



Greater Waco

Early Education Center

a ministry of Greater Waco Baptist Church

Parent Handbook

At Greater Waco Early Education Center, we believe in building a foundation for the future by providing early education excellence and teaching Biblical principles. Our goal is to make a lasting difference in the lives of our students and their families through the use of a structured, Bible-based curriculum and a distinctly Christian atmosphere.

Parent Handbook

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Greater Waco Early Education Center

WELCOME TO ALL PARENTS

Welcome to our center! We are excited to have you as a part of our family. At Greater Waco Early Education Center every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing Greater Waco Early Education Center for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at Greater Waco Early Education Center, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common and your child may resist being left at Greater Waco Early Education Center in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them. We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

Lastly, to ensure that your child's time at Greater Waco Early Education Center is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (more than one set for infants)
- A small child-sized blanket for rest or nap
- A familiar cuddly toy to be used at nap time (optional)
- Three bottles to be kept at the Center
- Formula, baby food, or frozen breast-milk for infants as needed
- Diapers and wipes if needed

Always label everything with your child's name.

Amanda B. McKelroy, NAC

Director

Who We Are:

At Greater Waco Early Education Center, we know that everything matters when it comes to your child. From the caregivers we hire, to the curriculum we use – from the snacks we prepare, to the way we speak to your child, everything matters very much every day. We also realize what an enormous trust is invested in us when your child is brought to our Center. One of our Center’s goals is to earn the confidence of every parent, that their children are safe, loved, and respected.

Our Center is a ministry outreach of Greater Waco Baptist Church, which recognizes the value of every soul, and upholds the Biblical model of the family, along with the ultimate responsibility of parents. As a distinctively Christian childcare center, we will deliberately utilize Bible-based curriculum and Christian music. These, and other personal communications, will convey and encourage belief in the God of the Bible, who is the loving Creator of the universe, and in His Son, Jesus Christ, who is the sacrifice for every man, woman, and child; and the only hope of salvation from sin’s penalty.

Our mission is to make a lasting difference in the lives of our students and their families. We believe in building a foundation for the future through early education excellence.

What We Believe:

- That all scripture is inspired by God, profitable for teaching, reproof for correction, and training in right living. The Bible is our standard and measure for living daily.
- That God exists eternally, as one, in three persons – the Father, the Son, and the Holy Spirit.
- In God as the absolute and sole creator of the universe.
- God became a man in our Lord, Jesus Christ. He was born of a virgin, was crucified, died and was buried and resurrected. Later He ascended into heaven and is seated at the right hand of God and Father. He is the head of the church and He is our only mediator between God and man.
- That because Jesus died and rose again, we can have salvation and forgiveness from sin by faith in Jesus’ death on the cross. Our salvation is by God’s grace alone.
- It is the goal of every Christian to grow into “Spiritual Maturity” and discover what God would have them to do in His service. This growth comes through searching the Scriptures, Church fellowship, and the leading by God’s Holy Spirit. This is a life-long journey.
- That the Holy Spirit is the third person of the Triune God, and that He will direct us in our daily living as a Christian.
- The Holy Spirit is working in the church today; leading and guiding His people in our daily walk with God.
- The purpose of the Church is to lead people to Jesus Christ, to personal growth and discipleship and to Mission Outreach at home and around the world.

Greater Waco Early Education Center **PARENT'S HANDBOOK**

12.1 - MISSION STATEMENT:

Greater Waco Early Education Center is a ministry of Greater Waco Baptist Church. Our mission is threefold: to reach families for Christ, to discipline their children, and to provide opportunities for ministry and employment.

12.2 - STATEMENT OF SERVICES:

Greater Waco Early Education Center is a year-round program that offers all day care for children ages 6 weeks to 12 years. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time. We offer a Full Time contract, which is for children present at the center all day, and we offer a Part Time contract, which is for children enrolled for the After School Program.

12.3 - HOURS AND DAYS:

Greater Waco Early Education Center is open from 7:00am to 5:45pm, Monday through Friday. We are closed New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – Greater Waco Early Education Center will be closed on Monday and Tuesday) These days will be decided in January of each year and will be posted for your convenience. All holidays will be charged at the regular rate.

12.4 - SNOW DAYS:

Greater Waco Early Education Center will make every effort to remain open during the snow and ice.

12.5 - OTHER CLOSURES:

Due to state training requirements Greater Waco Early Education Center may be closed a minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided in January of each year and will be posted for your convenience. You will be charged at the regular rate for the weeks these days fall.

12.6 - STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Greater Waco Early Education Center complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

12.7 - ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Greater Waco Early Education Center. All requested personal information is kept confidential. The application asks for up to two Main Caregivers to be listed. Only the Main Caregiver(s) may make decisions regarding the account and student, may receive personal and financial information, are financially responsible for the account, may add or remove a pick up/emergency person, may obtain an annual tax statement, or may withdraw the student from our care. Main Caregivers are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Additionally, GWEEC is required to monitor compliance with State Regulations regarding immunizations. Students must maintain current immunizations and updated records must be provided to the center. A Physician's Statement must also be submitted upon enrollment stating your child may attend childcare. Greater Waco Early Education Center must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Main Caregiver's will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

12.8 - ADMISSION AND WITHDRAWAL:

Persons wishing to enroll their children in the center are encouraged to set up an appointment with the center office to come and tour the center and meet the director and their children's Lead Teacher. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the schedule of your child(ren)s average day. At this time we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER."

12.9 - GUARANTEED START DATE:

Greater Waco Early Education Center works on a "Guaranteed Start Date" rather than a "Waiting List". Upon deciding that Greater Waco Early Education Center is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the \$100 registration fee. (There is also a \$100 annual materials and curriculum fee which is billed annually.) At this time, you and the center will agree, upon the date your child(ren) will start. A minimum of two business days prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Physicians's Statement and shot records. Main Caregivers are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" section for more detail.

12.10 - PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Greater Waco Early Education Center. Also, each year we will have you renew all your paper work and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment fees and all other fees due. If Greater Waco Early Education Center is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a Main Caregiver's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

12.11 - DROP-OFF:

Children are required to be checked in using the check in tablet in the lobby prior to being taken to their classroom. The adult bringing the child in the morning must accompany the child(ren) to the appropriate classroom. Children may not be left unattended in the Center. Children will not be permitted in the building prior to opening hours. Drop-off time ends at 9:00am. The only exception to the cut-off time for dropping off children is if the child(ren) had a doctor's appointment and the office was notified no later than the business day prior. Teachers appreciate being notified by parents, however, only notifying the teacher and not the office will not qualify as sufficient notice for a late drop-off. A doctor's note must be produced at the time of drop-off. The children are not allowed to come into the Greater Waco Early Education Center area alone or to sign themselves in, nor may they be signed in by a minor. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately. When dropping off your child, remember that outside food is not allowed in the building unless it is being brought as an approved substitute due to a food allergy or is infant food for a child not yet eating table food. Please also remember that we do not permit children to come into the center using electronics – watching tv on a device, playing a video game, etc. If either outside food or an electronic in use is spotted, we will ask you to return it to your vehicle.

12.12 - PICK-UP:

All children must be picked up and checked out by an adult approved by the Main Caregiver and the center. All children must be checked out before being picked up from their classroom. Anyone who is allowed to pick up the child must be listed on the Pick-up Permission form or be approved in writing by a Main Caregiver. In an emergency, Main Caregivers may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto Greater Waco Early Education Center property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the Main Caregiver's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually. In

the event a child has not been picked up by 5:45pm and the center was not notified that the person picking up that day would be late and attempt will be made to contact persons on the approved pick up list to inform them the child is still at the center. Should the center be unable to contact any persons listed on the approved pick up list, or any person's contacted refuse to or unable to pick up the child, the sheriff's department will be contacted and if necessary CPS. The center is only licensed and authorized to care for children until 5:45pm. If a child is in our care past the designated time, and contact with a person able to pick up is not possible, we are obligated to inform the authorities of the situation.

12.13 - PARKING POLICY:

Greater Waco Early Education Center has a drop-off area by the doors to each building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Greater Waco Early Education Center is not responsible for items lost or stolen from cars or from the parking lot or facility.

12.14 - PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the center must be listed on the Pick-up Permission Form. Also, Main Caregivers are required to have a minimum of two emergency contacts listed on the Pick-up Permission Form. Phone numbers and addresses for all emergency contacts must be listed. To avoid confusion, it is the responsibility of the person enrolling the child in our center to properly fill out all forms. In custody situations the person enrolling the child in our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the Pick-up Permission Form. If a parent who is not listed, or who believes the information given to us was inaccurate, or contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. In the event lawyers cannot be contacted, we will contact the appropriate Law Enforcement Department. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

12.15 - EMERGENCY MEDICAL CONSENT FORMS:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the suspected food or non-food forms (for more information see MEALS AND SNACKS). If there is an allergy diagnosed by a physician, please complete the coordinating form, including the emergency plan, and have the physician sign the form. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photocopy of it so that we can up-date your file. Whenever any information

on this card changes – it is your responsibility to notify us and up-date or re-do this form. A hearing and vision screening from the doctor is required when your child turns 4 years old.

12.16 - INFORMATION CHANGE

Main Caregiver's are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission Form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Greater Waco Early Education Center has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Office written notice of the change as soon as possible.

12.17 - IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The Main Caregiver must provide the child's immunization record and all information must be current. They shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Main Caregiver's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Greater Waco Early Education Center does not require staff members to obtain vaccinations or immunizations. If Greater Waco Early Education Center is penalized or fined for non-compliance of immunization cards due to a Main Caregiver's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

12.18 - MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be outdated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must be labeled with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form filled out. Greater Waco Early Education Center reserves the right not to give medicines if the dosage is questionable or not according to the label. Greater Waco Early Education Center reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. Greater Waco Early Education Center does not administer any behavior altering medication. A copy of the "Permission to Give Medication" form along with the medication bottle and any remaining medication will be given returned to the Main Caregiver upon completion of the course of medication.

12.19 - ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement." This allows us to alert all of our staff to be on guard of their allergy. The

Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a “Non-Food Allergy Medical Statement” which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a “Authorization to give Medication” form if your child requires an Epi-pen or other emergency treatment. See Page 22 for the policy on substituting meals for food allergies.

12.20 - ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our Main Caregiver’s to monitor their children with these guidelines in mind. Outdoor play is essential to your child’s development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100.9 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100.9 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their Main Caregiver’s are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician’s note prior to returning. For further clarification refer to the F-Section of this manual for our full “First Aid/Medication Policy” and our “Guidelines: When A Child Can Return.”

12.21 - ACCIDENT REPORTS:

Safety is a top priority of Greater Waco Early Education Center. Yet, there are times when a child will have an accident/ incident or bite between your child and another child. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. All bites will receive a bite form for both the bitten and the biter. If a child bites another child more than twice in a day that student will be sent home and the Main Caregiver’s asked to help us resolve biting behavior. If any first aid is administered for an accident/incident or bite, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy kept in the student’s file. We ask that you sign the copy provided to you and return it to the teacher to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

12.22 - CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Greater Waco Early Education Center complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a , or a modification of equipment, or removal of physical barriers. We have a special instructions form for any special accommodation that your child may need. Parents must provide bug spray and sunscreen if needed. We will follow the label instructions for application. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

12.23 -BEHAVIOR POLICY:

At Greater Waco Early Education Center the staff are trained in using positive reinforcement as a means of discipline. Our goal is to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system, which we call our Behavior Intervention Policy. These policies begin on page 23. Our environment is a learning environment and there are some behaviors that cannot be tolerated for that environment to remain one of learning. Children will be suspended and the parents asked to correct the behavior at home should any of the following behaviors happen: intentional defiance toward an authority, being physically aggressive (ex: hitting, kicking, spitting), cussing, or running away from an authority. When children exhibit these behaviors they are a danger to themselves and to their classmates. We do not have the ability to correct these behaviors in our learning environment. The purpose of immediately suspending a child who exhibits these behaviors is to give the parents an opportunity to correct them at home. Should such behavior continue within a reasonable amount of time from the suspension, the child will be withdrawn from our care. We greatly appreciate our parent's willingness to aid us in behavior and discipline matters that we are not equipped to handle, allowing us to maintain a learning environment.

12.24 - TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, Main Caregiver's, and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center. Toilet Training usually begins around 2 years of age. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Greater Waco Early Education Center. Several complete changes of clothes should be kept on-center during this process.

12.25 - TOYS:

Greater Waco Early Education Center has a wide variety of toys, games and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is sleep-toys, which should be labeled with the child's name. Greater Waco Early Education Center is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

12.26 - CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. We strongly suggest children wear shoes with a back and hard bottoms. House shoes are not permitted and all full-foot shoes must be worn with socks (Ex: Tennis shoes, boots). Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

12.27 - DIAPERS:

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You may bring diapers and wipes in bulk to leave at the center. You will be notified when your child is running low. If you run out of diapers we will provide them to you automatically for a fee of \$5 per diaper. If you have any questions please check with the office or supervisor.

12.28 - SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Greater Waco Early Education Center. An annual curriculum fee of \$75 will be billed each September. Children who enter the center after September or prior to January 1st of the following year will pay an initial curriculum fee upon registering and an additional curriculum fee added on the following September 1st. No pro-rations will be given on this fee. ***Please mark all items clearly with your child's name.*** Additional personal items needed include:

- 1) A small blanket for rest time
- 2) A crib sheet for the mat (optional)
- 3) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at school. We strongly recommend that all items brought to the daycare be labeled with your child's name.

12.29 - CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to five years old. Each

class's lesson plans and your child's class schedule are posted on the parent information board in your child's room.

12.30 - INFANT CURRICULUM:

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include playing with toys, art, pretending, enjoying stories and books, music, and exploring outdoors.

12.31 - PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)

- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

12.32 - DAILY SCHEDULE:

The typical flow of a day's activities is below:

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: The teacher sits with children while they are eating, encouraging and participating in quiet conversation.

Nap Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age and are posted weekly in each room.

12.33 - CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

12.34 - STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by Texas law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Infants 6 wks – 11mos	4	1	10
Toddlers 12mos – 17mos	5	1	13
Toddlers 18mos – 23mos	9	1	18
2-Year-Olds	11	1	22
3-Year-Olds	15	1	30
4-Year Olds	18	1	35
5-Year-Olds not School Aged	22	1	35
School-Age Children	26	1	35

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

12.35 - MIXED-AGE GROUPING

Our program encourages times for mixed-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

12.36 - TRANSITION PLAN

Greater Waco Early Education Center will create an individualized transition plan to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

12.37 - SUMMER CAMP

A summer camp program is offered during the summer months for children 5yrs – 12yrs old. Activities include various art and craft projects, music, water fun, sports, stories, and field trips. Separate summer program fees are charged to cover field trip costs as well as a T-shirt fee for the summer camp T-shirt.

12.38 - OUR STAFF:

At Greater Waco Early Education Center we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of Texas through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

12.39 - STAFF AND CLIENT RELATIONSHIPS:

Greater Waco Early Education Center considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Greater Waco Early Education Center. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of Greater Waco Early Education Center while currently employed by Greater Waco Early Education Center or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

12.40 - WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our Main Caregiver’s and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s day and overall development through several written means.

- Parent Board – updated with current information about Greater Waco Early Education Center and curriculum
- Daily written communication in the form of “Daily Report” forms, “Incident” forms, and classroom memos will be placed in the child’s “cubby” from time to time.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child’s development.

12.41 - VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child’s “lead” or “primary” teacher to obtain detailed information on your child’s general growth and development. You can call to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone, or you can e-mail us through our website.

12.42 - PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. Children should be raised by parents. At Greater Waco Early Education Center, we strive to fill the gap created during early separation and when parents are not available. We welcome parental visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to

the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Greater Waco Early Education Center office with their suggestion.

1. Programs and Special activities, such as the Christmas Program
2. Special parent's involvement activities such as Thanksgiving Lunch
3. Party Day Volunteer
4. Come and eat lunch with your child
5. Send special treats for snack or meals (please notify the teacher a day or two in advance)
6. Help with center Fund Raiser

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

12.43 - POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area, which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or dress-up costumes.

12.44 - CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Greater Waco Early Education Center, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

12.45 - VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do ask that you sign-in at the front desk before going to your child's room. We have a designated location with comfortable adult chairs for mothers who would like to nurse. Please check in at the front desk. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. The director's dogs will occasionally be on the premises. In compliance with Minimum Standards, they are current on their vaccinations and have a current statement of health on file at the center. Their records are available to review upon request. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grand parents are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member. See CLASSIFICATIONS below for more information.

12.46 - CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A child who is in our care (all paperwork has been filled-out)

- 3) Parents/Main Caregivers or others during the course of regular drop-off or pick-up (This to not exceed fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor’s – Must be approved by the office and should be accompanied by an employee at all times and limited to a maximum of 15 minutes.
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 15 minutes.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore anyone who is in the building or on the property for an extended period of time must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

12.47 - VOLUNTEERS:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

12.48 - INTRUDERS:

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

12.49 - MEALS AND SNACKS:

Our meal and snack service consists of a breakfast (7:45a-8:15a, lunch (11:15a-12:00p), and an afternoon snack (2:45p-3:00p). All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions. Greater Waco Early Education Center participates follows the nutrition guidelines of the USDA Federal Food Program. According to USDA guidelines and our policies, to accommodate food allergies and restrictions we must have a physician’s statement stating the allergy or restriction, and the parent must substitute either the meal or component of the meal that the student may not eat. As per the Federal Food Program, we are required to serve all components at each meal. Should the parent neglect to provide a substitute meal or component, the student child will be served the same meal the rest of the children are served. Food brought to be substituted is to be labeled and given to the receptionist and will be served by the kitchen at the same time as the normal meals. Menus are available at the front desk and are posted on the

Parent Information Boards in each classroom. Food will be served during the specified meal times. Students arriving after the designated serving time will not be served, please take this into account particularly for the breakfast serving time. Meals may not be served past the designated time.

12.50 - FOOD FOR INFANTS AND CRAWLERS:

Parents must provide food/ formula/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with bottle warmers and refrigerators. All bottles must be labeled with the child's name. We do not allow pre-made bottles. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk. We request that three bottles are kept at the center for the staff to use in lieu of pre-prepared bottles being brought daily. The kitchen will wash and sanitize the bottles after each use and return them to the classroom.

12.51 - BRINGING FOOD FROM HOME:

Breakfast, lunch, and snack should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats.)

12.52 - PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. In addition we may take pictures of the children playing for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or include them in short video footage.

12.53 - REGISTRATION AND CURRICULUM FEES:

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee and curriculum fee that are due prior to the child's first day at Greater Waco Early Education Center. These fees are due upon initial enrollment, and the curriculum fee is billed annually each August. These fees shall suffice for that "School Year's" curriculum fee. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee of \$100 to guarantee the start date of their return. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program.

12.54 - WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two weeks notice of intent to change services.

Contracts are re-done annually. A statement of activity may be requested at the front desk at any time. Add on fees may occur such as in the case of School aged children who are in need of additional services due to an irregularity in the school schedule such as an early dismissal (additional \$5), schools out day (additional \$10), or school break (3+ days: \$120/week). Tuition rates change from infant to toddler when a student turns 18 months old. Tuition rates change from toddler to K3 at the beginning of the K3 school year. Tuition rates change from K3 to K4 at the beginning of the school year. Tuition rates change from K4 to K5 at the beginning of the school year. Students who graduate from the K5 and remain enrolled for the summer program will be billed summer program tuition rates.

12.55 - PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Monday. Tuition is collected by weekly auto-draft. A valid card must be kept on file. There will be a \$20.00 late payment charged if the payment fails. If a different payment method is preferred, a card must still be kept on file, however, payment can be made in advance prior to 10am Monday to avoid the card on file being drafted. Should the auto-draft payment be returned, the tuition must be paid by Tuesday, including the late payment charge. Failure to pay by Wednesday will result in not being able to drop off your student(s) until the account has been paid. The auto-draft will draft the current balance on the account. No account will be allowed to carry a balance. Any families enrolled prior to July 11, 2016 may be grandfathered in using the previous payment options of cash, check, credit card, or online payment without a card being kept on file. GWEEC reserves the right to require clients to pay tuition via auto draft if payment is not being made within the timeframe stated in the policy. There will be a \$30.00 fee added on all returned checks. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Clients may pay by check, cashiers check, money order, cash, credit card, online payments, or weekly auto-draft. All payments will be payable to: GWEEC. Payments may be given directly to the Front Desk. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. Registration fees are non-refundable. GWEEC may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs and attorney's fees incurred by Greater Waco Early Education Center to collect this amount. If Greater Waco Early Education Center elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

12.56 - CCS/ TSTC CLIENTS:

Greater Waco Early Education Center is authorized to receive payments from CCS and other Federal/State daycare assistance programs. If you qualify for free or reduced meals at a public school you might be eligible to receive help through CCS. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use CCS assistance must make these arrangements on their own and list us as their CCS Childcare provider. You may enroll in the program as a CCS client once the office has received a letter of authorization from CCS or a phone call from the CCS case worker, establishing your eligibility in our program. Greater Waco Early Education Center also requires that all CCS clients pay the difference between our private pay rates and the rates that CCS has established.

CCS clients may also have a weekly co-payment that is set by CCS. This is based upon family income. Greater Waco Early Education Center requires that all CCS co-payments be made weekly on Monday in advance of service. All Payment Policies and Procedures listed above for self billed clients will also apply to CCS clients. It is the responsibility of each CCS Client to insure that they

have no balance when the fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with CCS whether you stay at Greater Waco Early Education Center or move on to another center.

TSTC Program: TSTC pays a portion of the weekly tuition, the difference is billed weekly and normal payment policies apply. For weeks school is not in session TSTC does not pay toward tuition. There are two options for these weeks: you may choose to keep your student home and pay the normal partial payment to reserve the spot, or you may choose for your student to attend as normal and pay the full rate for that week. This includes but is not limited to weeks between semesters, Thanksgiving week, Spring Break, and Christmas Break.

12.57 - REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued.

12.58 - RECEIPTS AND STATEMENTS:

Receipts are available at the time of payment and upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance. Tax statements may only be given out in person to a person listed on as a Main Caregiver on the account. Tax statements may not be mailed, emailed, or faxed.

12.59 - LATE PICK-UP FEE:

There will be a \$1.00 fee added per minute, per child if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be late. Parents notified that a child is ill and needs to leave the center for the day will have 30 minutes to pick-up the child or the above "Late Pick-up Fee" will also apply. If a Main Caregiver or emergency contact cannot be located within 30 minutes of trying to contact them, the "Late Pick-up Fee" will also apply.

12.60 - VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Greater Waco Early Education Center office prior to or the day of the absence. If your child will be absent for two weeks or more at any given time, you may pay half tuition to hold your child's spot. You must notify the front desk ahead of time. If at the end of your requested absence you have not returned to the center, termination of care policies will apply. We require a two week written notice prior to your child leaving the center. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies, or its staff.

12.61 - NAP TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap.

12.62 - CHILD ABUSE REPORTING POLICY:

The State of Texas requires that Greater Waco Early Education Center and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child. At Greater Waco Early Education Center our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the Main Caregiver(s) that we have a staff member who has a founded child abuse on record. We will also let the Main Caregiver(s) know what the charge was.

12.63 - TRANSPORTATION POLICY:

Main Caregiver's are responsible for their child's transportation to the center and for arranging their own car pools. Greater Waco Early Education Center will provide transportation for school aged children to and from school at the locations that this service is offered. Greater Waco Early Education Center will provide transportation for field trips as the opportunities arise. Main Caregiver's will be notified about

field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare center. The transportation policy in its entirety is found in section K of this Handbook.

12.64 - INSURANCE REQUIREMENTS:

Greater Waco Early Education Center complies with the minimum insurance coverage as suggested by our independent agent.

For more information concerning policies and liability see management.

12.65 - ADDITIONS AND CHANGES:

Greater Waco Early Education Center reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

12.66 - DISCIPLINE POLICY:

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At Greater Waco Early Education Center we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

According to licensing rules for child care centers and Texas Administrative Code, Title 40: 746.28012) Discipline must be:

- (1) Individualized and consistent for each child.
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

746.2803

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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.

746.2805

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 with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

The following is considered unacceptable behavior:

- | | |
|--|--|
| Running in the classroom | Leaving the area or group without permission |
| Becoming disruptive | Removing shoes or other articles of clothing |
| Throwing toys, rocks, sand | Using toys and materials inappropriately |
| Aggressive behavior | Using toys and materials inappropriately |
| Abusive, or inappropriate language | Arguing with team members or other children |
| Lack of Cooperation | Behavior determined by the director to be unacceptable |
| Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair | |

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Time out" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation.
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "time out" /"think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives.
- 3) **"Time out" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out" /"think time" with-in the area becomes either inappropriate or ineffective.
- 4) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate
 - B) Or the severity denotes an un-resolved problem.

5) Behavior Intervention Meeting

- A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place.
- B) Those in attendance will be the Main Caregiver (s), the child's lead teacher, and a member of the leadership team.
- C) This may be called by any of the individuals listed above.

6) Sending a child home

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the Greater Waco Early Education Center Team.
- C) This is at the discretion of the most senior Leadership Team member present.

7) Suspension

- A) Three written behavioral reports within a nine week period constitute the child's being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child's space in the Greater Waco Early Education Center program.
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.

8) Termination of services

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare.
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present.
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- 1) Daily Reports – a parent/center communication format that does not count as a written behavior report. A copy will be kept on file.
- 2) Teacher Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used to track behavior patterns. These are to be turned in daily to the supervisor and kept in the student's file.
- 3) The “Behavior Improvement Plan” – The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior Improvement Plan” counts as one of the three that would result in suspension.

Greater Waco Early Education Center expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue working with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

12.67 - First Aid/Medication Policy

Greater Waco Early Education Center daily designates someone to be the “First Aid/Medication Staff. The First Aid/Medication Staff will always be reachable by phone. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid Kit in order and well stocked. The First Aid/Medication staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

- 1. Notify the Main Caregivers.
- 2. If the Main Caregivers are unable to be reached, proceed by

contacting someone on the emergency pick-up list.

3. Thirty (30) minutes will be given to pick-up the child. If the 30 minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100.9°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's Main Caregivers. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using disinfectant wipes.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's Main Caregivers and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's Main Caregivers as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with disinfectant wipes.
3. Apply an icepack to the injured area.

In an Emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's Main

Caregivers.

3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice/Fleas

1. Confirm with the on-site supervisor that nits, lice, or fleas are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning and procure a physician's note stating the child has been seen, treated, and is free of nits/lice/fleas.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the Main Caregivers that they do this as well.
4. A complete head check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the Main Caregiver's responsibility to present the child to a Leadership Team member or the First Aid/Medication person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by an approved pick up person, or the Main Caregivers have been notified and the child cleared by the appropriate person.

Contagious Disease

1. Main Caregivers are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted by the door of the affected room.
3. This alert will include a brief description of the disease and the date that the Center was notified.
4. The child may return to the Center as stated by the health alert.

12.68 - MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Child Protective Services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A staff member shall

also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations
To report child abuse anytime, day or night, call:

ABUSE HOTLINE

1-800-252-5400

12.69 - CHILD CARE CENTERS LICENSING STANDARDS AND PROCEDURES

This facility is regulated by the Texas Department of Human Services; Adult and Family Services Division.

Our Child Care Facilities Licensing Representative can be reached at:

Child Care Licensing Representative: Tiara Jackson - Phone: 254-750-9365

All of our recent inspection reports are available on the DFPS website and upon request.

12.70 - CUSTODY AND MAIN CAREGIVER PROCEDURES

When registering a student at GWEEC the person signing the paperwork has the opportunity to list up to two Main Caregivers for the student's account. Only the Main Caregiver(s) may make decisions regarding the account and student, may receive personal and financial information, are financially responsible for the account, may add or remove a pick up/emergency person, may obtain an annual tax statement, or may withdraw the student from our care.

In custody situations the person enrolling the child in our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the Pick-up Permission Form. If a parent who is not listed, or who believes the information given to us was inaccurate, or contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. In the event lawyers cannot be contacted, we will contact the appropriate Law Enforcement Department. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

12.71 - FIELD TRIP POLICY

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

I. Permission Slips

Main Caregivers must fill out permission slips in order for the children to be released to participate in the field trip.

II. Written Field Trip Plan

The staff member in charge of planning the field trip will write a field trip plan that will include the name of each participating child, staff member, and other individuals on the field trip; the times of departure from and return to the facility; and the name and telephone number of the field trip destination.

III. Ratios

The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of the supervisor. Each teacher and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior

to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.

III. Containment Areas

In some limited types of field trip outings, it may be advantageous to set up a “zone-defense” type of containment area rather than to continue “man to man” ratio style containment. “Zone-defense” is defined as a pre-determined area which each teacher will be responsible for. We use a team concept, where the team leaders are responsible to set up containment areas. The lead teacher, or team leader, is required to assign “zone-defense” positions and parameters such as: no grouping of teachers and no sitting on picnic tables. The lead teacher, or team leader, will decide which system will provide adequate safety for the children. This containment area shall be specific and each team member is to be given a specific assignment similar to the method used during the evening playground time. When the containment area is closed down, each child shall return to the team member’s care that was assigned to each of them prior to leaving our facility.

IV. Emergency Plans

In case of an emergency while on a field trip:

- A. We will make sure that all of the children are kept together in a safe place.
- B. We will take a head count and keep all of the children calm.
- B. Staff members will use their cell phones or radio to contact the center, and then 911 if necessary. They will also contact the child(ren)’s Main Caregivers if necessary.
- C. Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

V. Parental/Volunteer Help

All parents or volunteers must be screened according to the process outlined in the Volunteer Policy.

VI. Expenses

All field trips will be kept to a minimal expense. Main Caregivers will cover the expense of their child attending the field trip. Accounts will be billed the day of the field trip. Field trip charges are due at the time the next tuition payment is due.

VII. Leaving the Facility

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, medications (if needed), a copy of each child’s emergency card and a cell phone or radio. Staff members are required to make sure the office knows which form of communication they have. Water in an amount sufficient for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch-time staff members are responsible to take the snack/lunch with them. Children must be wearing in plain view a written identification stating the facility’s name, address, and telephone number. A Greater Waco Early Education Center t-shirt will be ordered for every student that will be participating in field trips. A t-shirt fee will be billed to the student’s account at the beginning of summer. T-shirts will be labeled with each student’s name and all t-shirts will remain at and be laundered at the Center. All t-shirts will be sent home with the students at the end of the summer.

Greater Waco Early Education Center EMERGENCY PLANS

12.72 - FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, LaVega Middle School.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm in the contained area out of the way of emergency vehicles and personnel until the children are released to their Main Caregivers. In the event the designated evacuation site is unsafe or unavailable the center will notify KWTX News Channel 10 (tv station). Parents should listen to the designated station for information. An attempt will be made to call and inform all families if this is possible.

12.73 - TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the bullhorn. If evacuation is necessary, children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover in the tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, LaVega Middle School. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm in the contained area until it is deemed safe for the children to be released.

12.74 - SNOW DAY AND POWER FAILURE PROCEDURE:

If the Public Schools are closed for the day due to inclement weather, Greater Waco Early Education Center may or may not also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to a blizzard or if evacuation due to power failure is deemed necessary, Main Caregivers are required to come as quickly and safely as possible to pick up their children.

12.75 - CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center bus and in staff members vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then KWTX News Channel 10 to have them notify the Main Caregivers of our location.

12.76 - INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the center staff is unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services would be called to inform them of the incident.

12.77 - INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

12.78 - LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the Main Caregiver and then the police. Staff would then proceed as directed by the police.

The children's emergency forms will be taken when leaving the building. A head count will be taken when leaving the building.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-ABULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STOLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.

12.79 - TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

WE WILL INSURE THAT:

OUR VEHICLES

- 1) All vehicles used to transport children are registered by the Texas Department of Transportation and have been approved by the state for transportation.
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60° F and 86° F.
- 4) The motor vehicle will include a fire extinguisher and a first aid kit.
- 5) Our vehicles shall be kept clean and mechanically safe.
- 6) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

OUR STAFF

- 1) All drivers shall be at least 18 years of age and shall hold a valid Texas driver's license; they shall also meet all standards set by Texas law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training in use of the passenger log and all transportation rules of the center and the state of Texas. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
- 3) All drivers shall comply with all state of Texas health requirements for Child Care workers.
- 4) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

SAFETY

- 1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
- 2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
- 3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
- 6) All children shall not be allowed to open or close any door or window of the vehicle.
- 7) The emergency parking brake shall be set and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.

- 8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
- 10) In the case of an accident while transporting children, the Texas Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

PROCEDURES

- 1) A copy of each child's emergency information shall be carried in the vehicle in addition to a Roll Sheet stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The Roll Sheet shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the Roll Sheet shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All Roll Sheets shall include the names of the persons who complete the Roll Sheet and a separate attendance record of that event. These records shall be kept at the center for one (1) year with or until the next annual license re-evaluation
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- 7) All children who are picked up during field trips or while be transported shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) The driver shall use no audio headphones or cell phone while the vehicle is in motion.
- 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (Exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance)
- 11) We will, at a minimum, adhere to the state adult to children ratios.
- 12) We will maintain acceptable adult to children ratios when transporting children who are school age. This will include the bus driver and an adult monitor.

KINDERGARTEN

12.80 – DROP OFF

Drop off is from 7:00am – 9:00am.

12.81 – PART TIME STUDENT PICK UP

Lunch is optional for part time students. It is an additional \$5 per day and is served at 12:00pm. Students not participating in lunch are to be picked up at 12:00pm. Late fees will apply to any student not participating in lunch that is not picked up by 12:30p. Students participating in lunch are to be picked up at 12:30pm. Late fees will apply to any student participating in lunch that is not picked up by 1:00pm.

12.82 – HOLIDAY VACATION WEEKS

The Kindergarten program will take a one-week break the week of Thanksgiving, and again for Christmas.

12.83 – FULL TIME STUDENT PICK UP

Full time students may be picked up at any point after 12:00pm, but no later than 5:45pm.

12.84 – TUITION AND FEES

If tuition is paid monthly, in advance: for any 5-week month, the 5th week's tuition will be free. This is only offered to the kindergarten program.