

Meadows Christian Learning Center
Statement of Policies and Procedures

Welcome to Meadows Christian Learning Center! This is a list of our Center's operational policies and procedures. Please read them and return the parent signature page indicating you have been informed of these policies and procedures. They are written in accordance with the Texas Minimum Standards for Day Care and are for the well being of your child. Parents will be notified in writing of any policy changes.

Enrollment Procedures

In order for a student to be enrolled in Meadows Christian Learning Center, the following must be completed by the parent and on file in the Center office.

- MCLC Enrollment form
- Authorization for emergency medical care
- Admission information
(Page 2 requires physician's signature)
(Page 3 requires immunization record filled out by physician's office, or a separate official immunization record may be attached)
- Registration contract
- Enrollment fee

Tuition/ Late Fees/ Returned Check Fee

Tuition is due on the first program day of each month. There will be a \$15.00 late fee assessed for tuition not paid by the 10th of the month. If a student's tuition for the preceding month is not paid by the 5th calendar day of the current month, the student's enrollment in the Learning Center program will be forfeited. Tuition is charged per month regardless of the number of days in the month and will not be adjusted for the child's absence(s) during the month. If the Center is closed on a scheduled preschool day for any unforeseen circumstance, including inclement weather, monthly tuition will not be adjusted for the closure. There is a \$30.00 fee for returned checks.

Arrival and Departure

When you and your child arrive in the morning, please wait in the atrium until the doors to the preschool hallway are open. Teachers will be ready to receive the children in the classroom at 9:00 am. It is very important that the children arrive on time. It is difficult on the child and the teacher for the child to arrive when the class is already engaged in activities for the day. Children must be picked up promptly at 2:00 pm. Late fees will be charged beginning at 2:05 pm with an additional \$1.00 for every 5 minutes after that until the child is picked up.

Please note the following policies and procedures regarding dropping off and picking up students. THESE POLICIES AND PROCEDURES APPLY TO EVERYONE DROPPING OFF AND PICKING UP LEARNING CENTER STUDENTS. Please inform anyone who is involved in transporting your child to and from school of this information.

- When you enter the preschool area with your child and you walk him or her to the classroom, leave their coat, lunch, backpack, etc. in the hallway by their name. Please do not bring these items into the classroom. Tell your child goodbye at the door of the classroom without entering the classroom. (Be sure you sign your child in.)

- When you are picking your child up, please wait in the hallway until your child's teacher opens the door of the classroom at the conclusion of the day. The teacher or assistant will bring your child to you at the door of the classroom. Please do not enter the classroom to pick up your child. (Be sure to sign your child out.)
- If you need to drop your child off late or pick them up early, please see Linda Harvey or Connie Stiles. We will take them into the classroom or get them out of the classroom for you. Please do not enter the classroom.

Parking

Parents need to park in the parking lot and walk their child into the building. Parents may not park under the portico or at the curbs. Failure to comply with this procedure may result in the child's dismissal from the program. Do not leave other children in the car to bring your child into the building. If you have an extenuating circumstance, call the Center office and someone will assist you. The Learning Center office phone number is 469 467-7091. **This is for the protection of all children!**

Calendar

MCLC is open on Tuesday, Thursday, and Friday from 9 am to 2 pm from September through May. MCLC closely follows the PISD calendar. You will receive a copy of our school calendar upon enrollment. We will observe the same bad weather days as PISD. If PISD schools are closed due to inclement weather, MCLC will also be closed. If PISD schools open later than 9:30 am, MCLC will NOT open. Notices for PISD school closings are broadcast over major TV and radio stations. It is the responsibility of parents to monitor school closings or delays. In the event of inclement weather during a school day, MCLC reserves the right to dismiss early in the interest of safety for all involved. Parents would be contacted to pick their children up as soon as possible in this event. The director's decision would be final in this event.

Health Issues

For the welfare of all of our students, please keep your child home if there is any sign of illness. A child may not attend the Center when any of the following exist or have existed in the previous 24 hours:

- Fever
- Vomiting
- Diarrhea
- Symptoms of common childhood illness: Chicken Pox, etc...
- Sore throat
- Rash
- Skin infections: Impetigo, etc...
- Pink eye or other eye infections

If any of these or other symptoms of illness develop while the child is in the Center, the parent will need to make arrangements for the child to be picked up from the Center. The director will make this determination.

If a medical emergency should occur, parents or the child's emergency contact would be notified immediately. In the event of a life threatening emergency, 911 would be called and parents or the child's emergency contact would be notified immediately.

The state requires that children in child care stay current on all immunizations. Any changes in the health status of the child, along with updated immunization information, should be reported to the director. If a child does not stay current on immunizations, they will not be able to continue in the program.

If medication needs to be administered to a child during the school day, the following procedure must be followed:

- Medication must be labeled with the child's name
- Medication must be left in the Center office
- Parents must fill out a medication form (in the Center office)
- Prescription medication must be in the original container with the original label and will be dispensed according to directions on the label.
- OTC medication must be in the original container and will be administered according to parent directions and the age and weight dosage directions on the medication.

At this time, TB testing is not required for students.

Items to Bring to School

- Change of clothes to leave at the Center (Please label these with your child's name and place them in a zip lock bag.)
- Lunch (Please send a nutritious lunch that **does not require refrigeration or heating before serving.**)
- Blanket or stuffed animal for rest time (The Center provides a nap mat. Any items brought for rest time will not be able to be stored at school; you may bring them back and forth each school day.)
- Children who are not potty trained need to bring enough diapers or pull ups *for the day*. Wipes are provided.

Nutrition

MCLC serves a daily snack. Parents are responsible for the nutritional quality of their child's lunch and for meeting their child's daily nutritional requirements.

Clothing

Children need to wear comfortable, washable clothes that they can manage as independently as possible. Children need to be dressed appropriately for the weather. We try to go out on the playground every day, so please send a sweater or coat for your child during the cold weather seasons. Please label coats, hats, gloves, sweaters, etc... with your child's name. Due to the mulch surface of our playground, socks and tennis shoes are the best footwear for the children's comfort and safety.

Potty Training

We are happy to work with you and your child when they are ready to become potty trained. However, until children are FULLY potty trained (which means they are able to tell the teacher when they need to use the bathroom and get to the bathroom and use it on their own), children must continue to attend the Center wearing diapers or pull ups. For sanitary reasons, potty chairs are not allowed. In order for a staff member to assist a child with toileting (wiping), a parent must give notice to the director in writing granting permission for a staff member to assist the child.

Transportation/ Field Trips

MCLC does not take field trips. In the event that a child would need to be transported for emergency medical care, but not by ambulance, an MCLC staff member would transport the child only with the parent's written consent.

Water Activities

MCLC provides only the following water activities:

- Water table (a large tray with a minimal amount of water for activities like sink and float)
- Sprinkler play (once per spring for the pre-kindergarten class)

Nursing

MCLC provides a comfortable seat where a nursing mother can feed her child in the Learning Center office. Mothers have the right to breastfeed or provide breast milk for their child while in care.

Emergency Evacuation

If an emergency should arise that would necessitate the evacuation of this building, our emergency evacuation relocation site is 3401 Los Rios Blvd. This is the Mormon church to the north of our building. In this case, you would be notified immediately by phone to pick up your child from this location.

Hearing and Vision Screening

State law requires all students who are four years of age or older by September 1 of each school year to undergo hearing and vision screenings. The results of the screening must be on file in the Center office by the end of the first semester in order for the child to remain enrolled in the program. The screening must be done by a certified screener or a health care professional. Screenings will be scheduled by the director and you will be notified of the screening date. The nominal fee for the screening is paid by the parent.

Pest Control Treatment

The building is treated for pests by a licensed pest control company. A notice will be posted on the entry doors 48 hours in advance of treatment. Treatment will not occur when the children are in the building.

Discipline and Guidance Policy

Discipline must be:

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

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

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

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Requirements Regarding Gang- Free Zones for Child Care Centers

What is a gang- free zone?

A gang- free zone is a designated area around a specific location where certain gang related 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 the 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.

How do parents know where the gang- free zone ends?

The gang- free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang- free zones needed?

Similar to the motivation behind establishing drug- free zones, the goal of gang- free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang- free zone designation. This means parents or guardians need to be informed that certain gang- related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

Prevention of Child Abuse/ Neglect

All Meadows Christian Learning Center managers and caregivers upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse and neglect and the responsibility and procedure for reporting suspected abuse and neglect. In order to increase employee and parent awareness of issues regarding child abuse and neglect, including warning signs and prevention techniques, MCLC posts on our Parent and Staff information board information from the DFPS website, "It's Up to You: Preventing Child Abuse and Neglect." We urge staff, parents, and other interested parties to visit the site also. You may access the site by going to the DFPS home page and entering "It's Up to You" in the search field. The strategy for coordination between

Meadows Christian Learning Center and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative. For assistance and/ or intervention, parents and others may contact DFPS at 1-800-252-5400 or 1-800-4-A-CHILD, or online at www.txabusehotline.org.

Parent Visits/ Parent Communication/ Parent Concerns/ Parent Involvement

Parents are welcome to visit the Center unannounced at any time during the hours of operation. In accordance with state guidelines, parents may be present in the classroom for only brief periods of time, only in the presence of a licensed staff member, and only after a criminal background check has been completed.

MCLC communicates with parents with parents via email, written communication, and the marker board in the atrium. Parents are encouraged to review the policies and procedures of MCLC and make an appointment to discuss any questions or concerns with the director. Parents may make an appointment to talk with the director and the child's teacher about any issues or concerns they may have about their child. **Teachers will not discuss anything negative concerning the child with the child present.** Therefore, there will be no parent/teacher conferences at the classroom door in the afternoons with the exception of reports of a positive nature. Parents may participate in the Center's operation and activities by volunteering to assist the classroom teacher with home projects and attending special activities such as class parties (after completing a criminal background check).

Photography Policy

Occasionally children's photos may be taken as part of special events at the Learning Center. These pictures are only used within the Learning Center. They will not be published to any outside agency or on any internet or social network site. Please indicate your permission for us to photograph your child on the appropriate line on the next page.

Library Books

The pre kindergarten classes will have a chance to check out a library book each week. The book must be returned in order for them to check out another book. If a library book is lost or not returned after 2 weeks, a \$5.00 replacement fee will be due.

MCLC Licensing Information and Contact Numbers

You may ask to review a copy of the Minimum Standards for Daycare in the Center office. You may also review our most recent licensing inspection there. You may contact the local licensing office by calling 214-951-7902. The DFPS child abuse hotline number is 1-800-252-5400. You may also view the DFPS website at www.dfps.state.tx.us.

Please sign the following page and return with your registration.

I acknowledge that I have been given a copy of the Meadows Christian Learning Center's operational policies and procedures which include the following:

- Hours, days, and months of operation
- Procedures for release of children
- Illness and exclusion criteria
- Procedures for dispensing medications
- Procedures for handling medical emergencies
- Procedures for parental notifications
- Discipline and guidance practices
- Meals and food service practices
- Immunization requirements
- TB testing requirements
- Hearing and vision screening requirements
- Enrollment procedures, including how and when parents will be notified of policy changes
- Transportation
- Parking
- Potty training
- Water activities
- Field trips
- Nursing Information
- Requirements regarding gang- free zones
- Policy concerning prevention of and recognition of child abuse and neglect
- Procedures for parents to review and discuss questions or concerns about policies and procedures
- Procedures for parental visits
- Procedures for parental participation
- Procedures for parents to review a copy of the minimum standards and the Center's most recent Licensing inspection report
- Photography policy
- Library book policy
- Instructions on how a parent may contact the local Licensing office, DFPS abuse hotline, and DFPS website

_____ I give MCLC permission to photograph my child for use only within the Learning Center.

Child's Name _____

Parent Signature _____

Date _____