

Parent Policies and Procedures Handbook 2017-2018

Child's Play Learning Center
1530 Norwalk
Katy, TX 77450
281-578-9332
fax: 281-578-0507

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Child's Play Learning Center, Inc.

1530 Norwalk Dr.

Katy, Texas 77450

281- 578-9332 Fax: 281-578-0507

www.childsplaykaty.com

The purpose of Child's Play Learning Center, Inc. is to provide preschool children with a loving, caring, Christian environment and a creative learning experience. Our program is a theme based curriculum with a multi-sensory, hands on approach to learning.

GOALS

- ❖ To provide opportunities for developing a growing awareness of the love of God and His world.
- ❖ To provide opportunities for learning experiences based on the child's individual needs, interests and abilities.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Child's Play Learning Center, Inc. does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its admission and educational policies and any other school-administered programs.

HOURS OF OPERATION

Monday through Thursday	9:10am to 2:10pm
Friday	9:30am to 12:00pm
Meet the Teacher	Tuesday, September 5, 2017
First Day of School	September 6 & 7, 2017
Last Day of School	May 15 & 16, 2018

SCHOOL CLOSINGS

Child's Play follows the Katy I.S.D.'s decisions regarding emergencies. In case of a weather emergency, please check our website or tune in to local news media for school closings. If KISD has a delayed start, Child's Play will be closed for the entire day.

CHILD'S PLAY WILL NOT BE IN SESSION ON:

Labor Day	September 4, 2017
Conference Day (4's & 5's)	November 10, 2017
Thanksgiving Holidays	November 20-24, 2017
Christmas Holidays	December 14, 2017-January 5, 2018
Martin Luther King	January 15, 2018
President's Day	February 19, 2018
Spring Break	March 12-16, 2018
Easter Holidays	March 30 & April 2, 2018

ARRIVAL

Our doors will open from 9:10am to 9:30am and 2:10pm to 2:30pm. Please have your child here by 9:30 when all classes begin. Please take your child to the bathroom prior to class. Have your child walk into the class as it aids in separation.

During the year of construction parents should park in the north parking lot and enter through the front door.

All parents must initial and sign their child in and out each day. A contact number for that day should also be listed. The sign in sheet is located outside of each classroom.

DEPARTURE

Pick up time is from 2:10pm to 2:30pm. A Late Fee of \$10 will be assessed beginning at 2:35pm. An additional \$10 is assessed for each 10 minutes thereafter.

Please refrain from staying on the church property after school hours. Our school day ends promptly at 2:30pm.

PLEASE NOTE:

Cell phone use is not allowed in the building. This is an important time for your child and they need your attention.

PARKING LOT SAFETY

For the safety of all, please drive slowly and with extreme caution in the Child's Play parking lots. No cell phones are allowed while driving in the parking lot or in the building during drop off or pick up. Staff members will be present in the north parking lot to ensure safety.

There will be designated parking spots for infants and sick children. A staff member will monitor your child while you quickly drop off or pick up your student. Arrive no later than 9:20am for drop off and 2:20pm for pick up. Our staff will come inside promptly at 9:30am (at drop off) and at 2:30pm (at pick up.) Please do not leave a child unattended.

BEHAVIOR MANAGEMENT/DISCIPLINE

Our goal is to enable the child to function within a classroom setting. We utilize a combination of behavior modifications and social reinforcements to reward positive aspects of a child's behavior and to minimize the negative areas. When the child becomes disruptive to the learning environment of the total classroom, removal from the activity helps him/her recognize the disruptive behavior. If the negative behavior continues, a note will be sent home to inform the parent of the behavior.

Our teachers are competent and experienced in working with young children. However, our setting is not designed nor is our staff qualified to handle children with extreme behavior problems, serious developmental delays or severe physical handicaps.

STAFF

Director
Assistant Director
Assistant Director

Alyce Gabrysch, B.S. Ed. Psy.
Nancy von Brecht, C.D.A.
Catherine Outler

We are very fortunate to have a caring, loving and educated staff. As a state licensed facility our teachers receive 24 hours of continued education each year as well as CPR and First Aid training. Every class has at least two to three teachers to ensure low teacher/child ratios.

The teachers will provide opportunities for:

SPIRITUAL GROWTH:

A warm, caring, Christian environment will be provided with opportunities for developing a growing awareness of the love of God and our natural world. We do not teach doctrine and we welcome children of all faiths.

COGNITIVE GROWTH:

A rich, stimulating, well-planned and age appropriate curriculum and learning environment will be available as the children learn through play and experiences.

PHYSICAL GROWTH:

Classes and activities that promote physical fitness and help with the development of large and small muscles are part of the curriculum. Emphasis will also be placed on good health.

SOCIAL GROWTH:

We provide opportunities for working, playing and communicating with other children. Emphasis will also be placed on the needs, rights and feelings of others and the respect of adults while developing his/her own individual personality and independence.

EMOTIONAL GROWTH:

A positive self-image and feelings of self-worth and self-confidence are re-enforced throughout the program by the entire staff.

DAILY ACTIVITIES

Our daily activities will include the following:

❖ OPEN CENTERS

Children choose to play in a variety of age appropriate, theme related centers (toys, puzzles, play dough, etc.).

❖ PLAYGROUND

Children have an opportunity to play on one or both playgrounds one to two times a day.

❖ PRAYERS

Children will learn The Sign of the Cross, Catholic blessing, morning prayer, songs, etc.

❖ **READINESS SKILLS**

Numbers and letters, phonics, colors and shapes are incorporated into learning activities. Many special "games" are planned for group time to reinforce these skills.

❖ **HANDWRITING WITHOUT TEARS**

Child's Play uses the Handwriting Without Tears Curriculum. It is a developmentally appropriate approach to strengthen fine motor skills and ensure success.

❖ **DISCOVERY/KITCHEN**

Children are exposed to a variety of hands on, thematic activities offering an opportunity to learn through experience.

❖ **ROTATING CENTERS**

Children will experience a different center each week. Some of our rotating centers are: lego and duplo tables, home/dress up, paint, listening, science, math, rice table, blocks, tools and communication.

❖ **ART CLASS**

All three, four and five year old children are involved in art class each week. Our art teacher exposes the children to different mediums to produce a memorable piece of art. The younger children also have art projects in class.

❖ **MUSIC CLASS**

All children go to music class once or twice a week. Our music teacher incorporates a variety of songs, singing games, finger plays, bells and musical instruments. Listening skills are used in helping the children develop an appreciation and enjoyment of music.

❖ **MOTOR SKILLS CLASS**

All children go either to Motor Skills (3's, 4's, 5's) or Music and Movement (18 mos., 2's) class once a week. Activities are designed to encourage the development of large muscles by jumping, throwing, kicking, balancing and hopping.

EVALUATIONS AND CONFERENCES

Children in our 18 months to three year old program will have a social/emotional evaluation in the fall and spring. The teachers are available to conference at the parent's request.

Children in our four and five year old programs will have a social/emotional evaluation in the fall and spring. An academic assessment will be included in the spring evaluation. Parent/Teacher conferences are held in November.

Please contact the teachers or Director if you would like to schedule a conference at any other time.

SPECIAL PROGRAMS

Christmas Program:

A celebration of the birth of Jesus will be in December. All children will participate in this program. Please bring your whole family and enjoy this special presentation followed by refreshments in the individual classrooms.

Spring Program (featuring music and movement):

Parents of 18 months, twos and threes will have the opportunity to attend a presentation featuring the music and movement enjoyed by the children at Child's Play. This program is presented by the music and motor skills teachers. Art projects from the three year old class will be on display. Families are encouraged to attend and refreshments will be served in the individual classrooms after the presentation.

End of Year Celebration:

Our four and five year old children will have an end of the year celebration in May featuring music, motor skills and art. Parents are invited to the classroom for refreshments following the program.

SNACKS

Children will be asked to bring snacks, on a rotating basis, to share with friends. The teachers will notify you when it is your turn. Some suggestions for a nutritious snack are apples, graham crackers, oranges, pretzels, bananas and raisins.

Snacks must be store bought and have the ingredients listed on the package. Child's Play will provide the drink and paper products.

BIRTHDAYS

Birthdays are special to your children and will be celebrated as close to your child's birthday as possible. Children who have summer birthdays will have a **PRETEND** birthday. **Please no cupcakes or cakes. We prefer a decorated cookie or individual cookies.** Please limit the amount of icing on decorated cookies.

We will not distribute party invitations at school. Classmates names, addresses and phone numbers can be found in the student directory for you to mail invitations.

LUNCH

- ❖ All children are to bring a lunch box with finger foods. Please provide a drink in a flip top cup or a juice box in a plastic case. Please, no Capri Suns, drinkable yogurts, fruit roll-ups, Go-Gurts, soft drinks and red or orange drinks. Please provide a **nutritious lunch**.
- ❖ Please label the lunch box, cup, etc. with your child's name.
- ❖ Baby foods, milk or juice should be brought in plastic containers or bottles. If your child drinks from a special cup, please send it and remember to label all parts with your child's name.

- ❖ To help prevent the possibility of choking, **please cut grapes in half and carrots and hot dogs in strips. DO NOT send popcorn, nuts, round candies or marshmallows!!**

CLOTHING/TOTE BAGS/BACKPACKS

- ❖ All children, except fours and fives, must bring a well-marked towel or mat (can be purchased at Walmart) for resting after lunch. Please do not bring large sleeping bags.
- ❖ Special items needed for naptime, such as pacifiers, blankets, stuffed animals, etc., are encouraged. No toys are allowed.
- ❖ All children must bring a **change of clothing plus underwear and socks** each time they come to school. If your child is not potty trained include sufficient **disposable diapers or training pants**. Please include plastic bags for dirty and/or wet clothes.
- ❖ Remember to dress your child in **comfortable play clothes**. Children will take part in messy activities (painting, playing outside, etc.). Older children should wear clothing they can **manipulate themselves**. Girls, if wearing dresses, need to wear shorts or pants under them. Girls should not wear body suits.
- ❖ Children in need of diaper changing must wear clothing with snaps to allow for easy and quick changing.
- ❖ For safety reasons, children are to wear only tennis shoes that have either tied or Velcro closings. No dress shoes or boots.
- ❖ All children are required to bring a large tote bag or backpack for their belongings.
- ❖ Please **label everything** with your child's name. This includes changes of clothes, tote bags, backpacks, coats, sweaters, etc.

GESELL DEVELOPMENTAL ASSESSMENT

All children in our five year old program will receive the Gesell Development Assessment to understand their developmental age. The assessment will be done in the fall and in the spring.

HEALTH

A Medical Information Form signed by a physician must be on file **before** your child is admitted to class. Please notify us if there are changes to your child's health during the school year. Keep us posted about allergies and medications your child is taking on a daily basis. All immunization updates must be reported to Child's Play.

A child **should not** be brought to school if the following exists or occurred the night before a class day:

- ❖ Fever : Your child must be fever free for 24 hours without the use of medication before returning to school.
- ❖ Vomiting and/or diarrhea
- ❖ Any symptom of the usual childhood contagious diseases (scarlet fever, German measles, mumps, chicken pox, whooping cough, hepatitis or head lice)
- ❖ Common cold combined with fever and/or green nasal discharge
- ❖ Sore throat
- ❖ Croup
- ❖ Any unexplained rash
- ❖ Any skin infections(boils, ring worm, impetigo)
- ❖ Pink eye or any other eye infection

Only the directors may give medication. It must be in the original container and clearly marked. An "Authorization For Dispensing Medication Form" must be completed. If a child becomes ill or is hurt while at Child's Play, a parent will be called to pick up their child. Parents must sign in daily with an emergency contact phone number.

Please notify the director if your child becomes ill with a contagious disease so parents of other children can be alerted.

Provide Child's Play with specific information regarding all allergies. For those with serious allergies, asthma, etc., medication may be kept in the office. In the event this medication is administered the parents will be contacted and informed of the child's condition.

The Child's Play staff is not required to have immunizations.

EMERGENCY PROCEDURES

In the event of a medical emergency you or your spouse will be contacted. If we are unable to reach either of you, we will call your alternate contacts. In the event of a major emergency, 911 will be called. If your child has a minor incident/illness a staff member will tend to the child accordingly. A detailed report will be completed and a copy given to you.

EMERGENCY PREPAREDNESS PLAN

Child's Play has an Emergency Preparedness Plan which is designed to ensure the safety of children during emergencies such as tornadoes, floods, hurricanes, medical emergencies, communicable disease outbreaks and events such as an intruder, explosion or chemical spill. A copy of this plan is available in the director's office.

PARENT INFORMATION

Licensed by the State:

Child's Play is licensed by the Department of Family and Protective Services. At any time parents may review the minimum standards and our most recent licensing inspection report. The telephone numbers and website may be obtained from the director's office.

Visiting our Facility:

Parents are welcome to visit our facility at any time. However, for safety reasons our doors are locked during the day. A staff member will admit you to the facility.

Breast Feeding:

Parents who have the need to feed an infant/child while in the facility can do so in the Director's office with privacy.

Gang Free Zone:

A gang free zone is a designated area around a specific location where certain gang related criminal activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of a new law, whereas certain gang related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law. Gang free zones are needed to hopefully deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

Board of Directors:

Child's Play has a Board of Directors who oversees our program. If you find a need to contact a board member, their names and email addresses can be obtained through our office.

PARENT'S POLICIES AND PROCEDURES HANDBOOK

The Department of Family and Protective services requires that all parents have a signed copy of **PARENT'S ACKNOWLEDGEMENT FORM** in their child's folder stating they have read the Parent's Policies and Procedures Handbook.

PLEASE NOTE

Child's Play Learning Center, Inc. is an independent non-profit entity. We are not directly affiliated with Epiphany of the Lord Catholic Church.

FUND RAISERS

Parent support is extremely important at Child's Play. We are a non-profit pre-school program. We offer many opportunities to support Child's Play through the following fundraisers.

❖ RANDALLS REMARKABLE CARD (ON-GOING):

By using your Remarkable Card each time you make a purchase, Child's Play can earn a percentage of what is spent. Our Randall's number is 731.

❖ **CAMPBELL LABELS/PEPPERIDGE FARM (ON-GOING):**

Thanks to this program our school can obtain teaching aids **free of charge**. You can help by saving UPC codes from **CAMPBELL SOUP COMPANY PRODUCTS** with LFE or the Labels for Education logo. This includes all Pepperidge Farm labels.

❖ **SCHOLASTIC BOOKS (ON-GOING):**

Child's Play participates in the Scholastic pre-school book program. Order forms are sent out monthly to encourage reading in families. The books, CDs and DVDs are inexpensive and for each dollar spent by our parents, Child's Play receives a point. We can order books and CDs for our library at Child's Play.

❖ **BOX TOPS FOR EDUCATION (ON-GOING):**

Save box tops of all products **that have the box top labels**. We receive 10 cents per label.

❖ **BROCHURE FUND RAISER:**

We hold this fund raiser in the fall. Many lovely and inexpensive cards, stationery, paper products, candy, magazines and gift items can be ordered. Otis Spunkmeyer cookies are also included. We receive a percentage from the total sale.

❖ **ORIGINAL ARTWORKS:**

All children will create an art project that can be made into items such as note cards, trivets, mugs, magnets, etc.

❖ **RANDALL'S COMMUNITY BUCKS:**

These are given to you in September when you shop at Randall's. You can put them in your child's communication folder. Randall's will send us a percentage.

❖ **BASKET RAFFLE:**

Theme inspired baskets filled with gift items will be raffled after the last Christmas Program.

We may have other fund raisers as deemed necessary to maintain the quality of our program.

SERVICE PROJECTS

❖ **FOOD FOR THE NEEDY (MONTHLY):**

The need for food in our area continues throughout the year, not just at holiday time. Child's Play has a **monthly food drive** which is held in connection with the children wearing Child's Play t-shirts (**Spirit Week**). We collect food for the entire months of November and December. This is meant to be a learning experience for the children.

❖ **POP TABS FOR RONALD MCDONALD HOUSE (ON GOING):**

We collect the pop tab of all aluminum cans to benefit Ronald McDonald house.

❖ **TOY COLLECTION FOR ST. VINCENT DE PAUL:** In December we will collect toys for children in need.

Keeping Children Safe

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime.

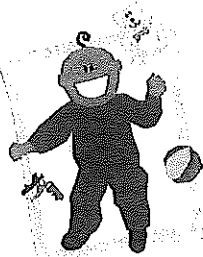
Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services
www.dfps.state.tx.us

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

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SUSPECTED CHILD ABUSE/NEGLECT POLICY

State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect. Any staff member who suspects child abuse or neglect must immediately report it directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

PROCEDURES FOR REPORTING SUSPECTED ABUSE:

1. All employees must report any suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not. Teachers must also report any suspected abuse to the Director.
2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.
3. When reporting suspected cases of child abuse, you must include the following information: Name and age of child, child's present location, type and extent of abuse, and the name and title of the person making the report.
4. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN REQUIRES:

STAFF TRAINING

Child's Play will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The Director will provide this training for new staff at an orientation within 7 days of their hire date. The orientation will be documented in the employee's file. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services website, <http://www.dfps.state.tx.us/training/reporting>, or other source including but not limited to face to face and online training.

PARENT EDUCATION

The Child Abuse and Neglect Policy will be given to all parents in the Child's Play Parent Policies and Procedures Handbook. Parents will be informed of available community resources from the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community based organizations to provide child abuse and neglect preventions services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These include the Help for Parents, Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website, <http://www.helpandhope.org>, (to connect them with prevention and support services statewide).

HOW DO I KNOW IF IT IS ABUSE OR NEGLECT?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC):
<http://www.statutes.legis.state.tx.us/docs/fa/htm/fa.261.htm>

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm. Sexual conduct harmful to a child's mental, emotional, or physical welfare, including contact that constitutes the offense of continuous sexual abuse of a young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

Neglect includes the following acts or omissions by a person:

- Placing a child in or failing to remove a child from a situation in which a reasonable person would realize that judgment or actions beyond the child's level of maturity, physical condition, or mental abilities will result in bodily injury or a substantial risk of immediate harm to the child.
- Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.
- The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

What if I am not sure if it is neglect?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a report by phone or internet to the Texas Abuse Hotline.

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