

# *Welcome to*

## **Tioga Early Childhood Development Center**

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

# *Parent Handbook*

Revised 2023

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

*Tioga Early Childhood Development Center is proud to be a participant of the Texas Rising Star (TRS) program. This is the Texas state quality rating and improvement system for child care programs participating in the Texas Workforce Commission's Child Care Services program. Numerous studies have shown that children who attend higher-quality programs are more prepared for school entry. Early Learning programs that achieve TRS certification, offer quality care that exceeds the Texas Health and Human Services Commission and Child Care Regulation minimum standards, are in a better position to positively affect the physical, social-emotional, and cognitive development of children.*

## **1. Tioga I.S.D. Mission, Philosophy and Goals**

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

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

## **2. Entrance & Enrollment Policy**

TECDC welcomes children of race, color, creed, religion, national origin, gender, or disability and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. TECDC serves children ages 6 weeks through 12 years old.

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

Children may be enrolled for existing openings by completing all enrollment forms, providing current shot records along with a physician's note okaying child for childcare, and submitting the required non-refundable fees. All of this must be completed prior to beginning

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

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

## **3. Special Needs Accommodations** Minimum standards 746.2202

TECDC will provide a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or ECI program. TECDC will utilize recommended adaptive equipment that has been provided to the center for child's use, ensure a child who receives early intervention services or special education services can receive those services from a qualified service provider at our center with parental request and approval. The center will also ensure that activities integrate children with and without special care needs and ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that care for a child with special needs is in a natural environment. Additional accommodations will be provided for home language, differing abilities and cultural backgrounds for children in each classroom.

## 4. Immunizations & Screenings for Children

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

Exception:

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

**Every child four (4) years of age or older must have a vision and hearing screening to be in care. Our center offers this service free of charge through Tioga ISD nurse's office for any of the children enrolled in our care. You may request a screening at any time if you have a concern through the office.** TB testing is not required by the county for children to attend Child Care at this time.

## 5. Employee Immunizations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).

Employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

## 6. Administrative and Teaching Staff

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

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

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

## 7. Curriculum Goals

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

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

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

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

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

## 8. Screen Time

TECDC does not allow children under 2 years old. Screen time may not exceed 1 hr per day. It is related to the planned activities that meet educational goals and is age-appropriate. School-age children may use their computers for homework during after school care.

## 9. Indoor and Outdoor Physical Activity

Minimum Standards 746.501(18)

TECDC strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who attend for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

TECDC will promote all children's active play every day. Children will have many opportunities to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for "rainy days".

### **Weather Related Decisions**

Classrooms will still go outside even when it is not ideal. The center will use the local weather suggestions for limiting time outdoors or changing clothing to better suit the needs of the children. The center will also use the local weather warnings that pose a significant health risk to prohibit outdoor play and use the gym for physical activity.

### **10. Child/Staff Ratio Chart**

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

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

### **11. Water Activities, Field Trips, Animals and Transportation “OH MY” ;)**

TECDC water activities include water table play, sprinkler play & splashing pools during the summer months for ages 6 weeks through 4 years. Off-site swimming pool will be used during the summer months for day camp (5-12 yr olds). Parents or legal guardians will be required to affirm in writing whether their child is able to swim or is at risk of injury or death when swimming. Those children that are unable to swim will be provided a properly fitted and fastened Coast Guard approved floatation device. Ratios will be maintained during these times. Field Trips and Transportation will only be offered to day camp children ages 5-12 yrs old. Details will be distributed in the summer camp information sheet including ratios, safety and locations. From time to time, TECDC may have classroom pets that meet the requirements by Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present and a note sent home with the classroom’s children.

#### **Sunscreen and Insect Repellant**

TECDC will apply sunscreen and/or bug repellant as needed. Sunscreen and bug repellant must be provided by the parent, must be in the original container, and must not have expired. A “Sunscreen/Bug Repellant Permission Slip” must be completed by the parent before these items can be applied.

### **12. Parent/Family Policies, Procedures & Participation**

TECDC believes the success of the child requires collaboration with staff and parents. This requires a partnership between school and home. TECDC welcomes parent questions and insights into learning activities and participation in classroom events. If you have a question about any of these, we welcome you to ask your

child's teacher(s) directly. However, if you have a problem or issue to discuss or a recommendation to make, please talk with the director or the assistant director. Teachers report directly to the director and the assistant director, who help them manage curriculum guidelines, federal guidelines, and classroom interactions. If you have questions about curriculum or classroom practices, we encourage you to talk to the director or the assistant director.

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

TECDC encourages parents to participate and volunteer in any of the school's or center's events throughout the year. Families are welcome to attend Easter egg hunts, Valentine's Day Parties and Christmas Parties.

Upcoming events will be posted on the parent board and/or on the Brightwheel App. Parents are encouraged to volunteer in the classrooms anytime they are available (check with Director for more info).

### **13. Child Care Regulations & Parental Notifications**

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

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

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

Local Child Care Licensing Office;

#### **Denton**

535 S. Loop 288 Suite 2001

Denton, Texas 76205

(214)583-4253

Texas Child Abuse Hotline 1-800-252-5400

Child Care Licensing Web Site [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

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

. Changes in enrollment policies and Parent Handbook updates will be announced in e-mails and uploaded to the Tioga ISD website.

### **14. Parent-Teacher Communication**

TECDC provides cubbies for parents and teachers outside each classroom for announcements and other information. The information will be handed to the parent upon pick-up. Open communication is very important to children's success. TECDC has multiple ways of communicating with parents including: notes

sent home, emails through the office or the teachers, DOJO through your room's teacher, verbal communication at drop-off or pick-up time. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any ways, yet acknowledgement that communication has taken place.

Parent Conferences are scheduled throughout the year when needed. Please contact the office if you would like to schedule a conference. For each age group, teachers perform developmental assessments of each child and may provide the assessment results to parents during a conference. If you have questions during the course of the year, do not hesitate to speak with your child's teacher, the Director, or the Assistant Director.

## **15. Confidentiality of Information**

### **Student and Employee Records**

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

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

## **16. Parent-Center Communication**

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

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

Parents should notify the office immediately of any changes in their addresses, phone numbers, emergency numbers, email addresses as well as other pertinent information such as immunizations must be kept up to date. The center allows a parent to update contact or pickup information without having to ask a staff member for assistance. Please email information directly to the director and we will ensure the change is effective.



## 17. Absences or Late Arrivals

If a child will be tardy or absent, parents should give advance notice or call the office as early as possible on the day the child will be absent so that we can schedule teachers accordingly. If the absence is due to contagious illness, parents must let the office know immediately so steps can be taken to ensure teachers and other parents are notified as needed.

**Children of toddlers through Pre-K classrooms need to arrive by 9:00 on a regular basis. Please let us know if you are needing a later arrival time. This will eliminate disruptions to class time and established routines of the classroom in preparing for transition into kindergarten.**

## 18. ILLNESS & EXCLUSION POLICY FOR CHILDREN

Temporary Exclusion is required when:

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.
- The child has any of the following conditions (unless a health professional determines the child's condition does not require exclusion):
  - **Appears to be severely ill** (lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hrs, rash with fever, mouth sores with drooling or un-explained behavior changes)
  - **Temperature** of 101° Fahrenheit or higher orally. TECDC uses infrared temporal (forehead) temperature and above 100 degrees is considered a fever.
  - **Uncontrolled Diarrhea:** defined by two or more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Re-admission after diarrhea can occur when diapered children have the stool contained by diaper and when toilet-trained children are not having 'accidents' associated with diarrhea.
  - **Communicable Disease:** Any diseases requiring exclusion defined by the Texas Department of State Health Services.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. Must be fever free without medication for 24 hrs.

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

Children with the above signs and symptoms will be separated from the group and cared for in office. Parent/guardian or emergency contact will be notified by administrator to pick up child.

- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of federal law in the American with Disabilities Act (e.g., HIV infection). The act

requires that childcare programs and schools make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

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

## **19. Procedures for Dispensing Medications**

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

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

## **20. Procedures for Handling Medical Emergencies**

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

## **21. Procedures for Drop-off and Release of Children. Safety Procedures**

**The center highly recommends parents are not on cell phones or other electronic devices while dropping off or picking up their child. This is a key time for communication between staff, children and families.** All children must be accompanied to and from the Center by a parent or a responsible adult. The parent **MUST** sign in and out on the sign in/sign out sheet and communicate with the staff when arriving or leaving. TECDC will only release a child to persons listed as authorized for pick-up. The person will be required to sign-out. Changes to the authorized pick-up must be done by email or in writing. The front office can help with changes if needed. The center will verify the identity of the person authorized to pick up a child but whom the caregiver does not know by requiring a valid photo id. The center will copy the id and retain the information for at least three months. If the staff suspect the person picking up a child is under the influence of drugs or

alcohol, the local police will be called for assistance. Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.

## **22. Preventing & Responding to Abuse and Neglect of Children**

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

## **23. Safe Sleep Policy**

All staff, substitute staff, and volunteers at TECDC will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- \* Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- \*Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- \*For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices.
- \*Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- \*Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- \*Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- \*If an infant needs extra warmth, use sleep clothing (sleepers or footed PJ's) as an alternative to blankets.
- \*Place only one infant in a crib to sleep.
- \*Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- \*If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- \*Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- \*Actively observe sleeping infants by sight and sound.
- \*If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- \*Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- \*Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

## **24. Emergency Preparedness Plan**

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

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

## **25. Nutrition (Meals & Food Service)**

TECDC will utilize the Tioga School Lunch Program. The meals will be prepared through the school cafeteria and brought to the children in their classrooms. The school kitchen is regulated by the USDA Department for food safety. The meals and snacks are nutritionally balanced following the recommended USDA nutrition guidelines. A light breakfast is served around 8:30 a.m. A well-balanced lunch is served between 11 a.m. and noon, depending on the age of children. An afternoon snack consisting of food from one food group is served between 2:30 and 3 pm. Weekly menus are posted on the parent board and in each classroom. If providing a lunch for a child please note we cannot refrigerate the lunch and it needs it still needs to be nutritionally balanced. Food brought into the center for celebrations may not be homemade.

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

## **26. Allergies/Intolerances**

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

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

## **27. Breastfeeding Procedures**

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

***Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Additional resources and contact information can be found at:***

**<https://www.co.grayson.tx.us/page/wic.breastfeeding>**

## **28. Fees, Dismissal and Withdraw Policies**

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

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

To remain in good standing at the Center:

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

If a child does not attend due to illness or vacation, payment will still be due to the Center. A two-week notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition with the deposit will be refunded. If the required notice is not given the deposit will be forfeited. TECDC reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition.

Any balances remaining after a 30-day period after withdraw or dismissal will be referred to Tioga ISD legal counsel for collection.

TECDC is a vendor for Texas Workforce Solutions. Workforce Solutions can provide financial assistance for families who need help paying for child care so they can work or go to school. You can contact WST at (903)463-9997 or their website.

If you receive childcare subsidy funds through TWC, you are required to inform the director of any elements related to your childcare services enrollment or program eligibility that the center can assist with.

## 29. Overdue Tuition Policy

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

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

## 30. Change in Full- or Part-Time Status

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

## 31. Hours and Late Pick-Up Policy

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

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

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

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

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

### **33. Discipline & Guidance Policy**

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

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

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

The strategies our teachers use to teach appropriate behavior fall into two broad categories — preventive and reactive. We use a variety of strategies to attempt to prevent as many problems as possible, including involving older children in formulating rules for their classrooms, using conflict resolution and peacemaking education in our classes, and encouraging children to use their words to communicate with teachers and consider how their words affect others. If a specific discipline problem must be addressed, teachers use techniques such as redirection to appropriate activities, problem-solving, and calm-down time. We believe that children learn self-control best when parents and teachers work together. Thus, we strongly encourage regular communication between parents and teachers.

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

### **34. Supplies/ Items from Home/Clothing Guidelines**

TECDC provides an excellent selection of developmentally appropriate toys, books and materials for most activities. Please leave all TECDC items at the center. Each classroom determines its policy for bringing in toys, music, or books from home. Please ask your child's teachers about specific details concerning this issue.

Toy guns and other toys and materials that glorify violence are not allowed at the center.

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

TECDC will provide a cot for the children in classrooms with nap/rest times except for school-age programs and children in the infant room (cribs are used). On the first day of each week, a clean blanket for rest time

should be provided by the parent. A pillow may also be brought from home. The blanket, pillow, and naptime toy should be taken home on Fridays for laundering.

School-age children may bring computers or tablets for school-related purposes as outlined in our screen time policy. TECDC is not responsible for damaged and/or loss of such computers or tablets. Phones are not permitted in our programs and must be kept in child's backpack or bag while at the center.

Children are engaged in various activities during the day and some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children need to be dressed in seasonably appropriate comfortable clothing. No overalls or onsies. Most appropriate type of shoes are rubber-soled, sneakers/tennis shoes. Sandals and open-toed shoes are not recommended due to the nature of our activities and the woodchips for our playgrounds.

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

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



## **35. Hours of Operation**

We are open from 6:30 a.m. to 6:00 p.m. Monday through Friday, with the exception of major holidays, 4<sup>th</sup> of July break & our winter break.

A center calendar will be provided to inform parents of holiday closings.

Fees will not be charged when the center is closed.

### **Inclement Weather**

In the event of bad weather, the Day Care will follow the school district in closings or early release. In the event of an early release the parents will be called to come pick up their child(ren).

### **Weather Closing**

Closings will be announced:

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

**KTEN Channel 10 (Ada, OK)**

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

Teacher's will also post on Dojo/Brightwheel accounts if possible.

## **36. TECDC Evaluations**

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

### **Questions**

If you have questions or comments about any of these policies, please ask the Director or Assistant Director. **We welcome parent feedback and suggestions on this handbook as well as the policies provided.**

### **Registration Notification for Pesticide Applications**

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



## **Community Resources**

**Tioga ISD**

[www.tiogaisd.net](http://www.tiogaisd.net)

**CDC Milestone Tracker Information**

<https://www.cdc.gov/ncbddd/actearly/milestones>

**Texas Department of Health & Human**

**Services Child Care Licensing**

**Local Licensing Office:**

**550 E. 15th Street, Ste. 120, Plano, TX 75074**

**Phone: 1-800-582-6036**

**State Office:**

**701 W. 51<sup>st</sup> Street, P.O. Box 149030**

**Austin, TX 78714-9030**

**Phone: 512-438-4800**

**Child Advocacy Center**

**910 Cottonwood Drive**

**Sherman, TX 75091**

**Phone: 903- 957-0440**

**The Rehabilitation Center**

**1216 Hillcrest**

**Sherman, TX 75092**

**Phone: 903-893-7457**

**Grayson County Crisis Center**

**4200 North Travis Street**

**Sherman, TX 75092-4042**

**Phone: 903-893-5615**

**Child Find Services**

[www.Tiogaisd.net](http://www.Tiogaisd.net)

**District Info**

**Child & Family Guidance Center of Texoma**

**804 East Pecan Grove Road**

**Sherman, TX 75090-1767**

**Phone: 903- 893-7768**

**Grayson County Health Dept.**

**205 N. Houston Ave.**

**Denison, TX 75021**

**Phone: 903-465-2878**

**Workforce Texoma Solutions**

**Grayson County**

**2415 S. Austin Ave., Ste. 105**

**Denison, TX 75020**

**Phone: 903-463-9997**

**LifePath Systems/Early Childhood**

**Intervention**

**2001 Loy Lake Road**

**Sherman, TX 75092.**

**Phone: 972- 562-0331**

**PlayWorks Therapy Group of Texoma**

**OT, PT, and Speech Therapy**

**2001 North Loy Lake Road, Suite J**

**Sherman, TX 75090**

**Phone: 903-487-5520**

**Texoma Community Center**

**Amber Denney, Director of Child and**

**Adolescent Services**

**Office Hours: 8 am - 5pm**

**Phone: 903-957-4701**

**City of Tioga Programs/Events**

[www.tiogatx.gov](http://www.tiogatx.gov)

Orientation Checklist

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

\_\_\_\_\_ I have received a copy of Parent Handbook & Operational Policies including the Discipline and Guidance and given an overview.

\_\_\_\_\_ I have been given a tour of the facility

\_\_\_\_\_ I have been introduced to the teaching staff and have visited with my classroom's teacher.

Agreement and Release Information

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

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

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

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

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

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

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

\_\_\_\_\_ I have read and understand the items listed above.

Name(s) of child/ren: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_