

MARY PETERSON CHILD CARE CENTER, INC.

PARENT HANDBOOK

AND OPERATIONAL POLICIES



1103 E. Collin Avenue, Corsicana, Texas 75110

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[www.https://marypetersoncc.com](https://marypetersoncc.com)

(903) 874-7091

INTRODUCTION

Mary Peterson Child Care Center is a licensed facility that offers developmentally appropriate early childhood and school age programs regardless to sex, race, religion, ethnicity or national origin. We are committed to the nurturing and development of each student. We provide safe, healthy and reliable child care options for working parents and maintains a dedicated, professional staff through competitive salaries, benefits and ongoing professional development training. We develop and maintain partnerships with parents, staff, the community, and local, state and national organizations.

Our teachers participate in continuing education through workshops, staff meetings, conferences and conventions or they have earned a Childhood Development Associate degree. They are trained in pediatric and adult CPR, AED and first aid. Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning point in building trusting, secure relationships needed for the child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child.

Our program builds upon the groundwork established in our local independent school district and places greater emphasis upon equipping each child with the necessary skills for success in academics.

It is a both basic and comprehensive with emphasis on developing constructive attitudes toward learning and interpersonal relationships as well as establishing the firm academic foundation necessary for optimum development.

Our curriculum includes but is not limited to ABeka, Frogstreet, Early Start and other well-developed curriculums. Our curriculum provides learning experiences using visual, listening, oral, reading and many hands-on activities. Our students' success is attributed to personalized instruction, close supervision, and the support of parents. Good study habits, a healthy attitude toward learning and optimal learning progress are the result of our educational commitment.

Our Values

We believe that children are a gift.

We strive to exude excellence in all that we do.

We care about the concerns of our students and their families.

We treat one another with respect.

Our Mission

We strive to provide a safe, developmentally appropriate environment for preschool and school age children. Our focus is to provide a stimulating educational experience thereby promoting social, emotional, physical, and cognitive development. Our greatest mission is to provoke desire to be life-long learners.

Our Vision

Our pursuit is to meet the needs of the whole person. We envision becoming an asset to not only the continued education of our students and their families, but to the livelihood of our neighbors, community, and entire city.

POLICIES

PARENT INTERVIEWS

Interviews are generally conducted by the Director or Assistant, preferably by appointment. Interviews are scheduled during normal business hours unless otherwise specified. Interviews are very specific regarding subject matter and usually allow for resolution or enlightenment for specific reasons.

PARENT CONFERENCES

Conferences are scheduled during normal business hours and are generally conducted by the teacher or assistant to discuss student progress, make recommendations, and provide general updates. Brief informal conversations regarding student progress is welcomed and usually occurs at the time of pick-up and drop-off however a reminder this is an unscheduled time and may not suffice as it is a very busy time of day while other children are arriving or departing. We stand by our open-door policy to be available to parents and students during normal business hours.

PARENT MEETINGS

Meetings with parents are scheduled to provide an overview of the mission, vision and values of the childcare academy. An opportunity to build a relationship with parents, discuss upcoming events relating to the childcare academy, review Parent Handbook, Operational Policies, share thoughts regarding the school district and how we may become more involved and discuss other community events. Meetings may include multiple persons to minimize the number of times information must be shared.

PARENT EDUCATION CLASSES

Classes or seminars designed to educate the parents in the areas of child development and child-rearing skills are available to all parents. Classes are routinely scheduled and are posted on the parent board.

COMMUNITY INVOLVEMENT

Various businesses and vendors as well as parents and community leaders participate in our curriculum to include parents reading to our classrooms H

come Depot art and crafts with the class and so much more. If you have an idea and would like to participate, please notify your child's educator or director and we appreciate your support.

CHILDHOOD MILESTONES

Timeline of Childhood Milestones

2 Months	Smiles at the sound of your voice and follows you with their eyes as you move around a room
3 Months	Raises head and chest when lying on stomach Grasps objects Smiles at other people
4 Months	Babbles, laughs, and tries to imitate sounds; holds head steady
6 Months	Rolls from back to stomach and stomach to back Moves objects from hand to hand
7 Months	Responds to own name Finds partially hidden objects
9 Months	Sits without support, crawls, babbles "mama" and "dada"
12 Months	Walks with or without support Says at least one word Enjoys imitating people
18 Months	Walks independently, drinks from a cup, says at least 15 words, points to body parts
2 Years	Runs and jumps Speaks in two-word sentences Follows simple instructions Begins make-believe play
3 Years	Climbs well Speaks in multiword sentences Sorts objects by shape and color
4 Years	Gets along with people outside the family Draws circles and squares Rides a tricycle
5 Years	Tells name and address Jumps, hops, and skips Gets dressed Counts 10 or more objects

<https://www.webmd.com/parenting/baby/features/is-your-baby-on-track#1>

ADMISSION DOCUMENTS

Forms and documents to be provided and completed upon admission include but are not limited to:

- Admission Information
- Parent Acknowledgement of Parent Handbook
- Physician's Health and Medical Statements
- Current Immunization Record
- TB Testing (if applicable)
- Hearing and Vision Screening Record
- Transportation Agreement
- Student Release Agreement
- Infant Safe Sleep and Feeding Instructions
- Authorization for Emergency Medical Attention
- CACFP Child and Adult Food Program Service

Note: Re-admission may be delayed for a minimum of ninety days require each form to be completed again.

VISION AND HEARING SCREENING

Applies each year for children enrolled in any licensed child care center within 120 days of admission for children 4 to 12 years at minimum upon admission. And, by September 1st for four year olds. Health Screening Group Dept. of State Health Services PO Box 149347 Austin, Texas 78714-9347 512-776-7420 512-776-7256 fax vhssprogram@dshs.texas.gov. For more information, visit: dshs.texas.gov/vhs

SPINAL SCREENING

Applies each year for all children who attend public and private schools, to detect abnormal spinal curvature in accordance with the following schedule: Girls twice per year and boys once per year. Health Screening Group Dept. of State Health Services PO Box 149347 Austin, Texas 78714-9347 512-776-7420 512-776-7256 fax vhssprogram@dshs.texas.gov. For more information, visit: dshs.texas.gov/vhs

TUITION FEES AND REGISTRATION

Payment is due prior to services being rendered. A registration fee is assessed at the time of admission which covers the initial cost of admission. Tuition is due on Friday before the week begins. A \$25 late fee is assessed each week the full payment is not received. The student may not return until tuition and all fees are paid. Non-refundable return check fees are \$35 each in addition to any late fee assessed. A two-week notice is required for withdrawal of students on they have enrolled and the tuition rate for two weeks will be applied to the account). Account balance required to be paid in full prior withdrawal of student. CCS cards are NOT kept in the business office. Parents are responsible for checking IN/OUT daily using the ProCare, In/Out Log or current systems utilized at Mary Peterson Child Care Center systems. *Note: Re-admission will require students to register again.*

NO REFUNDS

We reserve the right to retain all payment of services and activities as there is NO REFUND OF REGISTRATION, FEES, TUITION OR ANY OTHER SERVICE PAID IN ADVANCE IN PART OR WHOLE as we have incurred costs resulting from anticipated admission as agreed.

PAYMENT ASSISTANCE

Three types of financial assistance are typically offered to families qualifying for Child Care Relief Fund as funds become available: a sliding scale fee, scholarships, and discount programs for economic need or multiple children enrolled in care.

- SLIDING SCALE FEE model adjusts your tuition rates for families based on economic need, usually as defined by a parent's gross income. Gross income is all of a family's income as opposed to their adjusted gross income or another measure. It is fairly easy to figure out a family's gross income because you can determine it by collecting their pay stubs. With a sliding scale fee, you might set one tuition level for families under a certain income level (such as at 85% of SMI) or it may be more complicated, having multiple tiers and various rates adjusted for the number of children in the household, levels of income, or other factors.
- SCHOLARSHIPS can be offered to help families cover your tuition or your copayments. Scholarships can be determined by financial need or can be based on temporary or ongoing hardships a family may be facing that may not be as easy to measure financially, such as COVID-19. For example, a family might experience an influx of medical bills that creates additional hardship and stress on the family for a period. In this example, even though they might be receiving the same wages, their costs have gone up as they face large medical expenses.
- TUITION DISCOUNT including for siblings or economic need are often a very simple option to reduce tuition or copayments for families enrolled in your program. For example, if you serve a family whose earnings fall below the 85% SMI, you could offer them 25% of their copay in assistance. You could also offer a reduction for additional siblings' tuition, such as 5-10% off, thereby encouraging the family to place all their children at the program and also helping the family to relieve some of the economic stress of having multiple children enrolled in childcare.

ATTENDANCE and LATE PICKUP

Absences of one week without paid tuition will result in re-admission of each student. The full amount of tuition is due each week of admission and is not discounted when the student is not in attendance. A charge of \$10 within the first 10 minutes and \$1 per minute thereafter is assessed per student for late pick-up. Late fees are due at the time of pick-up.

DROP INS

A daily drop in fee is \$35 is assessed per child and is due at the time of drop-off. Drop In fees are paid with cash and may not apply to all ages.

TERMINATION OF ADMISSION

Admission is terminated there is no payment made for the current week. Balances and all fees assessed to include the two week required notice may be reported to collections after 30 calendar days. Student cannot re-admit for a minimum of 30 days.

CATASTROPIC EMERGENCY PROCEDURE

Procedures for evacuating students in case of a catastrophe: Teachers will collect their attendance list and escort students to the academy vehicle. Students will be counted again as they load into the vehicle. Staff will assist the infant room teacher with evacuation. Students will be transported to Vertical Church, 3325 Ovilla Road, Ovilla, Texas 75154. Several trips might be necessary, to transport all the children from the academy. Toddlers and infants will be transported first. Older children will be walked to the fire department across the street to wait for the

daycare vehicle to return or the children may be transported by the fire department. The fire department and parents will be notified after the children are safely out of danger.

PARENTAL PERMISSIONS LIKENESS, VOICE and MEDIA

Use of Student's Photograph, Likeness, And/Or Voice and Medias: This statement establishes formal permission for my student(s) and my participation for Mary Peterson Child Care Center to use all pictures, likeness, voices, etc. for any reason or purpose at the time, during and after admission. Captured in areas where pictures are taken, voices are recorded and/or video is made and social media. Your signature indicates you grant permission to Mary Peterson Child Care Center to use mine and my child's likeness and/or voice in any way that would reasonably portray the programs of the academy. This includes the yearbook, pictures taken in the classroom or on field trips, science fair projects, school programs, media to include television, social media(s) to include Facebook, Twitter, Tiktok, etc. I further release Mary Peterson Child Care Center and any of its employees or vendors from all damages in the use of such. I do further certify that I am of full legal capacity to execute the above authorization and release.

TECHNOLOGY

The use of technology is limited for our staff and we encourage parents, vendors and partners to limit the use of technology to include television, cell phones and all other electronic devices while onsite.

TRANSPORTATION

Students are dropped off and picked up from school each day. Vehicles are equipped with both a fire extinguisher and first aid kit. All staff is CPR, AED and First Aid certified.

TRANSPORTATION AGREEMENT

If at any time my student(s) requires transportation services provided by Mary Peterson Child Care Center other than the emergency contacts list on the Admission Information Form I have provided, my student(s) and I agree...

1. To immediately follow the instructions of the persons in charge of transporting.
2. To remain seated and restrained until the vehicle has come to a complete halt and the persons in charge have instructed me to exit the vehicle.
 - a. Removing restraints during transport for any reason is not permitted.
 - b. Changing seats, climbing over or under seats is not permitted.
3. To onboard and exit the vehicle as instructed in an orderly fashion remembering to be courteous of my peers. And aware of my surrounding.
 - a. Running, pushing, shoving, bumping, playing, disruptive and uncontrolled behaviors are not permitted.
4. To line up prior to boarding and at the time of exiting the vehicle to be counted and accounted for.
 - a. If any student is missing then you must report immediately to the persons in charge or nearest responsible adult in case of an emergency.
5. Maintaining cleanliness is an effort of everyone both collectively and individually. All opened items are subject to be discarded.
 - a. Backpacks, bags, pouches, purses, lunch kits, etc., and all other items must remain closed during transport.
 - b. Snacks, toys, cups, bottles, supplies, etc., should remain enclosed or put away during transport.
 - c. Eating is not permitted.
6. Know pertinent information that may be needed in time of crisis. You and your student must agree to learn and know the following:
 - a. The name of the Academy, its phone number, address and the director's name. Remember to dial 911 in case of an emergency and they have access to a phone.
 - b. Their name, date of birth, address, phone number and legal guardian's name.

This TRANSPORTATION AGREEMENT includes but is not limited to the above information. The persons in charge must be able to make decisions that will assure your student(s) safety in any given circumstance and your student(s) must agree to adhere to their directives. While we will make every effort to take corrective action such as warnings, additional trainings, instructions and conferences with legal guardians, etc., WE RESERVE THE RIGHT TO TERMINATE TRANSPORTATION SERVICES AT WILL. My student(s) and I have received a copy of the Transportation Agreement and acknowledge and agree to its terms and conditions as stated by signing the Parent Handbook Acknowledgement page.

OPERATIONAL POLICY ON INFANT SAFE SLEEP

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy. Directions: Parents will review this policy upon enrolling their infant at and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx> All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS): • Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the

infant's health care professional [§746.2427 and §747.2327]. • Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309]. • For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329]. • Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315]. • Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)]. • If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315]. • Place only one infant in a crib to sleep [§746.2405 and §747.2305]. • Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315]. • If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326]. • Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes ecigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)]. • Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303]. • If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327]. • Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327]. • Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328]. DFPS values your privacy. For more information, read our privacy policy at: <http://www.dfps.state.tx.us/policies/privacy.asp>. This form must be complete and signed at the time of admission or a waiver completed and signed by your child's pediatrician must be provided at the time of admission.

EMERGENCY AUTHORIZATION

In the event that you cannot be reached to make arrangements for emergency medical care., you give authorization for the persons in charge to secure any and all necessary emergency medical care for your child to include efforts to notify the Emergency Contact provided upon admission.

EMERGENCY CONTACT MUST HAVE SEPARATE ADDRESSES

The Texas Department of Family and Protective Services has requested a separate address for each emergency contact provided. Please complete the EMERGENCY CONTACT form as an addendum to your child's Admission Information. The Admission Information Form must remain current in case of emergency.

CONTACT INFORMATION

Parent and guardians are required to assure the academy has the most current contact information at all times to include address, phone number, email, physician contact, emergency contact and changes in any other information provided at time of admission. Changes may be reported at any time by email at info@MPCCCKidsAcademy.com, in person by completing the Contact Information Form made available on the wall tray near the ProCare check in/out in the foyer or during normal business hours in the business office.

FIRE/EMERGENCY DRILLS

Emergency drills are performed each month to assure each student is prepared take shelter in case of any emergency and staff is able to account for each student at all times. An emergency evacuation and relocation diagram is posted in each classroom.

RECORDS KEPT ON FILE

Daily Attendance, Activity Plans, Menu(s), Health and Immunization Records, Infant Feeding Instructions and other Medication Records, Incident and Injury Reports, Hearing and Vision Screenings, Permissions for transportation, water activities, emergency medical care, parent acknowledgment of receipt of handbook. *Note: All records required to be kept on file according to the minimum standards for childcare centers are kept on file to include, fire, safety, gas and sanitation inspections.*

DISCIPLINE

Our approach to discipline is individualized and consistent for each student and is appropriate to the level of understanding and is directed toward teaching acceptable behavior and self-control. Teachers will praise good behavior as a method, remind of behavioral expectations, redirect behavior using positive statements and used brief supervised separation or time out from the group as a disciplinary measure (one minute per age of child). Legal guardian is notified recurring behavioral concerns.

First Time	Warning
Second Time	Teacher classroom procedure
Third Time	Director Notified

When a student fails to respond or responds negatively to the disciplinary action taken by the teacher, the matter is brought to the attention of the childcare academy director. Legal guardians are notified and a conference is scheduled to discuss next steps. No improvement to the

student's behavior may result in immediate dismissal. A legal guardian may be required to pick student(s) up from school immediately if an incident occurs that disrupts the learning environment. **We reserves the right to TERMINATE ENROLMENT AT WILL.**

BREAST FEEDING/INFANT FEEDING INSTRUCTIONS

Mary Peterson Child Care Center continues to assure provisions for a comfortable designated area for breast feeding mothers. The area is equipped with an adult sized rocking chair located in the infant room. Mothers may provide breast milk in proper storage containers to be refrigerated for use. Each stored container must be dated and have the child's name and date of birth clearly indicated.

HEALTH REQUIREMENTS AND PROCEDURES

Physical Examinations

Students are required to have a physical examination within the twelve-month period prior to admission, Health statements must be signed by a licensed healthcare professional indicating the student is able to participate/enroll in early childhood education programs. A statement or documentation indicating the student is free of active tuberculosis is required. Current Immunization records are required to be available.

TB & Immunizations

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Hearing and Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 26 requires a screening or professional examination for possible vision and hearing problems for students four years or older.

ILLNESS/MEDICAL EMERGENCIES

Legal guardians and or contacts will be notified upon illness and or injury of a student. Illness includes but is not limited to lethargic behavior, lack of appetite, extreme irritable or disruptive behavior. Parents are encouraged to keep students who are ill at home and notify the childcare academy of the absence and nature of the illness. Students should remain home they have the following: Temperature of 100.4 or greater, diarrhea or vomiting, Pink eye (crusting eyelids, conjunctivitis), Ringworm, Itching scalp, Rash or communicable disease, **Note: Student(s) must be picked-up within the hour when notified of medical illness. Students may be kept in solitude until the arrival of a legal guardian or emergency contact. A physician's statement may be required prior to the return of the student.*

MEDICATION

All medications must be prescribed and authorized by a physician. Medications must be in original containers, indicating the child's name, type of medication, date, dosage times and amounts. Over the counter medications will not be administered.

PARENT-FACILITY COMMUNICATION

Short conversations – We stand by our open door policy to be available to parents and students during normal business hours.

Parent conferences – Extended periods of time needed to discuss issues or concerns may require scheduled time with legal guardian(s) and school staff and or director. Again, we stand by our open door policy to be available to parents and students during normal business hours.

PARENT INVOLVMENT

Parents are welcomed to volunteer and may be present for reasons other than visiting their child according to the Minimum Standards for Childcare but must notify the director prior to volunteering for approval. All other Volunteers must meet the minimum standards for childcare centers that apply to employees or caregivers. Parents may visit the child-care center at any time during hours of operation to observe their child, the program activities, the building, the premises, and the equipment without having to secure prior approval unless local, state or federal laws do not permit, such as in times of a pandemic or any other crisis.

DONATIONS

Donations from those who support the vision of MARY PETERSON CHILD CARE CENTER are welcomed. Donations are tax deductible and may be delivered to the physical location. Donated items must be cleaned, sanitized and properly stored before bringing to the academy. All items must be brought to the business office before transporting to community organizations we support.

COMMUNITY SUPPORTED ORGANIZATIONS

Family Gateway Assessment & Diversion, Emergency Shelter, Supportive Housing, Case Management and Education Programs. Contact Annette G. Strauss Family Gateway Center, 711 S. St. Paul St., Dallas, TX 75201, P: 214-823-4500 or Simmons Family Gateway.

Resource Center 1421 W. Mockingbird Ln., Dallas, TX 75247, <https://www.familygateway.org/about-us/>.

The Family Place Crisis counseling for adults and children, Medical and dental care, Legal Services, Job, technical and life skills training for adults Animal shelter for dogs and cats. Supervised visits, Battering Intervention Programs and more. 7424 Greenville Avenue, Suite 202, Dallas, TX 7523, Phone: 214-692-8295, Fax: 214-692-8298, 24-hour Crisis Hotline: 214-941-1991 <https://familyplace.org/ourservices>.

OUR AFFILIATES

Texas Rising Star (TRS) is a quality rating and improvement system for Texas early childhood programs. A Texas Rising Star (TRS) provider is a childcare provider that has an agreement to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards.

Child Care Group manages the Child Care Assistance (CCA) program, a child care subsidy program that provides qualified families with financial assistance to offset the high cost of child care so that parents can go to work or attend school or job training. Eligible families can seek financial support for care for their children from birth to age 12. Please inform the business office of any elements related to or your interest in admission in this program so that we may assist in your efforts.

North Central Texas Workforce Solutions for Ellis County The child care services program subsidizes child care for low-income families, promoting long-term self-sufficiency by enabling parents to work or attend workforce training or education activities. It also educates parents about the availability of quality child care, which enhances children's early learning. Please inform the business office of any elements related to or your interest in admission in this program so that we may assist in your efforts.

Educational First Steps The mission of Educational First Steps (EFS) is to create and support high-quality early learning environments that ignite the minds of children from birth to age five.

National Association for the Education of Young Children

The National Association for the Education of Young Children (NAEYC) is a professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. MOONLIGHTING Moonlighting is prohibited in or on the property.

INCLEMENT WEATHER

Inclement weather closings are in accordance with our local ISD. Legal guardian(s) will be notified of changes in schedules if weather becomes inclement during normal business hours. Please assure we have your email address, cell phone numbers and FB Page Information.

HOLIDAYS

We are closed on New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and Good Friday. Full tuition is due the week of each holiday.

ARRIVALS AND DEPARTURES

All students should be accompanied by an adult upon arrival and departure. Legal guardians and or those who are authorized by the legal guardians may pick students up from the childcare academy. Students should be brought into the childcare academy by the legal guardian, signed in and picked up by the legal guardian and signed out daily. Any change to the authorized persons who will drop-off or pick-up students should be communicated and documented prior to the change. Note: Photographic ID is required for verification. Consistency with pickup and drop off times is essential to the growth and development of children to include the building of trust and environmental predictability. Arriving for breakfast each day or just in time for praise and worship which sets the tone for a child's remaining day.

LEGAL CUSTODY

When there are circumstances in which verification of legal custody may be required, please be prepared to provide requested documentation.

OUTDOOR ACTIVITIES

Gymnastics, volleyball, soccer, and all other activities are exercised during outdoor playtime. The teacher to child ratio for outdoor play time is determined by the minimum standards for childcare centers. This standard was developed to allow teachers to be aware of the habits, interests and special needs of each student.

INDOOR ACTIVITIES

Table games such as connect four, play dough, checkers, other arts and crafts would serve as a great social and cognitive learning tool while card games such as Uno, chess and group activities such as yoga, relays, indoor bowling, obstacle courses word game (searching for hand written words posted to the wall), MPCCC's got talent (children show their talent), wall game (pretend to be a person, place or thing from one end of the wall to the other), connect four and many other similar games will exert more energy for fun and social playtime when weather is inclement. All activities will be organized, monitored and actively engaged by the instructor.

LESSON PERIODS

Music, art, dance, language, reading, mathematics, computer education, nature, science, phonics, sign language, creative play, library, social, fine motor skills, gross motor skills and social skills are included during the lesson periods. The teacher to child ratio for outdoor play time is determined by the minimum standards for childcare centers. This standard was developed to allow teachers to be aware of the habits, interests and special needs of each student.

ANIMALS/PETS

Animals and or pets are not allowed on the premise while children are present.

FIELD TRIPS

Parents will be notified at least 72 hours in advance of scheduled excursion or field trip. Notices of scheduled field trips will also be posted for viewing at the childcare academy. Notices will include the date, location, departure and arrival times. Each child will be transported under the most stringent of safety measures. Each child must keep safety belts fastened during transport. Child safety seats must be available when required. Name tags, t-shirts or other identification articles will be worn as required. A list of each student's name is maintained and checked upon arrivals and departures. The appropriate number of staff trained in CPR, AED and first aid to adults and students is maintained. Signed permission slips must be received for each student. Field trips may include but are not limited to movies, plays, ice skating, musicals, swimming, amusement parks, community parks, restaurants and other activities that allow for learning experiences.

NAP TIME

A time is scheduled for daily naps. This time may also be used as a quiet time for students who do not nap. Mats for napping are usually assigned to each student; however, blankets and pillows should be brought from home. Items brought from home will be returned weekly for cleaning.

PHOTOS AND IMAGES

Photos and images related to the academy may be posted via our social media formats to include but not limited to Facebook, website, Twitter and Kik.

PICTURES, TSHIRTS

Pictures, T-shirts and other items may be available periodically via vendors. Pictures may be posted on our website. There is no obligation to purchase items.

MEALS, SNACKS AND MENUS

Students ready for table foods are served nutritious meals and snacks daily. Beverages have no added sugars or sweeteners. Exceptions are made for birthdays or holidays. Drinking water is made available throughout the day. A monthly menu is provided to parents and is posted for review at the childcare academy. Age appropriate, nutritious meals are served family style.

SPECIAL DIETS

A statement from the legal guardian must indicate meals will be provided from home. The childcare academy is not responsible for the nutritional value or for meeting daily nutritional requirements.

BIRTHDAY PARTIES

Birthdays are special and students are allowed to bring treats for their class. Make arrangements with the teacher to schedule the date and time treats may be served. All treats must be purchased from a licensed facility (grocery store or bakery).

CLOTHING

A change of clothing should remain or accompany each student in case of emergencies. Clothing should be comfortable and loose fitting. Dirty or wet clothes will be bagged and sent home. Clothing should be labeled with the student's full name. Appropriate footwear should be worn daily. We are not responsible for lost, stolen or damaged items.

PERSONAL ITEMS

Personal items to include back packs, lunch boxes, jumpers, coats, sweaters, gloves, etc. should be clearly marked with the student's name. Personal items and toys that distract or detract from the learning environment will be retained and returned to the legal guardian. Please do not bring toys, equipment or supplies from home as we are not responsible for lost, stolen or damaged items.

WATER ACTIVITIES

Sprinkler play and water balloon toss may be a part of summer activities. Notices will be distributed and approval must be received prior to student participation in any water activity.

DAILY ACTIVITY SCHEDULE

Earliest Arrival Time	6:00 AM	Healthy Snack	2:00 PM
Latest Departure Time	7:00 PM	Nutritious Dinner	5:30 PM

AM Bus Run Departure	7:00 AM	Quiet Time Begins	12:00 PM
Nutritious Breakfast Service Ends	8:30 AM	Outdoor Activities	9:00 AM or 2:30 PM
Nutritious Lunch Served	11:00 AM	Lesson Periods	10:30 AM or 3:45 PM

PLEDGE OF ALLIGENCE, PRAYER & GOOD MORNING SONG

Each morning staff and students will participate in the Pledge of Allegiance, The Lord’s Prayer and the ‘Good Morning’ song.

INDEPENDENT SCHOOL DISTRICTS

We currently service the DeSoto, Oak Cliff, Oak Leaf, Cedar Hill Duncanville, Lancaster, Red Oak, Midlothian and Waxahachie Schools including Faith Family of Waxahachie and Life School of Red Oak.

UNIFORMS

School uniforms are worn to assure the safety of our students and to promote a structured learning environment for our educators and all who participate in our learning experience (*not mandatory*).

INSURANCE

Liability insurance and the availability of individual accident coverage are maintained according to the minimum standards for childcare centers and are not available until further notice.

SOCIAL MEDIA

The purpose of this policy is to ensure that the company’s employees, parents and vendors understand their obligations when using social media, such as Facebook, twitter, blogs, and are informed of the importance of managing the risks associated with such use that may impact on the reputation of the company and/or the safety of its employees and that may result in a breach of the company’s policies, procedures or instructions. This policy is for the mutual protection of the company and its employees, parents, vendors and is not intended to prevent, discourage or unduly limit employees’ expression of personal opinion or online activities and minimize its use on site.

PARENT ROLE and INFLUENCE

That one golden rule is consistency. Parenting with complete consistency does more than improve a child’s behavior. It also creates a sense of security, encourages responsibility, reduces anxiety by increasing predictability and allows children to be accountable for their own choices by controlling their own outcome.

COMMUNITY SUPPORT PROGRAMS

Family and Youth Success Program (FAYS - formerly STAR). The FAYS program addresses family conflict and everyday struggles while promoting strong families and youth resilience. Every FAYS provider offers one-on-one coaching or counseling with a trained professional and group-based learning for youth and parents. FAYS programs also operate a 24-hour hotline for families having urgent needs. In some areas of the state FAYS only provides services to families with children 6-17 years of age.

Fatherhood EFFECT programs provide parent education and resources to fathers. Beginning in FY20, Fatherhood EFFECT’s scope expanded to include collaboration with community coalitions, encouraging organizational adjustments to increase the quality of supports targeted specifically at fathers and pivoting to explicitly include and support fathers across multiple programs in an organization or community.

Military Families and Veterans Pilot Prevention (MFVPP) Program. Through supports such as parenting, education, counseling and youth development programming this program: Builds on the strengths of both caregivers and children to promote strong families; Partners with military and veteran caregivers to support positive parental involvement in their children’s lives; Partners with military and veteran caregivers to maximize their ability to give their children emotional, physical and financial support; and Builds community coalitions focused on promoting positive outcomes for children, youth and families. Programs providing support to families with young children

Healthy Outcomes through Prevention and Early Support (HOPES). Project HOPES provides a wide variety of innovative community-based initiatives and supports for families with children zero to five years of age.

Helping through Intervention and Prevention (HIP). HIP is a community block grant that provides in-home parent education using evidence-based or promising practice programs. The programs are effective in increasing protective factors for families of children 0-5; designed to support healthy, nurturing, and safe homes for children; and ultimately promote positive outcomes for children and families.

Texas Home Visiting (THV)

THV is a free, voluntary program through which early childhood and health professionals regularly visit the homes of pregnant women or families with children under the age of six and through the use of various evidence-based models support positive child health and development outcomes, increase family self-sufficiency and create communities where children and families can thrive. THV includes a broader set of funding that allows communities to select the model best suited for their community. THV is funded through:

Texas Nurse Family Partnership – a model where a nurse regularly visits the home of first time mothers or families with children under age two. Families start TNFP by their 28th week of pregnancy and can receive supports until the child reaches two years of age. Currently TNFP is the only model directly funded by the Texas legislature.

Maternal Infant Early Childhood Home Visiting (MIECHV) is a federal grant that supports the implementation of a combination of the following evidence-based home visiting models: Nurse-Family Partnership (NFP); Parents as Teachers (PAT); Home Instruction for Parents of Preschool Youngsters (HIPPPY); and Healthy Families America (HFA). Additionally these funds support the coordination of local and state early childhood coalitions to build comprehensive early childhood systems. The unique Texas model utilizes both service and system-level strategies to improve broad child and family outcomes.

HOPES is an existing PEI program that provides a wide variety of innovative community-based initiatives and supports for families with children zero to five years of age.

IDENTIFICATION

We require state issued identification. A state CURRENT STATE ISSUED PICTURE IDENTIFICATION IS REQUIRED for verification prior to admission (NOTE: You may be required to provide additional documentation). I understand that I must adhere to these policies or my child's admission or participation in our early childhood education program may be immediately terminated and or terminated at will.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT

Mary Peterson Child Care Center requires annual training for employees in an effort to educate and further prevent abuse and neglect of children in care to include but limit to extension education courses through Texas A&M, courses offered by Texas Department of Family and Protective Services and Health and Human Services as well as other direct vendor courses recognized by the state of Texas. We will continue to share this information with employees through trainings and with parents through printed materials provided by the state and their online information, we will work together increase awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. The Texas law and Texas Department of Human Resources defines child abuse as "non-accidental" infliction or threat of infliction of physical, emotional or mental harm to a child. Texas requires both public and non-public school personnel to report suspected child abuse. Child abuse and child abuse reporting statues apply equally to the public and private sectors. The State Department of Welfare is notified in cases of suspected child abuse. Dial the hot line number at 1-800-252-5400 if you suspect abuse/neglect.

Staff receive both annual and continuing education trainings specializing in the suspicion of child abuse and neglect. The State Department of Welfare is notified in cases of suspected child abuse and may be contacted at 1-800-252-5400. In the event you cannot be reached to make arrangements in case of an emergency whether medical or otherwise, you give authorization for the persons in charge and or persons listed below to secure any and all necessary care for your student(s).

HELPFUL CONTACTS AND NUMBERS

Emergency 911, Fire 972.617.7262, Ambulance 972.923.1625, Child Abuse Hotline 800.252.5400, Poison Control 800.746.7661, 800.222.1222, Childcare Licensing 214.951.7902. To locate a certified child passenger safety technician in Texas: Go online to <http://buckleup.tamu.edu>. Developmental Milestones; https://www.cdc.gov/ncbddd/actearly/pdf/checklists/Checklists-with-Tips_Reader_508.pdf

POLICY UPDATES

Notices of changes to the childcare academy policy will be distributed and posted at implementation or at least one week in advance is feasible.

LICENSING INSPECTIONS

The most current childcare licensing inspection for the childcare academy is located on the communication board for review. CHILDCARE LICENSING Texas Department of Family and Protective Services 8700 North Stemmons Freeway, Suite 104 Dallas, Texas 75247 214.951.7902
www.dfps.state.tx.us

MARY PETERSON CHILD CARE CENTER
VISION AND HEARING SCREENING
PARENT STATEMENT
746.629 AND 747.633

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. Refer to 25 TAC Chapter 37, Subchapter C, (relating to Vision and Hearing Screening), for specifics on vision and hearing screening. You may contact the Health Screening Group Department of State Health Services at PO Box 149347, Austin, Texas 78714-9347 or via phone 512-776-7420 or via fax 512-776-7256 at www.dshs.state.tx.us/vhs/.

Mary Peterson Child Care Center must keep one of the following at the child-care center for each child required to be screened: (1) The individual visual acuity and sweep check results; (2) A signed statement from the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school; or (3) An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

WHEN MUST SCREENING TAKE PLACE

Within 120 days of admission; if a child is enrolled within 60 days of the date a facility closes for the summer, the child's vision and hearing must be tested within 120 days of the beginning of the following school year, In accordance with Administrative Rule 746.629 and 747.633. I am providing Mary Peterson Child Care Center this signed statement that my child(ren)'s screening records are current and on file at the pre-kindergarten program or school the child attends away from the center or an AFFIDAVIT or the TEST RESULTS.

The visual acuity or sweep check screening records are current and kept on file at the following school:

School Name
Street Address
City and State
Phone Number

Thank you for allowing MARY PETERSON CHILD CARE CENTER to love your child(ren).

Parent/Guardian Signature

Date

MARY PETERSON CHILD CARE CENTER

PARENT HANDBOOK ACKNOWLEDGEMENT

I have read and understand the full contents of the Parent Handbook to include the Catastrophic Emergency Procedure, Transportation Agreement, Infant Safe Sleep Policy, Infant Feeding Instructions/Declarations and Parental Permissions Likeness Voice and Media, Vision and Hearing Screening Requirements, COVID19 Indemnification and Health Statement, **NO REFUND** policy, etc. A state **CURRENT STATE ISSUED PICTURE IDENTIFICATION IS REQUIRED** for verification prior to admission (NOTE: You may be required to provide additional documentation). I understand that I must adhere to these policies or my child's admission or participation in our early childhood education program may be immediately terminated and or terminated at will.

I agree to the annual registration fee of \$_____ and weekly rate of \$_____ to be **PAID ON Friday BEFORE THE WEEK BEGINS** for each child. I understand all balances including all fees are to be paid prior to the withdrawal date. We reserve the right to retain all payment of services and activities as there is **NO REFUND OF REGISTRATION, FEES, TUITION OR ANY OTHER SERVICE PAID IN ADVANCE IN PART OR WHOLE as we have incurred costs resulting from anticipated admission as agreed.** Our arrival time will be _____, and pick up time will be no later than_____ Monday through Friday. Changes to expected arrival and pickup times should be discussed beforehand and may be subject to fees. This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract.

You have been provided the CHILDCARE LICENSING contact information: Texas Department of Family and Protective Services 8700 North Stemmons Freeway, Suite 104, Dallas, Texas 75247, 214.951.7902, www.dfps.state.tx.us as well as other community services information in case of assistance needed for your household. THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATES THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES NAMED AS THE LEGAL GUARDIAN AND DIRECTOR/OWNER.

Student Name(s) _____
Date of Birth

Legal Guardian Signature Print Name Relationship _____
Date

Legal Guardian Signature Print Name Relationship _____
Date

Staff/Other Signature _____
Date

Director Signature _____
Date