

# **The Children's Spot...**

*"Where Learning Never Ends!"*



## **PARENT HANDBOOK 2024 Edition**

*Our Parent Handbook is reviewed annually and updated as needed.\**

***The Children's Spot***

***1222 E. Debbie Lane, Mansfield, TX 76063***

***(817) 473-0441***

# The Children's Spot Parent Handbook

---

***The Children's Spot does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.***

***“Welcome To The Children's Spot!”***

***At The Children's Spot, we have an Open Door Policy that you are always welcome to visit our center at any time.*** Please come by the office and visit with Ashley Shuffield, the Owner. She will be at the Center working with the staff and children most weekdays from 10am to 4pm. Our Curriculum consists of Frog Street and D.I.G. Age/Developmentally Appropriate Curriculums, coupled with S.T.E.A.M. (Science, Technology, Engineering, Art, and Math) as a major component. Your children will enjoy outside activities to promote physical fitness. We will continue to have spectacular Summer Camps, water activities in our pool, and educational field trips! We are blessed with wonderful teachers that are well educated, professional, full of energy, and ready to spark your child's imagination so learning will be FUN and FOREVER! The Children's Spot complies with Texas Family of Protective & Regulatory Services' Minimum Standards to ensure that children are:

- (1) provided a healthy and safe environment,
- (2) Given the opportunity to develop stable and caring relationships, and
- (3) Provided an environment that fosters cognitive, social, emotional and physical growth.

## **Mission Statement:**

**Partnering with families to ensure that every child that enters our doors leaves fully prepared for their future.**

## **Philosophy**

We believe that Early-childhood professionals play a critical role in the lives of the children they touch. We provide a safe, loving and supportive environment in which children from 6 weeks to 12 years of age can grow spiritually, mentally, socially, physically and emotionally. We model appropriate behavior and use positive discipline and redirection to guide the children in our care in making better choices. Through the use of age and developmentally appropriate curriculum, materials, furnishings and supplies, we are able to fully access a child's needs and help them to learn ways to meet these needs.

The Children's Spot is a Christian Childcare Center that puts education at a higher standard. We will always interact in a loving, positive way with the children in our care. The Children's Spot believes each member of our staff holds in their hands the power to shape a child's future. It is great to live life with Christ! With great role models, Christian & educational curriculum, and supporting parents, we have created “A great place where learning never ends.”

## **METHOD:**

Our staff is consistently educated on the appropriate supervision of young children and how to guide their behavior. We implement Frog Street Press for an educational curriculum from birth to age 5. D.I.G curriculum enhances language and social emotional development from Pre-K 1 through Kinder Prep. Thematic Curriculum is incorporated for children to learn about the real world and how thrilling it is! We

# The Children's Spot Parent Handbook

---

also implement S.T.E.A.M. activities within each classroom to meet the demands of our future. We excel with cooking activities, Spanish & Sign Language classes, and don't forget fun Science classes. We will adhere to the Minimum Standards for Child-Care Centers for the State of Texas and exceed their standards.

A teacher-child relationship is the most important component of a child's experience in care. We are a facility with the most outstanding teachers as evidenced in and reflected by our actions, attitudes, appearance, moral code and conduct. Our teachers are wonderful and it shows!

## **GOALS:**

Our goal is to prepare the children entrusted in our care to succeed in their educational endeavors. We will meet our goal by requiring our teachers to be well educated in the field of Early Childhood Education. As a Texas School Ready (TSR) and Texas Rising Star (TRS) accredited facility, we require all of our teachers to obtain a minimum of 30 clock hours of age and developmentally appropriate training annually. We encourage all of our teaching staff to further their education by obtaining their CDA certification or by completing their Associate's Degree in Early Childhood Education. We partner with TSR and TRS along with TEACH TEXAS to provide grants to enable our staff to meet their educational goals. To enable our staff and students to find success in the classroom we will provide the best early childhood curriculum along with age and developmentally appropriate materials, furnishings and equipment. We will work with TSR and TRS to ensure that The Children's Spot meets and exceeds our provision goals and that our teachers are continually educated in the proper implementation of their curriculums.

The Children's Spot is recognized in our community as a leader in the field of early childhood education, and we are connected with our community by being active participants. We will participate in supporting our local schools, businesses and places of worship. We will be inclusive of every culture, religious preference, and ability by partnering with local and area professionals that can help us to meet the needs of our community.

## **TEXAS SCHOOL READY (TSR):**

The Children's Spot is fully vested in the Texas School Ready program. TSR Texas School Ready is a comprehensive early childhood teacher training program combining a research-based, state-adopted curriculum with ongoing professional development and progress monitoring tools. The goal of this program is to help children prepare to enter school.

## **TEXAS SCHOOL READY (TSR):**

The Children's Spot is fully vested in the Texas School Ready program. TSR Texas School Ready is a comprehensive early childhood teacher training program combining a research-based, state-adopted curriculum with ongoing professional development and progress monitoring tools. The goal of this program is to help children prepare to enter school.

# The Children's Spot Parent Handbook

---

## **HISTORY OF THE CHILDREN'S SPOT**

Mansfield Children's Center was created by Barbara and Robert Holloway in 1987. They believed in Christian values and to cherish children. They supported the children's education with the Abeka Curriculum and were strong members of the Texas Licensed Childcare Association.

It was purchased in 2012 by Martin & Debbie Nicholls who changed the name of the center to "The Children's Spot". They created the center as it stands today, adding playground equipment, natural environments, and educational toys and painted and updated the classroom environments. They introduced Frog Street Curriculum and added the D.I.G. Curriculum for social and emotional development support. Their last improvement was a Nature School for children in the summer months. Each year they met their goal to improve The Children's Spot. They searched for a great owner to take over and then retired together.

Ashley & David Shuffield purchased The Children's Spot in December of 2020. This is when our mission to provide a Christian environment where learning never ends! We are ready to stimulate brains and provide a great place to learn. Our school has four buses for transportation to and from schools and for field trips. Our school sits on 4 acres with a swimming pool, every class exits to its own playground, every room has its own bathrooms, and we have a state-of-the art security system for our 10,000 square foot facility. The staff is well educated, nurturing, professional, full of energy, and ready to spark a child's brain and imagination.

The Children's Spot strives to be the best place for children to grow and parents to know that their child is safe and loved. We have become a 4 Star Accredited school with Texas Rising Star Program. The Children's Spot is also a Texas School Ready (TSR) accredited school. Our goal is to consistently improve the center and work with our community.

## **ORGANIZATION CHART:**

**Business Name: AHA EDUCATORS dba The Children's Spot**

**Owner**

**Center Director**

**Director of Operations**

**Assistant Director/Director of Nutrition**

**Office Manager**

**Teaching Staff**

**Assistant Teaching Staff**

**Cook**

**House Keeper and**

**Maintenance**

# The Children's Spot Parent Handbook

---

## IMPORTANT CONTACT INFORMATION

**Name of Owner: Ashley Shuffield**

(Have a question after hours? Feel free to contact us via email [info@childrensspot.net](mailto:info@childrensspot.net).)

**My Child's Teacher(s) is:** \_\_\_\_\_ **Class Name:** \_\_\_\_\_

**My child's lunch time is:** \_\_\_\_\_. **My child's nap time is:** 12:00pm – 2:00pm.

### Important Phone Numbers:

Child Abuse Hotline: 1-800-252-5400

Poison Control: 1- 800-222-1222

### To contact your local child care licensing office, you may write to:

Texas Dept. of Protective and Regulatory Services, Child Care Licensing  
1501 Circle Drive, Suite 310, Ft Worth, TX 76119  
817-321-8604; [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

- Complaint Forms, Parent & Children Self-Help books, Potty Training DVD's, The Children's Spot T-shirts are all located in our Lobby.
- Please go to [www.dfps.state.tx.us](http://www.dfps.state.tx.us); this will inform you our Operation Details. Scroll DOWN the page to "The weights of the stand deficiencies cited in the past three years are as follows:" This will inform you of and Texas Minimum Standard Violations we have and their severity. To make a report to DFPS Childcare Licensing, call the intake desk at 817-321-8604

## "We look forward to taking great care of your children!"



**THE CHILDREN SPOT PROHIBITS ANY SMOKING, VAPING, DRUGS OR FIREARMS  
On OUR PROPERTY or PARKING LOT.**

# The Children's Spot Parent Handbook

---

## ENROLLMENT INTERVIEW:

An enrollment interview must take place between the office administration and the parent before a child is allowed to attend classes at The Children's Spot. We ask that both parents/guardians and the child be present to establish a good line of communication and ensure all questions are properly addressed. However, if this is not possible, it will be the responsibility of the attending parent/guardian to inform all others involved with the child's welfare of The Children's Spot policies.

## FORMS:

**ALL REGISTRATION FORMS** must be complete and returned to the office at least **24 Hours BEFORE** a child may attend classes. Every question in the registration information must be answered, per State requirements, so please do not leave anything blank. Anytime there are changes in the information given at registration (i.e. phone number, address, workplace, etc.) you must notify the office immediately and in writing. It is imperative that we know how to reach you at all times, in case of an emergency. **Please do not depend on a staff member to handle or "pass on" this, or any other, administrative information.**

**Before a child can attend The Children's Spot they must have the following completed:**

1. Enrollment Form, (please update with any changes (forms located in lobby))
2. Teacher Information Sheet
3. Food Program Enrollment Form
4. Tuition Express form, (please update with any changes (forms located in lobby))
5. CACFP Meal Benefit Income Eligibility Form
6. Signed Health Statement from Physician
7. Immunization Record – current
8. F.A.R.E. food allergy and anaphylaxis emergency care plan (if applicable)
9. Parent Handbook Acknowledgement Form
10. Photo Release Form
11. Parent's Personal Information Sheet
12. "Rabbit in the Hole" Intruder Sheet
13. Cell Phone information
14. Driver's license numbers and telephone numbers of who will pick up your child
15. Registration Fee, Supply Fee & First Week's Tuition paid

## Procedure for Updating Parent/Child Information at all times without staff assistance:

Updates to your enrollment documents can be made at any time, though best practice would be to have them done in person. However; at any time you may download the enrollment form on our website [www.childrensspot.net](http://www.childrensspot.net), complete any changes needed, and email changes to [info@childrensspot.net](mailto:info@childrensspot.net). You may also call the center with changes, then update in person at a later time.

## IMMUNIZATIONS:

**All** children must have a **CURRENT IMMUNIZATION** record on file in our office. The current Immunization Record is due when the child enrolls in the Center. Immunizations must be kept current, or you need to have an affidavit of exclusion from your child's physician's concerning any delay or problems a child might have with receiving his/her immunizations.

# The Children's Spot Parent Handbook

---

The Children's Spot will notify you when our records show immunizations are due. **Childcare will be suspended for any child whose immunizations and signed physician's statement of health or affidavit for exclusion are not kept current.**

## HOURS OF OPERATION:

The Center is open from 6:00 a.m. to 6:00 p.m. - Monday through Friday - to Accommodate those who need a FULL-DAY program. ***We ask that All Children be present at the center no later than 9:00am***, unless prior arrangements have been made through the Office. This is so late arrivals will not disturb the classroom environment, will be counted for lunch and snacks, and will take naps at appropriate scheduled times. ***If a child is not present in care before 11:00 am we will not be able to accept them into care until after 2:00 PM*** so as not to disrupt naptime.

## ADMINISTRATION OFFICE HOURS:

Our Administrators are here to assist you between 8 a.m. and 6 p.m., Monday through Friday. On those rare occasions that the Office is closed for an Administrative Meeting or off campus training, someone will be assigned to answer the phone. They will also know how to contact us in the event of an emergency. If we do not answer the phone right away, it is generally because we are on another line, or are temporarily away from our desk assisting in a classroom or on a Center tour. For that reason, we have a telephone answering system. Please don't hesitate to leave a message, and we will return your call as soon as we get back to our desk.

Note: The Office Staff is not always available to open the door if you forget your access card.

***IT IS IMPERATIVE THAT YOU HAVE YOUR CARD FOR ADMISSION TO THE BUILDING.***

You may purchase additional cards for \$10.00 each if needed.

## WEBSITE INFORMATION:

Just about anything you would ever want to know about The Children's Spot is included on our website or on our Facebook page! They are continually updated with information about Center-wide upcoming events, as well as information about specific classroom activities and photographs. Check us out at:

[www.childrengspot.net](http://www.childrengspot.net) or [@TheSpotMansfield](https://www.facebook.com/TheSpotMansfield)

## ACCESS CONTROL SYSTEM:

To help ensure a safe environment for our students and staff we have installed an Access Control System.

At enrollment, each family is issued two Access Cards that are necessary to obtain entrance into our facility.

**There is a charge of \$10.00 per card.** The system is connected to our computer system and allows us to be in control of who enters our building and when. Your access card(s) allows you to enter our facility between the hours of 6am and 9am and again beginning at 2:30pm and 6:00pm.

**Access to the building is denied at any other time, except through the office.** This system also allows us to keep attendance & secure the building during Holidays or other closings.

By State regulation, we are to have a "sign-in/sign-out" procedure and this system provides for that requirement. Therefore, ***it is MANDATORY that you use your card when entering the building.*** If for some reason, you have forgotten or misplaced your card, you may use the intercom system that is connected to the office to obtain entry into the building. If you forget your access card more than two times, we must assume it has been lost and we will furnish you with another card and charge your account a **\$10.00 non-refundable fee.**



# The Children's Spot Parent Handbook

---

*If you give a 2 week notice prior to withdrawing your child/children, all access cards returned in good working order, you will be refunded \$10 per card.*

**FOR THE SAFETY OF YOUR CHILDREN A & OUR STAFF WE ASK THAT YOU NEVER ENTER THE BUILDING ON ANOTHER PERSON'S CARD OR ALLOW SOMEONE ELSE TO COME IN ON YOUR CARD.**

**(Please do not hold the door open for the person behind you.)**



## Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271. **Directions:** Parents will review these rights upon enrolling their child.

### Rights of Parent or Guardian

**A parent or guardian of a child at a child care facility has the right to:**

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights. I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

---

**Signature of Parent or Guardian**

---

**DATE**



# The Children's Spot Parent Handbook

---

## Resources:

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

## PARENTAL RIGHTS:

Families have a vital role at The Children's Spot. We love parent participation. We have an Open-Door policy which invites you to visit anytime. When schools, families and community groups work together to support learning, children tend to do better in school, have better social skills, have positive behavior, and adapt to change easier. We encourage parents to share information about important events in their family. We would LOVE parents to assist in classroom activities, become a member of the Parent Board, share their professional and personal knowledge, or help with class parties and fundraisers.

The Children's Spot does not have the right to withhold a child from any parent having custody or joint custody, without a **COMPLETE** copy of current court orders, that clearly state custody details, on file in our office. **YOU MUST HIGHLIGHT THE AREAS THAT PERTAIN TO CHILDCARE.** The Center cannot become involved in custody disputes, nor can our premises be used for non-custodial visits or exchange.

## PARENTAL INVOLVEMENT:

There are several events planned throughout the year that encourage family participation such as "Muffins with Mom", "Grandparent's Luncheon, Donuts with Dad and more. We encourage any available family member to participate whenever possible. Our Schoolers go on field trips outside of the center. If you would like to accompany us on our field trips, please see the Office in advance so we can run a Criminal History Check on you, per state regulations. When your criminal history is returned "CLEAR", you will be notified by administration. If you plan on accompanying us, you will need your own transportation, but your child must ride on our bus to the field trip and back.

**THE CHILDREN'S SPOT IS A NO PHONE ZONE. For the safety of your children and our staff please leave phones in your cars during pick up and drop off.**

## CODE OF CONDUCT FOR PARENTS:

1. Please **follow the no-phone zone** on our property.
2. Parents are respectfully asked to follow our **parent dress code**.
3. The speed limit on our parking lot is **5 mph**.
4. There is **never to be** any foul language, loud, abusive, or argumentative tones.
5. Parents are to have their children at the center **by 9:00am**. (Unless accompanied by a doctor's note.)
6. Please walk your child into their prospective classroom and make sure that they are acknowledged by their teacher. **After 9:00am, The Children's Spot reserves the right to refuse your child care for that day until 2:30PM.**
7. Children **will not** be accepted between **11:00am – 2:00pm (during naptime)**.
8. We reserve the right to contact the police department for any indication of substance abuse. We will not allow a child to leave under these circumstances.
9. **Parents are responsible for their child from the moment they pick up their child.** Make sure that children are never left unattended at The Children's Spot. When picking up infants, please pick up your infant first; we do not allow siblings in their classrooms.

# The Children's Spot Parent Handbook

---

10. The Children's Spot reserves the right to dismiss any parent or child at any time from the property. Also, we can ask a parent to leave from any field trip.

## **PARENT DRESS CODE:**

As a Christian school we respectfully ask that parents come fully dressed when dropping off or picking up their child/children. (If you need a further explanation please see a member of management.)

## **PHOTOGRAPHS/VIDEOS/STILL IMAGES:**

We often take photographs of the children at The Children's Spot during parties, special occasions, field trips and everyday activities. We will reserve the right to these photographs on our website, on Brightwheel, in scrapbooks and in other forms of promotional materials or marketing purposes with no photo compensation. **IF YOU DO NOT WISH TO HAVE YOUR CHILD/CHILDRENS PHOTOGRAPHS TAKEN... You must notate on your child's photo release form. (Note: if you want your child's teacher to send you pictures of your child over the Brightwheel app. but not post any on social media, you must notate as such on the photo release document.)**

**PARENTS, FAMILY MEMBERS, TUTORS, TEACHERS... Please refrain from taking photos of any of the students, teachers, staff, etc.** This is to respect the individual and the Privacy Act. No cameras or videos are allowed in The Children's Spot with-out prior authorization from Center Management.

## **BRIGHTWHEEL (PHONE APP)**

The Brightwheel App has been put in place as a means of parent/teacher communication during your child's day with us. To participate in this program provided in full by The Children's Spot, we must have your current email information on file. To learn more about this program, please go to [www.brightwheel.com](http://www.brightwheel.com)

## **CLOSED CIRCUIT TELEVISION SYSTEM:**

Our entire facility is monitored via a CCT system. With this system we have the capability of viewing and recording the activity in classrooms, parking lots, entry doors and playgrounds. Not only does this add to our security, it also enables us to make routine assessments of our classroom programs, children's activities and staff training needs. The video cameras are used **only** as a training tool for our center. **We do not live stream as a security measure for the safety and privacy for all of our students and staff. Only the director and owner may use this tool. WE DO NOT ALLOW this system to be observed unless deemed necessary for Authority review or the center director or owner. (Video surveillance Release form has been added to enrollment package.) Please be advised , if it is deemed necessary to review video footage for any reason, YOUR CHILD MAYBE BE viewed by another parent, teacher or professional if they are in this footage.**

## **REGISTRATION AND SUPPLY FEES:**

Registration Fees of **\$100.00** are collected at initial enrollment and **annual re-enrollment fee of \$100.00** each July for as long as your child is in our program. Supply fees of **\$75.00 for infants through schoolage** are collected in September/March, These fees help to offset the cost of printing, registration packets, special classroom projects and events. **These fees are non-refundable.**

# The Children's Spot Parent Handbook

---

## **TUITION EXPRESS:**

The Children's Spot accepts payment through **Tuition Express** through weekly, bi-weekly or monthly automatic **withdrawals from your checking account or a credit card only**. Note: Weekly and biweekly tuition fees are processed on Friday each week prior to services. Monthly tuition fees are processed on the last day of the current month unless the 1<sup>st</sup> falls over a weekend or Monday holiday in such case, they will be processed on the last Friday of the current month.

**(Any funds returned for any reason will be charged a \$35.00 return fee that cannot be negotiated or removed). (See below).**

## **LATE PAYMENT FEES:**

All tuition is due in advance of service. Weekly tuition is run at close of business each Friday for the upcoming week of care. Bi-weekly tuition is run at close of business every other Friday for upcoming 2 weeks of care. Monthly tuition including CCMS parent fees are run on the last day of the current month or the last Friday if the 1<sup>st</sup> falls on Saturday, Sunday or a holiday Monday. **There will be a \$10 per day late fee applied to all tuition not paid on the date it is due. The continuation of late payment on an account by credit/debit will result in a request for cash payments only until further notice. Continued late or non-payment, will result in termination without notification.**

## **RETURNED FEES:**

A return fee of **\$35.00** is collected each time that a payment is returned, unpaid. **In addition, all discounts for the week will be voided.** Though the return fee cannot be negotiated or removed, we can keep your account from being charged again until close of business the day the funds were negated. If you have not made any changes to your tuition express by close of business, the amount due will be charged to your account on file, if funds are returned a second time you will be charged a second return fee of \$35 and enrollment will be suspended until all funds are current and paid in full. Unfortunately, we can NOT tell if your payment on file has expired, been updated, lost etc... It is the family's responsibility to make sure payment information is updated before payment runs at 5pm Friday.

**(CCMS does not cover any of these fees. They are the parent's responsibility and are due in full at the time of the return.)**

**The Children's Spot reports all unpaid tuition to all of the Credit Bureaus under "Theft of Services".**

## **LATE PICK-UP FEES**

LATE PICK-UP fees are charged as follows: **\$10.00 for the first 5 minutes and \$1.00 for every minute thereafter** that the child remains at the Center past 6:00 pm. Please note that our staff members have plans after work and wish to leave on time. We understand that there are traffic accidents, bad weather, etc.

**(CCMS does not cover late pick up fees. They are the responsibility of the parent of record and are due in full at the time your child/children are picked up.)(Failure to pay late pick-up fees will result in suspension of care.)**

## **HOLDING FEES**

Holding Fees are charged when a position is to be guaranteed for the next available place or held for

# The Children's Spot Parent Handbook

---

more than 30 days before a child begins attendance and a guaranteed position is desired. Registration forms and Registration fees, supply fees and first week's tuition are due at the time of the request. **These fees are non-refundable.**

**(We cannot accept any form of a deposit to hold a place for a child receiving CCMS services)**

## **SPECIAL ACTIVITY FEES**

Special Activity fees are charged whenever applicable. These activities will be noted in your child's Activity Calendar, in our Newsletter or by Parent Bulletin or e-mail.

**(CCMS children's activity fees are calculated in their CCMS student rate)**

## **NO CALL FOR SCHOOL PICKUP FEE**

A fee of **\$5.00** will be charged per offence/per child when a parent/guardian fails to call The Children's Spot and inform us that their child will **NOT** be riding the bus after school **by 2:30PM** when our buses depart. When this call is not made, it makes us late to the other schools where we have pickups. We cannot leave a school until we know where the child is that should be riding our bus. **Continued failure to notify of no-school pick up could result in your child/children being removed from our bus services.**

**(These fees are not covered by CCMS, and are the responsibility of the parent of record and due in full the day they are charged) (Failure to pay fees will result in suspension of care.)**

## **PLANNED OR UNPLANNED ABSENCES:**

**No tuition deductions are available for planned or unplanned absences.** Our staffing and other operational expenses are arranged according to fixed enrollment levels and must be met on a continuing basis. Children absent, due to illness must be symptom free for 24 hours without the aid of medication and have a doctor's note stating that they are able to return to care. You can contact us in person or by email at [info@children'sspot.net](mailto:info@children'sspot.net). Please let us know the reason and length of the absence from class.

## **FAMILY DISCOUNTS:**

Families enrolling two or more children in our **FULL TIME** program may qualify for a tuition discount. The youngest child in the family is charged a full rate, with a discount of 10% figured on the oldest child's tuition. Each additional child will receive a 10% discount as well, beginning with the youngest paying at the full rate. **You will forfeit any discounts if your child's tuition is returned for any reason.**

## **OTHER DISCOUNTS:**

All active and retired veteran Military personnel will receive a **10% discount**, as well as firefighters and police officers on their whole family's tuition. Mouser employees receive a 10% discount on their whole family tuition as well.

**Note: This discount takes the place of the sibling discount. (Only one discount may be applied at a time)**

## **ISD Teacher Discount:**

ISD school teachers are allowed to remove their child/children from care when the ISD is closed for Thanksgiving, Christmas, and Spring breaks and during the summer with-out paying tuition for the time away. A \$100 re-enrollment fee will be charged for each child not attending over the summer to ensure space to return in the fall.

# The Children's Spot Parent Handbook

---

## CCMS ATTENDANCE:

CCMS Parents are to sign their child in and out on the Kinder Connect tablet provided on at the front desk. This is a mandate by CCMS and must be done as part of your contract. If you forget a day you MUST go back and log it before the end of the week to update.

## CCMS PAYMENTS:

We are a vendor for Child Care Management Systems. **Payment of parent co-fees for the month are due in full on the 1<sup>st</sup> of the month and are charged at close of business on the last day of the current month for the upcoming month (if the first of the month falls over a weekend, parent co-fees will be charged the last Friday of the current month).** It is your responsibility to ensure that funds are available (and the payment on file is CORRECT on the date they are charged to ensure continuance of care. Payments not received by 9am on the 2<sup>nd</sup> of the month will result in suspension of care. On the 3<sup>rd</sup> of each month we report to CCMS any account that has failed to pay their parent co-fees which could result in termination of care. **(Any access card fees, late pick-up fees, failure to notify for no school pick-up fees or returned payment fees are due in full on the date that they occur).** **(Failure to make payment in full will result in immediate suspension of care).** It is your responsibility to log on to the Kinder Smart app on the tablet located on our front counter to sign your child in or out each day for attendance. The office will assist with your personal QR code to be able to put the app on your smart phone.

## **CCMS Parent Guidelines for the Children's Spot**

The Children's Spot can only enroll a CCMS family when all of the following criteria have been met:

- All enrollment documents must be completed and turned into the office prior to CCMS calling to authorize care
- Once documents have been turned in and space has been made available your CCMS rep must call the center to authorize care. (We cannot hold placement if authorization is not made the day we let you know we have an opening for your child.)
- You must agree to pay your assigned monthly parent fees **on the 1<sup>st</sup> of each month.** These fees are charged at close of business on the last day of the current month. If the 1<sup>st</sup> falls over a weekend or on a holiday Monday, your parent fees will be charged the last Friday of the current month. It is your responsibility to ensure funds are available when charged. (Tuition Express charges a \$35 return fee that is not covered by CCMS and cannot be waived.)
- **CCMS does not cover field trip tee-shirt fees, late pick up fees, failure to notify for school pick up fees or returned tuition fees. These fees are the responsibility of the parent of record and are due in full on the day they are charged. Failure to pay late or returned tuition fees will result in suspension of care and report to CCMS.**
- All activities for CCMS students are covered by your Monthly Rate paid by CCMS. (You will need to purchase your child's field trip tee shirt and provide sack lunches when required for your child on a field trip.)
- All CCMS parents must sign your child/children in and out on the Kinder Smart application on the Tablet located on the front counter in the lobby daily.

# The Children's Spot Parent Handbook

---

- Absences are reported weekly to CCMS (failure to sign in/out daily will be counted as absences)

## VACATIONS:

Your child enrolled fulltime will earn one week of vacation at the completion of his/her first year of enrollment. Then they will earn one week per year that they are enrolled fulltime going forward. A vacation is considered to be **5 consecutive days** away from the Center. A "vacation credit" will be given to **fulltime/private pay** students once the child has been enrolled in our center for **more than one year** from the date of enrollment. To receive a tuition credit, a written notice, giving the dates the child or children will be absent from the Center, must be received in the office a minimum of two weeks in advance. **(With prior authorization from the owner/director, you may choose to use earned vacation time as payment for a week in care in place of time away from the center.)** **Note:** For school age children this vacation discount is paid at their in-school tuition rate not the summer tuition rate. **Vacation weeks cannot be accumulated from year to year.**

## GRIEVANCES:

Serving our child care families with dignity and respect has always been a goal of The Children's Spot. A professionally trained staff and administration, and clearly defined policies and procedures help to assure that. If, however, you have a problem or complaint we invite you to bring your area of concern to the attention of any of our Directors or our Owner, **Ashley Shuffield immediately.**

We will review your concern with expediency. Depending on the situation, we may need longer to gather information and personally speak with others who may be involved. It may also be necessary to have a meeting with all parties involved to make sure the issues are properly and fairly addressed. Our pledge is to resolve the situation as quickly and fairly as possible.

Our Office is open and our Directors are on duty from 9:00am to 6:00pm, and our phones are answered from 6:00am – 6:00pm – Monday through Friday. Feel free to stop in the Office anytime. However, having an appointment to meet with the Director will assure you of her undivided attention.

## OFFICIAL WITHDRAWAL: (Refunds)

***An official withdrawal from The Children's Spot requires that a written notice be received in the office at least two (2) weeks prior to a child's last day.*** Because it is our policy to collect tuitions in advance of care, pre-paid tuition can only be refunded after the account is brought current and any outstanding fees are paid. Remaining funds will be refunded to the credit card or account on file with Tuition Express within two (2) weeks after the child's last day at the Center, ONLY if sufficient notice of withdrawal is received. Any earned vacation time that has not been taken prior to the two week notice will be void at the time notice is given. **Please make note that if your child is removed from care for violent or disruptive behaviors including but not limited to: physical violence, destruction of property, foul language, or if your child is released because of negative behavior or threats to the center, there will be no reimbursement of tuition or fees.**

## UNEXPECTED CLOSURES:

**SEVERE WEATHER:** In the event Mansfield ISD is closed OR opens late due to inclement weather or dangerous road conditions, The Children's Spot will do likewise. Information on MISD closings can be obtained via most local television stations. If MISD is not in session, you will be contacted via email, text message and our



# The Children's Spot Parent Handbook

Facebook page will be updated with information. If a severe weather closure lasts for a full business week or more...A discount for unexpected closure days is calculated as follows: **Weekly Rate/5 days = Daily Rate. Daily Rate X 20% = Discount. Discount X (# of Ice Days) = Discounted Amount .**

**POWER OR WATER LOSS:** In the event of a lengthy power outage or loss of water service, regulations require us to close operations until services are completely restored.

**GLOBAL EMERGENCY CLOSINGS:** We will follow guidance by state and local authorities depending on the emergency. It is our desire to be able to remain open to serve your child's childcare needs. However, during a global emergency there may be days of closure that will be beyond our control. In order for our center to be able to reopen when such closures are removed, it is imperative that tuition does not stop during such closures. Our center accounts and payroll are all fully supported by the tuition received.

## HOLIDAYS:

The Children's Spot will observe the following Holiday closings - **NO TUITION CREDIT** will be available –

<b>New Year's Day</b>	<b>Christmas Eve</b>
<b>Memorial Day</b>	<b>Christmas Day</b>
<b>Independence Day, July 4<sup>th</sup></b>	<b>New Year's Eve *</b>
<b>Labor Day</b>	
<b>Thanksgiving</b>	<b>*The center may opt to take additional holidays</b>
<b>Thanksgiving Friday</b>	<b>annually.</b>

**PLEASE NOTE:** All traditional holidays such as Easter, Christmas, Thanksgiving, Valentine's Day, etc. are openly celebrated. There will be **NO** reduction in weekly tuition for Holiday Closings as our tuition is calculated based on the total number of days we are open during the year and therefore do not reflect the days we are closed. If the Holiday falls on a weekend the center will close the Friday before or the Monday after the holiday.

## MEALS AND SNACKS:

Nutrition is an important part of our daily program. The Children's Spot participates in the Child & Adult Care Food Program (CACFP) administered by the Texas Department of Agriculture. Their requirements are exceeded in our menus for your child, which requires mandatory parent participation by completing form 1531.

Breakfast, a morning snack, a warm cooked lunch, and an afternoon snack are provided to all children – Infants through Preschool. Our Schooler's will receive breakfast, lunch and p.m. snack while they are on campus. Participation in the meal program is **NOT OPTIONAL** and is included in your child's tuition fee. A complete menu is posted each week on the bulletin boards located outside your child's classroom, online and in the Café. On occasion substitute meals are necessary but will be of comparable food value. All changes will be noted on the posted menu.

Breakfast is served between 6:15AM – 6:50AM for school-age before care children and from 7:00AM - 8:15AM to all other students, AM snack is served at 9:30AM, Lunch is served between 11:00 AM and 12:00 PM, and PM snack is served between 2:30PM and 3PM for Infants – Kinder-prep and at 4PM for school-age children after school. **Meals are prepared according to the 9AM roll call.** If your child will be late getting to the Center, but will be here in time for lunch - please call the office by 9AM. A copy of our Menus is posted online at [www.childrensspot.net](http://www.childrensspot.net).



# The Children's Spot Parent Handbook

---

***\*Note: Liquids and foods hotter than 110 degrees are kept out of reach of children at all times.***

***We do not allow outside food to be brought into the center without a doctor's note or for a special occasion.***

***\*\*All prepared foods that are brought into The Children's Spot and shared among children **MUST** be commercially prepared OR prepared in a kitchen that is inspected by local health officials.\*\****           

## **BREASTFEEDING:**

The Children's Spot offers all parents and especially breastfeeding mothers a place to sit and Breastfeed her child **In our nursing room, located between our Infant I and Infant II classrooms, you will find a comfortable rocking chair, pleasant surroundings, and a mini fridge stocked with water for you to breastfeed her child in comfort.** Parents are welcome to bring in pumped breast milk which will be refrigerated. Upon request, we have a pillow to support your infant in your lap. If necessary, we can provide a stepstool for you to prop your feet and prevent back strain. Water will be available to keep you hydrated as well. We will help in any way we can to make this a positive experience for you and your child. We also have a compilation of breastfeeding education and support resources upon request.

## **TODDLER MENU:**

We have a Toddler Menu designed for our children who are 10 months to 16 months old. Please see the Office and we will give you a copy to use during their transition from Infants to toddlers. We also can serve yogurt in the place of meat, if your child requires this; without a physician's letter.

## **SPECIAL DIETS AND FOOD ALLERGIES:**

If your child has a specific food ALLERGY; please notify the office during the enrollment interview. An **F.A.R.E** Food Allergy and Anaphylaxis Emergence Care Plan **must be completed by you and your child's physician prior to the first day of care.** In cases of religious preference not allergy we can work around this and still provide for your child's nutritional needs. There will be no tuition deduction in any case.

## **Common Food Allergies (healthline.com)**

When the body's immune system reacts abnormally to something a person eats or drinks, it's known as a food allergy. According to **Food Allergy Research and Education (FARE)**, it's estimated that 15 million Americans have food allergies. Children are more likely to experience food allergies. Approximately 1 in every 13 children in the United States lives with food allergies. A food allergy may affect the skin, the gastrointestinal tract, or the respiratory or cardiovascular systems. Many types of foods can be allergens, but certain foods are much more likely than others to trigger an allergic reaction for 90 percent of food allergies.

According to **FARE**, eight foods are responsible for 90 percent of food allergies. They are: **cow's milk, eggs, peanuts, fish, shellfish, tree nuts (such as cashews or walnuts), wheat, and soy.**

## **Symptoms of Food Allergies**

Symptoms of food **allergies** may range from mild to severe and they may come on suddenly or develop over several hours. Because a person's immune system may react to a very small amount of the allergen, food allergies are particularly dangerous and potentially life threatening, especially if breathing is affected. Because of this, people with asthma are at an increased risk for a fatal allergic reaction to food. Mild symptoms related to a food allergy may include: sneezing, stuffy or runny nose, itchy, watery eyes, swelling, rash, stomach cramps, and diarrhea. Severe symptoms of an allergic reaction to food are: difficulty breathing, including wheezing, swelling of the lips, tongue or throat, hives (an itchy, blotchy and raised rash), dizziness or faintness, and nausea or vomiting.

## **WHAT TO DO IF SYMPTOMS OCCUR**

The appearance of symptoms after eating food may be a sign of a food allergy. The food(s) that caused these symptoms should be avoided, and the affected person, should contact a doctor or health care provider for appropriate testing and evaluation.

- Persons found to have a food allergy should be taught to read labels and avoid the offending foods. They should also be taught, in case of accidental ingestion, to recognize the early symptoms of an allergic reaction, and be properly educated on and armed with appropriate treatment measures.
- Persons with a known food allergy who begin experiencing symptoms while, or after, eating a food should initiate treatment immediately, and go to a nearby emergency room if symptoms progress.

## **THE HARD FACTS: SEVERE FOOD ALLERGIES CAN BE LIFE THREATENING**

Following ingestion of a food allergen(s), a person with food allergies can experience a severe, life-threatening allergic reaction called anaphylaxis. This can lead to:

- Constricted airways in the lungs
- Severe lowering of blood pressure and shock ("anaphylactic shock")
- Suffocation by swelling of the throat

### **Know the symptoms**

Symptoms of food allergies typically appear from within a few minutes to two hours after a person has eaten the food to which he/she is allergic.

Allergic reactions can include:

- Hives
- Flushed skin or rash
- Tingling or itchy sensation in the mouth
- Face, tongue, or lip swelling
- Vomiting and/or diarrhea
- Abdominal cramps
- Coughing or wheezing
- Dizziness and/or lightheadedness
- Swelling of the throat and/or vocal cords
- Difficulty breathing
- Loss of consciousness

## **SACK LUNCHES:**

Due to program events — field trips, swim day, etc. - a sack lunch from home may be required on occasion for our Preschool and School age students. Dates will be noted on your child's Activity Calendar. In preparing a sack lunch, remember it will not be refrigerated and it must travel! Also, it must be "ready to serve", nutritious, completely disposable and non-perishable.

### **We recommend and suggest the following items:**

- Dried fruit/raisins, beef sticks, chips, granola bars, or carrot sticks.
- A fresh fruit such as an apple, orange, banana or grapes seem to travel well and stand up to the heat.
- Individual servings of canned beanie-wienies or fruit - the kind with pull tops - seem to be a favorite, but don't forget to include a plastic spoon!

# The Children's Spot Parent Handbook

---

- There are a variety of “boxed” drinks available today, and if you will freeze them the night before and then wrap them in paper towels (to absorb the moisture as they melt) they will stay cold and be ready to drink by lunchtime.
- Please do not send chocolate (it will MELT) or other candy. We also do not recommend a Fruit roll-up — they will melt and then cannot be removed from the paper - very frustrating for your child!
- **Due to severe Allergies NO PEANUT BUTTER, PEANUT or OTHER NUT PRODUCTS ALLOWED!**
- We will always have a thermos of cold water and drinking cups with us, and will stop for frequent drinks throughout the day.

## **PACIFIERS:**

**WE REQUEST THAT THERE BE NO PACIFIERS AFTER YOUR CHILD TURNS 6 MONTHS OLD.** They seem to stay moist and this is a perfect breeding ground for germs that can cause illness. We will help to wean your child from the pacifier when they turn 6 months old. We will make every effort to keep your child comfortable.

## **BOTTLES:**

The Children's Spot tries very hard to stop all **BOTTLES PAST 12 MONTHS OF AGE**. We will make sure your child is drinking sufficiently from a sippy cup before this time. Our parents are requested to bring four (4) bottles to The Children's Spot that will remain on campus. We will sterilize them and they can be returned to you after your child no longer uses them.

## **The Children's Spot Potty Training Policy**

At The Children's Spot it is our desire to partner with you in training your child to use the restroom on his/her own. It is important that all involved in the process are working with the child daily to achieve success. We require that a child be a minimum of 18 months of age and show signs of readiness to begin potty-training. (See potty-training readiness checklist below.) Your child must be kept in diapers or pull-ups at all times. (Please use the Velcro pull-ups that are easily removed.)

Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at home. Therefore we will use diapers until your child shows interest, the pull-ups until your child remains dry for two weeks throughout the day, can announce that he/she has to use the bathroom, and can control his/her bladder and bowels for a few minutes beyond that announcement.

Children must be fully potty-trained to be able to participate in our Pre-K program. They will be allowed to remain in the Potty-training classroom until the age of 31/2 (without medical documentation stating the condition/cause of the delay), at which time care will be suspended until such time that he/she can take part in our Pre-K program.

Once your child is fully potty-trained and promoted to our Pre-k program, our teachers will continue to assist them in their toileting issues. In being respectful of your child's privacy, it is helpful if they are able to ask for help with wiping or changing clothing. Providing flushable wipes is very helpful in teaching your child to be successful in their own private care.

Required supplies:

# The Children's Spot Parent Handbook

---

During Potty-training, parents are required to provide diapers, pull-ups, wipes and creams until a child is ready for underwear, along with at least 4-6 complete changes of clothing (shirt, pants, socks & shoes), (replenished daily as needed).

Once Potty-trained, parents are required to provide at least 3 full sets of clothing (more at first) to be kept in your child's locker in case an accident occurs

Proper clothing:

During potty training it is important that your child be dressed in "User Friendly" clothing at all times such as: soft, loose pants with an elastic waistband which will aid in developing independence.

- **No tight fitting clothing**
- **No shirts that snap in the crotch**
- **No pants with snaps and zippers**
- **No overalls, coveralls or bib type clothing**
- **No belts or suspenders**

The clothing listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

Potty Training Schedule: While in care your child will be asked to use the restroom hourly, whether he/she indicates the need to use the potty or not. (See Potty Training at The Children's Spot document attached.)

Verbal Stages of Readiness:

Basic verbal skills: the child is able to speak in three or four word sentences.

Stage 1: The child tells you he/she has a wet diaper, recognized when he/she is wet.

Stage 2: The child tells you he/she is wetting, recognizes the sensation of being wet.

Stage 3: The child tells you he/she will wet can control him/her and uses the potty.

Physical and psychological signs of readiness:

1. Child stays dry for a long period of time. (The child is able to "hold" his/her urine and bowel movement).
2. Child can recognize when diaper is wet or soiled.
3. Child has bowel movement at regular times. (Child chooses when to move his/her bowels).
4. Adult can recognize when child is moving his/her bowels. (Child is deliberately moving bowels).
5. Child can undress and pull up his/her own pants. (Important because this is the work of the child and not the caregiver).
6. Child initiates interest in using the potty and asks to wear underwear.
7. Child wants to be independent which is a critical component of the learning process.
8. Child is emotionally ready and is open to learning. (Is child generally cooperative?)
9. Child can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe him/her and wash hands.)
10. Child can use consistent words or gestures to communicate.
11. Child can physically get to the potty and sit on it without help.
12. Child must show a willingness to want to sit on the potty and understand its function.

# The Children's Spot Parent Handbook

---

I have read The Children's Spot Potty Training Policy in its entirety and I agree to abide by the policy set forth.

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## In our classroom we will:

- Potty train **every hour on the hour**, until we know your child's routine.
- Use Pull-Ups for the first couple weeks, possibly months, your child is showing progress to be solely in underwear.
- Be aware that accidents happen and be prepared to change your child's complete outfit if needed.
- Teach your child to pull up and down their pants by themselves. Independence is empowering!
- Make every effort to continue progressing and not fall backwards.
- Most importantly, be encouraging!



until

## At home:

- Potty training is a positive time! Clap, give stickers, and share the news of your child's success.
- Practice with your child pulling their pants up and down.
- Introduce the toilet to your child and make sure they hear it flush.
- Follow through at home to provide consistency with class time.

## Please remember:

- There will be laundry, but in the end, you will not be buying diapers anymore and your child will be so proud!
- Pull-ups with the Velcro on the side help your child's teacher tremendously.

# The Children's Spot Parent Handbook

---

## ABSENCES:

We require that you notify the center of any absences for your child/children. You may contact us in person or by email at [info@children'sspot.net](mailto:info@children'sspot.net). Please let us know the reason and length of the absence from class.

## ILLNESS:

The Children's Spot is unable to care for children who are ill. Any symptom of illness that prevents the child from participating comfortably in all activities, including outside activities, OR an illness that results in a greater need for care than the classroom teacher can provide without compromising the health, safety and supervision of the other children in care is more than sufficient cause to **KEEP YOUR CHILD AT HOME**. (See pandemic episode for wellness check at drop off information.)

Your child will be sent home for the following symptoms:

- a) A forehead temperature of 100.4 degrees or armpit temperature of 100 degrees.
- b) Symptoms and signs of possible severe illness such as **lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 4 hours, (or 1 mass volume vomiting episode,) rash with fever, mouth sores with drooling, any thick or colored discharge from the eyes, nose or mouth, behavior changes, or other signs that the child may be severely ill.**
- c) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child becomes ill after being left at the Center, you OR your emergency contact will be notified and expected to remove the child from the Center, **within 30 MINUTES of a call from the Office**. An **ILLNESS ALERT SLIP** will be issued and you **MUST** keep your child out of **The Children's Spot** until she/he is symptom-free for a period of 24 hours. **AND,**

Your child's return must be accompanied by a physician's release stating:

- The name of the illness treated
- That the child was seen in office and has been cleared of contagion and is able to return to school

According to Federal and State mandates, after an extended illness - anything over 50% of the week - a physician's release **MUST** accompany your child's return to the program.

Parents will be notified by parent bulletin and posting, in the event of any contagious illness or infestation.

## COMMUNICABLE DISEASES:

Any time a child is diagnosed with a communicable disease such as R.S.V. Hand/Foot and Mouth Disease, Chicken Pox etc. your child must be completely symptom free or have a physician's note stating that they have been seen, (for name of illness) and have been cleared of contagion to be able to return to school. Please do not take offence when your child's teacher or a member of management makes a child wellness check before accepting your child back into care. **With Hand Food and Mouth, Chicken Pox etc., The Children's Spot requires that ALL sores are completely healed before we will allow a child back into care. This is to ensure that we stop the spread of these diseases.**

# The Children's Spot Parent Handbook

---

## Heat Related Illness Prevention, Symptoms, and Treatment

At The Children's Spot we are required by licensing standard 746.2205 to provide outdoor play in which the children make use of both small and large muscles, both in the morning and afternoon. We go outside weather and ozone permitting for 30 minutes in the morning and 30 minutes in the afternoon daily. To help prevent heat related illness we provide each child with a water bottle that is taken outside with him/her each time his/her classroom goes outside. Please dress your child appropriately for the day's weather; this includes sending a sweater, jacket or coat for colder days and dressing your child in lightweight and light colored clothing for hotter days. Below we have provided information from WebMD on prevention and treatment of heat related illnesses. (For more information on the prevention of Heat Related Illness please see a member of management.)

## MEDICAL EMERGENCIES:

Procedures for handling medical emergencies - critical illness or serious injury - are as follows:

1. Give the child first-aid treatment or CPR, when needed.
2. Contact emergency medical services OR transport the child to the nearest emergency room.
3. Contact the child's parent, guardian or emergency contact person.
4. Contact the physician indicated in the child's record, if unable to reach parent or emergency contact.
5. Provide detailed documentation of events surrounding the emergency.

## DOCUMENTATION:

Mildly ill children, minor injuries, bumps and scratches will be documented, in detail, on our Incident/Illness Report form. At the discretion of the Director, parents may be informed immediately OR at the end of the day when they pick-up their child. The Incident/Illness Report must be signed by the supervising teacher, the Director and by the parent within 24 hours, and will be kept for a minimum of 3 months. This procedure helps to ensure good communication between the parent and the Center, and provides us with a tracking record of accidents and their causes.

## MEDICATIONS:

***The Children's Spot PREFERS not to administer medications of any kind.*** If your child's physician is made aware that your child is not at home during the day, medications can be formulated to be given only twice daily. This allows the parent to give the medication at home in the morning and evening. Not only does this eliminate the necessity for our staff to administer the medication but it also relieves the inconvenience of transporting the medication to and from the center each day. However, in the event this type of formulation is not possible, we will administer medication or treatment to a child **just prior or just after the noon meal**. Morning and evening doses are expected to be given at home. A child's first dose of a medication should be given at home in order to see if there are any reactions to this drug, except with a physician's written permission for life-threatening situations (epi-pen).

### **The following guidelines must be strictly observed regarding medication:**

- ALL medications must be in their **original container**, with the physician's prescription label attached and clearly prescribed for the child it is to be administered to. This includes "over-the-counter" medications such as fever reducers, antihistamines, ointments, drops, etc.



# The Children's Spot Parent Handbook

---

- All medications will be dispensed just prior or just after the noon meal. Please contact the office if this time is not appropriate for your specific needs.
- ALL medications must be properly **documented on our Medications Release Form**. Siblings, friends or staff will not be allowed to "sign-in" medications. A new form must be completed at the start of each new week if dosing/treatment is to be continued for up to 14 days.
- If a child has periodic or recurring medical problems, such as headaches, asthma, or allergic reactions, the parent may sign a properly documented medication authorization allowing the Center to administer a medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. The parent will be notified immediately after administering the medication and it will be documented in our medications log.
- **Medications are to be stored in a LOCKED BOX in our Center.** Medications needing refrigeration will be kept on a designated shelf in our Infant refrigerator for Toddlers and up. Infants will keep medications in their refrigerator on a designated shelf. **DO NOT** leave any medications in your child's locker, back pack, cubie or diaper bag.
- It is our staff's responsibility to sign and date the Medication Release Form after each dosing/treatment. It is the parent's responsibility to check the form at the end of each day to ensure proper dosing, etc. and to take the medication home, if necessary.
- Medications left at the Center will be examined monthly. Any expired medications will be discarded and noted on our medications log.

## VISION AND HEARING SCREENINGS:

The Special Senses and Communication Disorders Act require a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child care center. All first time enrollees **who are four years of age or older** and all children enrolled in our program **who become 4 years of age by September 1** of each year must be screened prior to the end of the first semester. As a convenience to our parents, we provide professional screening on campus for a nominal fee. Parents are notified of the results of our screenings, which may include a recommendation for further assessment. Parents choosing not to participate in the screening programs offered at the center must obtain a vision and hearing test from a licensed physician before the end of the first semester to comply with the above stated regulations.

## SPECIAL NEEDS:

The Children's Spot does not discriminate based on special needs. As an inclusive childcare center we work to ensure that all activities integrate all children with or without special care needs. We partner with local agencies to ensure that your child receives the benefit of all services available to meet their individual special needs. We will review needs prior to enrollment to ensure all needs will be able to be properly met while your child is in our care. If needs are beyond what we are able to provide you will be advised.

## INCLUSION:

The Children's Spot believes that every child should have the opportunity for a successful and meaningful childhood experience. Every effort is made to include every child, regardless of any physical or mental challenge, in our programs. When necessary, and to help us assess a special needs child, we have developed an Individual

# The Children's Spot Parent Handbook

---

Education Plan (I.E.P.). This plan is a collaborative effort among a qualified professional, and the Center Director, the teacher, and the parents. These criteria will help us ascertain whether or not we can fulfill the child's needs, and provide a successful opportunity for the child. Enrollment is conditional upon the fact that we can provide all necessary modifications without affecting the welfare of all the children in the classroom. The plan will address the following criteria:

1. Modifications, if needed, in the physical environment
2. Any special training for the teacher/caregiver
3. The child/staff ratio needs of the child
4. Any other criteria that is necessary to the specific needs of the child
5. The Children's Spot is a group child care. If we are unable to meet the needs of a child with special needs, we reserve the right to ask for the parent to find alternative means of care.

We are unable to perform any medical procedures.

## **Accommodations for Families: Amended 10/6/2024**

This Document outlines our program's policy in supporting families and children who may need additional accommodations- to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's language. Please notify the Director if you or your child requires accommodations and we will ensure that we do our part in making sure your needs is met.

Below are ways that our program will partner with families:

- If specific Therapy sessions are needed during the day while the child is in our care, we will provide space at appropriate times to accommodate them
- Participate in all comprehensive care meetings if needed
- Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
- Provide materials and resources in Parent/Child's primary language.

## **DRESS CODE FOR CHILDREN:**

Children should be dressed appropriately for weather conditions. Make sure that your child has a light jacket in their locker. **Closed toed shoes are necessary for playing on our playgrounds.** Sandals/flip flops are dangerous and a child can lose their footing while wearing them. Also, our girls should wear shorts or leggings under their dresses.

**Exception:**

- School age children will be allowed to wear flip-flops or swim shoes to and from the swimming pool during the summer session only. They must bring an alternate pair of closed toed shoes to wear the rest of the day so that they may participate in playground activities.

**We want to protect all of your children's feet from cuts, scrapes, etc. while they enjoy our great outdoor play areas.**

# The Children's Spot Parent Handbook

---

## **OUTSIDE TIME:**

Children will be outside for 30 minutes in the morning and 30 minutes in the afternoon o-zone and weather permitting. Our outdoor time provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. (Please provide a lightweight jacket or sweater that your child can keep in his/her locker for cooler temperatures.)

## **TECHNOLOGY/SCREEN TIME POLICY:**

Activities using TV/video, computer, or video games are prohibited for children under the age of two. All other children will use this as a planned activity, must be age-appropriate, and will not exceed one hour per day. In all age groups, Technology is defined as fine motor skill development such as proper use of scissors, glue, constructing with Legos, A G Activity tablets, Blocks Rock, working with tools, etc. Computer usage is introduced in our Accelerated Pre-K and School age classrooms. All programs are age and developmentally appropriate and screen time is limited to 1 hour a day. Use of TV and video is limited to AM & PM combined care of one hour and may be used if connected to curriculum during classroom weekly library time. Any child that cannot use the technology properly (taking unauthorized pictures, chatting with/to an unauthorized person, watching inappropriate content, treating the equipment poorly etc...) will get their technology privileges taken away.

## **REFERRALS:**

Through our assessment testing, which challenges a child's physical, as well as academic progress, we may be able to see a developing problem area for a particular child. In this event, a parent/teacher conference is arranged, where a recommendation for specialty intervention may be called for. The Children's Spot has access to a variety of specialists, and is more than willing to write a referral and/or assist in any further assessment necessary.

## **INCREASING STAFF AND PARENT AWARENESS OF PREVENTION TECHNIQUES FOR CHILD ABUSE AND NEGLECT:**

- An estimated 1.5 million children are abused and neglected each year in the United States. Abuse can happen in any type of family, rich or poor, rural or urban, black, white, or brown. It is the law for our administration and staff to report actual and suspected child abuse or neglect. All of our teachers are required to have annual training in child abuse and neglect of children.
  - Your child will be checked daily for bruises, burns, cuts or head injuries.
  - Please note that we will wake up all infants when they first come to the center.
  - We will teach children how to use a phone in case of an emergency.
  - The Children's Spot will talk with children about their safety and their rights.
- A child may be undernourished, unwashed, clothing torn or dirty, clothing not appropriate for the weather. Any extreme behavior may mean children are desperate for help and attention. We have brochures available in the Entrance Lobby for our parents. Abuse is the result of the abuser's irrational rage. Victims are unwilling targets of this rage. **ABUSE IS NEVER THE CHILD'S FAULT!**

To increase staff and parent awareness of prevention techniques for child abuse or neglect The Children's Spot will require all staff to acquire at least 1 clock hour of annual training on the recognition and prevention of abuse and neglect. Parents are welcome to take part in these annual trainings to benefit and protect the children in our care

# The Children's Spot Parent Handbook

---

and in our community. If a staff or parent has concerns we have posted the numbers to contact the intake board at CPS or the police where they can make an anonymous report if they suspect Child Abuse or Neglect.

The Children's Spot requires all staff to make a report either on line or by phone to CPS if they suspect Child Abuse or Neglect. Center management will make every effort to support our staff in protecting the children in our care.

Any parent of a child who is a victim of abuse or neglect should take the following actions to obtain assistance and intervention

Notify CPS at **By Phone: 1-800-252-5400** Online: <https://www.txabusehotline.org>

**Or notify the local police 911** Parents are always welcome to come to center management with concerns or need of help in protecting their children.

- **The Children's Spot coordinates with community and organizations that provide resources that benefit the children in our care. Information is located in our parent library in the lobby and on counter tops.**
  - **Such as: ECI, Community MED urgent care, Pediatric Dentistry of Mansfield, Bumps & Bruises, Brain Balance, CACFP, Texas Dept. of State Health Services, TexCare Partnership, Tarrant County CCMS, Texas Workforce Commission, Metroplex Community Services, City of Mansfield, and more.**

## CODE OF CONDUCT AT THE CHILDREN'S SPOT: (for School age Students)

This "**contract**" with our school-age students outlines 6 rules of conduct that are expected to be followed anytime the student is part of our program. We also list the consequences to inappropriate behavior. Having clear, defined and consistently followed rules in written form, work very well with this age group.

- I WILL DO UNTO OTHERS AS I WOULD HAVE THEM DO UNTO ME.
  - a. No Hitting
  - b. No Spitting
  - c. No throwing anything, etc.
- I WILL USE RESPECTFUL AND APPROPRIATE LANGUAGE WHEN ADDRESSING MY TEACHERS AND CLASSMATES.
- I WILL TREAT THE PROPERTY and EQUIPMENT OF THE CHILDREN'S SPOT WITH CARE AND RESPECT, AND UNDERSTAND THAT IF I BREAK IT, MY PARENTS WILL HAVE TO REPLACE IT.
- I WILL NEVER PURPOSELY BE THE CAUSE OF HARM OR INJURY TO A TEACHER OR CLASSMATE.
  - a. I UNDERSTAND THAT "ROUGH HOUSING" IS NOT ALLOWED AT ANY TIME ON OUR CAMPUS
  - b. I WILL NOT RUN THROUGH THE CLASSROOM, JUMP ON OR OVER FURNITURE AND I WILL KEEP MY FEET ON THE FLOOR AT ALL TIMES IN THE BUILDING.
- I WILL USE A QUIET VOICE WHILE INSIDE THE BUILDING AND VEHICLES.
- I WILL BE A GOOD LISTENER AND FOLLOW THE DIRECTIONS OF MY TEACHERS AND THE CHILDREN'S SPOT ADMINISTRATORS.
- I WILL NOT BRING TOYS OR ELECTRONIC DEVICES TO SCHOOL UNLESS PLANNED BY THE CLASSROOM TEACHER
  - a. I UNDERSTAND THAT IF I BRING ANY OF THE ABOVE TO CLASS WITH OUT TEACHER PERMISSION, IT WILL BE TAKEN TO THE OFFICE AND RETURNED TO MY PARENTS.

# The Children's Spot Parent Handbook

---

Consequences for inappropriate behavior will be as follows:

- 1st Offense - A verbal warning,
- 2nd Offense - 10 minute time-to sit out
- 3rd Offense - Loss of privilege for the day or following day; including swim time, field trips, special events, etc.
- 4th Offense - Sent to office/Parent called/Possible suspension/3 strike policy implemented as stated in our parent handbook.

## BEHAVIORAL OBSERVATIONS: REDIRECTION AND POSITIVE INTERVENTION: SUPERVISION

### Amended 11/6/2024

At The Children's Spot our teachers supervise children at all times as per the Minimum Standards 746.1205. The root word in **DISCIPLINE** is **DISCIPLE**, one who subscribes to the teachings of a Master and assists in spreading them. The Children's Spot has teachers dedicated to modeling the type of behavior we expect from our children and who keep them busy and challenged using simple and consistent rules and clear boundaries. We rarely have difficulties. Love and positive intervention is all that is necessary.

However, we are sometimes faced with a particularly difficult or challenging child. Therefore, it was necessary to formulate the following discipline and guidance policy:

- Corporal punishment is **NEVER** allowed or practiced on our premises.
- **Children under 2 1/2 years of age** — REDIRECTION, REDIRECTION, REDIRECTION.
- **Children over 2 1/2 years of age** - Redirect and limited "time to relax in their safe space" 1 to 3 minutes.
- **Children 4 years or older** - Redirect, limited time to relax in their safe space, and loss of privileges. A child who consistently misbehaves or refuses to follow directions may not be allowed to attend a subsequent in-house field trip, will stay in alternative care at the center, and may be required to have the parent pick them up.
- **When a child demonstrates inappropriate or disruptive behavior, such as activities that put other children or staff at risk of harm (ie. Hitting, biting, throwing materials, etc.) or when a child creates an environment that makes it difficult for others to learn, it becomes necessary for staff to intervene.**
  - **The child will be told that their behavior is inappropriate.** The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
  - **The child will be redirected and, if necessary, given a short time away to calm down away from the rest of the children.**
  - **Teachers and/or the director will have ongoing conversations with parents regarding their child and any concerning or challenging behaviors.**
- Collaboration between our program and parents/guardians is critical in helping each child succeed and overcome any challenging behaviors. By maintaining regular contact with parents, we are striving for the following:
  - For parents and staff to express any concerns related to the child's challenging behavior.
  - To collaborate on strategies in addressing the challenging behaviors
  - To keep parents informed of their child's progress; and

# The Children's Spot Parent Handbook

---

- Keep the goals and objectives of our program in mind, which include valuing each child as their own individual self, building social and academic skills that prepare each child for continued learning and success in life, provide a nurturing and safe environment for all children, and working with the unique skills and abilities of each child. our handbook covers goals and objectives more in depth and we strive to adhere to these goals.
- Communication can take place through phone calls, emails, parent communication app, parent conferenced, behavior plans, daily reports, or other methods as determined by parents and staff.
- We will make every effort to work with families to resolve inappropriate behaviors with their children. In some cases, a child may need additional support and we may ask families to find another care facility for their child. Medical and developmental resources are located in the Parent Resource notebook for further support. We will give reasonable time for parents to find alternative care when possible.
- **Excessive/Aggressive Behavior** - Children who habitually harm other children or staff, destroy equipment, use abusive language, and in general cause chaos in our classrooms, must be dealt with quickly and decisively. The Director may call you and request your presence at the center in order for you to speak with your child immediately. After the efforts and techniques described above have been tried and failed, a mandatory parent conference is called in an effort to assess the cause of such behavior. Parents will be responsible for replacing or repairing equipment or facilities that their child has purposely broken or destroyed. A plan involving teacher input and parent support is established, and a time frame decided upon in which we must see definitive improvement. If all efforts fail, then it must be determined that the child is not suited for a group program and the child must find alternate care. **\*Any prepaid tuition will not be refunded if removed from care for this type of behavior.**
- **Children who are biting** - We recognize that biting is a terrible experience for the victim, the parents of the victim, the teachers, the director and the parents of the child who bit! We also recognize that biting is "developmentally appropriate" for the very young child. Please do not interpret this statement to imply that it is acceptable! We have implemented a series of procedures and documentation to try to track, evaluate and hopefully thwart the act of biting in our classrooms. When every effort to keep a child from biting another child has failed, then dismissal from our program may be necessary, at least temporarily. If the Center Director determines that the dismissal should become permanent, any pre-paid tuition will be prorated and refunded.

## **ZERO TOLLERANCE FOR VIOLENT/DISRUPTIVE BEHAVIORS: (3 STRIKES POLICY)**

At The Children's Spot, we make every effort to positively redirect inappropriate behaviors. When a child's behavior becomes **violent (hitting, kicking, biting etc.)** or **disruptive (inappropriate language, throwing furniture, disrupting learning, running from teacher, etc.)** you will be called to come and pick up your child from care for the day. **There will be a 30 minute time span from the time the call is made until pick up time.** There will be no discount of tuition.

Continued, repetitive violent or disruptive behavior may be cause for dismissal from care. Each incidence of violent or disruptive behavior as listed above will be considered a "strike" in our 3 strike's policy. strike pattern. For example: Child in anger throws a chair at another student, child is sent home with strike 1, the next week in anger the child pushes over a toy shelf in anger, child is sent home and care is suspended for

# The Children's Spot Parent Handbook

---

1 day, with strike 2, two weeks later the child throws a truck at another student in anger, child is dismissed from care on strike 3. All 3 behaviors are considered violent and disruptive to the safe and continuous care of every child in that classroom.

Parents of School-age children please make note that if your child is engaging in violent or disruptive behavior at morning drop off before loading our buses to go to school, you will be required to return to The Children's Spot and take your child to school. If they are also PM bus rider they will be excluded from afternoon care. We cannot place a child on a bus when he/she is not behaving in a safe manner.

We welcome our parents to be active participants in any Positive Discipline Training offered to our staff as well as having a wealth of parent resources in the office for you to check out at any time.

Please remember that negative choices do not make a "bad" child. Sometimes a child needs more care than can be offered in a single staffed at state ratio classroom. It is our hope to partner with parents when these situations arise to best meet the social/emotional needs of your child.

## Discipline and Guidance Policy for The State of Texas

- ◆ Discipline must be:
  - Individualized and consistent for each child
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching the child acceptable behavior and self-control and
  - A positive method of discipline and guidance that encourages self-esteem, self-control and self-direction, including 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;
    - Redirecting behavior using 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.
- 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; and
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance



# The Children's Spot Parent Handbook

---

The use of inappropriate discipline as stated above will not be tolerated and will result in immediate termination of employment and will be reported to the DFPS Childcare licensing agent.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **LOCKERS:**

An individual storage locker is provided for children in our Infant rooms. All other children are assigned a locker in their rooms. This space is designed to house your child's personal belongings - a clothing change, nap blankets, sweaters, jackets and hats. Your child's finished work, newsletters and bulletins will be in your child's classroom in their folder. It is the parent's responsibility to check their child's locker and folder at the end of every day. Please empty your child's locker and work folder every Friday.

## **NAP MATS:**

Mats are supplied for all students in our Toddler and Preschool rooms. Parents of Toddlers – Preschool students are required to supply a blanket (child-size) to keep in their child's locker to use for naptime. It is also the parent's responsibility to keep these clean and they should be laundered at least once a week, or anytime they have been soiled. **(Pillows are not allowed)**

## **ACCIDENTS/CHANGE OF CLOTHES:**

Accidents do happen, and for that reason we ask our parents to ***provide us with a COMPLETE CHANGE OF CLOTHING (underwear, socks, shorts, shirt and shoes)***, to be kept in the child's locker. If your child is potty training, please remember to bring **2 COMPLETE CHANGES OF CLOTHING AND A PAIR OF SHOES**. (Extremely soiled underwear will be thrown away.) Soiled clothing will be placed in a plastic bag and put in the child's locker. Parents will be expected to take them home that day and bring a replacement the next day. We only keep emergency sets of clothing at the Center.

## **PERSONAL BELONGINGS:**

Please **LABEL YOUR CHILD'S PERSONAL ITEMS** (blanket, extra clothing, coats, hats, etc.) with their first initial and full last name. (We do request that you keep all pillows at home, due to lice.) The Children's Spot cannot be held responsible for any personal item that is not clearly labeled with your child's first initial and last name. A permanent ink marker is suggested.

Please ***keep all personal TOYS OR NON-ESSENTIAL PERSONAL ITEMS at home***. Our classrooms are well equipped with everything your child will need for play and learning throughout the day.

## **PARENT BULLETINS:**

Parent bulletins are published as needed to update you concerning issues or activities of the Center as it pertains to your child. Please be on the look-out for these very important and informative bulletins, usually placed in your child's folder or by email. Copies are also posted on the bulletin boards throughout the Center.

## **PARENT NEWSLETTERS:**

Parent Newsletters are printed and emailed to all enrolled families every other month. A printed copy is posted on the Parent News Board across from the office.

## **NOTIFICATION OF POLICY CHANGES:**

Policy changes or updates will be given to all parents whose child attends the Children's Spot in writing when added to our Parent Handbook via **memo/e-mail** with signed acknowledgment of receipt or a new copy of complete updated Parent Handbook.

# The Children's Spot Parent Handbook

---

## **DRILLS:**

Fire Drills are practiced monthly at the Center. Evacuation and relocation maps are posted in each classroom, and children are taught how to exit the building in a safe and orderly fashion. Because a fire is not planned, and we must be able to leave the building quickly - walking children must have their shoes on at all times, even during naptime.

Severe Weather Drills/Tornado Drills are practiced quarterly, as well. We have a severe weather radio located in the office that sends a loud signal when severe weather is headed our way. The relocation area within our building is inside the Library located next to the Office and in the Pre-K 1 Room. Special roof reinforcement is located in these areas and there is little or no glass. Children are taught to sit with their backs against a wall with knees up, heads down and covered with their arms.

***IF YOU SHOULD ARRIVE AT THE CENTER DURING ONE OF OUR DRILLS, PLEASE DO NOT ENTER THE BUILDING UNTIL THE "ALL CLEAR" HAS BEEN SOUNDED.***

Evacuation beds are provided in the Infant Rooms and Toddler Rooms, and we can move up to 6 children in a single bed, if necessary. We have emergency lighting throughout the building that comes on automatically when the fire or emergency siren is sounded. There are fire extinguishers located throughout the building. Our fire alarm system is directly connected to send a signal to the closest fire department and we are equipped with several cellular telephones in the event that telephone service is interrupted.

Our teachers and staff are trained to remain calm so the children will not be frightened. We use a variety of methods to reassure the children - singing songs, telling stories or leading the children in finger plays, generally dispels any anxiety very quickly. ALL Administrators and non-teaching staff are assigned to assist in the Infant Rooms and Toddler classrooms. Teachers are required to have their Emergency Books with them when they get to their relocation area and call roll immediately.

## **PARENT EDUCATION:**

The Children's Spot has a complete library for parents to visit and check out books from. Our library will help with parenting problems, children's behavior problems, discipline, respect, sharing, anger, pacifiers, biters, following the rules, and forgiveness! Feel free to any material you feel might be helpful to you or your child.

## **CURRICULUM GOALS:**

### **CURRICULUM:**

The Children's Spot utilizes Frog Street Curriculum from 6 weeks to 3 years of age. Beginning as an individualized curriculum from birth to 2 years of age then becoming a group curriculum at age 2 Frog Street curriculum builds each year as your child learns to master fine and gross motor skill development, letter recognition and sounds, number concepts, shapes, colors and more to become fully prepared for Kindergarten success. In October of 2016 we added D.I.G. Pre-K curriculum to our three Pre-K programs ages 3-5 years of age. D.I.G. is a fully interactive literacy based curriculum featuring the Letter People that is completely in line with the Pre-K guidelines for the State of Texas. It features take home readers and interactive computer programs that can be accessed through the D.I.G. parent connection porthole.

# The Children's Spot Parent Handbook

---

## DEVELOPMENTAL MILESTONES: 11/6/2024

Developmental milestone checklists are communication tools intended to encourage ongoing conversations between families and professionals. The checklists also help identify the need for additional screening (between universal screening ages, as needed) when there is a potential developmental concern. Milestones are just one part of these communication tools.

Developmental milestones included on the checklists are **not** developmental guidelines or standards for children's development. They should **not** be used as screening or diagnostic tools to detect developmental delays. If developmental concerns are noted, the next steps are screening and evaluation with formal tools or referral for services.

We use developmental milestone checklists, 1-3 times annually, to track children's growth and development for ages 0-5 years, make referrals when necessary, and share those completed checklists with families. Parent/teacher conferences are held twice annually and upon parent request as time allows.

## PROGRESS REPORTS:

We use Texas School Ready developmental check lists and screening tools and ASQ assessments. These tools are designed to help the teacher and parent track their child's development in areas of life skills, academics, social-emotional and physical development. (Copies of screenings provided at parent request). If you have any concerns on your child's development, please contact your physician.

## PARENT/TEACHER CONFERENCES:

Conferences for our students are scheduled **twice** a year or on an as needed or as requested basis. (See the weeks we have assigned in our School Calendar.) If you have *any* concerns about your child, his/her development or our programs, and would like to meet with your child's teacher, please contact the Office and we will arrange a time for you. This will give the teacher an opportunity to arrange her schedule to meet with you in private, and to collect the proper documentation and records required to thoroughly answer your concerns. Please respect the fact that while a teacher is working with a group of children or greeting children and parents during drop off, pick up or Open House, a conference **CANNOT** take place. The Director is available to meet with a parent at any time upon request.

## SCHOOL-AGE PROGRAM:

Students enrolled in the Mansfield ISD - traditional calendar/full-day classes (ages 5 through 12) qualify for our SCHOOL-AGE PROGRAM. Daily services provided to this group include transportation to and from The Children's Spot and their respective schools each day, supervision before and after school, and an afternoon snack and drink. When public schools are closed and the Center is in operation, services to this age group will include supervision for the full-day, planned activities and/or field trips, breakfast, am snack, pm snack lunch and drink. If a field trip has been planned that takes us through lunch, we will either "eat out" OR require a sack lunch. Your student's Activity Calendar will notify you of these special dates. **Please note that there will be an additional fee of \$24 for AM/PM, \$26 for PM only and \$31 for AM only care added to weekly tuition for days where there is reduced or no school. Full weeks with no school will be charged at the current summer rate.**

## HOMEWORK / ACTIVITIES:

We usually return back to the Center by 4:00p.m. The first order of business is to put our backpacks away, call roll, give everyone an opportunity to use the restroom and wash their hands. We will then enjoy our Snack. We will then have 30 – 45 minute session for Homework Time. THEN (weather permitting) we will go outside for

# The Children's Spot Parent Handbook

---

free-play activities. Other students will be disbursed to play board games, play in centers, etc. At 6:00 p.m. we combine with the other children.

## **BULLETIN BOARDS:**

Our bulletin boards are located throughout the Center, provide our parent's with fresh, up-to-date parenting articles, fun recipes, ideas for family outings, etc. Each class has a bulletin board located on the wall outside the classroom door. Here you will find details pertaining strictly to your child's class - their daily schedule, monthly Activity Calendar, special needs, parent/child/teacher recognition, or changes to upcoming events. Be sure to take a few moments each day, before picking-up your child, to give them a glance.

## **ACTIVITY CALENDARS:**

Calendars are posted for our parents on our website at [www.childrensspot.net](http://www.childrensspot.net) and emailed monthly. Activity Calendars provide the parent with an overview of activities that their child will be participating in during our school year. We suggest you post it in a convenient place at home and refer to it often, so your child will always come prepared for the day's activities. Also, we will post all in-house field trips on the outdoor entry board. Schoolers will be provided separate calendars for the summer to prepare for their fun but fast paced day full of field trips, swimming days, and activities.

## **PARENT PICK-UP & DROP-OFF:**

Parents **MUST** come in to the building using their **access card** and must walk their child/children into The Children's Spot and into their perspective classes at drop-off and pick up from their child's classroom at pick up. Please make sure that the busy teacher sees your child and is able to mark their attendance at that time. **\*Refer to the Covid-19 section for drop-off/pick-up during pandemic episodes.**

Our access card system is a "sign-in/sign-out" registry, which we are required to have. If you forget your access card more than two times, we must assume it has been lost and we will furnish you with another card and charge your account a **\$10.00 non-refundable fee.**

Please do not call your student off the playground or get them off the bus without scanning your card. Always, make sure your student's teacher is aware that you are taking them from the Center. The Children's Spot will only release your children to the people authorized on your pick up list that can be verified by a State identification card or license. Your enrollment information should include those persons you wish to authorize to pick up your child. **We must have full names, telephone numbers and driver's license numbers for those on your list.** Your designated person to pick up your child must be at least 18 years of age and have a driver's license with photo identification. **Your list can only be changed or added in Person or by Signed Email. If we cannot verify identity with a license number or state photo identification, we CANNOT and WILL NOT release your child.**

## **SCHOOL DROP-OFF & PICK-UP:**

The MISD only gives us a **15 minute window of time** to drop-off or pick-up our students, therefore we must limit the number of schools we can serve. **Service is available to schools located within Mansfield City limits only.** We begin formulating plans of service for the upcoming school year in May, and request our parents to notify us of what school their child will be attending so we can "map-out" our bus routes.

Two factors play a role in the number and location of the schools we are able to serve: The number of students needing service at a particular school and the distance the school is from our Center. **Note: If we determine that we will not be able to serve your child's school; you will be notified at least two weeks prior to the start of school.** During the school year, students needing transportation to public school **MUST** be on campus

# The Children's Spot Parent Handbook

---

**no later than 6:45 AM.** We will prepare to depart the center at **7AM** and depart no later than 7:10AM **Children not counted in ratio by 7AM will not be allowed to ride the bus to school.**

Parents are expected to contact the Center by phone before **2PM** if their student will not need afternoon transportation. **PLEASE** do not give this information to anyone other than an Administrative staff. Our buses will depart The Children's Spot at 2:30PM. **Failure to contact the center prior to bus departure at 2:30PM regarding your child's absence for the day will result in your account being charged a \$5 no-notification fee/child/occurrence.**

**If your child is under the age of 8 and is not 57 inches in height, it is the parent's responsibility that the Office is informed. The parent/guardian will need to supply a booster seat for their child who will need to stay at the center through-out the school year.**

## **Texas Car Seat Laws {CAR SEAT SAFETY LAWS - Last updated 7/2019}**

**Phase 1:** According to Texas State Law, children must be in a car seat until they reach 8 years old or 4'9 and the car seat must be installed according to manufacturer's instructions. While after age 8 a child of any height can wear a car's safety belt in Texas, safety officials recommend parents wait until the child is taller than 4'9" before transitioning out of a booster seat. (See phase's 2-4 below)

### **Phase 2: Forward Facing**

When a child has exceeded the rear-facing seat manufacturer's recommendations, they can move on to the proper forward-facing seat. This will be a forward-facing seat with a five-point harness. Most forward facing harnesses will properly fit children up to 40 – 65lbs.

### **Phase 3: Booster Seat**

Children from "about" age 4 who have outgrown their forward facing car seat's weight limitations. Children should remain in a booster seat until they're 4'9 or taller. Children in booster seats need to be comfortably restrained by both shoulder and lap belts.

### **Phase 4: Safety Belt**

Children can wear an adult safety belt after 4'9.

**In order for your child to ride our bus to and from school they must meet the new State of Texas Guidelines as stated above. Children who are under the age of 8 and who are not 4'9" in height must provide a car seat or booster seat that will stay on the bus until such time that they meet or exceed the requirements. We will need to install the car seat or booster by the manufacturer's instructions on your child's assigned bus.**

## **TRANSPORTATION:**

Our vehicles meet or exceed the NHTSA requirements for buses with a gross vehicular weight rating of 10,000 pounds. Each vehicle is equipped with a communication device, first aid kit, fire extinguisher and other emergency equipment. Our Teachers/drivers are trained and familiar with the vehicle safety features and emergency procedures; complete annual transportation safety training, must be 21+ years of age; and have a valid Texas driver's license. They are required to have a student emergency treatment authorization form, with parent and emergency phone numbers on each child, anytime they are off campus with the children. Children are required to wear seat belts at all times, with only ONE child per seat belt. **Children must meet a height requirement of at least 4'9" regardless of their age, or must be belted into a child safety seat that has been provided by the parent.** Children are also required to wear a Children's Spot T—shirt anytime we are off campus. For the protection of your

# The Children's Spot Parent Handbook

---

children we load and unload at curbside and children are not allowed to cross a street or parking lot without an adult. For this reason we ask you not to park in our loading zone. Strict procedures are in place to ensure that no child will ever be left unattended on any of our vehicles. Name to face recognition, using our roll sheets, is practiced at loading and unloading. Frequent head counts and roll will take place during the field trip.

## **SUNSCREEN AND BUG REPELLENT:**

Each year you will be required to submit current sunscreen and bug repellent authorization forms. These products are provided by parents for each child in care as licensing does not allow us to share sunscreen or bug repellent with another child. They must be clearly labeled in permanent marker with your child's name and the date the product was brought to the Children's Spot and the expiration date of the product. Sunscreen is to be in lotion form only and insect repellent in wipes or lotion. **NO AEROSOL SPRAYS ALLOWED.** Sunscreen and insect repellent are to be applied in the morning by the parent prior to arriving at The Children's Spot. We will reapply sunscreen and insect repellent wipes prior to afternoon outside activities.

## **WATER ACTIVITIES:**

During the summer months, a fun day of water activities for our younger children is planned each week and may include small wading pools, fun sprinklers, slip-n-slides and water tables. These activities will be noted in your child's Weekly Curriculum. Children should come prepared for the day dressed in their swim wear with sunscreen applied by the parent. Sunscreen provided by the parent to the center will be reapplied before afternoon outside activities. (See Below)

## **SWIMMING:**

Our swimming pool has been built especially for children's activities. It is 20' wide, 30' long and from 3' to 5 1/2' deep, and there is ample room for children to play and cool-off! A maximum of 35 children are allowed in the pool at any time, and children must be a minimum of 5 years of age to participate. A child/staff ratio per the Minimum Standards of 1 to 10 for 5 year olds and 1 to 12 for children 6 years old and up is strictly maintained. Regulated by City and State Code, we are inspected a minimum of two times during swim season by Tarrant County Health Dept.

A certified lifeguard is on duty anytime there are children in the pool. The lifeguard has ultimate authority over matters of safety. It is the lifeguard who will orient the children in pool safety rules at the beginning of each season and assess their level of ability in the water. **We DO NOT provide life jackets for children who have little or no experience in the water. It is the responsibility of the parent to provide a U.S. Coastguard approved life jacket for their child if they do not know how to swim. Also, the parent is required to inform The Children's Spot whether their child can/cannot swim.** A child will not be allowed to swim otherwise. **NO DIVING** is allowed at any time. Teachers work with the children, through a series of games and activities that promote pool safety and a healthy respect for the water.

Although we are only in the pool for a two hour session, protecting the children from sunburn is a critical issue. Parents should provide a quality sunscreen with a 45+ SPF waterproof rating. It is strongly recommended that especially fair skinned children wear a plain white swim shirt over their suit. They may also wear a hat in the water, if necessary. Before coming to the Center on swim days, please help by sending your child ready to swim! Long hair should be put up in a braided ponytail and all jewelry, including ear rings, removed. Children should come dressed in their swim suit, with their street clothes and swim towel in a small plastic tote

# The Children's Spot Parent Handbook

## Water Activity Permission Form

This form may assist child care operations in meeting the water safety requirements in Chapter 341 of the Health and Safety Code, section 341.0646.

**Directions:** The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child participates in water activities. The day care provider keeps the form on file at the child care facility and has the parent or guardian update the form annually.

### General Information

Operation's Name: \_\_\_\_\_ Child's Full Name: \_\_\_\_\_  
Child's Date of Birth: \_\_\_\_\_ Child's Weight: \_\_\_\_\_ Child's Chest Size: \_\_\_\_\_  
(lbs.) (inches)

**I give consent for my child to participate in the following water activities:** (Check all that apply)

Water Table Play  
Sprinkler Play  
Splash Pad  
Wading pool  
Water Park or Aquatic Playground  
Swimming Pool (at or away from the operation)

### Child's Swimming Abilities

**My child can swim without assistance:** ☐ Yes ☐ No

**My child's swimming abilities:** (Check all that apply)

A non-swimmer

Please place a properly fitted and fastened US Coast Guard approved life jacket on my child before entering any swimming pool or water park area and require it to be left on **at all times** while in or around water.

I will provide a Type 1, 2, or 3 US Coast Guard approved life jacket for my child.

Please provide my child with a Type 1, 2, or 3 US Coast Guard approved life jacket.

A competent swimmer (has successfully completed swimming lessons)

My child CAN enter and exit a pool safely on their own.

My child CAN tread water or float on their back for 1 minute.

My child CAN swim 25 yards with no assistance.

**My child has special needs with water activities.** Please describe.

### Signature

Parent(s) or Guardian(s) Name: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

### Resources

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/water-safety.html>

<https://drowningispreventable.org/>

### CENTER T-SHIRTS:

Students are required to wear a Center t-shirt whenever we are off-campus. The cost of Field trip tee-shirts is \$10 each. (This cost is not covered by CCMS)

### FIELD TRIPS:

If a student cannot attend a field trip, he/she will remain at the center in a younger classroom if staffing is



# The Children's Spot Parent Handbook

---

not available to keep them in their classroom. Refunds for field trip fees will not be refunded if a child has to remain at school for a behavior issue. In addition if we had to prepay for a field trip, we will not be able to refund unless the destination issues us a refund at the time of the visit. The Children's Spot will send home permission Form for all Field Trips. This will state the destination of the field trip as well as the contact information at the field trip site.

## **ANIMALS AT THE CENTER:**

Any pets added to our classrooms will meet the standards set forth by the health department and the State of Texas Minimum Standards for childcare. From time to time we are fortunate enough to have a special guest who brings animals with them. We have enjoyed being up close and personal with exotic birds, monkeys, hedgehogs, even baby tigers! As with all special activities planned for the children, you will be notified well in advance of their visit. If you would prefer that your child not participate, just let the office know prior to the day of the event. Ginger, our support dog will be on site most days. Feel free to come by, say hi and give a belly rub if you wish! If you have a special animal you would like to share with the children in your child's class, please contact the office and we will help to arrange a time for you to come. Please do not bring an animal on premises without our knowledge or permission. This is a highly regulated area by both the Health Dept. and our licensing agency. Every effort is made to keep stray animals off our playgrounds and away from the children for this, and other health and safety reasons.

## **SOCIAL NET-WORKING POLICY:**

Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of The Children's Spot. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of The Children's Spot.

1. Information published on your blog(s) should comply with The Children's Spot confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
2. Be respectful in your comments or questions or you will be blocked from further participation.
3. **Please do not reference cite, or tag** parents, children, or staff without their express consent. In all cases, do not publish any information regarding a parent, teacher, employee, partner, child, or competitor during the engagement.

## The Children's Spot Parent Handbook

Page | 36

4. Respect copyright laws, and reference or cite sources appropriately.
5. The Children's Spot's company logos and trademarks may not be used without written consent.
6. The Children's Spot is not responsible for anything posted by parents or staff on their personal social media pages.
7. **ALL POSTED PHOTOS POSTED ARE THE PROPERTY OF THE CHILDREN'S SPOT.**

## **SOCIAL EVENTS:**

Several SOCIAL events are planned throughout the year. Including but not limited to: **FALL FESTIVAL, EASTER EGG HUNT, MARDI GRAS PARADE, GRADUATION, CHRISTMAS PROGRAM, MUFFINS WITH MOM, DONUTS WITH GROWN-UPS etc.** Always lots of fun, these activities provide a wonderful way to interact with other parents, your child's teachers, and to familiarize yourself with our programs. Calendars are provided monthly to help you plan your participation.

## **FUND RAISERS:**

# The Children's Spot Parent Handbook

---

Fund raisers are ongoing events at the Center and can include cookie dough sales, dinner nights, photo days, and community events, such as our Annual Fall Festival/Carnival. Of course, your participation is crucial to the success of any fundraiser. Proceeds from fund raisers are used to improve our facilities and playgrounds, give our teachers' their yearly raises, and helping to keep our tuition increases to a minimum.

## **GANG FREE ZONE:**

Under the Texas Penal Code any area within 10000 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.

### ***New Requirements Regarding Gang-Free Zones for Child Care Centers***

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

#### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

#### ***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose 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?***

A child care center must inform parents or guardians of children attending the 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 center is a violation of this law and is therefore subject to increased penalty under state law.

#### ***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative or your local licensing office.* Child Care Licensing or DFPS 8/31/2009

# The Children's Spot Parent Handbook

---

This emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to:

- An **emergency evacuation** of the children and caregivers to a designated safe area in an emergency (such as a fire or gas leak)
- A **relocation** of the children and caregivers to a designated, alternate shelter in an emergency (such as a flood, a hurricane, medical emergency or communicable disease outbreak)
- The **sheltering and lock-down** of children and caregivers within the center to temporarily protect them from situations (such as a tornado, volatile person on the premises, or an endangering person in the area)

## FIRE & EVACUATION

Emergency evacuation drills will be practiced a minimum of once a month without warning.

An emergency evacuation map is posted in all classrooms and activity areas. All staff is responsible for knowing the primary and secondary exit routes and relocation areas for their class. During an evacuation, all staff members are required to assist in moving children to a designated safe area, and must remain with them until the emergency is over.

- When the emergency alarm is sounded by the director, she then yells, "I HAVE THE EMERGENCY BINDER," and proceeds to clear Pre-K I & II, Tweeners, and 2's Rooms and evacuates the building.
- The assistant director proceeds to clear the staff room, Schoolers room, Lobby, Toddler I & II & III, Infants I & II, and evacuates the building.
- Children should be directed in a calm and reassuring voice, "Fire drill boys and girls. Please line up at the door." Explain to them to leave what they are doing immediately, to take nothing with them, and to exit their pre-determined doorway as quickly and orderly as possible.
- When two staff is available, one is to lead the class out and one is to get the class book and follow. When a staff person is working alone, she must get the class book and stand in the door until all children are out of the building. She must then lead them to their safety zone and then call roll immediately.
- Once outside, do a Name/Face Check and compare against your *Attendance/Transition Log*. If you discover that a child is missing, **DO NOT, GO BACK INTO THE BUILDING!** Stay with your class, and report any missing child to the designated administrative staff as soon as they arrive at your area.
- **Watch the children, not the situation!**
- Administrative staff (office manager, housekeeper) will always assist in getting infants relocated.
- Any on-duty kitchen manager or maintenance staff should assist children/classrooms closest to your work station.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

Although we have emergency lighting system, we still provide an emergency flashlight for every classroom and activity area. It is the staff's responsibility to keep them in good working order, replace batteries, and keep them in their designated location.

The buses are designated as the first line of transportation. However; if the buses are inoperable and/or not safely accessible, **ALL** available staff vehicles will be called into service. Even if we cannot seat-belt every child or provide a car seat for every infant, we must move the children as quickly as possible, using all available space in a vehicle.

# The Children's Spot Parent Handbook

---

Every effort should be made to place the child securely and comfortably, but ultimately their safety may depend on getting them out of the area.

## EMERGENCY TIPS:

**Stop...Think...Do not Panic!**

**Administer First Aid & then call for assistance!**

## OFF –SITE EVACUATION/RELOCATION OR EMERGENCY CLOSINGS and PROCEDURES

In the event of a fire or other emergency that would require immediate evacuation of the center, we have contracted with **St. John Lutheran located at 1218 Debbie Lane, Mansfield, TX, as a temporary relocation facility. Their phone number is (817) 473-4889. Ashley Shuffield's cell phone number is 469-348-5544.**

- The first responsibility of staff is to transport the children as quickly as possible to our relocation facility, keeping them out of danger. Staff will use their *Daily Attendance/Transition Sheets* at the time of the emergency to account for attendance at and to the designated safe area. Our teachers will also have their Emergency Books with them with copies of the enrollment sheets. If time allows, gather children's coats, diapers, formulas bags, etc.
- Children will be relocated by any available onsite transportation. Children who are 24 months or younger, who have limited mobility, or who otherwise may need assistance in an emergency, will be evacuated first. They will be strolled using our evacuation beds. Infants and toddlers will have four children to each bed. We are within walking distance of our relocation site. If necessary, we would place each young child with a teacher on the bus until we have all relocated.
- It is the **director's responsibility** to have a charged cell phone and to oversee and direct the evacuation process when implementing the emergency preparedness plan. She is the last person to evacuate the building. In her absence the Director of Operations or Assistant Director will be charged with this responsibility.
- Emergency evacuation and relocation diagrams are posted in every classroom, restroom, offices, library, staff areas, and kitchen of our building.
- During an emergency all staff may have their cell phones.
- Staff members will continue to supervise and take care of the needs of the children. This includes entertaining them with songs, stories, games, etc. at the evacuation site.
- ***Watch the children, not the situation!***
- We will contact parents **after** we have relocated. **Current phone numbers and e-mails are very important.** The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. Children will be signed out on *Transition Log* at pick up as per our normal procedures.
- If we are able to relocate back to our facility (as the evacuation, relocation or sheltering/lock-down has been lifted), we will contact the remaining parents to be able to reunite them with their children.
- The assistant director will continue to supervise and take care of the needs of the staff members.
- The Director, or designated employee, will contact the Fire Dept., Law Enforcement, Emergency Medical Services, Health Dept., and DFPS. All of the required phone numbers are in the Emergency Books, which have emergency care authorization for each child as well.

# The Children's Spot Parent Handbook

---

- If damage to the center is severe enough to close for several days, and we are not able to secure a permanent/temporary location, we will cease tuition fees until we are able to resume operation.

As stated in the **MINIMUM STANDARDS 746:5605**, you must take the following precautions in transporting children whose chronological or developmental age is younger than nine years old from any vehicle:

- You must load and unload children at the curbside of the vehicle or in a protected parking area or driveway.
- You must not allow a child to cross a street unless the child is accompanied by an adult any time before entering or after leaving a vehicle.
- You must account for all children exiting the vehicle before leaving the vehicle unattended.
- You must never leave a child unattended in a vehicle.

**746:5607** states the following regarding safety restraint systems:

- You must secure each child in an infant safety seat, rear-facing convertible child safety seat, forward-facing child safety seat, child booster seat, safety vest, harness, or a safety belt, as appropriate to the child's age, height, and weight according to manufacturer's instructions for all vehicles specified in subsection (d) of this section, unless otherwise noted in this subchapter.
- All child passenger safety restraint systems must meet federal standards for crash-tested restraint systems as set by the National Highway Traffic Safety Administration, and must be properly secured in the vehicle according to manufacturer's instructions.
- A child 12 years old or younger must not ride in the front seat of a vehicle.
- The following safety restraint devices for a child must be used when the vehicle is on and during all times when the vehicle is in motion: (see listed in the MINIMUM STANDARDS).
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## **TRANSPORTATION EMERGENCY:**

**In case of vehicle break down the driver is to:**

1. Each vehicle should contain an emergency book and a fire extinguisher (checked monthly).
2. In the event of a sick or disruptive passenger or situation - driver is to pull off the road to a safe location, and stop the vehicle (turn off engine if necessary) before attempting to assist or intercede.
3. Pull the bus completely to the side of the road out of traffic or into a parking lot.
4. **Driver must never leave students alone on the vehicle.**
  - a. You must stay on the Bus with your children unless there is danger from fire. If so:
    - i. Move children together as far from the vehicle as possible out of harm's way and stay with them.
    - ii. Grab your cell phone and the bus /fieldtrip binder
5. Phone the center to arrange for another driver to come pick up your children
6. In case of accident or fire danger call 911
7. In the event that brakes fail, pump your breaks to build pressure. The driver should read the operating guide to all vehicles to become aware of additional or optional emergency procedures specific to that brand of vehicle.
8. When at a stop light and the light turns green, the driver should allow the full length of the vehicle to gain between you and the vehicle in front of you before you move.

# The Children's Spot Parent Handbook

---

9. In the event that the accelerator gets stuck, the driver should not reach down with his hand to try to release the accelerator.
10. When operating a vehicle, it is not advised to wear sandals or flip-flops. These types of shoes can cause the driver to get the sandals caught in the accelerator.
11. In the event of hydroplaning, the driver should take his or her foot off the gas pedal and continue driving straight ahead without applying brakes.

A bus list of names will be called off in order to make sure all children are off the bus before entering the building.

## **SEVERE WEATHER/TORNADO**

Drills will be practiced every three months without warning. When the emergency warning is sounded, children should be instructed, in a calm and reassuring voice, to go to their Evacuation Room. Infants, Toddlers, and Twos will go directly to the Library. All others will go to the Pre-K I class. Staff should follow the same procedures for exiting the classroom as outlined for fire drills.

- Stay calm. Watch the kids, NOT the situation.
- Get your Emergency Book, flashlight, and stuff them in your clothing.
- Make sure the children stay familiar with the "Duck & Cover Position".
- Infants/Toddlers: Place your babies in a crib for transport. In a real emergency, you will cover the top of the bed with another mattress.
- We will sing songs and do finger plays with the children to keep them calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.
- You will be informed when the bad weather has passed.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

Children should be instructed to sit close together on the floor, with their backs against the wall if possible, with knees up, head tucked into their lap and arms covering their head. Staff must also assume this position. Remain in your location and in position until all clear is sounded. Administrative and other staff will assist as designated for fire drills.

Contract

## **LOCK DOWN "RABBITS IN THE HOLE"**

**(INCLUDES WEAPON, HOSTAGE INCIDENT INTRUDER, TRESPASSING, OR DISTURBANCE)**

Licensing states in the **MINIMUM STANDARDS FOR CHILDCARE 746:3703(A)**:

- People whose behavior and/or health status poses an immediate threat or danger to the health or safety of the children must not be present when children are in care.

**TO ENSURE THAT THE CHILDREN IN OUR CARE ARE SAFE IN THE EVENT THAT A PERSON WHO INTENDS HARM GAINS ACCESS TO OUR BUILDING WE HAVE ENACTED THE FOLLOWING MEASURES:**

- The director or person in charge will announce over the intercom "LOCKDOWN" or "RABBITS IN THE HOLE" and will call 9-1-1.

# The Children's Spot Parent Handbook

---

- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children, "Rabbits in the Hole, boys and girls. Rabbits in the Hole." The children will know what to do because you practice this every month.
- Get your *Attendance/Transition Sheet* and stuff it in your clothing.
- Close all classroom doors and lock them if possible.
- Turn off the lights.
- For management, if you have reason to believe that no one else in the center is aware of the danger, and you can do so safely, use the office intercom to calmly announce, "Rabbits in the Hole. Rabbits in the Hole."
- Whisper and remind the children that, we have to be VERY quiet."
- Perform a Name/Face check silently.
- Keep the children and yourself safe, in place, and away from all windows.
- ***Watch the children, not the situation!***
- ***If the intruder enters your classroom, DO NOT argue with him.***
- The director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the director or person in charge or emergency personnel.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## EXPLOSION, CHEMICAL SPILL OR GAS LEAK

### IF OCCURS IN THE BUILDING...FOLLOW OFF-SITE EVACUATION PLAN.

### IF OCCURS OUTSIDE THE BUILDING...

- Close doors and lock if possible.
- Director will turn off air conditioner/heater.
- Turn off lights, computers, TV, radios, CD players, or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs and read stories.
- Be prepared to evacuate if told to do so by the director or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air of the building.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## BOMB THREAT OR OTHER THREAT

- Write down everything the person says.  
See if you can call ID the phone call.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down also.
- Notify the director or person in charge to call 911 immediately.



# The Children's Spot Parent Handbook

---

- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid.
- Call the office if you need further assistance and/or the director or person in charge to call 9-1-1.
- If the child is bleeding profusely, apply pressure to stop the bleeding. In an extreme case, take off the child's shirt or use a blanket.
- If the injury is to the head or face, report it to the office immediately! – Even if is a minor accident.
- Complete an *Accident Report* and have the parent sign it when the child is picked up. If the child leaves your room, send the accident report with the child.
- Turn the *Accident Report* in to the office before you leave on the same day.
- In the event of serious illness or injury involving an adult, contact the office and a manager or the designated person in charge will call 911 and/or the person's emergency contact.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## ILLNESS

- Ask the child, "What does not feel good?"
- Take the child's temperature in the armpit.
  - If feverish, 100 degrees or higher, call the office.
  - If no fever, make the child comfortable and keep an eye on him.
- You can offer water, a mat to lie on, and/or hug to help the child feel better.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- For incidents of light vomiting or mild diarrhea where the child is not in pain, call the office after the 2<sup>nd</sup> episode.

**If critical illness or injury requires immediate attention of a physician, per MINIMUM STANDARD 746:3607 you must:**

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the physician identified in the child's record.
- Contact the child's parent.
- Ensure supervision of other children in the group.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## COMMUNICABLE/EMERGENCY DISEASE OUTBREAK

# The Children's Spot Parent Handbook

---

The **Minimum Standards for a Childcare** states that we must follow the communicable disease exclusions required for schools as defined by the Texas Department of State Health Services (DSHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools). You can access this information from DSHS or Licensing staff.

**746:3601** states that unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
  - Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness.
  - Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness.
  - Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness.
  - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
  - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

**To ensure against the spread of communicable/emergency disease outbreak we will:**

- Contact the parent to pick up the child.
- Care for the child apart from other children.
- Give appropriate attention and supervision until the parent picks the child up.
- Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.
- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs.
- In the event of an outbreak, the Director or person in charge will notify the Health Dept. and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Dept. of Family and Protective Services Child Care Licensing.

# The Children's Spot Parent Handbook

---

- All staff is to follow the school's confidentiality policies when speaking of the outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

## **FOOD ALLERGY EMERGENCY PLANS:**

The MINIMUM STANDARDS FOR CHILDCARE **746:3817** states that a food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- (1) A list of each food the child is allergic to.
- (2) Possible symptoms if exposed to a food on the list.
- (3) The steps to take if the child has an allergic reaction.

**746:3819** states that: you must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. A copy of the plan must be kept in the child's file.

To ensure that a child doesn't have an allergic reaction to the foods we provide, the child's parent will obtain a signed **FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN** documenting the child's known food allergies and we will post a copy on the SPECIAL NEEDS BOARD in the child's classroom. Known allergies are gone over with each teacher that that is responsible for that child.

In the event that a child has an allergic reaction to a food item while in attendance we will follow the following measures.

- If symptoms are mild, including rash or hives monitor the child and notify the parents.
- If symptoms are severe, including trouble breathing, severe hives or rash, swelling of the mouth, nose or throat, **CALL 911: follow the instructions given by the operator until help arrives.**
  - If the child has an epi-pen: AFTER DIALING 911: follow the instructions on his/her FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Once the child has been taken care of you must document the event on an INCIDENT/ILLNESS FORM stating exactly what happened, the steps followed, and the care given. Have the child's parents sign it and take it to the office so that the state can be notified if necessary.

## **Hazardous Materials:**

In order to protect the children in our care from hazardous materials we will follow the precautions set forth in the **Minimum Standards for Childcare 746.3701:**

- Electrical outlets accessible to a child younger than five years must have childproof covers or safety outlets.
- 220-volt electrical connections within a child's reach must be covered with a screen or guard.
- Air conditioners, electric fans, and heaters must be mounted out of all children's reach or have safeguards that keep any child from being injured.
- Glass in sliding doors must be clearly marked with decals or other materials placed at children's eye level.
- Play materials and equipment must be safe and free from sharp or rough edges and toxic paints.
- Poisonous or potentially harmful plants must be inaccessible to all children.

# The Children's Spot Parent Handbook

---

- All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close and trap a child inside.
- All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close and trap a child inside.
- All bodies of water such as pools, hot tubs, ponds, creeks, birdbaths, fountains, buckets, and rain barrels must be inaccessible to all children.

Per **standard 746:3425** when handling blood or bodily fluids containing blood caregivers must follow universal precautions outlined by the Centers for Disease Control (CDC) when handling blood, vomit, or other bodily fluids that may contain blood including:

- Using disposable, nonporous gloves
- Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discarding them immediately
- Discarding all other gloves immediately after one use
- Washing hands after using and disposing of the gloves.

## **POISON CONTROL:**

If you think someone has been poisoned, call 1-800-222-1222 right away. Do not wait for the victim to look or feel sick. Do not try to treat the person yourself. To ensure the safety of all children in our care, The Children's Spot keeps all poisonous materials and chemicals locked up out of reach of children.

Notify childcare licensing Per 746.305 as soon as possible but no later than two days after the event.

## **MISSING CHILD:**

To insure that no child is left un-attended, all child-care center employees, including persons not counted in the child/caregiver ratio, must: 746.1203

- Know which children they are responsible for;
- Know each child's name and have information showing each child's age;
- Supervise children at all times, 746.1205
  - Supervising children at all times means that the assigned caregiver is accountable for each child's care. This includes responsibility for the ongoing activity of each child, appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary to ensure children's safety. In deciding how closely to supervise children, the caregiver must take into account:

(1) Ages of the children;

(2) Individual differences and abilities;

(3) Indoor and outdoor layout of the child-care center; and

- (4) Neighborhood circumstances, hazards, and risks.

- Ensure the children are not out of control;
- Be free from activities not directly involving the teaching, care, and supervision of children

# The Children's Spot Parent Handbook

---

- Ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent.

## **To ensure against missing a child from your count:**

- Transition logs must be used each time you transition children to or from your classroom. Using a name to face count that is verified by the teacher's initials on the transition log before leaving the current location and again upon arrival to the new location.

## **If a child is missing from your count you must do the following:**

- Never leave your group unattended. Stay with your group. If inside your classroom use the intercom to call for help from the office to help locate the missing child.
- If on the playground use the walkie talkie to notify the office for help in locating the missing child.
- Once the child is located you must complete an incident/illness form and self-report to licensing; licensing 746.305 (This will also result in immediate disciplinary action including but not limited to write-up, suspension and or termination of employment.)

## ***Supervision alone cannot prevent all accidents and injuries; therefore the environment must be free of health and safety hazards to reduce risks to children.***

- *Additional examples of hazards to children include: sharp scissors, plastic bags, knives, cigarettes, matches, lighters, flammable liquids, drugs/medications, sharp instruments (such as an ice pick), power tools, cleaning supplies, chemicals, and other items labeled keep out of the reach of children.*
- *Buildings, ground, and equipment in a state of disrepair threaten the health and safety of children.*
- *According to the U.S. Consumer Product Safety Commission (CPSC), any body of water including bathtubs, pails, and toilets presents a drowning risk to young children. An estimated 50 infants and toddlers drown each year in buckets containing liquid used for mopping floors and other cleaning chores. The 5-gallon bucket presents the greatest hazard to young children because of its tall straight sides and its weight with even a small amount of liquid. It is nearly impossible for top-heavy infants and toddlers to free themselves when they fall into a 5-gallon bucket head first.*

## **DEATH OF A CHILD or STAFF MEMBER:**

PER LICENSING STANDARD 746.306: If a child dies while in care you must immediately notify the authorities and childcare licensing.

## **IN THE EVENT OF A PANDEMIC EPISODE:**

**Deciding whether or not to keep your program open during the pandemic can be difficult: To make the right decisions, first you need to identify the right sources of information to guide you. The Centers for Disease Control and Prevention, commonly known as the CDC, provided guidance for schools and child care programs on how to respond to the COVID-19 pandemic at different stages, based on the level of community transmission in the community where the childcare facility is located. This guidance includes a Decision Tree with suggestions about when child care facilities in a particular community might need to close to protect the health of children, families and staff. It is important that you recognize that the CDC does not override orders by the Governor of the State of Texas, requirements from Child Care Regulation, or mandates from local health authorities in your area. The rule of thumb for decision-making during the pandemic is to talk to your regional Child Care Regulation**

# The Children's Spot Parent Handbook

---

representative and your local health department first, then to use guidance from the Texas Department of State Health Services and the CDC as a supplement. The Children's Spot will adhere to all of the above.

## Amended Policies and Procedures:

During a pandemic episode the following parent procedures will change:

- Parent's will be required to wear a face mask during drop-off and pick-up when within 6 feet of the front door.
- Parents will not be allowed into the building during hours of operation
  - Child drop-off and pick-up will be done at the front door
  - WELLNESS CHECK: Child's temperature will be taken at drop off and their hands sanitized
    - Any temperature above 100.4 will result in the child not being accepted into care until 24 hours has passed from the last temp without the aid of medication, without a doctor's note stating that the child is healthy and able to be included in group care.
  - Child exhibiting symptoms of illness, green or yellow mucus running from nose, lethargy, or has had any episode of diarrhea or vomiting in the past 24 hours will be required to be symptom free for 24 hours from the last episode, without the aid of medication, unless they have a doctor's note stating that the child is healthy and able to be included in group care.
- If a parent comes into contact with an individual who has tested positive for the pandemic
  - They and each member of their household will be required to self-quarantine for 14 days or until each member has proof of negative test results for the pandemic.
- All staff and visitor's temperature will be taken upon arrival.

To assist our staff in being fully prepared in the event of a pandemic episode The Children's Spot will continually train all staff in the following areas annually:

- Proper handwashing (children and staff)
- Proper cleaning, disinfecting and sanitizing of toys, materials, furniture, restrooms and floors
- And the importance of social distancing measures both at work and at home.
- If a staff member comes into contact with an individual who has tested positive for the pandemic
  - They and each member of their household will be required to self-quarantine for 14 days or until each member has proof of negative test results for the pandemic.

## COVID-19 Reporting Requirements for Child Day Care Providers

Child Care Regulation is reminding Child Care providers of the reporting requirements when a child or employee tests positive for COVID-19.

Once you are aware a child or employee at your operation tests positive for COVID-19, you must report to:

- Your local health authority about the presence of COVID-19 in your facility. Your local health authority will advise you on operational procedures. DSHS has established a listing of [Coronavirus Disease 2019 \(COVID-19\) Local Health Entities](#). This list identifies the local health authority or Public Health Regional Office for each county.

# The Children's Spot Parent Handbook

---

- Child Care Regulation. Contact your licensing inspector or the Child Abuse or Neglect Hotline at 800-252-5400 or [email MSC](#). The notification must occur as soon as possible, but no later than 48 hours after you become aware.
- All parents of children in the child care operation. Coordinate with local health officials to notify all parents in writing and within 48 hours of becoming aware that a child or employee has contracted an illness deemed notifiable by the DSHS. Align this communication with the communication plan in your center's operational policies. You must maintain confidentiality of the child or employee.

## Reporting Requirements in Minimum Standards

These reporting requirements are outlined in:

- 26 TAC §744.305(a)(3) and §744.307(c) for School Age/Before and After-School Programs
- 26 TAC §746.305(a)(3) and §746.307(c) for Centers
- 26 TAC §747.303(a)(3) and §747.305(c) for Child Care Homes

These Emergency Preparedness procedures will be updated as mandated by Childcare Licensing and State/Government Health Officials mandate.



# The First Day!

## “What do I need to bring?”

### **Infants**

- **Diapers... we will mark each diaper for you, just mark the container**
- **Wipes, with the container labeled**
- **Diaper Ointments, labeled**
- **2 Complete Change of Clothes, labeled (infants under 6 months are really comfortable in onesies)**
- **4 bottles with nipples, lids and labeled**

**\*\*\*The Children's Spot will provide all sheets, blankets for tummy time, food and formula but should you choose to bring your own food please bring:**

- **Formula in its original container**
- **Cereal, jar food, etc. for the week**

**We will also provide your child great learning experiences and all of the tender loving care they can handle!**

**We do not accept:**

- **Pacifiers after your child is 6 months old**
- **Diaper bags, leave them at home.**
- **Blankets...due to SIDS**
- **Bottles after 12 months old...we will work with your child and you to prepare for this.**



# The First Day!

## “What do I bring?”

### **Toddlers & Twos:**

- **Diapers/Pull-Ups...We will mark each diaper for you, just mark the container**
- **Wipes, with the container labeled**
- **Diaper Ointments, labeled**
- **2 Complete Change of Clothes, labeled**
- **(remember when your child is potty training to bring extra clothes and shoes)**
- **Blanket, labeled that will fit in their locker**

### **Pre-Schoolers:**

- **Complete change of clothes, labeled**
- **Blanket, labeled that will fit in their locker**

**We will also provide your child great learning experiences and all of the tender loving care they can handle!**

### **WE DO NOT ACCEPT:**

- **Toys, please keep them at home. We are not responsible for any broken toys or lost items.**



### **Procedures Used by The Children's Spot to Reduce the Risk of SIDS**

- *We always put infants to sleep on their back unless we have written instructions from the infant's physician directing us to do otherwise.*
- *We closely monitor sleeping infants to make certain that they are not overheated.*
- *We use only firm, flat crib mattresses for infants.*
- *We make certain there is no loose bedding or soft toys or pillows where the infants are sleeping.*
- *We make certain that the infant's head remains uncovered during sleep.*
- *Infants in our facility are supervised by a staff member at all times, even when the infants are sleeping.*
- *All staff members who care for infants at The Children's Spot are trained in Infant CPR and know to resuscitate infants if they do stop breathing for any reason.*

***We look forward to working with you to keep your infant safe, healthy, and happy!***



We, the parents of \_\_\_\_\_, have read this SIDS Risk Reduction statement and understand that our baby will be placed to sleep on his/her back while in care at The Children's Spot.

\_\_\_\_\_  
PRINTED NAME OF PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT

## **INFANT FEEDING PREFERENCE & INSTRUCTIONS**

- **Make sure that the Infant Feeding Preference Sheet is completed.**
- Providing babies with the right foods will promote good health and give them the opportunity to enjoy new tastes and textures as they establish good eating habits.
- Positive and supportive feeding techniques are essential in allowing babies to eat well and to develop healthy attitudes toward themselves and others.
- **You should communicate frequently with them so that you can coordinate what the babies are being fed at home with what you feed them while in your care.**

**At The Children's Spot, we HOLD ALL INFANTS WHILE FEEDING BOTTLES.**



### **How to Feed With a Bottle**

When feeding a bottle, remember to:

- Hold the baby during feedings in the cradle of your arm, partially upright. This makes baby feel secure, helps you to read baby's cues, and helps to prevent the baby from choking during feeding. When the baby's head is a little higher than the rest of the body this prevents milk from backing up in the inner ear and causing an ear infection. Tip the bottle so that milk fills the nipple and air does not get in.
- Hold the bottle during feeding. Do not prop bottles for a baby. Propping means a young baby is given a bottle to drink by itself and the bottle is propped up (with a pillow, for example) so that it can flow into the baby's mouth. Propping a bottle can:
  - cause choking and suffocation,
  - Possibly cause ear infections and baby bottle tooth decay, and
  - deprive the baby of important cuddling and human contact.

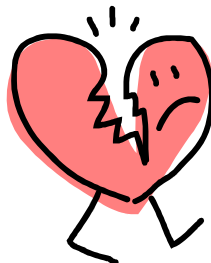
### **Burping**

Wait for the baby to stop drinking before burping. Burp by gently patting or rubbing the baby's back while the baby is resting on your shoulder or sitting on your lap. Do not be surprised if the baby brings up some milk along with the swallowed air or if the baby does not burp.

## **RELEASE OF CHILDREN AT THE CHILDREN'S SPOT**

### **VERIFICATION PLAN:**

- Make sure you have an up-to-date ENROLLMENT FORM on each child in your care.
- Where it states **"I HEREBY AUTHORIZE THE CHILDREN'S SPOT TO ALLOW MY CHILD TO LEAVE THE CENTER ONLY WITH THE FOLLOWING PERSONS":**  
You must see the NAME and DRIVERS LICENSE NUMBER of the person requesting to take the child on the Enrollment Form in order to identify that the person is authorized to pick up a child.
- If they are on the list, they are allowed to take the child AS LONG AS THEY SHOW THEIR DRIVER'S LICENSE AND IT MATCHES THE ONE RECORDED on the Enrollment Form. Also, they must be 18 years of age. They CANNOT tell you the number. You must physically see the driver's license and see the photo identification.
- If they are not on the list or do not have their Driver's License, the CHILD IS NOT ALLOWED TO LEAVE THE CENTER WITH THEM. Be careful that they do not hold the child while you are checking their information out.
- TEACHERS ARE RESPONSIBLE FOR THE SAFETY OF THEIR CHILDREN!
- If you suspect the person picking up a child is under the influence of drugs or alcohol, you may call local police and request their assistance. Stall the parent until the police arrive.
- ALWAYS ASK TO SEE IDENTIFICATION OF PERSONS YOU DO NOT KNOW.
- In the event we have a social, i.e. Grandparents Day; make sure you identify the grandparent if they wish to take their grandchild with them. Make sure they are on the Enrollment Form as well as a person authorized to pick up the child...
- REMEMBER...WE DO NOT TAKE ANY INFORMATION OVER THE PHONE, FAX, E-MAIL, ETC. THE PARENT MUST TELL US IN PERSON THAT THEY WISH TO ADD SOMEONE TO THEIR LIST OF PEOPLE WHO CAN PICK UP THEIR CHILD. THEY MUST HAVE THAT PERSON'S DRIVER'S LICENSE NUMBER AND NAME PUT ON THE ENROLLMENT FORM. **THAT IS THE ONLY WAY A CHILD WILL LEAVE THE CHILDREN'S SPOT.**



# The Children's Spot Parent Handbook

---

## **HANDBOOK ACKNOWLEDGEMENT FORM**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand The Children's Spot Parent Handbook found online at [www.childrensspot.net](http://www.childrensspot.net) under forms.

Please initial by each section to notate your understanding of these policies.

- |   |  |
|---|--|
| ___ Supply fees, annual registration fees.  | ___ Meals & food service practices                   |
| ___ Parent Dress Code   | ___ Procedures for Drop-off & Pick-up                |
| ___ Discipline & guidance   | ___ Three strike policy (suspension & expulsion)     |
| ___ No Cell Phone usage on campus   | ___ Immunization requirements                        |
| ___ Illness & exclusion criteria  | ___ 30 minute pick-up window for illness or behavior |
| ___ Emergency plans   | ___ Procedures for conducting health checks          |
| ___ Procedures for parents to discuss concerns with the director                                      |  |
| ___ Promotion of indoor & outdoor physical activity including criteria for extreme weather conditions |  |
| ___ Procedures for parents to participate in operation activities                                     |  |
| ___ Procedures for release of children  | ___ Official With-drawl                              |
| ___ Procedures for dispensing medications   | ___ Unexpected Closures                              |
| ___ Procedures to visit the center without securing prior approval                                    |  |
| ___ Procedures for supporting inclusive services  |  |
| ___ Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline & CCL     |  |

PARENT'S PRINTED NAME: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

