

# **Charlotte Sharp Children's Center (CSCC)**

## **Policies and Procedures Handbook**

**September 2021**

**Website: [CSCCprek.com](http://CSCCprek.com)  
Email: [CSCCprek@gmail.com](mailto:CSCCprek@gmail.com)**

## **Charlotte Sharp Children’s Center, LLC (CSCC)**

1411 Hensel Street, Building 1-100

College Station, Texas 78740

979-485-1308

Website: CSCCprek.com

Email: CSCCprek@gmail.com

### **WELCOME**

*Thank you for your interest in CSCC! Our staff welcomes you and your family!*

Our goal is to establish positive relationships with children and caregivers by providing high quality learning experiences in socially, emotionally, and physically safe classroom communities. Our staff ensures children are engaged in age-appropriate learning activities that help them develop social-emotional skills and friendships, competencies as thoughtful decision-makers, and confidence as young learners.

### **CSCC is a Tobacco-Free and Drug-Free Environment**

CSCC is a non-smoking and non-vaping, drug-free and alcohol-free environment. For the safety of children, staff, and families, smoking and vaping and using any form of a drug without a prescription and completed medical release form are strictly forbidden. Failure to adhere to this zero-tolerance policy will result in immediate removal from the building, immediate termination of services by CSCC, and/or immediate termination of employment. Additional, under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

### **CSCC Non-Discrimination Policy**

*CSCC is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age Discrimination Act of 1975 (Public law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). CSCC is an equal opportunity program. No person will be denied or subjected to discrimination based on race, color, origin, age, sex, disability, political or religious beliefs, or practices.* This handbook describes the operational policies and procedures for the Charlotte Sharp Children’s Center (CSCC). Our program strictly follows state guidelines for operating a licensed childcare facility approved and monitored by the Texas Department of Health and Human Services (HHS). It is a state requirement that parents and caregivers have access to a CSCC Policy and Procedure Handbook. A copy of this handbook may be reviewed in print at CSCC and downloaded from the website, [www.tamuclc.com](http://www.tamuclc.com).

**You will be asked to sign a form acknowledging you are aware of and have been provided access to the CSCC Policies and Procedures Handbook.**

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## MISSION STATEMENT

Preschool years are critical developmental periods for children's learning. Children are rapidly acquiring knowledge and language while developing skills for socialization and self-regulation. Participating in high quality early learning experiences helps children become competent learners with strong foundational skills for cooperating, thinking, and communicating. CSCC's mission is differentiated to provide quality care, guidance, and instruction for children, families, and the community.

- Our **behavioral mission** is to help children acquire socially acceptable ways to manage their emotions and behaviors as they cooperate, share space and materials, and respectfully communicate ideas, thoughts, and feelings. Our goal is to help children become socially and emotionally competent learners that creatively solve problems by making responsible choices.
- Our **educational mission** is to develop children's foundational skills for listening, speaking, thinking, and reasoning so they gain competencies for language and literacy, numeracy/mathematics, science and social studies, physical health, and fine arts. Our goal is to engage children in instructional and play-based activities that encourage analytical and creative thinking, thoughtful problem solving, and discipline and perseverance to complete challenging tasks.
- Our **community mission** is to become a collaborative resource for teaching and learning for parents, caregivers, local and state childcare providers, teachers and administrators, faculty and staff at TAMU, and college students pursuing careers in childcare, nursing, and family support services. Our goal is to provide evidence-based professional development to educate and support adults working with children and families.

## Our Vision for the Community

The Charlotte Sharp Children's Center (CSCC) is destined to become a model for community partnerships working together to increase access to high quality childcare and educational experiences for children, families, faculty members and college students, and senior citizens. CSCC is part of a larger project called the TAMU Intergenerational Learning Center that includes combining resources and activities for senior citizens, young children, and families. Four senior living facilities will be constructed near our preschool and tentatively completed by 2025.

The Intergenerational Learning Center and CSCC will engage children and adults in recreational and educational activities that promote wellness, active, social lifestyles, and learning experiences that develop or maintain cognitive, physical, and communication skills. The project will include scientific research purposed to disseminate information to guide decision-making while improving and enhancing the quality of living, learning, and sharing knowledge with adults and children.

## **Commitment to Families and Children**

The CSCC staff is committed to providing high quality learning experiences and childcare for your child. We will work collaboratively with you to ensure needs are addressed. We honor and respect all family preferences and we invite feedback that increases our knowledge about your child.

Our daily schedules include whole- and small-group activities where we model collaborative skills and communicate about everyday experiences. Our Daily Schedules are posted on the CSCC website under the tab, Resources. Children participate in a balance of adult-led and child-directed activities where they share ideas, thoughts, and feelings. There are multiple opportunities for children to attend learning centers, ask/answer questions, and engage in productive play that develops social-emotional and cooperative skills.

## **HOURS OF OPERATION, TUITION, AND FEES**

**Licensed Hours of Operation**                      **7:15 - 6:00 pm, Monday–Friday, full day**  
**8:00 - 11:30 am, Monday-Friday, half day**

CSCC is open 12 months of the year except for holidays or inclement weather days. School closures will follow local school districts, including closures due to inclement weather.

### **Monthly Tuition**

Monthly tuition cost for one child attending full-day is \$775.00. Half-day tuition is \$450/month.

- Tuition is due on the first day of each month.
- Monthly tuition paid later than the first day of each month will result in a \$10.00 per day late fee.
- There will be a \$25.00 fee for any check or payment that is invalid.
- **Tuition is NOT prorated or reduced due to absences, holidays, inclement weather, vacations, or sickness because our expenses for staff, rent, and utilities remain the same.**

### **Supply Fees**

Supply fees are due on the first day of each month that begins a new semester: August, January, and June. Supply fee cost is \$75.00 per child. Parents do not purchase or supply any materials.

### **Late Pick-Up Fees**

CSCC is state licensed and insured for operations from 7:15 am until 6:00 pm on Monday-Friday. Our insurance provides protection and coverage during hours of operation only. Late fees will be assessed to ensure compliance with state regulations. Late fees are \$1.00/minute for first 10 minutes and \$5.00/minute after 6:10 pm. Persistent issues with pick up times will result in discontinued services.

## **HOLIDAYS AND SCHOOL CLOSURES**

CSCC is open on Monday-Friday from January through December except for designated holidays and school closings due to inclement weather. **There are no reductions in tuition for school closures due to holidays, inclement weather, illnesses or family vacations because our costs remain the same.**

School closures include holidays and staff development days (training required by state licensing). Copies of our school closings are sent home at the beginning of the year and they are also posted in the office.

### **Remaining CSCC School Closures for 2021**

Labor Day	Monday, September 6
Thanksgiving Holidays	Wednesday-Friday, November 24-26
Christmas Holidays	Thursday-Friday, December 23-24
New Year's Eve	Friday, December 31

### **CSCC School Closures for 2022**

New Year's Day	January 1, 2022
Martin Luther King Day	Monday, January 17
President's Day	Monday, February 21
Spring Break	Thursday-Friday, March 17-18
Good Friday	Friday, April 15
Staff Development Day	Friday, May 27
Memorial Day	Monday, May 30
Juneteenth Day	Sunday, June 19th
Independence Day	Monday, July 4
Staff Development Day	Friday, August 12
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Thanksgiving Holidays	Wednesday-Friday, November 23-25
Christmas Holidays	Thursday-Friday, December 22-23
New Year's Eve/Day	Friday, December 30, 2021

### **Closures Due to Inclement Weather**

CSCC closings are based on unsafe conditions impacting staff, families and or children. Decisions about school closings due to inclement weather will align with local school districts and Texas A&M University. Information about school closings due to inclement weather will be made on local television stations.

## HOURS OF OPERATION, TUITION, AND FEES

**Licensed Hours of Operation**                      **7:15 - 6:00 pm, Monday–Friday, full day**  
**8:00 – 11:45, Monday-Friday, half day**

CSCC is open 12 months of the year except for holidays or inclement weather days. School closures will follow local school districts, including closures due to inclement weather.

### Monthly Tuition

Monthly tuition cost for one child attending full-day is \$775.00. Half-day tuition is \$450/month.

- Tuition is due on the first day of each month.
- Monthly tuition paid later than the first day of each month will result in a \$10.00 per day late fee.
- There will be a \$25.00 fee for any check or payment that is invalid.
- **Tuition is NOT prorated or reduced due to absences, holidays, inclement weather, vacations, or sickness because our expenses for staff, rent, and utilities remain the same.**

### Supply Fees

Supply fees are due on the first day of each month that begins a new semester: August, January, and June. Supply fee cost is \$75.00 per child. Parents do not purchase or supply any materials.

### Late Pick-Up Fees

CSCC is state licensed and insured for operations from 7:15 am until 6:00 pm on Monday-Friday.

Our operational hours are regulated and monitored for compliance by licensing agents. Our insurance provides protection and coverage during hours of operation only. Therefore, late fees will be assessed to ensure compliance with state regulations. CSCC employees required to stay late for a child will be reimbursed for the time spent on the job after regularly scheduled hours.

- Late fees are \$1.00/minute for first 10 minutes and \$5.00/minute after 6:10 pm
- Late fees must be paid within one week of noncompliance.
- Failure to comply with CSCC policies will result in discontinued services for your child.

## HOLIDAYS AND SCHOOL CLOSURES

CSCC is open on Monday-Friday from January through December except for designated holidays and school closings due to inclement weather. **There are no reductions in tuition for school closures due to holidays, inclement weather, illnesses or family vacations or early withdrawals.**

Scheduled school closures include holidays and staff development days (training required by state licensing). **Copies of scheduled school closings are included in the handbooks and accessible on the CSCC website, [www.CSCCprek.com](http://www.CSCCprek.com), under the tab, RESOURCES.**

### **Remaining CSCC School Closures for 2021**

Labor Day	Monday, September 6
Thanksgiving Holidays	Wednesday-Friday, November 24-26
Christmas Holidays	Thursday-Friday, December 23-24
New Year's Eve	Friday, December 31

### **CSCC School Closures for 2022**

New Year's Day	Saturday, January 1
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21
Spring Break	Thursday-Friday, March 17-18
Good Friday	Friday, April 15
Memorial Day	Monday, May 30
Juneteenth Day	Sunday, June 19
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Holidays	Wednesday-Friday, November 23-25
Christmas Holidays	Thursday-Friday, December 22-23
New Year's Eve/Day	Friday, December 30, 2021

### **Closures Due to Inclement Weather**

CSCC closings are based on unsafe conditions impacting staff, families and or children. Decisions about school closings due to inclement weather will align with local school districts and Texas A&M University. Information about school closings due to inclement weather will be made on local television stations.

**There are no reductions in tuition for school closures due to holidays or inclement weather, illnesses or family vacations.**

### **MONTHLY TUITION AND FEES**

Monthly tuition for any child attending CSCC is \$775.00 for full-day (7:15-6:00 pm) or \$450 for half-day (8:00-11:30am). Tuition is due on the first of each month. Parents may enroll in ProCare, an online software program that allows you to create a personal account, make payments, and access records at

all times. Our staff will input your personal information and set up an account with ProCare for you. You will create a password and select options for making payments.

- Tuition payments should be payable to CSCC and paid using your private ProCare account.
- Late fees of \$10.00 per day will be assessed for failing to pay monthly tuition on time.
- There will be a \$25.00 fee for any payment that is invalid.
- No care services at CSCC will be provided if payments are more than one week late.
- **Tuition is NOT prorated or reduced due to absences, holidays, inclement weather, vacations, or sickness.**

### **Supply Fees**

Supply fees are due at the beginning of each semester: August, January, and June. Each supply fee is \$75.00 per child. Other than supply fees, parents do not purchase or supply any materials. Parents will be notified each semester about purchases using supply fee funds. Items purchased include books, toys, and curriculum materials, games and manipulatives used in learning centers.

### **Late Pick-Up Fees**

CSCC is state licensed to operate as a preschool and childcare facility from 7:15 am until 6:00 pm on Monday-Friday. Our operational hours are regulated and monitored for compliance by licensing agents. Our insurance provides coverage during hours of operation only. Therefore, late fees will be assessed to ensure children are picked up on time and CSCC remains in compliance with state regulations.

- **Late fees are \$1.00/minute for the first 10 minutes and \$5.00/minute after 6:10 pm**
- Late fees must be paid within one week of noncompliance in order to continue services.
- Unless there is an emergency, failure to comply with CSCC policies related to hours of operation will result in discontinued services for your child.

## **STAFF QUALIFICATIONS**

The Charlotte Sharp Children's Center (CSCC) is owned and directed by Vicki Gibson, Ph.D. She is a nationally known and respected author, teacher, professional development provider, and expert in classroom management, curriculum development, and early childhood. Dr. Gibson owned and directed three preschools in Bryan and College Station, The Education Station, Collier Campus, Inc., and Longmire Learning Center. Dr. Gibson's resume and bio/vita are available on the CSCC website.

The success of CSCC is a direct outcome of the highly qualified, experienced, caring, and nurturing staff. Photos, names, and bios for each CSCC staff member are available on our website. Additional information about our staff may be viewed on the monitor in the CSCC office and our website.

The program quality and effectiveness at CSCC is a result of on-going instructional support and coaching for staff who participate in professional development to learn more about child development and age-appropriate expectations for performance, teaching methods and progress monitoring.

All staff members undergo criminal history background checks and fingerprinting by the state for previous records of child abuse, criminal history background check. State requirements for childcare providers include:

- High school diploma, or GED, plus training hours as specified by the state
- Testing for tuberculosis and a statement of good health completed by their physician
- Certification to perform First-Aid and CPR
- Agree to follow all state laws and minimum standards for childcare and all health and safety regulations set forth by the Texas Health and Human Services and Child Protective Services.
- All CSCC employees and staff are required to participate in ongoing professional development for a minimum of 24-30 clock hours per year in addition to First-Aid and CPR.
- TAMU students and volunteers will also receive informative briefings about CSCC policies and procedures and the limitations of their interactions and responsibilities in our classrooms before they participate in activities. Students and faculty must have criminal history background checks, fingerprinting, and statement of good health prior to entering our facility.

## **LEARNING ENVIRONMENTS AND CLASSROOM MANAGEMENT**

Our classroom communities are inclusive and responsive to needs. Our staff is loving and supportive and we communicate respectfully always. The classroom management routines and procedures create an orderly, predictable environment. Children feel safe, calm down, and form friendships with adults and peers. They develop skills for managing their emotions, practicing self-regulation and thoughtful decision-making by sharing responsibilities and making learning center choices.

Children are active members in our classroom communities. They share daily responsibilities as helpers by completing jobs and assisting others. Children work together to identify and resolve minor problems. They develop social-emotional and leadership skills from classroom helper experiences that teach kindness, tolerance, patience, and empathy for self and others.

We believe in teaching children how to make age-appropriate responsible choices and how to be accountable for their decisions and actions. Children have multiple opportunities each day to choose learning centers with their friends and manage their own behavior with less direct supervision from adults. Our staff models and teaches ways to cooperate and communicate respectfully, share materials and space, and develop positive social relationships for responsible, accountable behavior.

Our goal is to help children develop independent and competent skills as they:

- Feel comfortable, accepted, and safe socially, emotionally, and physically
- Develop skills for self-regulation, cooperation, and collaboration
- Respectfully communicate and identify and express needs, thoughts and feelings
- Explore, experiment, ask questions, and solve problems, and
- Acquire skills and become competent learners and confident decision-makers.

## **DISCIPLINE, GUIDANCE AND BEHAVIORAL MANAGEMENT**

Our staff participates in onsite professional development for implementing a proactive, preventative behavioral management system that is flexible to needs and ensures children know what to do and how to perform. Our classroom environments are organized and interesting. Children work in whole and small group activities and child-directed learning centers. Activities and materials in classrooms are changed every two weeks to ensure experiences are fun and engaging thus minimizing disruptions.

The CSCC staff model and teach social-emotional skills that help children participate successfully in activities that include age-appropriate expectations. Teachers use a Choice Board to identify choices and help children think about choice options and potential outcomes or consequences. Choice Boards are used to help children think about options and make responsible, accountable decisions. Making choices teaches the importance of thoughtfully considering consequences related to their decisions. Children choose learning centers multiple times per day to practice applying these skills and assuming responsibility for their behavior by cleaning up materials after use.

For more information about our CSCC management routines and procedures and discipline policies, you may review two books written by Vicki Gibson, Ph.D. entitled, *Classroom Management for Early Learning* and *Teaching Responsibility and Respectful Communication*. Copies of both books are available in the CSCC office for you to check out and read. Soon, parent seminars about these topics will be provided so

that CSCC staff can work collaboratively with you to apply similar expectations and behavioral management at home and school.

## **Business Centers**

You can learn quickly about classroom and behavioral management routines and procedures by viewing a bulletin board in each classroom called the **Business Center**. The charts displayed on the Business Center serve as visual roadmaps for participation in activities. Adults and children can simply look at the Business Center and see how and when activities occur each day and when children participate in learning centers. A Business Center helps children understand and comply with expectations. Each Business Center includes:

- **Daily Schedules** that identify time periods for teaching, learning and play, snack and lunch. Each class' daily schedule is posted on the CSCC website under the tab, Resources.
- **Rotation Chart** is a visual roadmap that helps children know what to do and what small group they have been assigned. Children are grouped for instruction and group memberships change frequently based on the skill or concepts taught.
- **Helper or Job Chart** is a chart that includes names of classroom jobs and pictures. Children's names are placed beside each job to indicate job assignments. Children share responsibilities and work to help self and others in the classroom community. Many social-emotional skills are developed using a helper chart. Children learn to be patient, help others, speak respectfully, and show empathy and kindness.

## **Policies for Addressing Aggressive and Unsafe Behavior**

Our staff works with caregivers and families to ensure children enter our program feeling welcomed and safe to minimize fears and behavioral disruptions. If problems occur that involve social-emotional or behavioral concerns, parents/caregivers will be notified immediately by phone and in writing. Parents and CSCC discuss options for working together to cooperatively address needs and concerns.

*If parents, legal guardians or caregivers do not comply and work with our staff to identify actions and interventions to correct aggressive and potentially harmful behavior, services at CSCC may be terminated. If safety issues continue, no further attendance will be allowed.* In the event a child exhibits aggressive behavior that threatens the health and/or safety of other children or staff, TAMU CSCC reserves the right to remove any child's name and registration from a class list, thus suspending or ending enrollment and attendance.

## **SERVICE DOGS AT CSCC**

### **Sophie, CSCC's Certified Good Citizen Dog - Advanced**

CSCC has a certified Good Citizen Dog - Advanced named Sophie. Sophie used to welcome children and adults and ease transitions. She helps children make friends at CSCC. She was bred by Deercreek Labradoodles in Kentucky who specializes in breeding dogs with the disposition to serve as therapy and disability dogs that are hypoallergenic and do not shed.

Sophie is a well-behaved facility dog that loves to snuggle and play with children and adults and welcome them into our classroom communities. Sophie is a multi-generational Aussie Labradoodle bred and trained to be sensitive to special needs and provide comfort for children and adults during stressful situations. Sophie has participated in numerous training sessions with Tyler Shade, Owner of Texas Modern K9s in Waller, Texas, <https://texasmodernk9s.com>. Sophie's veterinarian records are in the office and her training credentials are displayed in the front office. Children and parents love Sophie. Many think she looks and feels like a teddy bear!

### **Canine Companions for Independence and Patriot Paws Service Dogs**

There may be occasions when puppy raisers/trainers and their service dogs visit CSCC classrooms. You will be notified in advance before puppy raisers and their dogs visit CSCC. Both organizations, Canine Companions for Independence and Patriot Paws, train puppies to serve people with special needs or disabilities. We have worked with these agencies before and witnessed their impact on children and adults. More information about these organizations is available on their websites, Canine Companions for Independence, <https://www.cci.org> and Patriot Paws of Aggieland, <https://maroonlink.tamu.edu/organization/37>. All veterinarian records, training and certification documents for Sophie, and any animal at CSCC, are on file in the Director's office. *If your child is apprehensive about dogs, please share that with our staff.*

## **CURRICULUM AND INSTRUCTION**

There is multiple comprehensive early learning curriculums used at CSCC that were authored by our Director, Vicki Gibson, Ph.D. Both preschool curriculums, *Ready to Advance Early Learning Program* and *Foundational Learning* were submitted for extensive review and approval by the Texas Education Agency who determines which materials/curricula are appropriate and approved for use in Texas preschool classrooms.

The preschool curriculum for 2-year-old children at CSCC is "under construction" and in draft form. After the curriculum is used at CSCC in 2020-2021, it will be published. The 2-year-old curriculum is aligned with Texas Infant and Toddler Guidelines and is designed to help children develop foundational skills for

self-regulation, respectful communication, social-emotional learning (SEL), and emergent pre-academic tasks.

The preschool curriculum used at CSCC for our 3-year-old children is called **Foundational Learning**. The curriculum is aligned to the Texas Infant and Toddler Guidelines for children ages 36–48 months. It is a comprehensive program, meaning that all ten academic domains approved by the Texas Education Agency are incorporated into daily learning and play activities.

The prekindergarten curriculum for 4–6-year-old children is called **Ready to Advance (RTA) Early Learning Curriculum (or RTA PreK4)**. The national research- and evidence-based curriculum was published in 2018. A Texas edition of RTA PreK4 was created for the 2020-2021 Texas PreK Adoption by Texas Education Agency. RTA is aligned with the Texas Prekindergarten Guidelines that were revised in 2015 and are currently used in all public PreK schools in Texas.

All CSCC early learning curriculums include hundreds of books, instructional supports and materials, games and technology for discovery and extending learning about 10 themes during the academic year. The content and skills are integrated into ten learning domains approved by the Texas Education Agency and State Preschool Guidelines. You may review our curriculum in any classroom and obtain a RTA Program Guide in the CSCC office. Examples of both RTA curriculums and the instructional materials are included on the CSCC website and on the publisher's website, [www.benchmarkeducation.com](http://www.benchmarkeducation.com).

Children will follow another instructional curriculum written for Texas by Dr. Gibson and entitled, the *We Can Early Learning Curriculum* published by Cambium learning/Voyager Sopris West. *We Can* is a 12-month curriculum for 4–6-year-old children. We will use the summer units of study entitled, Freshwater Animals and Environments and Saltwater Animals and Environments/Biomes. *We Can* is published by Voyager learning in Dallas, Texas.

In the fall, older children and their teachers will use a comprehensive English Language Arts curriculum entitled, the *Wonders K-Grade 5 Reading Program* published by McGraw Hill. Dr. Gibson is one of ten authors, researchers, and national educational presenters who created the program and materials. *Wonders* is on the Texas Education Agency adoption list. CSCC will use the kindergarten and grade 1 series from *Wonders*.

## **Daily and Weekly Activity Plans**

Another management and instructional tool used by CSCC to create orderly learning environments is called an **Activity Plan**. This is a lesson plan that includes an overview of daily and weekly content and skills that will be introduced or practiced in lessons. All activity plans provide instructional guidance for

teachers and support staff at CSCC staff, and they inform caregivers and visitors about content and skills and practice activities in our classrooms. **Monthly Activity Plans** are posted in each classroom and copies are also available on the CSCC website, [www.tamucllc.com](http://www.tamucllc.com). Go to the tab, Resources and scroll down to view CSCC Big Sheets and curriculum guidelines.

All CSCC lesson plans, activities, and learning materials align with 50-state guidelines for childcare and the Texas Education Agency's Infant and Toddler Guidelines (2–3-year-old children) and the Texas Prekindergarten Guidelines for children ages 4.0 and older. Copies of the Infant and Toddler Guidelines, the Texas Preschool Guidelines, Texas Kindergarten Essential Knowledge and Skills (TEKS-K), and Head Start Outcomes Framework are available for your review in the office. You may access and review the Texas' early learning guidelines here, <https://tea.texas.gov/pkg.aspx>. The guidelines are also included under the Tab, Resources, on the CSCC website.

***NOTE:** CSCC follows the Texas Preschool Guidelines for children in preschool and kindergarten. The Texas PreK Guidelines for 48-month-old children include standards for saying the Pledge of Allegiance, recognizing state and national flags, and scheduling a daily moment of silence to commemorate historical figures and events in the past. If there is a conflict with this requirement, please notify the Director.*

## **Progress Monitoring and Reporting**

Progress monitoring and informing parents and caregivers about children's development is an integral part of any high-quality early learning program. Daily our staff interacts personally with children while participating in whole- and small-group activities. Adults ask and answer questions, introduce and clarify concepts, and develop word knowledge for oral language and vocabularies. Children are encouraged to use American Sign Language (ASL) and gesture and communicate and share ideas as well as verbalize thoughts and feelings. Through practice, children learn to participate in collaborative conversations by taking turns, waiting for a turn to talk, and sharing the talking time (all are state requirements for preschoolers).

Teachers and staff frequently record comments about their observations and use the data to complete progress monitoring checklists that align with the key concepts and skills developed in the RTA curriculums. At the end of each monthly thematic unit, teachers complete a Unit Checklist that includes key concepts and skills introduced and practiced in classrooms. The checklists help teachers monitor and report children's progress. A copy of your child's checklist will be sent home at the end of each month, and an additional copy will be maintained in your child's records in the classroom and office.

According to state preschool guidelines, **mastery of most concepts and skills is NOT required before 60 months**, if required by that age. The Unit Checklists in RTA use a Likert scale, or rating of 1-5 to

estimate progress toward end-of-year goals in state guidelines. *Ready to Advance Early Learning Curriculum PreK4* includes three types of progress monitoring tools that may be used AFTER children enter CSCC and feel safe and welcomed:

- **Early Learning Screener** that provides general readiness information that is useful for planning and beginning instruction,
- **Work Sampling or Portfolios** where staff maintain copies of children's work and compare skill growth over time
- **Monthly Unit Checklists** used monthly to estimate and report progress on concepts and skills taught and practiced to date,
- **Comprehensive Preschool Assessment** may be used 3 times per year for reporting progress for 4-5-year-old children entering kindergarten the next academic year.

Our purpose for high quality childcare and preschool programming is to offer learning experiences that develop competent and confident learners that will enjoy school and academic success in the future. Preschool learning goals are purposed to help children develop excellent foundational skills for emergent language, literacy, mathematics, science, and other domains such as social-emotional and physical development, social studies and fine arts, creative dramatics and expression, and an awareness of technology's use for gathering information. Our staff observes and interacts with children, always monitoring progress and providing constructive feedback as guidance for improvement and growth. Data collected by our staff is used to inform teaching and learning, not assess or report mastery.

## **ENROLLMENT FORMS AND PROCEDURES**

The Texas Minimum Standards for Child-Care Centers sets the guidelines for required enrollment forms and procedures that must be followed before a child may attend CSCC. You will be given a folder that includes paper copies of the required forms when you enroll a child in CSCC. Once you complete the forms, a CSCC office administrative assistant will input your data into our electronic records. You will be assisted with creating an account and password for online ProCare, a tuition payment program that puts parents in control of their records and accounting.

**The enrollment forms are provided by CSCC in a folder. The forms include:**

- Enrollment Form completed and signed by caregiver providing permission for persons to drop off and pick up your child
- Health Care Professional's Statement that identifies your child is in good health and is capable of safely participating in preschool activities at CSCC
- Current Immunization Record signed by physician
- Vision and Hearing Screening Report required for children that are 4 years of age

- Photography permission and a Model Release that provides permission for CSCC staff to take photos of your child and permission to distribute photos by displaying in school. Parents receive a copy of every photo, or we email the photo to a parent prior to making copies.
- A CoVid release form stating CSCC is not liable if you child contracts CoVid.
- Health care forms: A statement about the general health of your child, and an immunization record. Both health forms are due within 7 days of enrollment.
- Vision-hearing examination for children ages 4 and older (required by 5<sup>th</sup> birthday).
- Signed document that shows you have been notified about and have access to CSCC Policies and Procedures Handbook and disciplinary information
- Signed agreement that you will follow CSCC policies and procedures
- Completed paperwork to enroll in ProCare , an online payment option (if desired).

### **Placement on our CSCC Wait List**

There is a \$100 deposit to place your child's name on our Wait List until there is availability in a classroom or until you are ready to enroll your child. The \$100 deposit will be applied to your first month of tuition. If you choose not to enroll your child at CSCC, the deposit is not refunded. **The deposit does not hold a place on a specific roster nor does it guarantee admission by a designated date.**

CSCC maintains staff-child ratios set by state licensing regulations and also by determining what works best in classrooms depending on children's needs. When an opening becomes available, you will be contacted. If you choose not to exercise your option and enroll your child at that time, your child's name will remain on the Wait List. You will be contacted again when another opening becomes available.

### **CLOTHING AND PERSONAL ITEMS**

Children will be actively participating in activities that often require movement, play and using creative art materials that can be messy. Children will experiment to learn through discovery and application. Our staff puts art aprons on children during messy activities but accidents happen in preschool! Please send children in comfortable clothing that allows them to participate without worrying about safety or ruining clothing. When possible, send children in comfortable shoes and clothing easy to remove during health breaks.

### **Please send children in safe, comfortable shoes (Tennis shoes are preferred)**

- Shoes should have a closed toe with soft rubber soles.
- No strappy sandals or flip-flops.
- No shoes with metal buckles.
- No high-top tennis shoes or boots that are difficult to remove or put on.

- No boots with a ½ inch or higher heel, even if the sole is rubber.
- No boots or shoes with hard or heavy leather soles or heels.

**Please use a permanent marker to label your child's personal items. All children need to bring these items:**

- A complete change of clothes that may be left at school for 2 yr - young 3-year-olds
- A complete change of clothing for children ages 3.6 years and older
- A soft towel for rest period, not a blanket
- A lunch kit or bag to hold his/her food items.

Due to sanitary and health regulations, children may NOT bring other **personal items from home** such as pacifiers, blankets, stuffed animals, drinking cups or bottles, toys, games, or digital devices.

- Your child will be assigned a personal cubby or storage space. All personal items sent from home except lunch kits will be stored in that space.
- Lunch kits are stored in the multi-purpose room or kitchen refrigerators.
- No items will be allowed that encourage aggressive behaviors (guns, action figures or toys).
- Our staff will not be held responsible or accountable for lost personal items.
- CSCC staff retains all rights to refuse any personal item that is perceived to be unsafe, disrespectful or offensive of another individual, custom, or culture.

## **ARRIVAL AND DEPARTURE OPTIONS AND PROCEDURES**

It is a state requirement that caregivers sign in and register children's attendance. Caregivers will sign a form provided by CSCC upon arrival and at departure each day. Completing the arrival and departure procedure for signing in and out is how we transfer responsibility for children's care. There are options for dropping off and picking up children. You are welcome to park and come inside the building or you may use our drop-off and pick-up service using the drive-through lane in front of our building.

### **Drop Off or Pick Up Options Using Drive-Through Area**

If you choose to drop-off your child without leaving your vehicle, please enter the drive-through area carefully between 7:15-8:15 am. Display your child's ID card (car tag) provided by CSCC by making it clearly visible through the front windshield. Come to a complete stop, put your vehicle in park, and wait for a CSCC staff member to come to your vehicle and meet your child. **By law, children must exit vehicles on the curbside.** The staff member will have you sign a form to record your child's attendance and release your child into our care.

You may choose to follow similar drive-through procedures when picking up your child between 5:15-6:00 pm. Clearly display your child's ID card/car tag having it visible through the front windshield. A staff member will accompany your child to your car, and have you sign a form that releases your child from our care.

- Regardless of the option you choose to drop off or pick up your child, you will be required to sign in and sign out, releasing your child to our care or assuming care at the end of the day
- You will be asked to provide a photo ID before entering any classroom unless the staff recognizes you.

The Texas Minimum Standards for Child-Care Centers allow employees to group children for 45 minutes at the opening and 45 minutes before closing of each day. Our children meet in the Multi-purpose room and play or watch television. If you drop off after 8:15 am or pick up a child before 5:15 pm, you will need to park your vehicle and come to the front door. A staff person will greet you and hand you the attendance form to be signed. **Please do not park and block the drive-through area during 7:15-8:15 am or 5:15-6:00 pm.**

### **Release of Child to Authorized Person**

No person will be allowed access to your child for any reason without your prior written approval and permission. No persons are admitted without submitting a photo ID as required by state licensing. There are no exceptions to policies about releasing a child to an unauthorized person or authorized person who lacks the proper identification and prior notice from caregiver.

- All caregivers whose names appear on the enrollment form and have permission to access your child are welcomed at CSCC without prior written notification.
- All persons must report to the front desk, sign in, and provide a copy of a photo ID or driver's license before entering CSCC classrooms or playgrounds.
- Children will not be released to any person that is not specifically designated on your child's enrollment form or that you have authorized to pick your child prior to date of arrival.
- Parents must provide **prior notice in writing** about changes in your child's normal daily activities when change involves observing or picking up your child.
- Please notify the person picking up your child and tell them the car tag number assigned to you by CSCC. Your car tag includes a 3-digit number that we use similar to a **family password**. All persons picking up your child need to know your assigned car tag number.
- Your written notification to CSCC regarding changes in drop-off or pick-up procedures must include the name of the person(s) allowed to access your child, the make/model of their vehicle, and their driver's license number. The person's photo ID or driver's license will be required before we release your child.

## Release of Child to Unauthorized Person During an Emergency

No person will be allowed access to your child for any reason without your prior written approval and permission and without submitting a photo ID and driver's license as required by law. There are no exceptions to our policies about releasing children to unauthorized persons.

- If there is an emergency that requires an unauthorized person to pick up your child, you must inform the Director, Assistant Director, or your child's teacher in writing before access to your child is allowed.
- Unless the situation is an emergency, provide **written permission for a person** to pick up your child and a state driver's license for identification. Include the date and time of arrival and car make/model and license plate number of the person picking up your child.
- In the event of an emergency and you cannot provide advance notice and information in writing, you or a person listed on your child's enrollment form must be available by phone so we can verify information.
- CSCC staff will call and verify your permission for an unfamiliar person to pick up your child. **No child will be released from CSCC without verifying your permission even in the event of an emergency.**
- Regardless of the situation, when an unauthorized person (who is NOT listed on your child's enrollment form) comes to CSCC to pick up your child, the person must report to the office, sign in, and display a photo ID that includes his/her full name as it appears on a driver's license or passport. **Caregiver must provide written, signed and dated permission PRIOR to event when possible.**
- In the event of an emergency and we cannot verify information about person picking up your child, a CSCC staff person will stay with your child or take your child home with them. Without proper documentation, we will NOT allow an unfamiliar person to have access to your child.

## STATE HEALTH REQUIREMENTS

Each child must have a medical examination and a written statement completed by a physician who has examined your child within the past year. The statement indicates that your child is healthy and able to take part in the childcare and preschool activities at CSCC. Your child's immunization record must be provided and current with state guidelines.

- No child may attend CSCC without a completed and signed health statement from your physician and an updated record of your child's immunizations. This is due within 7 days of your child's first day of attendance.
- **Failure to provide updated information on enrollment and health forms WITHIN ONE WEEK of enrollment at CSCC will result in an immediate loss of services for preschool and childcare until all documentation is current and on file in the CSCC office.**

- In some instances, a signed affidavit may be required from the parent or guardian stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent or guardian are an adherent or a member.
- Children ages 4 years and older must have a vision/hearing screening and the report must be filed in your child's records in the CSCC office.
- Caregivers must provide updated information regarding immunizations when changes occur.
- The content included in a child's health file is confidential. Persons who may access information to your child's include CSCC administrators or full-time instructional staff, caregivers or legal guardians, and HHS licensing agents who monitor to check our alignment with state regulations for children's records ,

### **Mandatory Rest Period Each Afternoon**

Children will rest for a brief time period daily as required by state guidelines. Younger children often sleep. Older children will be allowed to watch an age-appropriate video or listen to music.

- Children who do not sleep will be offered books or other quiet activities after one hour of rest (requirement in Texas Minimum Standards for Child-Care Centers).
- Children bring a towel (not a blanket) for use during rest period. Towels are sent home on Friday afternoon for laundry.
- Please use a permanent fabric marker and put your child's name on his/her towel.

### **Procedures For Responding to a Child's Illness**

When a child appears ill or is demonstrating symptoms of an illness, or has a fever of 100.4 or higher, a CSCC staff member will contact you and request that you immediately pick up your child. Health department regulations require children must stay home until they are symptom-free for 24 hours. If a communicable or contagious illness is present in a classroom (stomach virus, flu, chicken pox), we will notify families about symptoms and treatments. Our staff will not share confidential information about the child who is ill.

### **Communicable or Contagious Symptoms or Signs of Illness**

- Fever indicated by an oral temperature of 100.4° or an auxiliary (ear/forehead) temperature of 100° within the past 24 hours.
- Severe colds with productive coughs and significant sneezing.
- Unidentified skin rashes that have not been diagnosed by a physician. Children will need a signed note from the physician indicating they are not contagious before returning to school.
- Vomiting due to an upset stomach or accompanied by flu-like symptoms.

- Diarrhea: the frequent passage of watery or loose stools can be extremely contagious in the childcare setting. After the first episode, the child will be observed for further symptoms. If further episodes occur, the child must be taken home and remain home for 24 hours after the last episode.
- Conjunctivitis (pink eye) is considered extremely contagious. A child with these symptoms will be isolated until the parent/emergency contact person arrives. The child may return to the Early Learning Center 24-48 hours after the treatment is started.
- Head/Body Lice: once effective treatment has been completed and the infestation is gone, the child may return to Early Learning Center.
- Impetigo: blister-like lesions that later develop into crusted pus-like sores with an irregular outline. The child may return to the Early Learning Center after the sores are treated and no longer draining. The ELC may ask for a note from the physician.
- Streptococcal infections (scarlet fever or strep throat): parents must present a written note from a doctor that the child is being treated with appropriate antibiotic treatment. Medication must be provided in the original container and must be accompanied by written instructions for administration by a staff member.

**Children with the following illnesses must remain home for a specified number of days:**

- Flu, no school attendance for 48 hours post fever, vomiting, or flu-like symptoms
- Measles, no school attendance for 6 days from the onset of the rash
- Chicken pox, no school attendance for 7 days from the onset of the rash or until the entire rash is scabbed over.
- German measles, no school attendance for 5-7 days from the onset of the rash.
- Mumps, no school attendance for 10 days from the onset of illness or until fever and swelling subside.

**Additional concerns about a child's health that may warrant contacting you:**

- If your child appears ill or extremely fatigued, not hungry or participating in activities, the classroom teacher will contact the Director or Assistant Director who will call you for information and suggestions for treatment (allow child to rest longer or earlier).
- If your child is experiencing difficulty and refusing to participate safely in any activity and if your child reacts aggressively such that the safety of staff or other children are threatened, you will be contacted immediately for advisement and may be asked to pick up your child immediately.
- TAMU CSCC reserves the right to request written medical clearance from a physician before a child can return to school following an illness.

## Lice and Nit Policy

TAMU CSCC has a strict “no nit” policy. If a child is found to have head lice and/or nits, they will be sent home and may not return for a minimum of 48 hours. After the 48-hour period, the child may return to school if they have been treated and are completely lice and nit free. Upon returning, parents will wait with their child in the morning until a designated employee of CSCC examines the child. If the child is found to still have lice or nits, they will be sent home again. If there are two or more students affected in any class, all parents will be notified that there is a presence of head lice in the class and all students in the class will be examined.

## Dietary Restrictions and Allergies

Due to increased safety risks and children’s preferences for foods they like to eat, **children bring their lunch**. CSCC provides healthy snacks and drinks each morning and afternoon. Water is available at all times. Snack and drink menus are posted in classrooms, the multi-purpose room and office, and on the CSCC website, [www.tamuclc.com](http://www.tamuclc.com).

- Parents/caregivers must notify CSCC staff about their child’s special dietary needs or allergies.
- Information about special dietary restrictions and allergies is requested and documented on our enrollment forms.
- Health and dietary needs/concerns are shared only with our staff.
- Teachers maintain a list of special dietary needs or information about allergies in their classrooms.
- Dietary restrictions and information about children’s allergies are also posted in the CSCC office, kitchen, and multipurpose room where children eat snacks and lunch.
- **Notifications about life-threatening allergies and special needs must be provided in writing to the Director.**

## Food Preparation and Services

- Lunch kits and lunch sacks are stored in kitchen refrigerators or on shelves in the multipurpose room where foods/meals are served.
- Send foods requiring refrigeration in closed containers with your child’s name clearly marked with a permanent marker.
- **Our staff checks each child’s lunch upon entry each day and places all lunch kits in a refrigerator until lunchtime. We heat foods as needed prior to your child’s lunch.**
- We heat foods but we cannot bake or cook due to health department restrictions.
- Our staff prepares the table, opens food containers, and adds drinks and utensils before children enter the room to eat.

- Our staff may supplement a child's lunch when necessary to comply with state health standards regarding nutrition.
- All leftover foods will be thrown away. Please send food quantities that your child can and will eat in 20-25 minutes.
- All eating utensils and condiments are provided by CSCC (spoons, forks, napkins, cups, ketchup, mustard, ranch dressing).
- Snacks and drinks served at CSCC are prepackaged except for fresh vegetables and fruit.
- CSCC does not serve foods that may cause allergic reactions (nuts, peanut butter).
- You may be asked to restrain from sending some foods in your child's lunch due to other children's medical or dietary needs.

Every effort is made to create a healthy and safe environment for children by attending to special medical conditions, including allergies. If a student or staff member has an allergy that requires special consideration, the school will, within reason, accommodate the special needs of that individual. A written note from the treating physician must accompany the request for this adaptation of the classroom. When the school takes this action, parents will be informed of it and be given guidelines for accommodating this change. Any questions or concerns that a parent/staff member may have should be directed to the Executive Director.

## **MEDICATIONS OR MEDICAL TREATMENTS**

All medications (over-the-counter medicines, lotions or ointments, or prescriptions) will be administered according to the directions on the medication packaging or as prescribed by a signed written note from a physician. All medications must be contained in original containers with current expiration dates.

Caregivers must complete a Medical Release Form that provides permission for CSCC staff to administer any medication, including sunscreen. A separate Medical Release Form is required for each medication. Medical Release Forms are available in the office and may be downloaded from the CSCC website.

- Staff must be advised that administering a medication is needed.
- **Medications of any kind must be handed to the staff along with a completed Medical Release Form.** Medical Release Forms are available in the CSCC office.
- Medications sent to school in lunches or backpacks will be not administered.
- **Each medication or treatment will require a separate completed Medical Release Form** that is signed and dated by caregiver. No medications or treatments will be administered without a completed Medical Release Form. This includes over-the-counter products and prescriptions including sunscreen or insect repellent.

- Prescription or nonprescription medications (including sunscreen or insect repellent) will be accepted only in their original container and the medication shall remain in the container.
- The label on any medication container shall identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered only to the child whose name appears on the container.
- Medication shall be stored in accordance with the directions on the original label or the written directions from your child's physician.
- All medications will be kept in a locked storage area accessible only to CSCC Staff.
- Medications will be returned at the end of a day and handed to a caregiver.
- Special provisions for leaving some medication(s) at school can be arranged.
- Any special arrangement that may be necessary for a medical condition that differs from CSCC policies must be discussed with and approved by the Director or Assistant Director. A written agreement will be created to reflect procedures and agreements. The signed agreement will be maintained in your child's records in the CSCC office.
- There are no exceptions about adjusting the dosage or administering any over the counter and prescribed medications without written and signed/dated medical directives from your child's physician.

Your child's classroom teacher is responsible for documenting dosages of any medication on a form that identifies when a prescription or nonprescription medication is administered. The medication administration log will be posted in the kitchen where medications are safely stored. The form includes this information:

- Name of child requiring medication or treatment
- Name of the medication
- Requirement for refrigeration
- Dosage amount of medication to be given and that was administered
- Date and time of dosage administered
- Initials of the staff person who administered the medication
- Special notes related to problems of administration

## **GENERAL HEALTH, PHYSICAL ACTIVITY, AND SAFETY**

TAMU CSCC assumes a proactive approach to helping children develop physically, socially, emotionally and mentally. Children will be active, talking, and moving. They play outside each morning and each afternoon if weather permits. Children also participate in creative dramatics in their classrooms and play games in the multipurpose room during inclement weather days. While outdoors, children are encouraged to exercise, run, and play with friends. Please do not send personal equipment for indoor or outdoor play.

## **School and Playground Safety**

- Doors for entering CSCC, classrooms, playgrounds, and playground restrooms are locked for safety reasons.
- All teachers have an emergency bag with current class rosters, parent contact information, and any information related to child safety. The bag also contains emergency medical kits and materials.
- All CSCC classrooms include emergency exit plans posted near doorways, full medical kits, current class rosters and contact information for all CSCC parents and children, iPads for emergency messaging and calls, and lanyards that allow access to every door in building.
- Gates leading into playground areas are also locked for safety reasons.
- Bathrooms located on playgrounds may only be accessed by a code known to staff.
- All equipment, ground covering, and fencing on our playgrounds align with state guidelines for safety. Playground areas and equipment will be inspected by CSCC staff monthly and also during state-licensing inspections and campus visits.
- No caregiver or person may enter a playground area without reporting to the office first...to sign in and submit a photo ID/driver's license.
- No caregiver or person may take a child from a playground. All children enter and depart from front doors of facility.

## **Health Regulations and Safety In Classrooms**

Frequent and thorough hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others. Staff will model, teach, and practice a hand washing routine as required by the Texas Preschool Guidelines. Posters illustrating the hand washing routine are posted near all sinks.

Children are required to wash their hands before eating, after playing outdoors and touching animals, before playing in water and after playing in sand, and after toileting. They will follow a hand washing routine that includes using soap and water and a clean paper towel to dry hands. Hand sanitizers may be used on children ages 2.0 or older with adult supervision.

Our CSCC facility is cleaned and maintained daily to ensure the health and safety for your child. Table surfaces, chairs, toys, utensils, and sleeping mats are sanitized as required by Texas Minimum Standards for Child-Care Centers. All cleaners, chemicals, medications or hazardous materials are stored safely out of the reach of children.

*If you want your child to wear sunscreen when playing outdoors, complete a Medical Release Form and hand the form and the sunscreen to a staff upon arrival. Child's full name must be written on sunscreen packaging.*

## **Illness or Injury**

CSCC follows state guidelines and the Center for Disease Control (CDC) Guidelines whenever possible to ensure safety and prevent injury. Children may not attend CSCC if they have symptoms of developing or existing illness that includes either/or fever above 101 degrees when taken orally, or signs of infection or virus. Signs of illness or infection include vomiting, diarrhea, persistence hacking or coughing, nasal discharge, or pain or discomfort, and/or behaviors that are atypical for your child.

Children recovering from an illness must remain at home for one full day (24 hours) with no fever or symptoms related to illness before returning to CSCC. We want to protect the health of every child and ensure children have time to recover before returning to CSCC.

## **Emergency Procedures Related to Illness and Injury**

- If a child becomes ill at school, caregivers will be notified immediately by phone, text and/or email. Caregivers are expected to pick up child immediately.
- In the event of an injury, caregivers will be notified by phone and text/email immediately. An **Injury Report** will be completed and sent home. The report describes when and how an injury occurred and our treatment for injury.
- Minor accidents or injuries such as scrapes, bumps, or bruises will be treated with first aid provided by CSCC staff. Caregivers will be notified and an Injury Report will be sent home.
- CSCC classroom are equipped with First Aid kits that are safely kept out of the reach of children.
- In the event of a serious accident or injury, CSCC staff will notify EMS immediately. CSCC staff will respond to your child within the limits of their first aid and CPR training.
- Caregivers will be notified immediately about any serious accident or injury.
- Caregivers assume responsibility for costs related to medical treatment.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Show and Tell on Fridays**

**Current health guidelines do not allow children to bring any item except a lunch kit or towel for rest time. Show and Tell will resume when state guidelines permit.** Show and Tell offers opportunities for children to speak before a group of peers and practice behaviors included in Texas Preschool Guidelines for listening and speaking. Children will take turns sharing their Show and Tell item during whole group activities that occur on Friday mornings.

- Children may bring ONE item for Show and Tell on Friday.
- Your child's name must be on the bag.
- The item must fit inside a paper grocery bag.
- Prior permission will be required if a Show and Tell item does not fit into a grocery bag or if the item involves anything living or a food or drink.
- Show and Tell items are reviewed prior to use in classrooms to protect children's safety and health.
- No Show and Tell item will be used at school in a center or on a playground.
- No Show and Tell items will be allowed that encourage aggression or that are perceived to be unsafe or inappropriate for sharing with young children.

Occasionally, a special event may be scheduled such as Bring a Bear Day or Wear Something Red Day. Special events will be posted on monthly calendars and announcements will appear on the flat screen monitor located in the CSCC entry. Current health departments are very restrictive now so these activities will be limited until health guidelines change.

*Our staff retains all rights to refuse any personal item that is perceived to be unsafe, disrespectful or offensive to another individual, custom, or culture.*

## **Birthday Celebrations**

We welcome celebrations at CSCC. Advance notice is required. When planning a party at CSCC, all children in the class will be included.

Please communicate plans with your child's teacher at least 3 days prior to event and identify foods that may be served. Our staff will check children's health records to ensure safe participation. Please follow these suggestions for planning and executing a celebration.

- Commercially packaged foods must include a list of ingredients.
- If foods are prepared at home (cupcakes, cookies), caregiver must provide a list of ingredients. Without the list of ingredients, no foods will be served.
- Limit servings of unhealthy foods that contain excessive sugar, salt and fat.
- Food choices for children may include vegetables and dip, pizza, chicken nuggets, cookies, small cupcakes or donut holes. Ingredients must be included on a label or list.
- Do not send or include hard candy or foods that include nuts or peanut butter.
- Do not send balloons or include items that can become a choking hazard.
- No hats, toys, or party bags filled with candy or small toys or coupons.
- No costumes or entertainment may be included in a celebration without written prior approval from the Director or Assistant Director.

- Caregivers must provide advance notice before engaging a performer or performance that deviates from normal daily activities.
- You may bring party plates, cups, or napkins. Please keep celebrations reasonable and appropriate for young children.

## **Cultural and Holiday Celebrations**

Seasonal holidays and cultural celebrations offer special learning opportunities and experiences for children and families. We encourage you to share family traditions and celebrations with us. Please consult your child's teacher, the Director or Assistant Director, to plan a presentation or activity that honors diverse cultural experiences and that requires a change in schedule from daily routines at school.

## **HOME AND SCHOOL COMMUNICATIONS**

Multiple methods are used at CSCC to communicate openly with families, caregivers, and staff. You may obtain information about the school, policies and procedures, and events by consulting:

- Read announcements on the monitor located inside the CSCC entry foyer
- Consult notices and documents posted in the office and included on website, [www.tamuclc.com](http://www.tamuclc.com)
- Locate information on the CSCC website.
- Check monthly newsletters and calendars posted in classrooms and on the website
- Ask a staff member when they are NOT supervising children
- Email or call us and we can respond when we are NOT supervising children
- Schedule a conference with administrative staff or child's teacher
- Schedule an observation and consultation with Director and/or Lead Teacher and Teaching Assistant
- Review your child's personal file that is kept in the office.

Maintaining a safe and healthy environment is a high priority at CSCC. By law, our staff must constantly observe and attend to children in their care. Therefore, our staff will briefly interact with adults when children arrive or depart. We cannot engage in prolonged conversations while supervising children.

- ALL parents and caregivers may enter CSCC at any time but you must sign in using the form at the front entry counter.
- If you wish to have a conversation with a staff member, please email and set up a time for a conference call or personal visit.
- Our staff will not discuss confidential information about other staff, children or their families. Please contact the Director if you have questions and/or concerns.

## **Parent and Family Involvement**

The plans for establishing a CSCC Advisement Board that includes caregivers and family members are underway. With the advisement and assistance of CSCC Board members, we hope to define multiple ways that families can get involved in the activities at CSCC and consider suggestions for summer programming. We hope to have the Board organized by late spring 2020. More information will be forthcoming about this in the future.

## **CSCC Developmental Council**

Currently we are establishing Development Council that includes community partners, parents and family members, and others who will advise and participate in activities for CSCC. Don Mauro is acting as Board Chairman of that Council. More information will be disseminated about projects and opportunities to participate in the future.

## **STATE LICENSING AND CSCC POLICIES AND PROCEDURES**

The following information clarifies CSCC's policies and procedures related to state regulations and licensing as required by the Texas Minimum Standards for Child-Care Centers. All CSCC policies are effective beginning December 1, 2019, and remain in effect unless you are notified otherwise.

Policies and procedures are subject to change depending on revisions of state licensing standards or guidelines, or other local or state governing requirements. You will be notified in advance of any modification or change in state guidelines or CSCC policies or procedures.

## **Inspections**

TAMU CSCC was inspected and approved as a licensed preschool and child care facility in June 2020 by the Texas Department of Health and Human Services (HHS). All state guidelines and regulations will be strictly enforced at CSCC. Failure to comply with any standard could result in a loss of our license to operate. Therefore, noncompliance with state standards by an adult or child will result in discontinued access to our services at CSCC. A copy of the state guidelines may be accessed in the CSCC office.

CSCC is subject to inspection visits by TDHHS local licensing agents who may appear any time or day without advance notice.

- After each inspection, the licensing agent completes a written report summarizing CSCC's compliance, or noncompliance, with state regulations and requirements.
- Current TDHHS licensing reports are posted in the office along with annual inspections required by the state for safety, health, gas lines, and building and grounds maintenance.

- You may access information about Texas Department of Health and Human Services (HHS) and the Texas Childcare Licensing by clicking here: [https://www.dfps.state.tx.us/Child\\_Care/](https://www.dfps.state.tx.us/Child_Care/).
- Please contact the Director and share any question, concern, or suggestion for improvement.

The purpose for any inspection by a licensing agent varies. The licensing agent can inspect and monitor our facility, our program and activities, and staff and children's records, at any time without prior notice.

- Typically, inspections focus on staff qualifications, facility and playground maintenance, health and safety guidelines, nutrition, record keeping, and specified child-to-staff ratios.
- CSCC is required to maintain a file with documentation required by the State. These records are locked in the Director's office. You may review your child's record any time.
- Parents may review safety standards and inspection reports at any time.
- The annual license and current inspection are posted in the office for your review.
- You can request a copy of any HHS inspection and also visit the HHS website for more information.

CSCC also will be subject to annual inspections by local authorities such as the fire marshal, inspectors for plumbing, electrical, or gas line, or any health and sanitation inspectors.

- Printed copies of all inspection reports are posted in the office.
- You may access copies of local and state regulations and standards on the CSCC website.
- Upon enrollment you will receive contact information for local and state governing agencies and telephone numbers and web links where you can submit complaints, report grievances, or request an investigation.

## Safety Drills

Three safety drills are required by the State of Texas: fire drill, sheltering for severe weather, and lock-down drills. Safety evacuation plans are posted in every room. Evacuation plans are followed during required practice drills. You will be notified in advance when any safety drill is scheduled. Documentations of completed drills are posted in the office with other state guidelines and licenses.

- **Fire Drill** – Fire drills are conducted once per month. All children and adults must exit the building to a safe area and remain out of the building for three minutes.
- **Shelter-in-Place Drill** – Sheltering drills are conducted quarterly. Staff and child will move to a designated area within CSCC, taking shelter to temporarily protect children and staff from situations such as a tornado. Shelter can also be used when an endangering person is in the area, though not on the premises.
- **Lock-Down Drills** – Lock-down drills are conducted quarterly. Staff and children move to a protective place within the school to avoid a volatile person or dangerous situation.

## **State Licensing Requirements for Employees, Substitutes, Visitors, Volunteers**

State licensing regulations require all permanent and part-time employees who are assigned scheduled work hours to undergo criminal history checks. All CSCC full-time employees and regularly scheduled staff will participate in fingerprinting and background checks.

- All full-time CSCC employees will be certified in First Aid and CPR and have tuberculosis (TB) immunizations as required by law.
- Substitutes are required to have all the clearances, completed medical forms, and qualifications that are required of regular TAMU CSCC staff.
- Volunteers and part-time employees are not required to complete CPR and First Aide.
- First time volunteers and visitors do not have to participate in fingerprinting and criminal history records checks. The information is collected when any person outside of CSCC staff participate in a predictable, reoccurring schedule of attendance at CSCC.

## **State Regulations for School Visitations and Classroom Observation**

Families and visitors are always welcome in our classrooms as long as all state regulations and guidelines pertaining to childcare and safety are followed. We are committed to maintaining a safe environment and providing high quality early learning experiences and safe childcare.

### **ALL ADULTS (parents, caregivers, guardians, family members and visitors) MUST REPORT TO THE OFFICE AND SIGN IN BEFORE ENTERING ANY CLASSROOM OR PLAYGROUND AREA.**

A photo ID is required. Paper forms for signing in/out are also located on the counter in the front entry of CSCC. Please notify anyone who is visiting with you or coming to CSCC separately to visit your child about state regulations and CSCC policies.

- All persons must report to the office, sign in, and provide photo ID before entering any classroom or playground area.
- Current photo on a driver's license or passport is required.
- **No entry will be allowed without proper ID, regardless of CSCC having a written notice from a caregiver.**
- A written notice must be provided to the Director or a CSCC staff person in advance if there is a change in your child's schedule.
- You must provide written notice and identify the full name of any person(s) who will enter CSCC and pick up your child. Also include their time of arrival and purpose of visit, and the make/model and license plate number of their vehicle.

Announcements and notifications about CSCC activities and events will be posted in advance. You can monitor events by locating:

- Announcements on the flat screen monitor located in entry foyer of building
- Notifications on monthly calendars that are posted in classrooms and copies sent home at the beginning of each month
- Updates on the CSCC website

### **Digital Safety for Photography, Videotaping, or Recording by Web Cams**

Web Cams are mounted in strategic locations inside and outside of our facility. These safety devices are for the protection of your children and our staff.

- No photographs or videos will be taken or distributed without prior notice and written consent by a parental/caregiver/guardian.
- There will be occasions when we will request permission to allow your child to participate in a video.
- Absolutely no videotaping or recording will be allowed without prior explanation about the event and your approval for participation.
- Your child's enrollment form includes an opportunity for you to allow permission to participate or decline participation in videotaping and recordings.

### **Technology Use**

TAMU CSCC is equipped with computers, laptops, tablets, interactive learning devices, including books and games, Smart boards, and digital cameras. Digital tools will be used by CSCC staff to enhance lessons, access music and fine arts, and communicate messages using iPads to keep teachers informed about changing situations that day with children in their class.

Our CSCC policy for using digital media specifically limits the use of passive technology and extended screen time by children.

- All digital devices and media will be screened and approved prior to use.
- Each morning and late afternoon when children are arriving or preparing to depart for the day, children will gather in the multipurpose room and watch selected videos.
- Children ages 3.6 and older will be allowed to watch age-appropriate videos aligned to plan classroom activities during rest periods. They may watch short videos demonstrations in class when the content helps clarify a concept.
- Children younger than 4.0 years will have limited access to digital devices as recommended by the American Pediatrics Association (AAP) in August 2019.

- The APA Position Statement evolved from medical case study evidence that is revealing measurable declines in word knowledge, oral language expressive fluency, and social-emotional responsiveness.
- Texas Minimum Standards for Child-Care Centers recommends following the AAP Position Statement and limits time for using digital devices.
- State regulations prohibit use of digital devices for children ages 2.0 and younger.
- According to state regulations, use of digital devices in childcare facilities may NOT exceed 2 hours per day and content must be related to planned activities.

### **Suspected Child Abuse**

All employees employed by licensed childcare facilities are legally mandated to report suspicions or observations of child abuse and or neglect. Failure to report information about child abuse can result in legal action and the loss of our childcare license for operation. A report is not an accusation, but rather a request for investigation and to seek help for the family involved.

If any staff person has reason to suspect a child is being abused or neglected by anyone, the staff will report information to the Director who will investigate further, and report concerns to the Department of Health and Human Services and any other agency as required by law. The Director and all staff members who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action unless it is proven that the report is malicious.

If anyone or any staff member at CSCC is suspected of child abuse or neglect of a child while attending CSCC, the Director should be notified immediately. The staff person will be removed immediately until an investigation is completed. All information regarding any incident or accident will be reported by the Director to the Department of Health and Human Services within 24 hours.

In all cases involving abuse and/or neglect, the confidentiality of the child, family, reporter, and accused are protected unless legally obligated to disclose such information. A list of your community child advocacy websites and other information concerning child abuse may also be obtained from your director. **National Child Abuse Hotline is 1-800-4-A-Child (1-800-422-4453).**

### **CONTACT INFORMATION FOR EMERGENCY FIRST RESPONDERS**

The Texas Minimum Standards For Child-Care Centers requires telephone numbers for emergency first responders and the nearest Licensing Office for Child-Care Facilities to be posted in a prominent place.

Emergency telephone numbers and contact information for our local childcare licensing office are posted in the CSCC office and multipurpose room. Our staff has this information in their classrooms.

### **College Station Emergency Contact information:**

- Collaborative Learning Center Cell 979-485-1308
- Executive Director, Vicki Gibson cell 979-229-7820
- Emergency Call or text: 911
- Emergency Medical Services, TAMU 979-845-1525
- College Station Police Department 979-764-3600
- College Station Fire Department 979-764-3700
- Poison Control 800-222-1222
- Texas Abuse and Neglect Hotline 800-252-5400
- Brazos County Licensing Office 979-776-3637 or 979-731-0130

### **REPORTING AND RESOLVING DIFFERENCES**

All participants in TAMU CSCC activities are expected to treat colleagues, caregivers, and their families with honor and respect, regardless of family structure, socioeconomic background, race, religion, cultural differences, gender, or preferred language.

Should a problem arise, please contact the Director immediately. Please refrain from discussing any issue, problem, or event in the presence of children and other adults. *Young children are the best listeners but worst interpreters, and they often repeat information out of context in the wrong places!*

Steps that may be taken by the Executive or Center Director to solve problems:

- Meet with persons involved individually or collectively
- Engage in an honest conversation to clarify the facts
- Communicate respectfully to discuss the CURRENT problem
- Create potential compromises or solutions
- Identify steps for getting started towards resolution
- Set a date to meet again and determine if the issue/problem was resolved, and participants are satisfied with outcomes, or if additional changes are needed.