

My Preschool & Child Development Center – Alameda
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“Children are a gift from the Lord; they are a reward from Him.” - Psalm 127:3

OUR PURPOSE & MANIFESTO

The purpose of My Preschool & Child Development Center (CDC) is to meet the wellness of the whole child’s mental, physical, emotional, spiritual, and social needs. To help achieve these goals, we have made the following policies, many of which are required per Texas Minimum Standards for Child Care Centers:

We believe that every child matters and every child is a unique creation of God. We strive to EMBRACE every child the unique way God designed them. We recognize that when you leave your child in our care, you are leaving a piece of your heart with us. We strive to provide you, the parent/guardian, with a “peace of mind,” giving us the great opportunity to help EMPOWER your family as you work hard to achieve your life goals.

CURRICULUM AND ACTIVITIES

At My Preschool & CDC, we have carefully and thoughtfully chosen research-based Pinnacle curriculum as a guide for the daily curriculum of our faith-based early childhood center. It is designed to assist teachers with program planning that will encourage your child to develop their emerging skills in all developmental areas and experience God’s love.

Pinnacle combines the best practices recommended by current research in the field of early childhood education with developmentally appropriate practices supported by the National Association for the Education of Young Children (NAEYC) to help provide a well-rounded, engaging learning environment that will stimulate your child’s growth in all developmental domains. (See attached PROGRAM STRUCTURE)

ENROLLMENT PROCEDURES

Upon enrollment, a statement from your child’s pediatrician stating they are healthy to participate in our program is required along with an updated immunization record (see page 8 for more information on immunizations). Parents are provided with our Operational Policies and Procedures along with a Review and Receipt form that must be signed. We follow the state requirements as outlined in the Texas Minimum Standards for Child Care Centers when enrolling a child. Files will be updated once a year, and if there are any changes, such as a new address or phone number, it is your responsibility to update it with the director as soon as possible. If there are any changes to these policies and procedures, you will receive an electronic copy via email and a printed copy may be provided upon request. An updated Review and Receipt form must be signed and kept in your child’s file.

ENROLLMENT AGE REQUIREMENTS

The following services are available:

- Infant Care (6 weeks-17 months)
- Toddler & Preschool Care (18 months-5 years)
- School-aged Program (12 years and under), during holidays/summer school breaks, as space is available

OPERATIONAL HOURS

Infant Care (6 weeks-17 months): Monday-Friday, 7:30am-5:30pm
Toddler & Preschool Care (18 months and older): Monday-Friday, 7am-6pm

HOLIDAY CLOSURES

We close for the following holidays:

New Year's Day
Martin Luther King Day
Good Friday

Memorial Day
Labor Day
Fourth of July

Thanksgiving Day and Friday
Three days at Christmas

REGISTRATION FEE/TUITION POLICIES AND PROCEDURES

The registration fee is due annually every August, typically by the second Monday. We utilize auto withdrawal (ACH) for payment of weekly tuition and the annual registration fee. The enclosed Recurring Debit Authorization (RDA) form must be completed and returned with your paperwork prior to your child's admission date. Tuition is debited and due every Monday for that week's services by end of business day, or as you choose to indicate on your completed RDA form. We do not accept cash. We reserve the right to terminate services without notice due to non-payment. Tuition is due regardless of attendance. Tuition is also due in the event we are instructed to close due to a local/state/federal order and/or guidelines, such as in the time of a pandemic.

**Our weekly tuition fees will undergo an annual budgetary review. Should an increase in tuition occur, you will be notified via email with as much advance notice as possible.

RETURN NSF/LATE PAYMENT FEES

There is a \$35.00 fee for any item returned unpaid/NSF (non-sufficient funds). A late fee of \$10 per day will be assessed unless other payment arrangements have been made. Your child may not be accepted if payment is late.

DROP-OFF/PICK-UP POLICY AND LATE FEE

VERY IMPORTANT: Please bring your child no later than 9:30 a.m. Your child may not be accepted past 9:30am without prior notice given and approval from the center director. If tardiness becomes excessive, you may have to find alternative child care arrangements. Pick up time is 5:30pm for children ages 6 weeks-17 months and no later than 6pm for ages 18 months-5 years. **A LATE CHARGE of \$1 per minute will be billed to your account if you pick your child up late.**

ABSENCES

NO DISCOUNT OR CREDIT is given for absences of any kind, including school closures and holidays. When your child is absent from school, for any reason, you are still responsible for tuition as outlined in the afore-mentioned Tuition Policies and Procedures. Tuition payment maintains your child's enrollment status. If your child will be absent from school, we ask that you notify the front office by 9am each day. If your child will be out for an extended period of time, you do have the option to un-enroll them and re-enroll upon return, if the space is available.

REFERRAL CREDIT

We appreciate your referrals! For any family you refer that enrolls, and mentions you at the time of enrollment, you will receive a \$50 credit towards a week's tuition. Thank you!!

FAMILY APPRECIATION CREDIT

My Preschool & CDC is happy to offer a day's tuition credit(s), per family, and not to exceed a total of five days, for each year a family is enrolled full-time. The day's credit(s) will become effective upon the one-year enrollment anniversary date. The day's credit(s) is NOT per child but per family. The day's credit(s) amount will be calculated using the oldest child's weekly tuition rate. Once the one-year anniversary enrollment date has been reached, and all subsequent anniversary dates, it is the family's responsibility to notify the director when the day's credit(s) would like to be used, not to exceed five total days. We appreciate your trust in us!

MEALS AND FOOD SERVICE PRACTICES

We are happy to provide an afternoon snack, as well as water, milk and juice. Parents provide breakfast and lunch and any special milk their child may need. Please carefully read the enclosed Meals & Food Service Practices form as it gives very important instructions for ALL ages on preparing your child's lunch and helpful nutritional information. By parents providing their child's breakfast and lunch, it is understood that My Preschool & CDC is not responsible for the nutritional value of the child's food nor for meeting the child's daily food needs.

BOTTLE FEEDING POLICY

For infants ages 12-18 months, due to the American Academy of Pediatrics recommendations, and our efforts to operate using industry best practices, we do not allow bottles in our 12-18 month-old-classroom, unless a doctor's note is provided for special developmental needs. Rather, we request the parent provide a sippy cup for their child and any special formula or special dietary milk they may need. Otherwise, we do provide whole milk, water and juice. There are many helpful links online to guide you on weaning your child from the bottle. We do keep such articles in our front office should you request a copy.

EQUIPMENT PROVIDED BY PARENTS (as applicable)

****ALL OF THESE ITEMS MUST BE NAME-LABELED WITH CHILD'S FIRST NAME AND LAST NAME INITIAL:**

- Three changes of clothing (top, bottom, underwear, and socks) placed in name-labeled gallon Ziploc
- Blanket
- Pillow (optional)
- Package of Diapers (as applies)
- Package of Wipes

INFANTS (6 weeks to 12 months): As applies, please bring bottles of formula (all unbreakable) for each feeding, juice, water, a drinking cup, and eating utensils. An INFANT FEEDING form must be completed monthly for any child not yet eating table food. Your child's caregiver will have this form available for you.

BREASTFEEDING

Mothers may breastfeed in our infant room, or in another room if in need of privacy. An adult-sized chair will be provided. Mothers may provide breastmilk for feedings throughout the day.

BIRTHDAY CELEBRATION!

We are excited to celebrate your child's birthday! If you would like to bring a food item to share with their classmates in celebration of their birthday, we ask that you bring either fruit, muffins, cookies, or MINI cupcakes. ALL food brought to share with your child's classroom must be store-prepared in a commercial kitchen. We cannot serve homemade food items. Thank you!

CLOTHING

Please make sure your child has at least three changes of clothing (top, bottom, underwear, and socks) that is appropriate for the season and is name-labeled with first name and last name initial in a gallon Zip-loc bag. Caps, mittens, jackets, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime.

FOOT WEAR

TENNIS SHOES should be worn (lace-ups are preferred as the children are not able to remove them as easily). Boots with rubber soles may be worn. Sandals with enclosed toes and non-slippery soles may be worn in the summer. Children will not be accepted with unsafe shoes. Children may not wear flip flops due to the danger these shoes may cause on the play area.

DIAPER CREAM/OINTMENT

We do not provide diaper cream or ointment. Parents wanting to supply diaper cream/ointment may do so. We ask that you label the container with your child's first and last name initial.

NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at My Preschool & CDC for six or more hours a day, and for all children who show a need for rest time. Your child will be provided a nap time cot. Please provide a clean blanket, and pillow, if desired, for nap time and take home weekly for laundering. You may also bring a special stuffed animal or "lovie" for nap time, but they must be able to fit in your child's cubby.

OUTDOOR PLAY

Should weather permit, morning and afternoon outdoor play is required by the Texas Minimum Standards for Child Care Centers. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school.

CHILD TO STAFF RATIOS

My Preschool & CDC exceeds state ratios in most classrooms. Our total center enrollment is below our state-issued licensing capacity. We strive for quality over quantity to help provide your child with the best care possible.

CHILD RELEASE AUTHORIZATION

Only authorized individuals listed on admission forms are allowed to pick up children other than the parents. Authorized individuals **MUST** show proof of identification to staff prior to picking up a child. If an individual attempts to pick up a child and is not listed on the admission forms, the parents will be called immediately to confirm, and said individual must show proof of ID. ****A LATE CHARGE of \$1 per minute will be billed to your account if your child is picked up late.**

CUSTODIAL ARRANGEMENTS

My Preschool & CDC prefers **NOT** to get involved in custody disputes. For any custodial issues, paperwork signed by the judge must be on file in your child's file at time of enrollment or after any changes. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, My Preschool & CDC has the right to terminate care.

SAFETY

Our guidelines try to insure the well-being of all children enrolled. Children must be brought to a staff member upon arrival. Children may **NEVER BE SENT INTO THE BUILDING UNATTENDED.** Please have your child stay next to you **AT ALL TIMES** from the car to the doorway. It is a good idea to hold your child's hand. **DO NOT SEND** children under age 16, unattended, for your child.

HEALTH CHECKS

Health checks are a visual or physical assessment of a child to identify potential concerns about a child's health. Employees will assess at arrival, mid-day, and before a child leaves. For further questions about health checks, please see the director during operating hours.

MEDICAL EMERGENCIES

For any medical emergencies, staff will follow our EMERGENCY PREPAREDNESS PLAN (see enclosed form). It is also posted on our Parent Information board in the lobby. The director will call emergency services (9-1-1) immediately followed by contacting parents. In your admission form, you will be required to either allow or deny permission for your child to be transported to a hospital or clinic. If allowed, you will need to specify which facility.

INFANT SAFE SLEEP

In your enrollment packet is included a form titled "Infant Safe Sleep" for infants 12 months and younger. These are basic infant requirements and restrictions, including sleep positioning, crib requirements and restrictions, mattresses, bedding, blankets, toys, and restrictive devices.

INCIDENT/ILLNESS REPORT PROCEDURES

The purpose of an Incident/Illness Report is to document any illness, injury or behavioral issue of a child. The director or person in charge AND the parent/guardian must sign the report. When possible, the director or person in charge make a "courtesy call" to the parent/guardian concerning the form prior to pick-up time. The parent will receive a copy of the incident report. If the parent/guardian refuses a copy, then such refusal must be noted on the back of the incident report. The original should be kept in the child's file.

HEALTH/ILLNESS/FEVERS

It is so easy for infectious disease to spread in a school environment. If your child has **FEVER** (see below "FEVERS"), **VOMITING, DIARRHEA (for teething, illness, or medication)**, or a **RUNNY NOSE OR EYES WITH discoloration** he or she should be kept at home. If your child has bodily discharge of any type that requires constant wiping or could spread onto surfaces or someone, your child may not be allowed in attendance. Fussiness due to a bad mood, teething or lack of sleep that requires a child to need special attention may also be reason to keep your child at home. We cannot give children special dietary items, such as Pedialyte or Gatorade. If a child has any of the below temperature readings, rash, mouth sores, wheezing, coughing, head lice, or other unusual signs or behavior changes, the child will not be admitted or should be picked up **within the hour of parental notification**. We may require a non-contagious statement from your child's physician for re-admittance. *If your child still appears ill, we may over-rule the physician's statement.*

FEVERS: Your child is considered to have a fever if the reading is as noted below, or higher than:

- Orally, 99.6 F
- Axially (underarm), 99.2 F
- Tympanic (ear), 100.5 F
- Forehead, 100.5 F

If your child has a fever reading as noted above, they may not return to the center without a non-contagious statement from their physician. Please DO NOT give your child a fever reducer and send to school, as your child is probably contagious. Young children may convulse, as fevers sometimes rise quickly.

MEDICATIONS: If your child is on an antibiotic, it should be given at least one day's full dosage before the child returns. **OVER-THE-COUNTER MEDICINES** will not be given. Medicines will not be given to

children under the age of two. PRESCRIBED medications may be given once a day at lunch time. **If medications are to be given twice a day**, both must be given at home. MEDICINE and a MEASURING SPOON/CUP must be name-labeled with the child's first AND last name and placed in a Zip-loc bag.

The appropriate forms for dispensing of medication should be completed upon admission. Director or designated employee will be the only ones to give medication and must log the times medication is given on our medication form. When medication is no longer needed and/or expires, the parent must take home any remaining medication. The director will make the appropriate documentation on the medication form and place said form in the child's file.

EXCLUSION POLICY

In order to protect your child and every other child/staff member at the center, we sincerely ask that parents/guardians assist us by keeping their child home if they have experienced any of the following symptoms within the past 24 hours:

- Temperature readings as noted above under "FEVERS"
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever
- Diarrhea, vomiting or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Any discharge or drainage from the eyes, nose, ears, or open sores
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness

IMMUNIZATIONS

Your child must be current on their immunizations. A complete record is due upon entering. Thereafter, please supply records upon each new immunization. If your child is not able to receive shots due to medical reasons, a statement must be presented from the child's physician stating why, and a date when the child will be updated. If you choose not to vaccinate, an affidavit is required from the child's physician. TB screening for children is NOT required by our regional Texas Department of State Health Services.

HEARING AND VISION

Hearing and vision screenings are required for four-year-olds. This should be done when receiving immunizations at four years of age. Please ask your child's physician for more information. We will need a copy of the screening, per the Texas Department of Family and Protective Services' regulations.

HEAD LICE

If your child is found to have head lice, we will ask you to pick them up and they must stay home the day after being sent home. If your child has head lice on more than two occasions, you may be asked to find other child care arrangements. Please reference the following link for further information concerning the treatment/control of head lice: <https://www.cdc.gov/parasites/lice/head/treatment.html>

BITING POLICY

Please reference enclosed Biting Policy form.

PETS AND STRAYS

Pets and strays are not permitted on the grounds of the school.

WEAPONS/FIREARMS

All weapons, including concealed firearms, are prohibited on these premises.

TRANSPORTATION

We do not provide transportation, unless it's a medical emergency and we have written documentation on the admission form.

WATER ACTIVITIES AND FIELD TRIPS

We do offer sprinkler play and water tables as water activities for children who are able to sit unassisted during the summer months. We do not offer field trips.

INSECT REPELLANT/SUNSCREEN

In your admission packet is a form for you to complete authorizing the use/non-use of insect repellent. Our center utilizes a natural, deet-free insect repellent. We do not provide sunscreen. If you wish to provide sunscreen for your child, please label with your child's first AND last name and give to their teacher/caregiver.

SMOKING

Because second-hand smoke is bad for allergies and the health of all, if your child's clothing, blanket, diaper bags, or car seats smell of smoke, we may not accept them into the facility. If the second-hand smoke continues to exist, you may need to find alternative arrangements. The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

DISCIPLINE AND GUIDANCE POLICY

Concerning discipline and guidance, we strive to use positive methods that encourages self-esteem, self control, and self direction, including the following:

- (a) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (b) Reminding child of behavior expectations daily by using clear, positive statements;
- (c) Redirecting behavior using positive statements; and
- (d) Using brief, supervised separation or "time out" from the group when appropriate for child's age and development, which is limited to no more than one minute per year of the child's age.

We do not use any harsh or cruel punishment of any kind. Our Discipline and Guidance Policy is enclosed for your review and is to be signed and returned with your paperwork. For any questions, please contact the director.

BEHAVIOR

We reserve the right to protect other children and staff from any behavior that might injure one physically or emotionally. This includes, but is not limited to: hitting, biting, kicking, scratching, spitting, hair-pulling, slapping, running from staff, or in and out of buildings, climbing fences, or using inappropriate language.

If behaviors such as these continue after redirection and parent conferences, your child may be suspended up to two days or asked to find alternative arrangements. If your child's behavior is so disruptive that the teacher is unable to attend to their class, your child may need alternative arrangements. **If your child screams and runs or kicks when you drop your child off**, you may be asked to take your child and bring the child back when the child has calmed down.

PARENT CODE OF CONDUCT

It is our top priority to ensure the safety and well-being of the children and our staff at all times. My Preschool & CDC prohibits swearing and cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. We also reserve the right to terminate care in the event of disruptive behavior from a parent or guardian. My Preschool & CDC must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

PARENT RESPONSIBILITIES

Please understand that due to liability issues, the staff of My Preschool & CDC is not permitted to take children home from our center. In order to not confuse school toys with a child's personal property, we ask that children not bring playthings from home. Our staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal or "lovie" for use during nap time and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible learning atmosphere for your child:

- ❖ Communicate with your child's teacher any concerns you have. Ask questions! We are here for you and your child to help this be the best learning experience possible.
- ❖ Pick up and read the notices and information left for you in your child's folder/cubby and/or posted outside your child's classroom, at the check-in desk or via Email.
- ❖ Pick up your child's papers/projects as supplied by their teacher. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- ❖ Please do not allow your child to bring gum or candy into the classroom.
- ❖ Periodically, check on your child's supply of extra clothing.
- ❖ Please take home soiled clothing promptly.
- ❖ Please take home their lunchbox each day.
- ❖ Please take home, weekly, any blankets or pillows for laundering.

COMMUNICATION METHODS

All parental notifications will be provided via letter and/or followed by an email. We also utilize social media, such as the Remind Me app and Facebook, as a means of communication.

QUESTIONS REGARDING POLICIES AND PROCEDURES

Should you have questions or concerns regarding our policies and procedures or program structure, feel free to call the director, or you may schedule a time to meet with the director during operational hours.

PARENT PARTICIPATION

Parents are allowed at the center at any time. We have an open-door policy. Parents do not need prior approval to visit our center. Parents are always welcome to participate in school activities.

PARENT CONFERENCES AND OBSERVATION

We welcome your visits. You may visit at any time during our hours of operation. Prior approval is not necessary unless it disrupts the class or your child's routine. Parents may meet with teachers and the director between 12:00pm–1:00pm with a day's notice so that arrangements may be made to have adequate supervisory coverage for your child's class.

WITHDRAWAL PROCEDURES

We respectfully ask that two week's notice be given if you are needing to withdraw your child from enrollment to allow us time to fill their spot. All withdrawal requests must be provided in writing prior to withdrawal via

email or you may request a withdrawal form from the front office. Any approved refunds will be done so via check and mailed to the parent address on file.

CYBER IDENTITY AND SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of My Preschool & CDC are prohibited from participating in social networking with parents and children. This includes, but it not limited to, Facebook, Twitter, Instagram and SnapChat.

CELL PHONE POLICIES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. The Texas Department of Family and Protective Services passed new regulations in 2010 prohibiting the personal use of cell phones in the classroom. Please help us stay in compliance with this new standard. Staff are not allowed to communicate with parents via cell phone.

Any issues or concerns you may have, please contact the center directly and we will be happy to communicate any needs or concerns you may have to your child's teacher/caregiver.

EMERGENCY PREPAREDNESS PLAN

Our Emergency Preparedness Plan is designed to ensure the safety of the children during an emergency by addressing staff responsibility and faculty readiness with respect to emergency evacuation, relocation, and sheltering lock-down and medical emergency. We have included a copy of the Emergency Preparedness Plan in your enrollment packet.

An Emergency Contact Binder will be taken with the director/person in charge at the time of evacuation. Parents will be contacted with further instructions via cell phone as well as through the use of the Remind Me app. We ask that you update emergency contact information immediately so that our Emergency Binder stays current with correct co

EMERGENCY RELOCATION

Should we need to evacuate the premises, we will relocate to Incarnate Word's Multi-Purpose building:
JAMES R DOUGHERTY, JR CENTER, 400 BLOCK OF CHAMBERLAIN.

LOCKDOWN

Should a dangerous situation arise and lockdown is mandated, children will stay in their classrooms and will not be dismissed until lockdown is lifted. More information is located in the enclosed Emergency Preparedness Plan.

INCLEMENT WEATHER

In the event of inclement weather, we will do our best to remain open. We will closely follow the decisions made by CCISD (Corpus Christi Independent School District) for weather closures. In the event we do decide to close the center, you will be notified via email and/or our Facebook page. Late night or early morning questions, please watch the news and feel free to message us through our Facebook page.

STAFF ANNUAL TRAINING/REQUIREMENTS

All staff are required to complete 24 hours of annual training, and the director is required to complete 30 annual hours. Staff is required to complete a pre-service training and orientation prior to entering the classroom. All employees must pass a drug screen and background/FBI fingerprint screening. Annual drug screens will be performed and any employee who does not pass their drug screening will be immediately terminated.

VACCINE-PREVENTABLE DISEASES FOR EMPLOYEES

Employees are not required to have specific vaccinations.

GANG-FREE ZONE

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. My Preschool & CDC is a GANG-FREE ZONE.

LIABILITY INSURANCE

This operation has liability insurance that meets the requirements by Section 42.049 of the Human Resources Code.

LICENSING NOTICE AND COMPLIANCE HISTORY

Our center is regulated by TX Dept of Family and Protective Services 361-878-3451, located at 5155 Flynn Parkway, Suite 623, Corpus Christi, TX 78411. A copy of the Texas Minimum Standards for Child Care Centers is available online: <https://www.dfps.state.tx.us>

My Preschool & CDC's most recent licensing report may be reviewed in the lobby area on our Parent Information board or online:

https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

NON-DISCRIMINATION POLICY

My Preschool & CDC does not and is prohibited by law from discriminating on the basis of gender, race, color, national or ethnic origin, age or disability in admittance, education or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school. My Preschool & CDC is licensed and regulated by the Texas Department of Family and Protective Services.

ABUSE AND NEGLECT

Staff and parents are required to report any suspicion of abuse or neglect to the director or they can make a report on their own. To report child abuse or neglect, call 1-800-252-5400. Staff are required to have annual training regarding abuse and neglect and how to recognize it. Ways for keeping staff and parents aware of such acts will be to distribute flyers, pamphlets and emails of updated resources from community organizations such as DFPS, Driscoll Children's Hospital C.A.R.E Team, and Casa of the Coastal Bend. Parents involved with a victim should seek help from one of these organizations or contact us and the director can help provide information and the next steps to take.

Organization contact information:

Texas Abuse Hotline: 1-800-252-5400

Submit report to <https://www.txabusehotline.org>

Driscoll Children's Hospital C.A.R.E Team (Child Abuse Resource and Evaluation Team)

361-694-CARE (2273) or Toll Free 1-800-DCH-LOVE
3533 S. Alameda St., Corpus Christi, TX 78411

C.A.S.A of the Coastal Bend (Court Appointed Special Advocates)

361-884-2272
2602 Prescott, P.O Box 4, Corpus Christi, TX 78403

At any time you may ask us questions about our center, curriculum, your child's needs and their accomplishments. We welcome suggestions and information concerning your child. Feel free to call or email anytime. Email will be a very important means of communication. Please be sure to check your email at least once a week for important announcements and/or updates. At all times, we want to work together for what is best for your child.

****PLEASE KEEP THIS FORM FOR YOUR FUTURE REFERENCE**

(Last revised July 2020)