

Welcome to

Tioga Early Childhood Development Center

**Operating Hours & Days; 6:30 a.m.-6:00 p.m. Monday -Friday
January through December Program**

Parent Handbook

Revised Feb. 2017

(Please check the Tioga School District Web site at www.tiogaisd.net for updated
versions of this handbook)

Tioga I.S.D. Mission

The mission of Tioga Independent School District is to graduate confident and competent individuals prepared to communicate, contribute and interact responsibly in our global community.

The mission of the Tioga Early Childhood Development Center is to provide an educationally and developmentally-appropriate child care program. The Center's goal is to encourage each child to develop his or her unique potential and to continue to grow with the Tioga Independent School District.

Entrance & Enrollment Policy

TECDC welcomes children of all nationalities, creeds, races, and abilities to experience the benefits of our Center. TECDC serves children ages 6 weeks through 12 years old.

Parents and children interested in TECDC are invited to tour the Center and observe the classrooms. The Director or the Assistant Director will answer questions, review the handbook, and provide the necessary application forms to be completed. The Director, the Assistant Director, and the teachers determine the room placement appropriate for each child.

Children may be enrolled for existing openings by completing all enrollment forms, providing current shot records along with a physician's note okaying child for daycare, and submitting the required non-refundable fees. All of this must be completed prior to beginning. Changes in enrollment policies and Parent Handbook updates will be announced in e-mails and placed on the parent board.

Immunizations for children

Immunizations are required of all children attending child care in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Exception:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record. All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment.

Every child four (4) years of age or older must have a vision and hearing screening to be in care.

TB testing is not required by the county for children to attend Child Care.

Employee Immunizations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines. Employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

TECDC encourages parents to come the week before admission to help transition their child into the classroom. Please ask the administrative staff for more information on a transition week. Authorization for Emergency medical treatment must be complete with name, address and phone number. The preferred hospital for Tioga ISD is Denton Regional Medical Center at 3535 I-35, Denton TX. Phone (940)384-3535 if one is not indicated on enrollment form.

Administrative and Teaching Staff

The Director of TECDC functions under the supervision of the Superintendent and School Board. Employees of TECDC are supervised by the Director. The Director and the Assistant Director are in charge of teachers' professional development and evaluations. All staff and administrators are responsible for executing the policies and philosophy of TECDC as set forth by the Bylaws and Procedures of Tioga Independent School District.

Each room (if at capacity) has a Lead Teacher, one Assistant Teacher, and one or more Support Staff. Each classroom's Lead Teacher is responsible for providing a safe, healthy, and nurturing environment for children to develop in the areas of cognitive, motor, social, and self-help skills. The Lead Teacher addresses questions and concerns of parents regarding activities, policies, and procedures of the room. The Lead Teacher and Assistant Teacher meet regularly to plan daily activities.

Assistant Teachers assist the Lead Teachers in providing a safe, healthy, nurturing environment and in planning developmentally appropriate activities. In the absence of the Lead Teacher, the Assistant Teacher assumes all classroom responsibilities. Support Staff generally work in the mornings or afternoons though some are full-time and help us cover when a Lead or Assistant Teacher is absent. In the absence of the Lead Teacher and the Assistant Teacher, Support Staff assume all classroom responsibilities.

Curriculum

The curriculum conforms to developmentally appropriate standards recommended by the National Association for the Education of Young Children (NAEYC). Our goal is to facilitate and encourage each child's natural growth and development in each of the following areas:

- Cognition**→ Thinking, reasoning, problem-solving
- Language**→ Responsive and expressive communication
- Physical**→ Gross motor (large muscles, coordination) and fine motor skills
(small muscles, dexterity)
- Social**→ Respect and empathy for others, peaceful conflict resolution
- Self**→ Family, adult, and peer interaction, identifying interests and abilities
- Emotional**→ Recognizing and expressing feelings appropriately
- Creativity**→ Spontaneity, exploration, originality
- Academic**→ Gradual skill development

We believe the best way to accomplish these goals is to provide a developmentally appropriate, child-centered environment where free choice and experimentation with concrete materials are a priority. Because young children learn best through play, we provide a variety of opportunities for self-directed play and exploration in the following areas:

- | | |
|------------------------------|--------------------------|
| Art/Creativity | Science |
| Physical movement | Manipulative play |
| Reading & Writing | Math |
| Dramatic play | Music |
| Health and self-care | |

Lesson plans are provided by the teachers, and thematic units are often used to help children tie together a wide range of skills and experiences. Lesson plans for each classroom are reviewed by the Assistant Director.

Child/Staff Ratio Chart

TECDC follows the adult-to-child ratios stated by the Texas Licensing Regulations. We staff each room to support the developmental needs of each child and to allow for as much individual attention as possible.

Age of Child	Minimum Adult/Child Ratio	Max. # of Children in Room
Infants, 6 weeks -11	1:4	10
12 to 17 months	1:5	13
18 to 23 months	1:9	18
2 years	1:11	22
3 years	1:15	30
4 years	1:18	35
School-Age	1:22	35

TECDC water activities include water table play, sprinkler play & splashing pools during the summer months for ages 6 weeks through 4 years. Off-site swimming pool will be used during the summer months for day camp (5-12 yr olds). Ratios will be maintained during these times.

Parent Policies and Procedures

TECDC welcomes parent questions and insights into learning activities and classroom interactions. If you have a question about any of these, we welcome you to ask your child's teacher(s) directly. However, if you have a problem or issue to discuss or a recommendation to make, please talk with the director or the assistant director. Teachers report directly to the director and the assistant director, who help them manage curriculum guidelines, federal guidelines, and classroom interactions. If you have questions about curriculum or classroom practices, we encourage you to talk to the director or the assistant director.

TECDC welcomes parents to visit at any time during the center's hours of operation to observe their child, the center's operation, and program activities. You may do this without prior approval or setting a time. Please stop by the office and sign in so we always know who is in the building.

TECDC encourages parents to participate and volunteer in any of the school's or center's events throughout the year. Upcoming events will be posted on the parent board and on the school's website. Parents are encouraged to volunteer in the classrooms anytime they are available.

Child Care Regulations & Parental Notifications

The office has posted copies of the Center's License, most recent licensing inspection report, and other required notices. A copy of the Texas "Minimum Standard Rules for Licensed Child Care Centers" is available in the office and on the web at: www.dfps.state.tx.us

The most recent Department of Family and Protective Services Inspection / Investigation Report is available in the office and on the web at: www.dfps.state.tx.us.

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

Local Child Care Licensing Office;

Plano

550 E. 15th St., Suite 120

Plano, Texas 75074

(469) 229-6900

Texas Child Abuse Hotline 1-800-252-5400

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

Under the Texas Penal code, gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a child care center is in violation of the law and is therefore subject to increased penalties under state law.

Parent-Teacher Communication

TECDC provides mailboxes for parents and teachers outside each classroom for announcements and other information. Parents and teachers can also use the mailboxes for exchanging notes regarding children

Each classroom has yearly roundtable meetings (a meeting of all the parents and teachers for your child's classroom). The roundtables are usually scheduled before 6 p.m. so that childcare may be provided. Teachers typically discuss room schedules, developmental behaviors, and other topics parents may request. Each room also sets aside regular blocks of time for parent-teacher conferences. For each age group, teachers perform developmental assessments of each child and may provide the assessment results to parents during the conference. Individual conferences may be scheduled at any time. If you have questions during the course of the year, do not hesitate to speak with your child's teacher, the Director, or the Assistant Director.

Confidentiality of Information

Student and Employee Records

TECDC views the handling of confidential information as an important trust. Confidential information refers to nonpublic information about both the children and the employees. Some examples of confidential information include family data and student records. TECDC has specific policies regarding the proper handling of confidential information by our employees. This means that personal information about children and families are kept confidential. Proper handling of confidential information includes not releasing information to anyone unless that person has authorization as well as being sure to not leave records unattended desks, and ensuring that certain types of documents are shredded instead of recycled or thrown in the trash.

Parents should feel free to discuss issues of concern with regard to their child. It is the policy that the TECDC administration and board will keep confidential any complaints or issues that a parent raises unless we are required by law to report the information to outside authorities. With regard to parent complaints about staff, TECDC will keep information confidential unless a parent gives permission for the issue to be discussed with the teacher.

Parent-Center Communication

Parents may keep track of the Center's schedule of events and locate other helpful information on the Tioga's website; www.tiogaisd.net. There is also a Parent Information Board located in the front hallway. Please check this daily for important information and announcements. TECDC also maintains a parent e-mail distribution list for messages from the Center.

If a child is not feeling well, is having significant behavioral problems, or has bruises or other injuries that may need to be explained, parents may communicate with teachers at drop-off or pick-up times, or through a written note, phone call (preferably between 1-3pm), or a scheduled conference.

Parents should notify the office immediately of any changes in their addresses, phone numbers, emergency numbers, email addresses as well as other pertinent information.

If a child will be tardy or absent, parents should give advance notice or call the office as early as possible on the day the child will be absent so that we can schedule teachers accordingly. If the absence is due to

contagious illness, parents must let the office know immediately so steps can be taken to ensure teachers and other parents are notified as needed.

Parents must keep immunizations, phone numbers (home, work, and cell), and emergency contact information current in their child's file. This is very important for the safety of the children as well as requirements for meeting state regulations.

Parents should be sure to provide an alternate pick-up plan in case of an emergency or illness. Any person(s), other than the parent, to be contacted in case of emergency must be noted on the child's form in the office or have written authorization from the parent.

ILLNESS & EXCLUSION POLICY FOR CHILDREN

Reason this policy is important:

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion, and those that do not.

Temporary Exclusion is recommended when:

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.
- The child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:
 - Appears to be severely ill
 - Fever AND behavior change or one or more of the following symptoms;
 - **Temperature** of 101° Fahrenheit or higher.
 - **Diarrhea:** defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigellosis or E. coli infections.

- **Blood in stool:** not explained by dietary changes, medication or hard stools.
 - **Vomiting:** the child will be excluded if he has vomited two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
 - **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
 - **Conjunctivitis (Pink Eye):** A child will be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge) They may return after treatment has started and are able to participate in activities. Other forms do not need to be excluded (such as caused by allergies).
 - **Hepatitis A:** Excluded until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
 - **Impetigo:** Excluded until 24 hours after treatment has begun.
 - **Measles:** Excluded until 5th day after rash disappears or local health department states patient is noninfectious.
 - **Mouth sores:** Excluded if mouth sores is coupled with drooling.
 - **Mumps:** Excluded until 9 days after onset of parotid gland swelling.
- Pediculosis (Head Lice):** Children will be excluded at the end of the day and until there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
- **Pertussis: (Whooping Cough)** Children will be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
 - **Pinworms:** Children will be excluded for 24 hours after treatment has begun.
 - **Rash:** with fever and/or behavior change.
 - **Scabies:** Children will be excluded until 24 hours after treatment is begun.
 - **Streptococcal pharyngitis (Strep Throat),** excluded until 24 hours after treatment has been begun.
 - **Tuberculosis (TB):** Excluded until the child's physician or local health department authority states the child is non-infectious.
 - **Varicella-zoster (Chicken pox):** Excluded until all the lesions have dried and formed scabs, usually within six days of onset of rash.
 - Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.

Parents/guardians will be notified in writing, either by letter or posting notice in a visible location, when their child/children have been exposed to a communicable disease.

Children with the above signs and symptoms will be separated from the group and cared for in office. Parent/guardian or emergency contact will be notified by room teacher to pick up child. The room teacher will complete the Symptom Record and give to parent and keep a copy for the child's file.

CONDITIONS THAT DO NOT REQUIRE EXCLUSION

Reason this policy is important: When a child becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion. Most illnesses do not require exclusion.

- Common Colds, Runny noses and coughs.
- Fever without any signs or symptoms of illness in children who are older than 4 months. For this purpose, fever is defined as temperature above 101° F orally, above 102° F rectally, or 100° F or higher taken auxiliary (armpit) or measured by any equivalent method. *Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes).
- Rash without fever and behavioral changes
- Thrush (i.e., white spots or patches in the mouth).
- Fifth Disease (slapped cheek disease, parvovirus B19) in a child without immune problems.
- Cytomegalovirus infection.
- Chronic Hepatitis B virus infection.
- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of federal law in the American with Disabilities Act (e.g., HIV infection). The act requires that child care programs and schools make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

References:

American Academy of Pediatrics (2005) Managing Infectious Diseases in Child Care and Schools, a quick reference guide.

Parents should not bring children to the center if they are ill. Children should be well enough to participate in all activities, including outdoor play, weather permitting. If a child becomes ill during the day, we will notify a parent to have the child picked up as quickly as possible. Until the parent or authorized person arrives, the child will be isolated with adult supervision, usually in the office. Please be assured that the staff will be as comforting as possible to your child when she or he is not feeling well.

Procedures for Dispensing Medications

Teachers are responsible for administering authorized medications. Authorization to administer medication to a child in care must be obtained from the child's parents. A doctor's written statement must accompany prescription medication.

Authorization to administer medication (prescription or non-prescription, excluding topical ointment or sunscreen) must be; in writing, signed and dated, an electronic formant that is capable of being viewed and saved or by telephone to administer a single dose of medication. Authorization to administer medication expires on the first anniversary of the date the authorization is provided. The medication can not be administered in excess of the medication label instructions or directions of the physician. Parent authorization is not required if the center must administer a medication to a child in a medical emergency to prevent death or serious bodily injury of the child, provided that the center administers it as prescribed, directed or intended. Medications must in original container, non-expired, labeled with the child's full name and the date brought to the center. When staff administers the medication the child's full name, name of medication, date, time, amount and name of staff will be recorded. Records will be kept for 3 months

Procedures for Handling Medical Emergencies

All full-time teachers at TECDC are trained in First Aid, CPR, and Universal Precautions. Minor injuries are posted on a minor injury list in each room. Parents will be called if staff feels that parents should know of injury before regular pick-up time, or if staff feels that the child should be seen by a physician or a dentist. In case of medical emergency; staff will contact emergency medical services or take the child to the nearest emergency room, be given first-aid or CPR when needed and then the parent will be contacted. The nearest emergency room is; Denton Regional Medical Center at 3535 I-35, Denton TX. Phone (940)384-3535

Allergies

Many children have allergies and sensitivities to certain foods. As a child ages often these allergies are discovered. Please be sure to document and discuss with us at the Center any allergies that your child has or concerns about possible sensitivity. Each classroom maintains a list of allergies for the children who reside in that classroom. Please check with your child's teacher whenever you are planning on bringing outside food into the center.

For some children with severe allergies you may need to discuss with staff the option of bringing in food for your child to supplement what the center serves. The center must have written approval from a physician or registered or licensed dietician to serve a child a special diet.

Procedures for Release of Children & Safety

All children must be accompanied to and from the Center by a parent or a responsible adult. The parent **MUST** sign in and out on the sign in/sign out sheet and communicate with the teacher when arriving or leaving. TECDC will only release a child to persons listed as authorized for pick-up. The person will be required to sign-out. The center will verify the identity of the person authorized to pick up a child but who the caregiver does not know by requiring a valid photo id. The center will copy the id and retain the information for at least three months. If the staff suspect the person picking up a child is under the influence of drugs or alcohol, the local police will be called for assistance. Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.

Preventing & Responding to Abuse and Neglect of Children

Tioga Early Childhood Development Center is required by law to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Employees will have annual training on how to detect & report child abuse. Handouts and posters will be available for employees and parents to provide them with awareness of child abuse and neglect, prevention techniques and actions that can be taken if they are a victim. TECDC coordinates with Tioga ISD & Region 10 on continued training and awareness. The center also works with Tioga ISD on getting help to parents of a child who is a victim of abuse or neglect.

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at TECDC 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 (sleepers or footed PJ's) 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 e-cigarettes 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].

Emergency Preparedness Plan

Fire drills are conducted monthly; evacuation location will be behind the Tioga ISD bus barn. Severe weather drills and lock-down drills are practiced every three months. Safe spots are crib rooms and along the hallways to the classrooms. Off-site relocation site for the children and staff will be at Tioga Methodist Church (301 N. Porch St). We encourage parents to review our employee emergency preparedness plan (located in the office) and fire and safety routines for both school and home. Tioga TECDC uses evacuation cribs in case of children under 24 months of age, who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments. These cribs are located in the infant room.

The toddlers and 2's also may use a guide rope in assisting with keeping the children together.

Nutrition (Meals & Food Service)

TECDC will utilize the Tioga School Lunch Program. The meals will be prepared through the school cafeteria and brought to the children in their classrooms. The meals and snacks will be nutritionally balanced following the recommended USDA nutrition guidelines. A light breakfast is served around 8:30 a.m. A well-balanced lunch is served between 11 a.m. and noon, depending on the age of children. An afternoon snack consisting of food from one food group is served between 2:30 and 3 pm. Weekly menus are posted on the parent board and in each classroom.

Children with special dietary needs will be accommodated to the best of the Center's ability. When a special diet or any deviation from the menu is requested, a statement from a physician is required. If children cannot eat foods because of personal or religious beliefs, a parent may sign a statement to be kept on file.

Breastfeeding Procedures

All infant foods and formulas will be required to be brought by the parent. Breast milk may be provided by mothers who are breastfeeding, as long as it is stored in proper containers and labeled with the child's name and the date that the milk was pumped. Parents are encouraged (if able) to breastfeed during the day. The infant room will provide a comfortable place to enable a mother to breastfeed her child.

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development.

Fees and Policies

TECDC requires \$70 annual activity and materials fee per child. These fees are due on September 1st of each year and will be pro-rated for families who enroll a child after October 1st. Fees may change annually. Please consult the current rate sheet for current fee schedules. The rate sheet is given to parents once a year following a vote of approval by the School Board of Directors and is available in the main office.

We require a two-week deposit that will be applied to the child's last two weeks in our care, providing parents give at least two weeks notice of their plans to withdraw their child. This deposit will be required once a slot is confirmed by the Center and is accepted by the parents. If plans change and the child does not enroll, this deposit is nonrefundable.

To remain in good standing at the Center:

1. Monthly fees must be paid by the fifth of each month, weekly fees are due by the Monday of care.
2. Specific payment arrangements can be made with the Director but parents submitting overdue payments may be assessed additional fees (see Overdue Tuition Policy).

If a child does not attend due to illness or vacation, payment will still be due to the Center. (See "Hold Policy" section if your child/ren will be absent for an extended period of time).

Hold Policy

A holding fee can be charged to hold a space for a child absent for four consecutive weeks or more during the months of May, June, July and August. The fee is 1/3 of the regular monthly fee for each month away and no less than \$100. Children must have attended TECDC 90 days before they can utilize the hold fee. If a family does not wish to utilize a hold fee to guarantee their spot they do have the option of placing their child's name back on the waiting list for the room in question. The child leaving the center will have their name placed at the top of the appropriate waiting list. Every effort will be made to place the child back into our center when the family returns.

Overdue Tuition Policy

This policy applies to all tuition payable by parents or guardians (hereafter referred to as "parents") of children attending TECDC. Following is a table summary time line for the Overdue Tuition Policy.

1 st of the week	Tuition payments are due.
After the Friday of the week	Tuition is considered past due.
3 days after Friday	A late fee of \$15 will be charged and a dated invoice will be given to the parents.
10 days after late fee is charged	The family is given written notice that their child's enrollment at TECDC has been suspended.

Change in Full- or Part-Time Status

If a family chooses to change their child's status from full-time to part-time or vice-versa, permission must be obtained from the director at least two weeks prior to the time the change would need to begin.

Hours and Late Pick-Up Policy

TECDC is open from 6:30 a.m. to 6:00 p.m Monday through Friday. Parents must arrive in time to pick up their child and leave the Center by 6 p.m. TECDC recommends that no child be left in childcare for more than 10 hours per day.

The Center closes promptly at 6 p.m. and the Center's entry doors will be locked at closing. Late pickups are emotionally stressful for a child, and the Center incurs excessive costs because a teacher will typically watch only one child and that teacher is getting paid over time. Parents who are late picking up their children will be assessed late pick-up charges.

1 to 15 minutes late	\$15 fee	15 to 30 minutes late	\$30 fee
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Anti-Harassment Policy

TECDC is committed to providing a professional and respectful working environment for all its employees.

Any harassment on the basis of race, color, religion, sex, sexual orientation, or national origin is a form of illegal discrimination and is not tolerated at TECDC. For more information or detail about policy concerning harassment, see the Director or Assistant Director.

Discipline & Guidance Policy

TECDC provides a separate and detailed discipline policy that has information on our policies and procedures, which is distributed to all parents when they enroll their child in the Center. The health, safety, and emotional well being of children enrolled at the center are our highest priorities. We view discipline as another skill that children must develop, and we strive to help children learn to play, settle disputes, and interact with others peacefully and non-aggressively. We do not assume malicious intent on the part of children when they strike out physically or verbally at another child or adult, and we do not seek to punish, embarrass, or humiliate children who are exhibiting inappropriate behaviors.

Children and staff at TECDC follow three very basic rules that are adaptable to many situations:

1. We take care of ourselves.
2. We take care of our friends.
3. We take care of our materials.

The strategies our teachers use to teach appropriate behavior fall into two broad categories — preventive and reactive. We use a variety of strategies to attempt to prevent as many problems as possible, including involving older children in formulating rules for their classrooms, using conflict resolution and peacemaking education in our classes, and encouraging children to use their words to communicate with teachers and consider how their words affect others. If a specific discipline problem must be addressed, teachers use

techniques such as redirection to appropriate activities, problem-solving, and calm-down time. We believe that children learn self-control best when parents and teachers work together. Thus, we strongly encourage regular communication between parents and teachers.

At times, certain children may experience more severe discipline issues that need to be addressed, and outside evaluations and resources may be used in these cases. TECDC will take steps as needed, and parents are expected to work with staff and teachers to help address the issue. It is important for parents to know that if a child repeatedly assaults other children or a teacher, this can be grounds for immediate dismissal from the center. Please review the Discipline Policy booklet.

Supplies

TECDC provides an excellent selection of developmentally appropriate toys, books and materials for most activities. Please leave all TECDC toys/books/materials at the center. Each classroom determines its policy for bringing in toys, music, or books from home. Please ask your child's teachers about specific details concerning this issue. Children may be encouraged to bring in special belongings for share times in some rooms. Children are generally allowed to keep a special soft naptime toy. Toy guns and other toys and materials that glorify violence are not allowed at the center.

Occasionally, parents may be asked to contribute an item for a special activity, such as toilet paper tubes for making binoculars. Parents may wish to contribute new or used toys or books. Most rooms also post a "Wish List" of items that they need or want for certain projects. Please contact your child's teacher or the Assistant Director before making your contribution.

Parents should provide at least two changes of labeled, weather-appropriate clothing in a plastic box (shoebox size) marked with the child's name. Be sure to check this box periodically for size or seasonal changes. Weather-appropriate accessories needed for summer include sunscreen, sun hat, swimsuit, towel, and water shoes for water-play days. For winter; hats, gloves/mittens, or boots are needed.

On the first day of each week, a clean blanket for rest time should be provided by the parent. A pillow may also be brought from home. The blanket, pillow, and naptime toy should be taken home on Fridays for laundering.

TECDC does have a supply of used clothing, accessories, and blankets if parents occasionally forget supplies. Please launder items that may be loaned to your child and return them to the center.

Hours of Operation

We are open from 6:30 a.m. to 6:00 p.m. Monday through Friday,
with the exception of major holidays & our winter break.

A center calendar will be provided to inform parents of holiday closings. Daycare will be open during all teacher workdays, staff development days, and during the summer (except for Fourth of July Holiday).

Fees will not be charged when the center is closed.

Inclement Weather

In the event of bad weather, the Day Care will follow the school district in closings or early release.

Weather Closing

Closings will be announced:

Television: KVII Channel 12 (Sherman), KXAS Channel 5 (Ft. Worth)

KTEN Channel 10 (Ada, OK)

Radio: KLAKE 97.5 (Denison), WBAP 820 AM (Dallas)

To receive messages via text, text @tecdc to (940)202-7965.

School messenger, an automated calling system, will also call parents with the announcement.

Fees will not be charged if the center is closed.

TECDC Evaluations

At least once a year, parents are asked to participate in reviews where they are given an opportunity to evaluate the overall Center, the administration, and the teachers. We encourage parents to participate in these reviews and to provide feedback to us anytime they wish.

Questions

If you have questions or comments about any of these policies, please ask the Director or Assistant Director.

We welcome parent feedback and suggestions on this handbook as well as the policies provided.

Registration Notification for Pesticide Applications

This facility periodically applies pesticides indoors and that information on the times and types of applications is available upon request. Such notification must be made at the time of the child's registration. Information concerning these applications may be obtained from Cindy Hodges, TECDC Director, at (940)437-5160.



Agreement and Release

Please read, sign, and return this form to the office within 5 days of enrolling your child.

_____ I have received a copy of Operational Policies including the Discipline and Guidance.

_____ I agree, and by my signature give consent, that in case of an accident, injury, or illness of a serious nature, my child/ren will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible, should I be away from the phone numbers given on the application form.

_____ my child(ren) have permission to participate in extracurricular activities the center offers during regular hours on premises (i.e. special guests, enrichment classes, etc.) All extra-curricular activities will be supervised and you will be notified in advance of the date and time of such activities. Some activities may include walks to the other Tioga ISD school buildings (i.e. Library) and around the school's property.

_____ I agree to give consent for photographs of my child/ren to be taken for educational and/or promotional purposes only.

\$_____ this is the agreed amount of weekly fees I will pay for my child(ren) to attend T.E.C.D.C. Deviations to this; _____

Fees are due on the Monday at the beginning of the week. Late fees will be charged the Monday after care. Monthly fees are due by the 5th of the month. Fees are due for days child does not attend or closure for emergency weather. Pro-rated fees will be assessed only when Center is closed for regular scheduled holidays.

\$_____ This is the agreed amount of deposit I will pay for my child's spot at T.E.C.D.C. This fee will be returned to me or may be applied to my last weeks of care if a 2-week notice is given and my balance is current.

\$_____ This is the yearly materials and activity fee for each child. (This is pro-rated throughout the year and due every September 1st. the total yearly fee is \$70.00.

_____ I have read and understand the agreements listed.

Name(s) of child/ren: _____

Parent/Guardian signature: _____

Date: _____