

### Our Mission

Our Mission at the Champion Zone Early Care Program is to support the teachers and employees at China Spring ISD and the community by providing young children with individual opportunities to develop and learn in a nurturing, safe, and caring environment.

### Vision Statement

To establish an atmosphere of stimulating holistic care where staff and families work together to meet the needs of children; offering them the opportunity to be a child who enjoys learning and is filled with a sense of wonder and excitement for belonging in the community.

### Our Philosophy

Champion Zone LLC, Early Care is licensed by the State of Texas as a Child Care Center. We believe that children learn at their own pace through positive self-directed experiences that are supported by teachers in a safe, healthy learning environment. Our staff create lesson plans that are developmentally and age appropriate to ensure that your child's journey will allow for their own creativity, diverse abilities and learning styles.

We base our teaching processes on developmental theory, research and developmentally appropriate practice. Children six weeks to 4 years old are welcome to attend and learn in our family orientated childcare center that offers a nurturing, stimulating and secure environment. Our teachers will develop classroom curriculum that meets the needs of the children in each classroom.

Each child is treated as an individual and encouraged to reach their full potential, physically, intellectually, emotionally, socially and spiritually.

Our staff are encouraged to work toward both sustainability and improvement of the program through services to families with young children. Our curriculum framework supports setting goals for young children; providing them opportunities and encourage to express themselves as individuals with unique abilities; supporting them in their physical development both fine and large motor, helping them to interact positively with others using manners, kindness, gentleness and respect; inspiring a love of learning, a sense of wonder about the natural world, enjoyment of oral and written language; and laying a foundation for successful learning in early math and literacy. We use the English language to communicate to children and parents.

We are guided by the Texas Department of Family and Protective Services, Childcare licensing division, in setting our policies and procedures. We strive to set our program standards well above the minimum requirements to better care and educate children in our programs. Quality care and family support is best in reaching a child's full potential.

## Required Postings

Our most recent licensing report, health inspections, fire inspections and other points of interest are located on the bulletin board in the foyer or in the information notebook available on the desk for parents. We are audited yearly by the Health Department, Child Care licensing, Child Care Services, and State Fire Marshall.

CZ EBC is an equal opportunity employer and does not discriminate against anyone regardless of age, sex, race, color, nationality or ethnic origin. Our employees must meet the requirements set by minimum standards for the State of Texas, Child Care Services and CZ EBC policies.

CZ EBC is a Gang Free Zone. Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Our campus is a tobacco free zone. Use of any type of tobacco is always prohibited on our premises.

CZ EBC participates in the Texas Rising Star program through the Heart of Texas Workforce Solutions and is rated on a scale of 1-4 stars.

Any changes to our most recent Parent Handbook will be posted at the front foyer and a written notice will be sent within 10 days of change.

All parents will be notified by a posting at the door or by email to each class specifically if any child is diagnosed with an illness that is contagious to others.

We are responsible to the Texas Department of Public Safety to report anyone who does not use child restraints in their vehicles. Please take vehicle safety seriously.

## Center Closings

The Champion Zone EBC will follow the school calendar. We will be open during teacher orientation before school begins for the year. If possible, we will have a few half day "trial run" days to help acclimate children to the new environment. If teachers are working, the center will be open. This will include mandatory Fridays when all students and teachers are working. On days marked as "Campus Closed" the center will also be closed. If the school district closes for weather purposes, we will not offer care. Also, if the district decides to close early for weather purposes, we will also close.

Champion Zone EBC will not operate during the school scheduled "summer break." We will strictly follow the school calendar. Any changes in the school calendar that require additional care or planning will be discussed in advance and a plan will be developed to meet the needs of the children and families.

## Arrival and Departure

As you arrive and depart each day with your child, we expect you to communicate with center staff and give us your full attention so we can understand your child's needs for the day. Please refrain from using your cell phone during drop off and pick up.

All children must be accompanied by an adult as they arrive and depart each day. We open at 7:00am and close at 5:00pm. Please sign your child in and out each day as this helps us maintain an accurate and current count of children in the building in case of emergency. Children will go directly to their classrooms upon arrival and wash their hands. Breakfast snack will be served upon arrival. Children will need to be present by 8:00 for breakfast.

We request that you call or let us know if your child will be late coming in so that plans for lunch can be made. Doctor's appointments and unusual times are necessary sometimes, and we understand, so as a courtesy to the kitchen and teachers, we ask that you call and let us know.

Children in the older classrooms will benefit most if they stay on a consistent schedule. Continuity between home and school creates a sense of safety and allows children to develop a predictable and comfortable routine. Arriving by 9:30 allows your child to participate in planned activities and join their friends at a time when all are ready and eager to learn.

In order to provide a safe environment for the younger children in the program we ask you to drop off your oldest child first, then take your younger child to his or her classroom. At pick up time, please pick up your younger child first and then older children. During peak times of transitioning from school to home it is easy for younger children to get stepped on or fingers caught in doors. We are trying to keep children safe, and germs separate from our youngest babies. Texas Child Care Licensing regulations do not allow older siblings in infant rooms.

Only authorized adults may pick up your child. Unauthorized adults will be asked to show ID and we must receive a phone call about each person prior to pick up. Everyone that is on the pick-up list will be carded the first time they are seen.

When you arrive at the entrance door you will ring the doorbell and the staff can open the door from the entrance or classroom. Please be patient as it may take us a few minutes to view and allow access to the program classrooms. If you are on site during the day at the Primary Campus, you can choose to enter the building as you normally would and walk down the inside hallways to the classrooms for drop off and pick up. All other staff need to enter and exit through the locked door.

At the time children are removed from the classroom, the parent or adult picking them up becomes responsible for them. Please gather your child's belongings and remember to exit the building safely watching for cars as they pull out and in. Please do not allow your child to run to the security door and try to exit without a parent.

## Outdoor Play

Weather permitting, our classroom schedules support opportunities for outdoor play in the morning and in the afternoon. All children including infants will spend some time outside each day. Children will need to be dressed appropriately for the changing Texas weather. Appropriate clothing includes hats, coats and gloves in the winter and less restrictive clothing in the summer. We will allow hats to be worn by children in the summer months and will allow light clothing and sunscreen or protective clothing that covers the shoulders and legs to prevent too much exposure to harmful UV rays.

When temperatures are too wet and cold, we will attempt to find other outdoor activities for the children and indoor movement spaces will be available. Walking children will be outside if temperatures are above 40degrees and at the teacher and director's discretion. Short periods of outside time are essential for strengthening the immune system and cleaning the lungs of indoor pollutants. We will follow the National Weather Advisories for heat and cold and monitor the heat and cold indexes. Sunscreen should be provided by parents if needed and must be labeled with a form for permission to apply. Bug spray can also be applied with written permission from a parent for children two months and older.

Outdoor play is so important for the developing child. It is important for children to have freedom to run and explore the outdoors. We encourage respect for our play areas as well as the children playing outside and include them in watering plants and picking up the equipment when we return inside. The outdoor area is as much a learning environment as the indoor spaces that we use. We can utilize our covered areas during inclement weather.

Children are encouraged to participate in group and individual activities and guided to use all their senses while outdoors. Messy sensory activities are part of our day. Undue stress is placed on the child whose parents insist they not get dirty. We are a creative learning center, which means we allow children to explore and discover for themselves the wonder of the world they live in using cause and effect. Mud, sand, clay, play-doh, cornstarch, water and paint may be used as often outside as inside.

During the warmer months, water activities are planned on a class-by-class basis. This will mainly consist of outdoor water sensory play. We will not be using pools for children.

## Communication

Our teachers provide parent boards, folders in the older classrooms, cubbies and daily reports for our infants to communicate classroom communication. Parent boards are located on or near the classroom door. We also use emails and texts to communicate throughout the day with parents if necessary. Infants and toddlers receive a written daily report that is sent home each day.

Your child's teacher may communicate with you by email, text or notes, but we prefer to speak to you face to face. You may request a conference at any time to discuss concerns and we make these available to you upon request.

We highly recommend that parents develop a working relationship with their child's teacher to better serve the child while in care. Feel free to discuss any matters concerning your child with us at a time when the child is not present to ensure confidentiality and privacy. We respect your opinions and value your passion in regard to your child and family and seek to develop consideration of others in all situations.

Communication between home and school is vital for your child's sense of consistency and stability. If your family has a change, such as moving, losing a grandparent, pet or another family member, or there is a change caused by divorce or living arrangements, please let us know. These normal family issues are part of all of our lives but may cause anxiety and a change of behavior for small children. When your child's teacher is out, or a new student joins the classroom, your child may exhibit different behaviors that you have not experienced before. These types of events cause stress for children and may cause anxiety as well. Please do not hesitate to communicate with us so we may all work together to support the needs of your child.

Social media will not be used to communicate with you about your child at any time. We respect the privacy of your family and only use written or verbal, face to face, or email communication. E-mails are not forwarded or shared with anyone other than the teacher or director. Parents often want to have email exchanges, but teachers are not at their desks all day and are not allowed to use cell phones for this purpose while caring for children. So, in the interest of privacy, it is understood that emails will not be used on personal devices.

We respectfully ask that you not use your cell phone during drop off and pick up times so your full attention can be given to your child as you arrive and depart each day.

It is very important to keep us up to date with contact information. If you have changes to your address, phone number or any information changes after registration please visit the parent portal and bring information current. If you need help with this process, you can put the changes in writing and staff will update information.

### Grievance Procedure

Parents are encouraged to keep the lines of communication open with their child's teacher to avoid misunderstandings. Communication is vital. If you feel you are not getting the satisfaction you need in any matter, please contact the director to discuss the circumstances. The director may suggest a conference between the parents, teacher and director if deemed necessary. All such conferences are confidential, and care is given to show kindness, gentleness and respect for all parties.

Please remember that Champion Zone is a separate entity from the school district. We have a partnership and work closely together in many ways, but trouble shooting and seeking help and direction with school district administration is not an effective way to resolve conflict. Parents are encouraged to always talk with classroom teachers and director.

Remember, group care is very different from a family household setting, and we work hard to create an environment that meets the needs of all the children and families we serve.

## Confidentiality

Our program is supportive of each child's individual needs in all regards. We strive to work with parents and maintain professional relationships. Parents are asked to direct concerns or questions to the teacher or director. It is best that conversations about the center, your child or caregivers be done away from the presence of children. Please always keep in mind your child is the utmost importance to us. In an effort to maintain confidentiality, our staff are not allowed to communicate through social media, take pictures of your child to share on social media or communicate without explicit permission in writing from the parent or director through any social media avenues. Parents are asked to refrain from posting or commenting on any social networking site in a manner that compromises confidentiality of any children, families or staff.

All records containing information about children and families are regarded as confidential and property of the center and family. Permanent records of children are to be stored online in our portal or in individual files in the main office under lock and key. No material is to be taken from the premises without express permission of the center administration. No information will be given out unless written permission is given by the parent in writing.

All information regarding families who are under investigation from Child Protective Services (CPS) are kept confidential. Investigators' names and information about the child/children/family in question will not be shared among staff members or parents. Only the parents or legal guardians involved in the investigation will have access to any written information shared with the center by an investigator. All written documentation will be kept in the child's file.

All necessary medical information will be kept confidential between parents and caregivers. We will not request information from your medical provider. All necessary medical information such as immunizations records and special medical needs for your child must be provided at the time of enrollment. It is your responsibility to provide us with all necessary information required to meet the needs of your child.

## Photographs

Pictures of the children can sometimes be taken during the day on occasion and used for educational purposes, to enhance self-esteem and encourage participation. Family pictures are needed and asked for by teachers often to establish a sense of home with the children. Photos are not sold or shared in any way other than for the benefit of the children and to promote visual learning.

## Discipline and Guidance

Teaching children responsible behavior is based on an understanding of the individual needs and development of a child. Teachers re-direct aggressive or problem behavior and teach the child to be kind and respect the rights of others. Classroom staff observe children and document their observations to detect interaction patterns or behavior concerns. Judgement is not made of the child, as they are in the process of learning acceptable social behaviors. Experiences that meet their developmental and emotional needs are planned to help them in a positive responsive manner. Supporting children's play enhances learning. Physical punishment is not allowed. Withholding food or restricting activity is not used as a form of discipline for problem behavior. Children are guided as needed, but in ways that do not interfere with their activity. Intervention is

only necessary when an activity endangers him/her or someone else. Positive words, attitude and actions are used when limits are tested. Teachers are kind, state the facts, and stand firm on re-direction if needed. Choices are offered when possible. Parents and teachers are asked to refrain from discussing a child in their presence while other parents are in the classroom.

Children who are learning how to get along in a social environment make mistakes. We do not report all misbehavior to you, only those that persist and need us to work together. We share this information with you to create a working relationship between parents and caregivers. Together we can help the child exercise better social skills. Guidance is based on shared understanding of individual needs and development of a child and is used to teach responsible behavior.

Conflict resolution is used in all our classrooms and works with children to resolve conflicts that arise. Our discipline supports and encourages positive behavior through planning and an environment that provides a variety of activities for the children to use. We use verbal encouragement, compliments, smiles and pleasant interchange during conversations that need to happen when conflicting situations arise.

We state expectations clearly and use direct statements. (You may not throw the doll.)

**State Expectations positively.** (We take care of our dolls.)

**Redirection.** (Let's find you something you can throw.)

**Support problem-solving and negotiation between children.** ("How can you use your words to help Tess know you want a turn with the puzzle?")

**Logical Consequences or choices.** ("I can see you are having difficulty playing with Legos without throwing: I need you to choose another place to play, so our friends can stay safe.")

**Modeling appropriate and effective emotions.** ("I do not like it when you grab the book from my hands. Please tell me you would like a turn.")

The following methods of discipline are prohibited by ANYONE on the premises. Any use of the following described practices shall be grounds for immediate termination of staff or volunteers. All staff and volunteers receive a copy of this policy.

1. No child will be disciplined by physical punishment, corporal punishment, verbal abuse, or threats by either staff, volunteers or parents while on the center property.
2. No child or group of children will be allowed to discipline another child.
3. Unsupervised isolation from the group will not be allowed.
4. The withholding of food, water, nap or rest or bathroom facilities is never used as a punishment for a child.

5. A child is never to be physically restricted in any way unless their actions would bring harm to themselves or others.
6. Adults should never address a child harshly, with intimidation or ridicule.
7. Adults are never to discuss a child's behavior with another adult in the presence of other children and their parents. Written and verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child that caused harm.
8. If parents must be called due to aggressive or harmful behavior, documentation will be kept in the child's file.

It is a natural part of a child's learning to make choices that are not pleasing to adults. After all they are children and they are learning to behave in a group of their peers. Sometimes parents say that their child does not behave this way at home. At home there are not as many obstacles to overcome. Children need to learn social behaviors. Therefore, we will not report every misbehavior; only those we feel we need help with. We will share information with you so we can work together to help your child overcome the problems they face and develop better social skills. It is our goal to provide an environment that supports your child's success.

Sometimes with very young children, problems such as biting, hitting, pushing, and foul language occur in the classroom. Toddlers are easily reinforced by our reaction to these behaviors. We will always protect other children and re-direct an aggressive child so negative behavior is not reinforced. Prevention is our goal but is not always possible. When children are older, these problems require different approaches. Preschoolers are learning how to control their feelings and may need consequences to remind them to make better choices such as using their words.

#### Policy on Problem Behaviors

- a.) The behaviors of children shall be addressed by staff in a positive, matter of fact way that may include redirection, reminders of classroom rules, modifying the classroom environment and or schedule, and providing a supervised quiet time for the child to self-regulate. Observations will be made by staff to determine any patterns or factors of the problem behavior that are reoccurring. Staff shall never use shaming, withholding of food, physical punishment, or banishment from the group at any time.
- b.) If problems persist, the staff will request a meeting with the child's parents to discuss the behavior. Collaboration between staff, director, and parents is necessary to determine a plan of action to help the child. The teaching staff will provide parents with written documentation that will also be kept in the child's file. If the child's behavior causes harm to another child, the aggressive child's parents will be notified as soon as possible, and written documentation of the incident will be provided to the parents and placed in the child's file.
- c.) If the center staff feel additional help is needed to resolve the problem, the program director will discuss the matter with parents and with their permission make a referral to an outside agency for assistance. We ask that parents be supportive in finding outside assistance for problem behaviors. If the parent refuses this avenue of intervention for the child, and the problem behavior continues, the enrollment of the child may be re-considered.



- d.) If it is determined by an outside party that the child qualifies for special needs, the center will make accommodations as long as they are not undue hardship on the program as outlined in the Americans with Disabilities Act (ADA)
- e.) Should the steps described above fail to resolve the behavior problem, the program may ask the parents to obtain care for their child at another center. A two-week notice will be given to the parents except where such notice is not reasonable because of the safety concerns for the child, other children, or staff.

### **Eligibility**

Champion Zone Early Care Employee Based Center will care for children six weeks through 5 years. Enrollment is open to any child whose parents or guardians are employed by the school district currently operating within. This can include biological parents, foster parents, guardianship of a child by a staff family member or grandparent. Champion Zone also reserves the right to have any child whose parents are employed by Champion Zone to attend the childcare center as long as the staff member works a minimum of 30 hours weekly. Champion Zone is considered a benefit for staff and employees but is not guaranteed or always available. Our administration decides enrollment and availability. Usually enrollment takes place before school starts, we do allow enrollment throughout the year if space is available. Each classroom has a number of allowed children and the ages and development of children are taken into consideration when forming class groups. It is a possibility that classes may be full and children can be placed on a waiting list. It is also up to the discretion of the director of Champion Zone Employee Based CDC to decide if our program is able to meet the needs of children.

Enrollment is open to any child regardless of sex, race, color, or spiritual belief, as long as the child meets the requirements set by the State in the Minimum Standards. Champion Zone, as a child care provider, is required to make a case by case assessment of what a child with a disability or need that requires to be fully integrated into the program and then assess reasonable accommodations can be made. Although what is "reasonable" will vary, depending on the accommodation requested and the resources available to the program, many of the accommodations children need are not complicated and most can be easily learned. Children who cannot acclimate into our program because of physical, emotional, social, behavioral, or intellectual conditions may be asked to withdraw from Champion Zone. Every available means to work with parents will be used to seek an environment that is appropriate for that child. It is a possibility for children who are approaching 3 years old to be evaluated by district professionals to determine if further testing or support may be needed.

At enrollment immunizations must be current for entry into our program and as a condition of remaining enrolled unless you have religious or conscientious objections in which case, you will need to provide a notarized exemption affidavit before admission. Otherwise, an up-to-date immunization record must be presented. If your child needs immunizations, we will need documentation of an appointment and will allow ten days. At the end of ten days, we will need proof of the immunization to continue care.

### **Enrollment**

The following information must be in your child's file before enrollment is complete:

- a. Medical Statement

- b. Up-to-date shot record
- c. Admission form and intake assessment
- d. Emergency Information Form
- e. Parents Acknowledgement
- f. Signature page for parent Policy Book

The State Minimum Standards require all necessary paperwork be completed prior to attendance. Failure to provide necessary information may hinder the enrollment process. A site visit and parent enrollment interview will be conducted to ensure an understanding between the director, staff and parents regarding care and program requirements.

We recommend visiting the assigned classroom prior to a child being left for the very first time to help establish communication with our teachers. This helps very young children adapt more easily as they become familiar with the new surroundings and individuals that will care for them.

### Food Service

Modeling family style dining is practiced with all ages during meals. Teachers encourage self-service and clean up during breakfast, lunch and snack each day when age appropriate.

Our breakfast meal will consist of items that will meet the food service guidelines established by TDFPS. This meal will be provided in the classroom by CZ. Our lunch option will be what is provided by the cafeteria on campus each day. At times parents may be asked to provide lunches for children. We are currently asking parents to provide lunch on Mondays and Fridays. Other days of the week we have hot lunch from the cafeteria that can be provided. A menu is available on-line and posted for parents to view. Parents can also pack a lunch box for their child if they choose. Afternoon snacks will be provided by CZ and will also follow food service guidelines. Our classrooms do have microwaves and teachers will warm foods for the children if needed.

Parents may bring food substitutions for what is on the menu if there are allergy issues as long as prescribed by a physician. Classrooms will have each child with allergies listed and posted. Teachers and food service staff as well as the director will be made of all allergy cautions and directions. A Care Plan for emergency care for identified allergic reactions must be on record for each child with allergies.

Food for parties and special occasions may be provided by parents. Please do not include hard candies, nuts, grapes, peanut butter, popcorn, marshmallows or raisins for children under two. All these foods are on the danger list for choking.

Each meal is nutritionally balanced providing more than half of daily food requirements including vitamin A,C and D. Whole milk is served to children 24 months and under and 2% is served to older children. Parents whose children require lactose free milk are asked to supply milk for their child along with a physician's statement. Juice is served according to the recommended serving size of 4oz. for pre-school children and 6oz. for school age children. Water is available all day and served with milk at meals.

Children are encouraged to eat and try foods and will occasionally prepare snacks and meals themselves as a learning experience.

When children arrive at the center with breakfast we will ask that you bring them with nutritional options that meet and support daily nutritional needs. We will not allow candy, fruit snacks, sugar do-nuts, or high content sugar foods to be brought in for breakfast. On occasion we will have special food and birthday treats, but everyday entering with items that do not fit our health descriptions will not be allowed.

Menus will be posted at the front desk and in each classroom. In addition to meeting nutritional needs of all the children, teachers will follow the recommended guidelines to include:

- Hot liquids and food hotter than 110F will be kept out of reach of children
- Food Allergies will be documented and information shared in ALL classrooms to protect children with food allergies.
- Healthy snacks are available when children are hungry.
- Staff do not reward good behavior with foods of any kind at any time.
- Teacher beverages will be contained in a non-commercial container and always kept out of the reach of children.
- Meals and snacks will be served at regularly established times at least two hours apart but no more than 3 hour apart.

#### Infant and Toddler Meal Service

**The best baby is a fed baby.** We support you in feeding your baby in the way you see best for them. We support breast feeding and formula feeding. Parents are required to supply milk for their babies. Bottles can be brought daily and prepared and stored in refrigerator as needed for the day. They can also be made by staff when parents send formula to keep at school. Please make sure all bottles and formula are labeled clearly with your child's name. All expressed breast milk should be frozen, labeled with the child's full name and date the milk was expressed.

#### **Guidelines for storing breast milk**

Breast milk will be stored in the refrigerator at 39 degrees F: 5 days. Breast milk can be in the freezer at 5 degrees F: 2 weeks; Freezer compartment with separate doors at 0 degrees F for 3-6 months; Chest or upright deep freezer at -4 degrees: 6-12 months

Staff will gently mix, not shake, the milk before feeding to ensure the nutritional components and the special infection-fighting contents are preserved.

Homemade baby foods are allowed and should be frozen or ready to serve daily. Frozen foods and breast milk will be thawed and warmed before serving in warm water. As with formula fed babies, all bottles and feeding supplies should be labeled with the child's name. Bottles will be washed and rinsed after each feeding and sent home to be handled in a manner parents prefer for sanitizing.

Formula feeding is handled best when parents bring the number of bottles needed each day with the proper amount of water already added to each bottle so the caregiver just has to add the formula from the original container supplied by the manufacturer.

Infants will be held while bottle fed. Bottles will not be propped or placed in cribs or any other manner. Babies who can hold their bottles will be encouraged to do so, while being rocked and

cuddled during feeding. After babies are one, they will be allowed to sit or recline to drink their bottles when feeding multiple infants is necessary. Whole or reduced fat milk may be introduced at parent's request, but no earlier than 12 months.

Bottle feedings may not contain medicines, or solid foods unless the child's health care provider supplies written instructions and medical reason for this practice. After one hour any formula that is served but not completely consumed or is not refrigerated will be discarded. If staff warm formula or breastmilk, the milk is warmed in water at no more than 120 degrees F, for no more than 5 minutes. Microwaves will not be used for formula or breastmilk.

Nutritional guidelines as recommended by the Child Care Licensing will be followed. A food plan for each child will be maintained in the classroom and updated every month by a parent until age one. Parents whose food plan does not meet the nutritional guidelines as recommended by child care licensing will be asked to comply or provide a written plan from their pediatrician. Any allergy to foods must be documented on the food plan and a written statement must be kept on file of any allergies as well as a Care Plan in case of allergic reaction. All staff members have access to allergy information on all children at our center.

The amount of food served to infants, including breast milk and formula will be provided on the daily report sheet. Parents are responsible for picking up daily reports from their child's cubby or folder for the day. Special notes from parents regarding food intake and preferences will be followed. Introduction of table food will begin at parent's request, however, baby foods will be served until age one in order to meet the nutritional requirements, unless a physician's recommendation is on file stating otherwise. Foods prepared at home up to the age of one must be provided in a container that is dated and labeled.

Teachers and staff will not offer solid foods to infants younger than 4 months old. Sweetened beverages are avoided except for juice in the amount mentioned below and then only to children 12 months of age and older, unless directed by a physician. Cow's milk will not be fed to infants younger than 12 months.

When parents and physicians are ready to introduce table foods and whole milk, we will provide components for breakfast, lunch and afternoon snack after age one. Parents may bring additional foods if they are packaged and labeled. Children will not be forced in any way to eat, but several attempts will be made before the food is set aside.

Young toddlers (12-24 months) will sometimes refuse foods. During this time of development their bodies are not growing as fast, but their brains are exploding with knowledge. They are beginning talkers and physically active, acclimating themselves to a new world of exploration. Foods they refuse today, may become their favorites tomorrow, so we continue to offer those foods.

Hydration is also important for young children. It is important that young toddlers get plenty of water throughout the day since their intake of formula or breastmilk is diminishing. Juice will only be served in the recommended daily allowance of 4 oz. Only 100% juice will be served.

Sippy cups may be used up to the age of 18 months, but children will not be allowed to walk around with them for safety purposes. Real child sized eating utensils will be introduced around one year of age. Young toddlers will be observed by teachers in the family style seating arrangement while enjoying meals and snacks with children. Conversations and community building will be enjoyed at this time.

### Meal Service for Preschoolers

Children aged 24-66 months will be served family style breakfast, lunch and snacks. A menu will be posted in the classroom and at the front desk. Parents are allowed to send a lunch box with food from home if they choose. We will have a microwave to warm food and can keep foods in the refrigerator if needed.

Children are encouraged to engage in the process of food service by setting the table, passing food to their classmates, and cleaning up after themselves. Our menus always contain a balance of healthy carbohydrates, proteins, fruits, and vegetables as well as milk and water. Children who have special dietary needs due to allergies to milk and foods will have a food plan available to remind staff of the allergies. We will work with the family to provide as many components of the meals and snacks as possible for each child.

Preschool children will participate in preparation of foods for their classmates from time to time and will be guided through the process of the learning activity.

Hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; peanut butter of chunks of raw carrots or meat larger than can be swallowed whole WILL NOT BE GIVEN TO CHILDREN UNDER 4. Staff will cut these foods up for safety reasons.

Parents are encouraged to come visit their child on breaks and eat with them if schedules allow. We encourage visitors and want to create a welcoming environment for staff and children.

### Safety and Emergency

Champion Zone regularly checks the Consumer Product Safety Commission for recalls concerning equipment and toys at our center. You may visit the website at [www.cpsc.gov](http://www.cpsc.gov).

All of our infant cribs have firm fitting mattresses and crib sheets. They are approved and are safe for use in accordance with the Federal Consumer Product and Safety Commission.

There are many areas to consider in order to keep children safe. Every available means will be used to keep children safe while in our care. It is extremely important that your contact information be kept up to date in case of emergency. We must be able to contact you at all times.

At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid and CPR training is present with each group at all times. Each family will receive a code to enter the gate and front door to the facility. It is advised not to share your code with others. Identification is required of anyone who might pick up your child and prior notice is requested. Photo Identification will be required and everyone unknown will be carded. Each person without a code may obtain access by ringing the doorbell for assistance.

All visitors are asked to sign in at the front desk. This would include grandparents, social service workers, licensing representatives, and therapists.

All children must be signed in by a parent when they arrive and signed out at the end of the day at pick up.

## Fire Drills

Fire drills are conducted once a month to teach children safe practices and to help them not be frightened when the alarm is sounded, we will follow the school district's guidelines and have drills as conducted for the whole campus. Teachers are responsible for how many children are in their care. At the sound of the alarm, children are counted and then escorted out of the building and then counted again. Everyone exits by way of the safest route using the exit sign on the guide. Teachers are responsible for making sure all necessary emergency information for each child is taken out during the drill. Infants who cannot walk will be placed in evacuation cribs and rolled out quickly. After each class and each child is accounted for, the children will return to their classrooms. Teachers will not take time to gather belongings such as shoes, hats, or coats. Drills are conducted at different times of the day; naptime; lunchtime; breakfast time; early and late. The staff member in charge will do a walk-through of the building calling out to make sure all are out of the building. Children who are outside during the drill will gather with the main group to be accounted for.

## Severe Weather

Severe weather alerts are monitored over our weather radio station, and we will be updated and informed by school district employees if further action is needed. Twice a year children and teachers practice going to a safe place inside the building. We use our classroom closets or move to the restrooms in the main hallway if necessary. We follow weather advisories and civil defense alerts as recommended by local authorities. Each of our safety zones are supplied with first aid kits, water, snacks, flashlights, blankets, radios, batteries and a collection of things to entertain the children, diapers, wipes, Kleenex. Parents who are in the building during these alerts are asked to stay until the alert is over.

School Closing or Late Start will occur when the school district closes for snow, ice, flooding or chemical spills. We will follow the school schedule and open 30 minutes before school starts to allow staff to drop children and head to their campus for the day.

Relocation/Evacuation may be necessary in some instances including fire, wind, damage or chemical spill. School Staff will know of these issues as we are informed, and we will stay calm and communicate with parents as information unfolds. We understand school staff will be required to participate in assisting children on each campus and we will continue to take care of the children until parents arrive, we will follow school campus guidelines for relocation written under the disaster recovery plan developed by the school district.

## Health Care

Hand washing is our most effective way of controlling the spread of germs. We ask you to assist your child in washing their hands upon arrival and departure. All staff will model and insist on healthy hygiene practices. A health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness or injury, in response to changes in the child's behavior since the last date of attendance. Parents are encouraged to talk about anything that is out of the ordinary, so we are aware. In addition, the

teacher may request that your child's temperature be taken before you leave. Please share all information with us regarding your child's health we can give appropriate care.

If your child shows signs of illness, you will be contacted. We will provide a quiet place for your child to rest until you arrive. It is important to have alternative arrangements for caring for your child when they become ill because sick children cannot remain at the center. We expect that you will make arrangements to pick up your child as soon as possible. The child must be picked up within one hour of our notifying you of your child's symptoms.

Children will not be allowed to stay in care if their illness prevents them from participating in indoor and outdoor activities; or the illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care; or the child has one of the following:

- temperature of 100.0 degrees or greater, accompanied by behavior changes or other signs of symptoms of illness.
- Signs and symptoms of severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be ill.
- An infectious disease as based on Texas Department of Health Guidelines
- Croup
- Lice
- Any unexplained rash
- Any skin infections-boils, ringworm, impetigo
- Pink eye or other eye infection
- Scabies
- Pinworms
- Any other signs or symptoms of illness not listed above; readmission guidelines offered by the American Academy of Pediatrics will be followed as well as the Waco -McLennan County Health Department recommendations.

You will be asked to keep your child at home until all symptoms of illness have passed and the child is no longer contagious. Please be considerate of other children and families and do not bring a sick child to the center.

Children must be free of fever, vomiting, diarrhea, and fever reducing medications for 24 hours before returning. Diarrhea is described as

- An increase in the number of stools over what is normal for that person. Stools that are unformed- loose-watery and take the shape of the container they are in.
- Stools that cannot be contained with clothing: Diarrhea diseases are caused by germs (bacteria, parasites, or viruses) that multiply in the intestines and are passed out of the body in the stool. If you get a diagnosis from you physician, please call the center to let us know so we can inform other parents. Be sure and wash your child's hands and you hands to prevent the spread of microscopic germs.

If your child's diagnosed with a communicable disease or illness, please notify the center immediately. For parent notification, notices will be posted on the information boards for parents.

### Medications

No medications will be given to any child without written consent of parents. This includes over the counter medications, diaper creams, and any other treatments for any circumstance.

1. All prescription and non-prescription medications will be administered to the child only with the written order of a physician that indicates what the medication is for and will only be given to that specific child as written.
2. No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization.
3. All medications must have proper labeling and be placed in a zip-lock bag with the child's name.
4. The container must be the original container with original labels.
5. If prescription medication is needed it must contain the following:
  - a. The name of the child
  - b. The name of the child's physician
  - c. The name of the medicine
  - d. The dosage
  - e. How often to give
  - f. How many days to give
  - g. The route of administration (oral, topical etc.)
  - h. Special precautions
  - i. Storage requirements
  - j. Expiration date
6. Non- Prescription Medication
  - a. The name of the child
  - b. Directions for use
  - c. Date medicine expires
  - d. List of active ingredients
  - e. The name and address of the physician who made the recommendation- Doctor's authorization note
  - f. Doctor's authorizations are good for one year on non-prescription medications.
7. All medications, including epi-pens, will be stored in a child resistant safety container. First Aid Kits will be in the same designated place in each room. If refrigeration is needed, the medication must be kept apart from foods in a sealed container inside a zip lock bag with the child's name.
8. The lead teacher only will administer the medication and will sign off on the medication form after verifying correct amount is being administered with the teacher assistant, before giving the medication to the child. The date and time will be given and will be logged and transferred to the daily sheet.
9. NO medications will ever be administered in a cup or bottle or mixed with food under any circumstances.
10. Medications needed 3 times a day will only be given twice at the center each day.



11. Medications that are dispensed through nebulizer treatments will be given only with a doctor's order and will be given as directed.
12. Medications may not be left in backpacks as they may be within the child's reach at some point during the day.
13. Sun Screen may be applied with parents permission and documentation will be required on a medication sheet.
14. Insect repellent may be used if necessary. Parents permission and documentation will also be required.

### Immunizations; Vision and Hearing and Health Conditions

All special health needs including but not limited to: asthma, allergies, diabetes, seizures, hearing or vision impairments etc. must be presented at the time of enrollment if known. An action plan for care must accompany enrollment documentation if special accommodation is needed.

### Safety

Please help us keep our grounds and center safe. Parents are asked to secure gates and doors upon arriving and departing. Report any unsafe conditions you see to the available staff.

While children are at play, minor bumps and bruises sometimes happen. Your child will be cared for in a loving and nurturing way acknowledging they are hurt and offered remedy for their comfort and satisfaction. You will be informed at the end of the day of minor accidents that may occur. You will be notified immediately if the injury is more than minor and may require a visit to the doctor or emergency. We call you as a courtesy every time the child's circumstance warrants a call to a parent.

Accident reports are written, and parents are asked to sign an acknowledgement of the incident or accident that occurs. A copy is retained in the child's file and the parent will receive one to take home. If more than one child is involved in the accident all measures will be used to keep the information confidential.

Children who repeat inappropriate behaviors often that cause harm to other children may be referred for an evaluation. Parents and teachers work together to create a plan of improvement for that child to correct behavior. Social emotional learning is an important segment of a child's overall success.

Please consider hair clips, small objects, toys, and money as potential choking hazards. Dress your child for a safe and happy day. Insist they leave their small possessions at home or in the car.

All volunteers who work with the children go through criminal history and background checks and are required to follow the same procedures as regular staff including regulatory requirements, health and safety and emergency procedures; and classroom management techniques and are under the direct supervision of our teaching staff.

### Biting

Sometimes children bite. Generally, this happens because they are trying to communicate their desires and do not have oral language to verbalize their feelings. We strive to prevent every incident, but sometimes we fail. If your child bites, or is the recipient of a bite, please know we are doing everything possible to prevent these incidents. An incident report will be sent home with the

biter and an accident report will be given to the child that was bitten. We re-direct this developmental behavior and care for the one who was hurt, cleaning properly, applying ice and much TLC. Please ask for our biting information handout if you have questions regarding this developmental issue and best practice in teaching children appropriate behaviors. Please do not discuss biting with other parents and never talk to another child about behavior. This is unacceptable and should be handled in a professional manner. When biting happens we generally try to look at the entire situation of the environment. Are they children over stimulated? Do we have enough interesting activities ready and available? Is the supervision adequate for the needs of the group? Do we have sensory activities and materials available? Can these children communicate? These are all things to consider when children are biting. It is never easy to have a child that has been bitten in the childcare setting. It is also hard on the parents with the child who is a biter. Biting, along with many other behaviors are very developmentally appropriate considering where young children are in their growth.

### Bathroom Supervision

All children will be supervised in the bathroom. Teachers are responsible for assisting children when needed in the bathroom; promoting good hygiene practices; and monitoring children while they are always in the bathroom. Our older classroom has access to the bathroom that will be used by both boys and girls. Individual stalls are available for privacy. Teachers will always have the children in view while using the restrooms.

Children will be reminded to clean themselves, flush, wash their hands and then return to the classroom. Children that are 4 years old are allowed to go to the bathroom located in the classroom with teacher in the doorway or classroom.

### Diapers and Toilet Training

Diapers are provided by parents. Children who are not toilet trained must wear disposable diapers or approved cloth diapers. Cloth diapers are permitted if the parent understands they will be placed in a disposable bag and sent home with contents. Those who wear cloth diapers must also wear outer plastic pants to prevent leakage. Both the diaper and the outer pants will be changed each time. Diapers are changed at least every 2 hours when the child is awake, when they wake up, and checked periodically in between. When diapers are discovered to be wet or soiled, they are changed within 5 minutes of the discovery.

Before you begin toilet training, talk to your child's teacher. Children must be showing signs of interest in toileting before they can be expected to learn the process; this may include manipulating clothing up and down, verbalizing the action, waking up dry from sleeping all night and wanting to sit on the toilet and taking initiative to go both at home and at school. This usually happens between 2 1/2 and 3 years of age. Parents and teachers will work together for the success of the child. Children are always changed at a changing table or a designated area in the bathroom. Please ask your teacher for toilet learning information when you feel they are ready for this next milestone.

## Dress

Please send your child in play clothes. Smocks are provided for painting activities but will not completely protect clothing. Messy, gooey activities are planned often. Children whose parents expect them to stay clean all day are put under extra stress and will not likely participate in planned class activities. If your child is dirty and messy at the end of the day, this means they are learning and having fun!

We ask that parents provide adequate clothing for each day with at least one change of clothes. Those toilet training will likely need multiple sets of clothing. Please label clothing and keep at school if needed. Infants will likely need extra clothes for various reasons. Clothing can be kept in the child's cubby or in a diaper bag or backpack.

## Items from Home

We are not responsible for toys brought from home. Bringing a toy often leads to disagreements with playmates and upset feelings. Children sometimes want to share or are asked to share and it can cause a problem. Please leave toys at home or in the car.

Children sometimes need "Security" items. These may be a pacifier, blanket, lovie, stuffed animal etc. Teachers will respect these items and treasure that they are important to the child for self-comfort. Please label them clearly. As your child progresses in our program and needs the security item less, we will have them place it within sight and they can retrieve them as needed. We will not force your child to separate from their item, but we will help your child find new ways to be comforted and feel safe.

## Rest

Rest is essential to the growing child. Teachers will monitor children as they sleep by sight and sound. The length and time of rest will vary by age. Infants through 24 months will follow their own schedule. Usually by the age of two children no longer require a morning and afternoon rest.

Infants- All cribs have rails for safety. Infants will sleep in an assigned crib until age one and walking. We will transition to a mat or cot after their first birthday, when they are walking, and are ready to move to the next step in resting. Blankets, pillows, quilts, comforters, stuffed toys and other soft items are not allowed in cribs or rest equipment younger than 12 months. At age one and walking children who have transitioned out of the crib, may have a blanket and a small travel size pillow for rest. Cribs and cots are sanitized each week. Personal blankets and sleep items are sent home on Fridays to be washed.

Children will not be allowed to sleep with their heads covered.

All children in care for more than 6 hours are provided with rest time. Children over 5 years old will rest for at least one hour, and then will be allowed to play quietly for an hour if they choose not to sleep but friends are still resting. Rest is required by the Texas Minimum Standard for Child Care Centers. Children are not forced to sleep but will be encouraged to remain quiet so others who are sleeping may do so without interruption.

## Reduce the Risk of Sudden Infant Death Syndrome (SIDS)

**Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of an infant under one year of age.** SIDS, sometimes known as crib death, strikes nearly 5,000 babies in the US every year.

Doctors and nurses don't know what causes SIDS, but they have found some things you can do to make your baby safer. One of the most important things you can do to help reduce the risk of SIDS is to put your healthy baby on his or her back to sleep. Do this when your baby is put down for a nap or for bed at night. We will place your baby on their back while sleeping. If your baby has a special condition which requires that your child be placed on their tummy to sleep, a Physician's statement that explains the sleep position required and the reason must be provided and kept in your child's file. Even if you choose to place your infant on their tummy at home, we will use "Back To Sleep Position." Even if your child can roll over, we will place them on their back. If they turn over, we will not reposition them.

Sometimes it is difficult for infants to acclimate to group care if they have slept in carriers, swings, or other equipment or have slept on their tummies. We will do everything we can to help them rest so if possible before care begins, they should be introduced to our sleep policy as stated above.

## Holidays and Birthdays

We will follow the school calendar. A calendar is attached, and we will observe school holidays as noted on the calendar. Birthdays may be celebrated in the classroom with friends with a special snack or treat. Parents are welcome to bring outside party invitations as long as everyone in your child's classroom is included.

## Parents and other Visitors

Parents are always welcome to join us in the classroom at any time. Please sit and join your child in his or her activities. Parents should follow the teacher's lead on how to interact with the children and follow the same rules in the classroom that the children follow. Parents are invited on their conferences or breaks to come read to our class and visit with the children during the day. We will also allow infants to be fed by parents during the day at lunchtime and nursing moms are encouraged if time allows to come feed their babies during breaks and free time.

We invite you to share a special interest, hobby or career with the children and appreciate your involvement. Sometimes when parents visit, children become upset when their parents have to leave. We recommend you give your child a warning of your departure time at five minutes and then announce when you must leave rather than just sneaking out. Reassuring your child of your return will help them transition more easily.

From time to time we have outside therapists, agents, licensing representatives, fire marshals, health inspectors, repair persons and deliveries in our building. Each visitor is asked to sign in at the office upon arrival and then again when they leave. Teachers instruct the children and guide them through the presence of unofficial visitors.

### Parent Involvement

We encourage parents to become involved in the care of their child. We have many opportunities for parents to support our program and make it stronger. Our goal is to make each staff member and their family feel welcome in the district. We want to be involved in each family and share special times with you and your child to create a community and positive environment for all children. Sometimes volunteers participate in planning and implementing activities throughout the year. We will inform parents of special activities or events and allow parents to provide input when needed. Newsletters and emails will be our main way to communicate information with parents and families.

### Field Trips

We will not be taking children on field trips. We may have classroom enrichments that will be on-site and educational from time to time, but the children will not be leaving the campus. We will not provide transportation.

### Water Activities

Our classrooms will have sensory tables that may contain water. We may also use sprinklers in the hot weather outside on special occasions. We will not have pools or take trips where pools are provided. We do enjoy wearing rain boots outside and splashing in the rain and puddles sometimes on rainy days!

### Curriculum

The 0-3 age is the most crucial time for brain development. It is also the most important time for physical development. Teachers will always supervise infants and toddlers by sight and sound. Children learn best from self-initiated activities and real objects. Our environments are designed to accommodate the children and their progressive growth. Meeting the needs of each individual child is our goal and we adapt our curriculum to meet the needs of all learners.

Our curriculum reflects and supports all dimensions of life, including cultural, linguistic ability, and learning style. Ethnicity, family culture, gender, age, and socio-economic differences. Materials that support diversity and reflect similarities and differences within the classroom help a child to find their place in the world. When children construct their play using their own ideas, they become aware of how the world works. They are more independent and can begin to figure things out on their own.

We do not reproduce worksheets for learning. We do not force children to sit at a desk or table, drill or lecture children. We allow the children to participate in curriculum choices and set up the environment to support them through interactive, creative, small group, large group activities that

promote discovery in learning centers. Children learn both as individuals and as a member of a group.

Through an interactive process between the child, teacher and environment, children are supported in play to take risks, explore their world free of constraints, and construct their own knowledge. They will be read to and sung to as they are nurtured throughout the day. They will be presented with a variety of materials, strategies and approaches because each child learns differently. Our teachers will facilitate learning and become the one your child will look to for encouragement throughout the day. Teachers will reflect, collaborate, adapt, intervene and scaffold upon each child's interest and abilities.

We value your cultural traditions, preferred language, and personal preferences in caring for your child and are welcome to your ideas and opinions. Your family is an essential part of our community, and we need a dedicated effort from parents and teachers to have a collaborative, trusting partnership that is respectful and meaningful for the care of your child. We believe the parent is the expert on their child and we value the culture within your family as it contributes to your child's self-esteem. We strive to create a place where children feel safe and valued and develop a sense of empathy and caring for their friends and family.

Emergent Curriculum develops when child and adult interactions and situations allow for "teachable moments." What was learned yesterday is connected to what is happening today. It incorporates the preferences of the children and daily adaptation of the lesson plan to connect with the children's interest. Teachers are encouraged to be spontaneous and flexible; allow for daily discoveries by the children; and connect observations and assessments to meet individual needs of children.

### Child Assessment

Children shall be involved in assessments to document progress in their development. This will be a simple way to track developmental progress. The assessments will obtain information on all areas of the child's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development. We will use the assessment process to improve our curriculum and adapt our teaching practices and environments to accommodate the ongoing effectiveness of our program. Since children learn in different ways, we will give attention to temperaments and learning styles in order to scaffold their learning process. The assessments will give us a "framework" for supporting each child and will help us develop a relationship with you to create a collaborative effort and set goals for your child.

Assessment information will be shared with parents verbally and in writing. If you have specific questions about your child's development, especially between the ages of 0 and 3, it is crucial to have additional evaluations performed during these critical development years.

We work closely with outside diagnostic services and allow therapists to come in and work with your child if needed. If we feel a referral is needed, we will discuss this with you first. Further assessments from trained professionals such as physicians or therapists are necessary sometimes to identify medical issues or developmental delays.

Teachers gather information to help create lesson plans that address meeting milestones for all children who need additional support. Work samples; pictures; informal notes; and observations

will be kept in a portfolio that will always be available to the children and their families. Teachers will meet in small groups weekly, to discuss the needs and development of children in their classrooms and to adjust the curriculum and support each child.

Daily reflections of your child's day will be summarized and reported in your child's folder or daily sheet. Other information can be seen on boards or information sheets located in the classroom. As teachers work with your child, they will share information with you regarding progress and growth.

### Parent Conferences

Parents are offered conferences at any time parents or caregivers feel one is necessary. Observations of the growth of each child in the areas of social- emotional, cognitive, learning styles, health, physical development and self- help skills will be discussed. Daily reports are given each day in order to develop a continuing correspondence between home and school. If you would like to schedule a conference, please reach out to teachers and directors and we can find a time that is best for everyone.

### Reporting Abuse

The law in Texas requires the staff to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. To report abuse or neglect call 1-800-252-5400.

### Parent Rights

Parents are entitled to see the most recent copy of:

- Minimum standard for this licensed facilities
- TDFPS inspection report
- Fire Marshall's inspection report
- Health and sanitation report
- Your child's school file

Children's records are kept confidential and made available only to staff members who are working with the child. Parents may request access to their child's records. Parents can also ask to see a copy of their child's class schedule, lesson plans and menu. These things will be always available and in plain sight to see daily.

### Tuition

The cost of tuition is based on the position your child holds and not the amount of time they actually attend. All tuition is due the week of care. All payments are handled through the online registration system and payments are drafted from a card on file. We do not accept cash payments or checks. Payments cannot be made on site. All payments will be drafted. Parents can choose if

they want to pay monthly or weekly. We ask that the payment stay the same each month. If you choose weekly, payment is due Monday morning of care. If you choose monthly, the payment will be drafted on the first Monday of the month. A \$100.00 enrollment fee per child is due at registration.

We follow the school calendar. If the campus is marked "closed" on the school calendar, the center will be closed. We will be open on "Staff Development/Student Holiday" days for teachers and staff regular hours, 7:00-5:00. We will be closed on all holidays listed on the school calendar. Tuition will be due for partial weeks at the same rate. Any week that the school calendar reflects a whole week off, tuition will not be charged. This would include Thanksgiving week; 2 weeks of Christmas break, and spring break. We will plan on being closed for the "bad weather" days as they are marked on the school calendar. If weather causes staff and children to attend school to make up time for weather closings, we will be open for childcare. We will not be open in the summer weeks after school is dismissed for break. The partnership between the school district and Champion Zone will allow parents to only pay for when care is needed. This allows families to save money in the summer and on holidays as traditional childcare facilities have parents pay for care 52 weeks a year to hold a spot. Payment will be expected for weeks as reflected in the school calendar. The weekly tuition is \$200.00 a week for children all ages. We ask that you commit to enrollment at the beginning of the school year and stay until summer break. If for any reason your family situation changes and care is no longer needed, please meet with the center director to discuss needed changes.

### **Child Care Services and Texas Rising Star**

Child Care Services (CCS) is a program that provides eligible families with childcare scholarships to help cover childcare costs while working, attending school, or participating in job training. Champion Zone Afterschool participates in the Texas Rising Star Program. Participants in this program choose to exceed the minimum licensing standards by providing higher quality learning environments for the children in their programs. For those already accepted and receiving CCS funds, it is the parents responsibility to take care of any and all paperwork and requirements. CCS will contact CZ and work together as a team. Parents are required to contact Champion Zone before registration to make sure a spot is available for their child. Parents are responsible for making sure parent fees are correct and paid on time for services. It is also the parents responsibility to make sure proper paperwork and tranfers/drops/fees are current.

For more information on these programs please visit [www.hotworkforce.com/Childcare](http://www.hotworkforce.com/Childcare) or call

(254) 296-5312. If we can assist you with CCS please call at 254-644-4252.

Payments are due in advance, and getting behind on tuition can sometimes be difficult to catch up. You must speak to the director if you need to make payment arrangements. Your account must be kept current to continue services. If you should leave owing a balance on your account, the balance



must be paid in full before you can re-enroll. Anytime you have a question about your account, please talk with the director or send a question through the parent portal.

Yearly statements will be emailed by January 31<sup>st</sup> through the portal system for tax purposes.

### Parent Surveys

You will be asked to complete a parent survey to help us evaluate our program and work toward improving the quality of care we provide. It is very important to us that these surveys be completed and returned in a timely manner. We welcome your comments and input at any time. We want this partnership to be a positive experience for everyone involved.

### Other Emergency Closings

Champion Zone will follow the recommendations/guidelines set by National and Local Government; Texas Department of Human Services; Texas Workforce Commission; McLennan County Health District; Child Care Licensing; and Center for Disease Control when disasters occur in our community that would deem it unsafe to care for children in group setting. We will choose to operate as the school district operates and follow the lead of the district and its officials. Parents will be notified as soon as possible if closure is needed. Re-opening will be determined by the director and school district.

**Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:**

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;

- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own;
  - The parent or guardian of any other child in the video receives prior notice from the facility;
  - Obtain a copy of the facility's policies and procedures handbook;
  - Review the facility's staff training records and any in-house training curriculum; and
  - Exercise these rights without receiving retaliatory action by the facility.

#### **Required Notifications**

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

**Important Phone Numbers**

China Spring Primary ..... 1-254-836-4635  
Site phone number..... 1-254-644-5613  
Casey Abel cell phone..... 1-254-644-5913  
Child Abuse and Neglect Hotline..... 1-800-252-5400  
Texas Department of Family and Protective Services..... 1-254-756-5571  
Child Care Services..... 1-254 296-5371  
Poison Control Center..... 1-800-222-1222  
Attorney General’s Office..... 1-800-687-8269  
Klaras Children’s Center..... 1-254-297-7089  
To review Texas minimum standards.....[www.tx.childcaresearch.org](http://www.tx.childcaresearch.org)

If you feel you have been discriminated against..... 1-800-735-2989

