that sometimes children dislike taking medication and parents have become very

creative in finding ways to administer medications. However, we ask that parents ***do not put any medications in their child's food or beverage.***

- Medications left at the center beyond administration dates, expiration date, or the end of the school year will be destroyed.
- Ointments and Creams: If you have ointments, creams, lotions or sprays that you would like us to apply to the child's skin (including but not limited to: sunscreen, insect repellant and diaper rash ointment), the ointment, cream, lotion or spray must be in the original container and the child's full name must be on the container. The ointment, cream or spray must be labeled to indicate that it is appropriate for the child. You must fill out a written permission form for dispensing medication, but not necessarily for each individual application. We will not apply any ointment, cream, lotion or spray that is past the expiration date.
- Medication can be given by daycare staff if documented in our medication form located in your child's classroom.
- Over the counter medication can be administered if *we have a note from the doctor with the correct dosage information. (Note: Should your child spike a sudden high fever, without the required note from your doctor, we cannot administer Tylenol, Motrin, Benadryl, or other over the counter medicine).*
- Should your child spike a temperature over 103, and *we have a note from the doctor with age appropriate dosage for your child,* then we will administer age appropriate dosage of Tylenol or Motrin immediately and then contact you. (Febrile seizures may develop with the higher temperatures). Otherwise, we will attempt to contact you before administering any over the counter medicine unless otherwise instructed.
- You must sign in all medication with the Center Director.

Immunizations

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. TB testing is not required in Collin County for children to attend Child Care. Exception: Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

Incidents/Accidents

Unfortunately, accidents and illnesses do happen.

- Should your child get hurt or become seriously ill while at the center, we will complete an Incident Report for you to sign. After the parent or guardian signs the report, we will give you a copy and keep a copy in your child's file.
- Should your child require further medical care (seen by the ER or family doctor) we will need a copy of the medical report for our files.
- Any serious illness or injury will be followed, as soon as possible, with a phone call or email to the parent(s).
- Should your child face a life-threatening emergency, we will not hesitate to call 911 and then contact you immediately.

Emergency Preparedness

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Alternate shelter:

  Janice James Elementary School
  8633 CR 728, Princeton, TX 75407
  (469) 952-5457
- Upon departure and arrival, the Director or alternate assistant will have a list of all children that must be accounted for. Together, the Director or alternate assistant and the caregivers will verify that all children are present.
- The Director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.
- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.
The following drills will be held regularly to ensure that in the event of an actual emergency our students would react safely and correctly.

- Hold - This drill occurs at least once per school year. Children and staff will clear all hallways or common areas and remain in the classrooms until given the all clear.
- Secure - All children will be recovered from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. This will be done at least once a school year.
- Lockdown - Children will sit next to a wall or out of view of the door and remain quiet. This drill will be done twice a year and the caregivers and director will explain to the children in a calm manner about the drill and its procedures.
- Evacuation - Children will learn to exit the building in a safe and orderly manner and will know where their “meeting place” is located. This drill will occur monthly.
- Shelter in Place for Weather or Hazmat - Children will learn the “safe areas” in the interior parts of the ground level of the building and how to “drop, cover and hold”. This drill will at least once every three months.

Naptime

- The children have a rest period from approximately 11:30am-2:00 pm. These times may vary according to the age group.
- We provide a bed for our infants and a nap mat for the others.
- Your child is welcome to bring any comfort items such as a blanket, and a small pillow to sleep with.
- The state requires that only a fitted sheet is allowed in the cribs with infants.

- Please make sure that ALL personal items are labeled.
- All bedding will be sent home on Friday's to be washed per state requirements.

Safe Sleep Policy (Birth-12 months)

Basic care during sleep time will ensure that the sleeping environment is free of objects that could cause choking and that every infant is supervised at all times. The following policies will also be in place:

- cribs far enough apart so that one infant may not reach into another crib
- an individual crib to sleep in for each non-walking infant younger than 12 months of age
- a firm, flat waterproof or washable mattress that snugly fits the sides of the crib and that is specifically designed for use with the crib model number.
- Sheets that fit snugly and do not present an entanglement hazard

Outdoor Play

Outdoor play is an important part of the curriculum and is essential to children's health. Children are given daily morning and afternoon opportunities for outdoor play. Outdoor play is limited when temperatures, or heat index are in the 100's. Our staff will check outdoor equipment prior to outdoor play to ensure it is not too hot for children to play on. All children have water available to drink. Children are encouraged and reminded to drink water throughout outdoor play. In the colder months, outdoor play is cancelled if the temperature or wind chill is below 40. An alternative indoor activity will be substituted to allow for physical play time in these instances.

Arrival and Departure

- Parents or persons dropping off and picking up children at the center are required to sign in each child upon arrival and to sign-out each child on departure
- By state requirements, an adult must walk the small children to their respective rooms. Children cannot be allowed to walk themselves as this is viewed as an unsupervised child and against state minimum standards.
- Any school-age sibling **must** not enter infant rooms as we want to minimize the risk of spreading germs as much as possible. Older siblings can stand outside the classroom in plain sight.
- We do ask that all children, of all ages, maintain discipline and respect for the daycare staff at all times.
- No child will be allowed to leave Jaguar Cub Day Care without being accompanied by those designated as primary caregivers on his/her enrollment form as an "**Authorized Person**" or after that, in writing, by using our "**Authorization for Release of a Child**" form. Giving a note or verbal permission to your child's teacher **is unacceptable**.
- Please email the Director for questions or concerns.
- Drop off and pick up times are the busiest so please leave conversations to a minimum.

Belongings

- We ask that each child has a zip lock bag of some sort with an extra change of clothes. New schedules and activities can cause the need for a clean change. The daycare does not keep extra clothes.
- Please make sure your child's jackets, sweaters, etc. Are clearly marked with at least first initials and last name.
- Infants will need to have each bottle, pacifier, formula container, diapers, wipes, etc. labeled with their first and last name.

- We cannot allow any toys that have guns, knives, or in any way encourages violent behavior.
- No toys from home are allowed at daycare

Discipline & Guidance

We make every effort to provide an atmosphere of activity and learning.

- Positive reinforcement encourages appropriate behavior in children.
- The discipline techniques our caregivers use includes redirecting children, offering him/her choices or words to use in solving problems, and opportunities to try again as well as modifying the environment or routine to better meet the child's needs.
- At no time should physical punishment, demeaning or embarrassing tactics be used to correct children or modify their behavior.
- We believe the best way to prepare children to live successfully and productively is to help them develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. Discipline is used to teach a child, not as a punishment. We achieve this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences. The children are explained the rules of our school frequently, so they are all familiar with the guidelines:
  - ➔ No running, jumping or screaming permitted inside the school.
  - ➔ No hitting, pushing, grabbing, kicking, spitting, or pinching others, including your parents.
  - ➔ No standing or climbing on toys, chairs, tables, or furniture.
  - ➔ No mistreatment of toys, i.e. standing on, throwing, bashing, hitting with.
  - ➔ No mistreatment of the school belongings.
  - ➔ No name calling, teasing, swearing, bad language.
  - ➔ No gun or violent play allowed.
  - ➔ No going out the door at pick up time without an adult.

If we have concerns about a child's behavior, we will inform his/her parents as soon as possible and collaborate on a plan of action for positive change. If there is a chronic behavioral issue that needs attention (might include such things as biting, use of bad words, chronic hitting, etc.…) together, parents, teachers and administration, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Suspension and expulsion

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parents threaten physical or intimidating actions towards staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Policy Changes

Jaguar Cub Daycare reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at Jaguar Cub Daycare without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Jaguar Cub Daycare, and/or children whose fees and/or tuition payments are in arrears. Jaguar Cub Daycare reserves the right to make any policy or financial changes at any time when it is in the best interest of the daycare and will not compromise the quality of the children's care. All changes will be given at least a two-week notice. You will be notified as soon as possible in writing of any changes that may occur. We also reserve the right to make changes in the daycare environment without advance notice to the parents, as long as any change remains within regulations.

Concerns or Complaints

Concerns or complaints should be brought immediately to the attention of the director, Oblio Barnes.

- You can email or call to discuss the issue or to set up a convenient time for a parent conference. Email the center Director at: oblio.barnes@princetonisd.net or call 469-952-5400 to solve any matters.
- Should you not be satisfied with the outcome of the resolution, please feel free to call the Perkins Early Childhood Center Principal at 469-952-5400.

State Licensing

At any time, parents can contact the Texas Department of Family and Protective Services.

- The number is 469-889-6301
- Their website address is https://www.dfps.state.tx.us/

PISD has met all requirements of the state for day care licensure as approved by the licensing division of the Texas Department of Family and Protective Services.

Parent and Community Involvement

Princeton ISD embraces the belief that early childhood and education is successful only if parents are included as partners in the education of their children. Parents must receive information related to program objectives and activities which support the school process. Princeton ISD also relies on active community support for its programs. Community members can offer resources and assistance which contribute to the program's success.

Parents are informed through this program description, updates, newsletters and information about program activities and parent involvement activities.

Parents and community members are invited to be part of Princeton ISD's site-based decision committees.

By the combined effort of families, students, and staff, effective services are offered to the daycare and prekindergarten students in Princeton ISD.

Parents may visit the childcare center at any time during the centers hours of operation to observe their child, the centers operation, and program activities, without having to secure prior approval.

Mothers have a right to breastfeed or provide breast milk for their child and we encourage this practice. A comfortable chair will be provided in the infant class for this purpose. Please inform the caregiver of your intention to feed your child and a do not disturb sign will be placed on the door.

A copy of the Minimum Standards for Child-Care Centers and the most recent Department of Family and Protective Services Inspection/Investigation Report will be available in each classroom for parent viewing.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT

We take great care at Jaguar Cub Day Care to protect our children. We want our Caregivers and Parents to be educated and informed about preventing and responding to the abuse and neglect of children. The latest posters and flyers from the Texas Department of Family Protective Services are posted at our Parent Information Board. Jaguar Cub Day Care will work closely with local authorities and community organizations to keep our children safe.
All staff of Jaguar Cub Day Care is required to complete one hour of annual training on Reporting Suspected Abuse or Neglect of a Child.

Link for Training:
www.dfps.state.tx.us/training/Reporting/default.asp

Link for information on learning the signs of abuse and neglect:
http://www.dfps.state.tx.us/itsuptoyou/recognize.asp

To report suspected abuse, call 1-800-252-5400 or visit **www.dfps.state.tx.us**
If you are a victim of abuse and need help call 1-800-252-5400

Gang-Free Zone

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 child care centers. 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 gang-free zone is within 1000 feet of Exploration Station. 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 Exploration Station is a violation of this law and is therefore subject to increased penalty under Texas law.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a daycare, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur: Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. *We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.*

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Boo-Boo" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one-year-old, one minute).
3. The parents are notified.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

-If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.
-If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder

of the day. This will not count towards the 2-day suspension.

Video Recording & Acceptable Use of Recording

Princeton ISD recognizes the need for safety of all children as well as peace of mind for parents to check in on their children during the day. As such, your child's classroom, except for diaper changing or toileting areas, is video monitored during the school day and the school year. Parents and legal guardians will be provided access to view and monitor their child's classroom during the school day. The purpose of the monitoring is to maintain safety and security and provide transparency to parents.

All individuals granted access to the camera system are expected to maintain confidentiality of the camera footage accessed and share all concerns promptly with the Director. Student privacy must be respected to the maximum extent possible. Failure to maintain the security and confidentiality of the camera system, including but not limited to sharing video footage or still images via social media or other electronic means or allowing another individual to access the camera system using your credentials, will result in revocation of access to the security video system and potential removal of your child from the daycare program.

JAGUAR CUB DAYCARE HANDBOOK ACKNOWLEDGEMENT FORM

I understand and agree to the policies and procedures outlined in the Jaguar Cub Daycare. If at any time I have questions regarding the handbook, I will address these questions to the Director of the child care center.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____