



Parent Handbook 2019-2020

The Children's House
Quality Child Care
Early Education
906 10th Street
910 Avenue I

www.childrenshouse906.org

Huntsville, Texas
(936) 295-2255
(936) 295-7780

Jamie Thompson
Owner/Director

The Children's House
906 10th Street
Huntsville, Texas 77320

Jamie Thompson
Owner/Director
M.E.D. Masters of Instructional Technology
B.A.T. Elementary Education with an Endorsement in:
Early Childhood Education
English as a Second Language
Four years public school Kindergarten
Teacher of the Year 2002-2003
TxBess Mentor Teacher 2003-2004
Owner of The Children's House since 2005
Texas School Ready Certified Since 2008

This Parent Handbook is provided to all parents of children admitted to The Children's House. It is the document providing information about operational policies and is required of all child-care centers licensed by the Texas Department of Family and Protective Services. The TDFPS publishes a handbook for licensed centers titled Minimum Standard Rules for Licensed Child-Care Centers. This handbook was revised December 2010 and may be acquired by visiting the TDPRS website at www.txchildcaresearch.org. Our most recent inspection may also be acquired at this site or by asking the director for a review. Our licensing office is in Conroe and may be contacted by calling (936) 756-1551. The abuse hotline number is 1-800-252-5400.

By meeting and exceeding the Minimum Standards, The Children's House has maintained the highest possible rating from TDFPS since 1997. This handbook provides parents with some excerpts from the Minimum Standards to help explain the rigidity of certain policies. It is the full intent of The Children's House to maintain our status with TDFPS and continue to provide quality care for all children.

The following are excerpts from the Minimum Standards:

746.503 Parents must sign a child-care enrollment agreement or other similar document that includes at least the operational policies listed in this division on or before the date of admission. The center must keep this signed document in the child's record or at least one for each family, if siblings are enrolled at the same time.

Sharing clearly written policies about your center's day-to-day operation will help parents understand what type of service their children will receive, and may help to avoid later misunderstandings and complaints. Operational policies may go beyond minimum standards, but may not conflict.

746.505 You must notify parents in writing of any changes to your operational policies and enrollment agreement. At least one copy of the updated operational policies must be signed and dated for each family. You must keep the updated information in the child's record.

Enrollment Procedures

After receiving an enrollment fee of \$100.00, management at The Children's House will give parents a start date for their child or children. Parents will also receive an Enrollment Packet and Parent Handbook for the current school year. All information in the Enrollment Packet must be completed and returned to The Children's House **BEFORE** the child or children may attend. The Parent Handbook also contains necessary information as required by the TDFPS. Parents must read this handbook thoroughly, fill out permission slips and acknowledgements, and then submit these documents upon the child or children's admittance to The Children's House. There must be a current immunization record, a health statement from the doctor for all children, and a vision and hearing screening for children 4 years old or older. Any child turning 4 must have a vision and hearing screening within 120 days of their birthday. Any changes to policy will be given to parents in writing as well as posted on bulletin boards located near the daily sign in sheets. Please discuss questions or concerns about policies and procedures with the director or assistant director before enrolling your child.

Hours of Operation

7:00 a.m. to 5:30 p.m.

Monday through Friday

2019-2020 Calendar of Holidays

September	2	Labor Day
November	27,28,29	Thanksgiving
December	23-Jan 3	Winter Break
January	20	Martin Luther King, Jr. Day
March	9-13	Spring Break
April	10	Good Friday
May	25-29	Memorial/Summer Break
July	3	Fourth of July

Unscheduled Closings

It may be necessary to close the center during very bad weather or any time the Director deems necessary for the safety of the center. In case of an unforeseen safety issue, the Director and staff will contact parents. If weather conditions are questionable, you should call the center that morning and listen to the local radio broadcast for school and business closings.

Tuition Rates

September 1, 2019

Full Time:	Infant (0-18 months)	\$585.00	20 days per month @ \$28.50
Full Time:	Toddler (19-24 months)	\$550.00	20 days per month @ \$26.50
Full Time:	Child	\$525.00	20 days per month @ \$25.00
Pay by the 5th and receive \$25 off your monthly tuition!			
Additional Children:	Infant	\$40.00	family discount
	Toddler	\$35.00	family discount
	Child	\$25.00	family discount
Two days per week:			
	Toddler	\$275.00	8 days @ \$34.00
	Child	\$250.00	8 days @ \$31.25
Three days per week:			
	Toddler	\$400.00	12 days @ \$33.00
	Child	\$390.00	12 days @ \$32.50
Daily Rate:			
	Toddler	\$45.00	No partial days
	Child	\$ 40.00	No partial days
Summer Care for School Age:		\$ 150.00	Per week 6-12 years old
		\$40.00	Per day
After School Care (3:30-5:30)		\$ 15.00	Per day ages 5-12 years

Extended Care Fee (before 7:00 a.m. or after 5:30) \$5.00 per minute

Tuition is due by the 5th of each month. Parents paying by the 5th will receive a discount on tuition. Parents paying after the 8th will incur a daily charge of \$10.00 per day until tuition is paid in full.

The Children's House will be open 235 days in the 2019-2020 school year. All tuition and rates are figured on an average of 20 days per month. Your tuition purchases a space at The Children's House for that month regardless of your child's attendance. We sympathize with you when your child is absent for an extended period of time, but you are responsible for paying for his/her space each month. After one week of non-payment without notice, your child will be dropped from the roll and must re-register to return to school. Their return depends on the availability of a space.

Fees

A registration fee of \$100.00 per family is submitted upon initial registration. The fee for re-registration is \$75.00.

A semi-annual supply fee of \$75.00 will be charged for each child. This fee will be charged in **September and January**. This fee covers: paints, crayons, paper, tissues, baby wipes, paper towels, medical supplies, toys, linens, furniture, electronics, CDs and tapes, cleaning supplies, etc.... **Children attending our School Care – School Age Summer Program will be charged a \$25.00 supply fee.**

A return check fee of \$50.00 will be charged for each returned check. After three returned checks, tuition fees will be on a "cash only" basis.

If you would like to lease a mat, there is a one time mat fee of \$20.00.

If your child runs out of diapers, we will supply diapers as needed for a charge of \$1.00 per diaper.

Extended Care

If your child is in the center before 7:00 a.m. or after 5:30 p.m., you will be charged a fee of \$5.00 per minute. Late fees are assessed without notice and will appear on the next statement. As a courtesy, please telephone the center early in the event of unavoidable delays. If you are late more than 3 times within a month your child will be dropped from the roster.

Release of Children

746.4101 The Center must release children only to a parent or a person designated by the parent.

If a staff member suspects the person picking up a child is under the influence of drugs or alcohol, they may call local police and request their assistance.

Staff may not legally prevent the child from being picked up by a parent or person designated by the parent, however, this issue may be addressed at enrollment by asking parents what they would like staff members to do if they do not feel comfortable releasing the child to one of the parents and signing an agreement to this effect.

Law enforcement officers and DFS Child Protective Services staff have the authority by law to remove a child without a parent's permission. Staff members must always ask to see identification of persons they do not know.

Management must develop child-care center policies for the release of children, including a plan to verify the identity of a person authorized to pick up a child but whom the caregiver does not know. If the child-care center transports children, the plan must include verifying the identity of a person to whom a child is released from a child-care center transportation vehicle.

Center policies must include a reasonable means to record the identity of the individual, such as a copy of a valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers. This information must be retained in the child's records for at least three months.

Daily Registration

In order to maintain a high standard of safety for all children at The Children's House, strict check in and check out policies are adhered to. Parents or another adult must take the child to their class and check in the child at the keypad with a valid ID code. No one under the age of 15 is allowed to check in or check out a child. When picking up the child, the parent should first check the child out and settle all business *before* picking the child up from their classroom. When the child is not in the direct supervision of their teacher, the parent is totally responsible for the actions and safety of their child.

746.631 Child-care centers must maintain a sign-in and sign-out log for each child coming and going from the center throughout the day. This log must include the name of each child, the date, time of arrival and time of departure, and employee or parent's initials.

The log may be kept at the entrance of the center or in each classroom. All caregivers must have access to the sign-in and sign-out log to determine which children are in care during their work shift, changes in caregivers, and emergency evacuations.

The center must keep sign-in and sign-out logs for the previous three months and make them available to Licensing for review upon request.

An automated system may be used for sign-in and sign-out logs, if parents are assigned a unique password or number.

All children must be present by 10:00 am each day in order to attend school for that day. Any circumstance that does not meet this requirement must be approved by the Director.

Parent Visits and Participation with Classrooms

Parents may visit The Children's House without securing prior approval at any time to observe their child, the center's operation, and program activities. If you have specific questions or need to conference with a teacher, please make an appointment so the teacher can make arrangements for the supervision of the children.

Parents are also invited to participate in activities at the center as long as the participation does not disrupt the daily routine or class procedures. If your child is experiencing separation anxiety, please try to observe without the child seeing you.

Parents may celebrate birthdays with their child at The Children's House. If bringing a special snack, please consider a simple low sugar snack. Some children do have diet restrictions or limited intake of sugary foods. Plan on including all children in the child's class. Give party invitations to the teacher without drawing attention. The teacher will distribute them to the parents. Please do not bring birthday presents or unauthorized toys for distribution. Many goodies in treat bags are a choking hazard. See the director or assistant director for guidance.

Illness and Injury

746.3601 Unless a center is licensed to provide get-well care, they must not admit an ill child for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children;
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
 - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing,

- uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
 - We reserve the right to exclude a child from care if the staff or Director feel that it is in the best interest of the other children or the child in question.

The Children's House is not licensed to provide get-well care. If your child becomes ill at The Children's House, you will be notified to come pick up your child immediately or locate another individual who can do so. You are responsible for letting the staff know who this person is. **If a child is sent home for vomiting or diarrhea then he/she may not return to school the next day.** The child may return once the vomiting and diarrhea **has not** been present for 24 hours.

Should your child have a contagious disease, please notify The Children's House immediately so our other parents may be cautioned. Children will be re-admitted to the center following an illness when they have been free of fever for at least 24 hours and meet the guidelines in section 746.3601 listed above. This means check the temperature between doses of pain reliever/fever reducer. If a child must have surgery, please make arrangements to stay home for 3 to 5 days for recovery. Children will not be readmitted for at least 3 days after any surgery.

Immunizations

Requirements for Children:

There must be a current immunization record, a health statement from the doctor for all children, and a vision and hearing screening for children 4 years old or older. Any child turning 4 must have a vision and hearing screening within 120 days of their birthday

Requirements for Staff:

No immunizations are required of The Children's House staff. It is recommended that each staff member review the CDC website (www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedules.pdf) for suggested vaccines. The specific immunizations needed as an adult vary on such factors including age, overall health as well as persons you are in close contact with. For this reason The Children's House will recommend each staff member seek the advice of his/her Medical Professional in regards to any needed immunizations.

Critical Illness or Injury

746.3607 If critical illness or injury requires immediate attention of a physician, the center must:

- Contact emergency medical services or take the child to the nearest emergency room;
- Give the child first-aid treatment or CPR when needed;

- Contact the physician identified in the child's record;
- Contact the child's parent; and
- Ensure supervision of other children in the group.

These are the procedures for handling medical emergencies.

Medication

746.3801 Child-care centers may administer medication to children only if they ensure the following:

- Parents must sign an authorization and include times for child-care center employees to administer each medication according to label directions;
- The medication must be in the original container labeled with the child's full name and the date brought to the child-care center;
- Staff must administer the medication in amounts according to the label directions or as amended by a physician;
- Staff must administer the medication only to the child for whom it is intended; and

The center must not administer the medication after its expiration date.

746.3803 If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's health-care professional may sign a medication authorization allowing you to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for.

You must notify the parent immediately after administering the medication and document this in the child's record.

** Medicines needing to be given once or twice daily need to be administered at home. Medicines requiring a third dose can be administered at The Children's House at lunch and/or 3:30 p.m. Please set your child's schedule as such.

Toys

The Children's House provides a variety of toys and play equipment that meet requirements from the Minimum Standards. **It is prohibited for personal toys to be brought from home.** Please leave these personal items in the car. There may be special occasions with our curriculum or activities where the teacher makes a request for special items. In this case children may bring the requested items to school. The Children's House is not responsible for lost or broken personal items.

Rest Time

746.2901 Child-care centers must provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual needs. The center may provide sleep or rest for each child who attends the child-care center for fewer than five hours and whose individual physical needs call for a rest period while the child is in care.

746.2903 The sleep or rest period must not exceed three hours.

746.2905 Centers must not force a child to sleep or put anything on a child's head or body to force the child to rest or sleep.

746.2907 Centers must allow each child who is awake after resting or sleeping for one hour to participate in an alternative, quiet activity until the nap/rest time is over for the other children.

Toddlers who sleep or rest in a crib must be taken out for other activities when he awakens.

746.4503 Non-walking children younger than 18 months must have an individual crib meeting requirements specified in Subchapter H to sleep or rest in.

Each walking child must have an individual cot, bed, or mat that is waterproof or washable.

Cots beds, or mats must be labeled with the child's name. Labeling cots, beds, or mats with a number related to a number assignment map may be used as an alternative.

Floor mats used for napping must be marked or colored so that the sleeping side can be distinguished from the floor side.

The Children's House requires children to have mats to rest on. These mats must meet the above requirements. Please provide a king size pillowcase to use as a mat cover. Write your child's name in LARGE letters on one side of the mat cover near the opening. This will distinguish the floor side from the rest side of the mat. The mats will be stored either in their cubbies or in their classroom. **If your child needs a blanket or pillow for comfort, please consider the amount of space we have to store these items. *The smaller the better.*** We will send all sleep items (blankets, pillows, cases) home every Friday. Please launder these items before sending them back with your child on Monday. We will launder these items any time they become soiled during the week.

Clothing

Please bring a complete change of clothing (socks, underwear, shorts or pants, and a top) to be kept at The Children's House. Be sure each article is marked with your child's name. Also be sure that removable clothing worn to school is marked with the child's name. Children should be dressed for active outdoor play. Occasionally we will have messy art projects. We put on protective coverings but accidents do happen! All children must wear shoes at all times (excluding rest time).

Meals and Snacks

746.3309 Parents may provide meals and/or snacks, however, the enrollment agreement signed by the parent must include a statement that the parent is choosing to provide the child's meals and/or snacks from home and the parent understands the child-care center is not responsible for its nutritional value or for meeting the child's daily food needs.

If the parent provides a meal but not a snack, the center is responsible for providing a snack as specified in 746.3307 of this title.

The center must ensure safe and proper storage and service of the individual meals and snacks provided by parents.

The center must ensure meals and snacks provided by the parent are not shared with other children.

The Children's House provides morning and afternoon snacks that meet state nutrition guidelines. Water is served with both snacks and available at any time during the day. If your child has any food allergies please let us know immediately and write specific foods on the enrollment form. Lunches are to be provided by the parents. Leftovers and finger foods are usually great. Frozen dinners are difficult for the staff to prepare when considering 5-6 minutes per child. Make sure all food items are placed in a lunchkit and kept in your child's cubby. Lunch buckets with a fruit cup or applesauce are much more convenient and take only 1 minute per child. Your child's teacher will be a great resource for choosing foods your child will eat.

Why you must pay for days that your child is absent:

Your monthly tuition fee reserves a space in this center for your child. This space must be paid for regardless if your child is here or not. Each space provides part of the funds necessary to pay: employee wages, utilities, food costs, etc. Unfortunately, when your child is not using his or her space, these expenses do not decrease.

Discipline & Guidance

What methods of discipline and guidance may a caregiver use?

Subchapter L, Discipline and Guidance April 2017

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control; and
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:

(A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

(B) Reminding a child of behavior expectations daily by using clear, positive statements;

(C) Redirecting behavior using positive statements; and

(D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.
- Giving children understandable guidelines and re-directing their behavior helps them to

develop internal control of their actions and encourages acceptable behavior.

§746.2805.

What types of discipline and guidance or punishment are prohibited?

Subchapter L, Discipline and Guidance April 2017

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

At The Children's House we believe that discipline is necessary for the welfare of the child as well as the entire school. Children will be disciplined in a firm and caring manner. If the above techniques are ineffective, the child may be sent to the director. Parents may be notified by phone of a continued problem we are not successful in handling. Full cooperation from the parents is a must. The center staff will never use spanking. This form of discipline is the parents' responsibility. If we are unable to work together to get a child's behavior under control, the parents will be asked to remove the child from The Children's House.

Please do not discipline your child in front of other children at The Children's House. If you are called to the school and need to confer with your child, please take them outside or away from the children.

Expulsion/Suspension Policy

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). An Action Plan will be implemented to address how best to keep all children and teachers safe while working toward improvement. If we are unable to achieve positive change, our goal is to connect the child with the professional supports needed for his/her success, while maintaining a safe environment. If the Action Plan is not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be appropriate.

Suspension

Some examples of situations when it may be necessary to remove a child or to suspend a child's enrollment are:

- A child is unable to participate safely in our program without a dedicated 1:1 aide.
- A child appears to be a danger to him/herself, other children attending the center/school, center/school employees, or anyone else at the center/school.
- Medical, psychological, or social service personnel working with the center/school determine that continued care at the center/school could be harmful to or not in the best interests of the child.
- The family declines to explore or secure outside support or behavioral resources which may help to address the child's needs, improve the behavior and reduce the safety risks.

Immediate Suspension

In extreme situations, the immediate removal of a child from the center/school may be necessary.

Reasons may include health and safety issues for the child or for the larger group of children, as well as the following:

- A parent/guardian is physically or verbally abusive or intimidating to center staff, children, or anyone else at the center.
- Potentially dangerous behavior by a parent or child.
- A parent/guardian fails to abide by center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of The Children's House program.

Process

Leadership, with staff, will develop an action plan and meet regularly with the family involved to discuss the action plan, our efforts and next steps. Meetings with the family will take place to:

- Implement the action plan and discuss Bright Horizons process and expectations for improvement in a reasonable time, and;
- Discuss available outside resources.

If we are unable to achieve positive change through redirection, positive guidance and parent/guardian collaboration, our goal is to connect the child with the professional supports needed for his/her success, while maintaining a safe environment. In parent/guardian meetings, the director will discuss available resources with the family which may later be required. If/when resources are in place, they should be included in the meetings, to the extent

possible, to collaborate, add insight and strategies for our action plans, and support our efforts.

If the action plans are not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be appropriate.

During meetings, leadership will let the family know that we can't wait indefinitely for help/support to arrive while a safety issue exists and suspension may be necessary if the safety issues cannot be resolved. Parents/guardians will be encouraged to seek help to work towards the child's success in the program.

Parents/guardians will be told that suspension may be necessary on a specified date until [he/she is connected with resources, an aide is in place, etc.] at which point leadership will meet with the family to determine our best next steps and if/how to return the child to the program with the right supports in place.

Child Abuse & Neglect (746.501 Operational Policies)

All staff are required to have one hour of child abuse and neglect training annually. All staff are trained how to recognize warning signs, how to report abuse/neglect, and prevention techniques for child abuse and neglect.

A one hour training is available to anyone on the TDFPS website (<https://www.dfps.state.tx.us/Training/Reporting/>). We encourage parents to participate in the online training to bring awareness of signs and symptoms of child abuse and neglect.

Additional Resources for Staff and Parents can be obtained from the TDFPS website (<https://www.dfps.state.tx.us/Training/Reporting/resources.asp>). There are several brochures, handouts that provide parents and staff with detailed information regarding child abuse and neglect. We encourage parents and staff to familiarize themselves with these resources.

If you are a parent of child/abuse or neglect and need to obtain assistance or intervention please contact Child Protective Services at 936-756-1557.

To report child abuse or neglect please call the child abuse hotline 1-800-252-5400 or report online at www.txabusehotline.org All reports are anonymous.

It is our responsibility to report child abuse and neglect.

Should you require further information regarding child abuse/neglect please contact the Director. A copy of all brochures and training are available to anyone. Please request these items from the Director.

The TDFPS website states:

In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Professional reporters are required to report suspicion of abuse or neglect within 48 hours.

***A Professional Reporter** is anyone licensed or certified by the state or works for an agency or facility licensed or certified by the state and has contact with children as a result of their normal duties. By law, professionals may not delegate their duty to report to another person such as a coworker or family member.*

*It is the responsibility of professionals to **report** and the responsibility of the Texas Department of Family and Protective Services to **investigate** allegations or suspicions of abuse or neglect.*

Infant Care

Infants (children under 24 months old) will be cared for in Building 2 of The Children's House. This building is located at 910 Avenue I, directly behind our main building. We often refer to the two buildings as “the big house” and “the little or baby house.” All guidelines in this handbook apply to infants with only a few exceptions. Please read the entire booklet if you are enrolling an infant at The Children's House.

746.2421 Children not yet ready for table food must have and follow written feeding instructions that are signed and dated by the child’s parent or physician.

The feeding instructions must be reviewed and updated by the parent every 30 days until the child is able to eat table food.

Parents must supply the food and formula or breast milk necessary to meet this schedule before leaving the child. When making updates to the feeding schedule, please complete a new form. Our facility does not have the ability to wash or sanitize bottles for reuses. Therefore, please make sure your child has an adequate amount bottles to last an entire school day. Any perishable items, formula and food, must be clearly labeled with the child’s name and the date and placed in the refrigerator each morning. Labeling is even more important in this building because the children are unable to tell us if something belongs to them.

For children under 12 months old, the following items need to be in your child’s box for the teacher to use: diapers, nasal aspirator, spoon, bibs, teething ointment, teethingers, extra pacifier, and any other special use items. If you are a breastfeeding feeding your child and would like to nurse during school hours there is a nursing station available for your convenience.

Infant Safe Sleep Policy

All staff, substitute staff, and volunteers at The Children’s House 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):

1. 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].
2. 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].
3. 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].

4. 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].
5. 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)].
6. 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].
7. Place only one infant in a crib to sleep [§746.2405 and §747.2305].
8. 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].
9. 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].
10. 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)].
11. Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
12. 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].
13. 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].
14. 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].

Diaper Changing

746.3501 Caregivers must:

- Promptly change soiled or wet diapers or clothing;
- Thoroughly cleanse children with individual cloths or disposable towels. Disposable towels must be discarded after use and cloths laundered before using them again;
- Ensure that the children are dry before placing a new diaper on the child. If the child must be dried, a clean, individual cloth or disposable towel must be used. Disposable towels must be discarded and cloths laundered before using again.
- Not apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use;
- Label powders, creams, ointments, or lotions with the individual child's name; and
- Keep all diaper-changing supplies out of children's reach.

Please be sure your child has ample supply of diapers and changes of clothing. We check children under 12 months old every 1 hour unless the child is asleep. Children 12-24 months are checked every 1 1/2 to 2 hours. If a child is even a little wet or dirty, their diaper will be changed.

Parking

If you are bringing children to the main building, please park at the curb in front of the building. **Never send a child into the center on his/her own.** An adult must check every child in each day. Be careful not to block the mailbox, especially between 10 and 11 o'clock. Pull into the back parking lot if you plan to be in the center for more than a few minutes. At the infant house you may use the drive or front curb as long as you watch for the water meter. Be careful at both places not to block someone in, especially in the mornings when all are hurrying to work. Please always drive slowly and with caution for the sake of our children. Never leave valuables in the car when entering the center.

Make sure to close and fasten all gates and doors that you enter. Open gates or doors are extremely dangerous for our children.

Please notice and respond to notes on the bulletin boards, the front door, and in your child's cubbie. This is how we communicate with parents.

Field Trips

746.3001 Caregivers must:

1. Obtain a signed permission form from the child's parent to take a child on a field trip, including permission to transport.
2. One or more caregivers must carry emergency medical consent forms and emergency contact information for each child on the field trip.
3. Have a written list of all children on the field trip and must check the list frequently to account for the presence of all children.
4. Have a first-aid kit immediately available on field trips.
5. Each child must wear a shirt, nametag, or other identification listing the name of the child-care center and the child-care center's phone number
6. Caregivers must be easily identifiable by all children on the field trip by wearing a hat, child-care center tee-shirt, brightly colored clothes, or other easily spotted identification
7. Each caregiver supervising a field trip must have transportation available, or a communication device such as a cellular phone, message pager, or two-way radio available or an alternate plan for transportation at the field trip location in case of emergency.
8. Caregivers with training in CPR and first aid with rescue breathing and choking must be present on the field trip.

Every child will have a generic field trip permission slip in his/her folder. However, before a field trip is taken an additional permission slip will be sent home for the parents to sign. The permission slip will contain all the pertinent information about the field trip.

The Children's House does not have a school van or bus, therefore children will be transported by Parent Chaperones and/or Staff.

The Children's House will provide children with a school shirt to wear on the field trip. This will allow the staff and parents to identify the children quickly.

Splash Days (Only in Summer Months)

746.5013.1 Wading/splashing pools (two feet of water or less) at the childcare center must be:

1. Stored out of children's reach when not in use,
2. Drained at least daily and sanitized
3. Stored so they do not hold water.

The Children House will have Splash Day every Friday during the months of June, July and August. All children participating need to bring a swimsuit and towel. Sunscreen will be applied to all children. If your child requires a specific type of sunscreen please speak with the Director.

Emergency Preparedness Plan

746.5201 Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan address the types of emergencies most likely to occur in your area including but not limited natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable diseases outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

The Children's House has an Emergency Preparedness Plan in place. Each classroom has a copy of the plan. Our plan is site specific to meet the needs of our students and staff. If you would to review and obtain a copy please contact the Director. Our facility practices regular monthly fire drills and semi-annual severe weather drills. For more information please contact the Director.

Insect Repellent/ Sunscreen

The Children's House **does NOT** provide insect repellent and/or sunscreen for any child. If a parent wishes for his/her child to have insect repellent and/or sunscreen applied then he/she must provide it. All insect repellent and/or sunscreen must be **CHILD SAFE**. Please make sure you do not send an insect repellent that requires your child to be rinsed off after returning inside. Please read the label carefully to make sure that it does not state "not for use on children". Please make sure to write your child's name on the insect repellent/bug spray. Please provide a spray on insect repellent and/or bug spray. (Lotions will not be accepted)

Please sign the following acknowledgements. These must remain in your child's folder of records while they are in care at The Children's House.

Date _____

I understand that I am responsible for my child's nutritional needs. _____
Sign

If a staff member feels uncomfortable releasing your child to a designated adult:

Please notify me immediately before the person leaves with my child. _____
Sign

If I am not available then _____

If the designated person refuses to wait until I am notified or the above action is taken, I understand The Children's House employee may call local law enforcement.

Parent signature

Parent signature

I will provide The Children's House the following:

Proof of Immunizations

746.623 Documentation acceptable for immunization records must have been validated by a physician or other health-care professional with a signature or rubber stamp and include:

- The child's name and birth date;
- The number of doses and vaccine type; and
- The month, day and year the child received each vaccination.

Health Statement

746.611 A health statement is:

- A written statement, from a health-care professional who has examined the child within the past year, indicating the child is physically able to take part in the child-care program
- A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member; or

A signed statement from the parent giving the name and address of a health-care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health-care professional as specified in paragraph (1) of this subsection within 12 months of the date of admission.

The center must have a health statement on file at the center, within one week after the date of admission, for each child who does not attend pre-kindergarten or school away from the child-care center.

Signature

I will update admission information as it may change. I will change the information in my child's folder, sign and date it, or complete a new enrollment form.

Signature

I hereby give permission for my child to be released to his or her sibling between the ages of 15 and 18 years old. My older child's name is _____

Signature

Your child's physical and mental wellness is our utmost concern. By law, The Children's House staff is responsible for reporting any suspected child abuse and neglect to the proper authorities. We must cooperate with all CPS investigations.

I have read and understand The Children's House policy regarding Child/Abuse and neglect. I understand that in the case of an investigation The Children's House may not be allowed to notify me of an interview by CPS with my child.

Signature

I have read and understand the Emergency Preparedness Plan as it pertains to The Children's House.

Signature

I have read and understand the Discipline and Guidance policy followed by The Children's House

Signature

I have read and understand the Infant Safe Sleep Policy followed by The Children's House

Signature

Review of Parent Handbook

I have read and understand the parent handbook provided by The Children's House. I understand that this handbook will be a source of reference when there is a misunderstanding.

I agree to comply with the guidelines in The Children's House parent handbook.

Parent Signature

Date

Parent Signature

Date

Please sign and return this page to The Children's House staff.