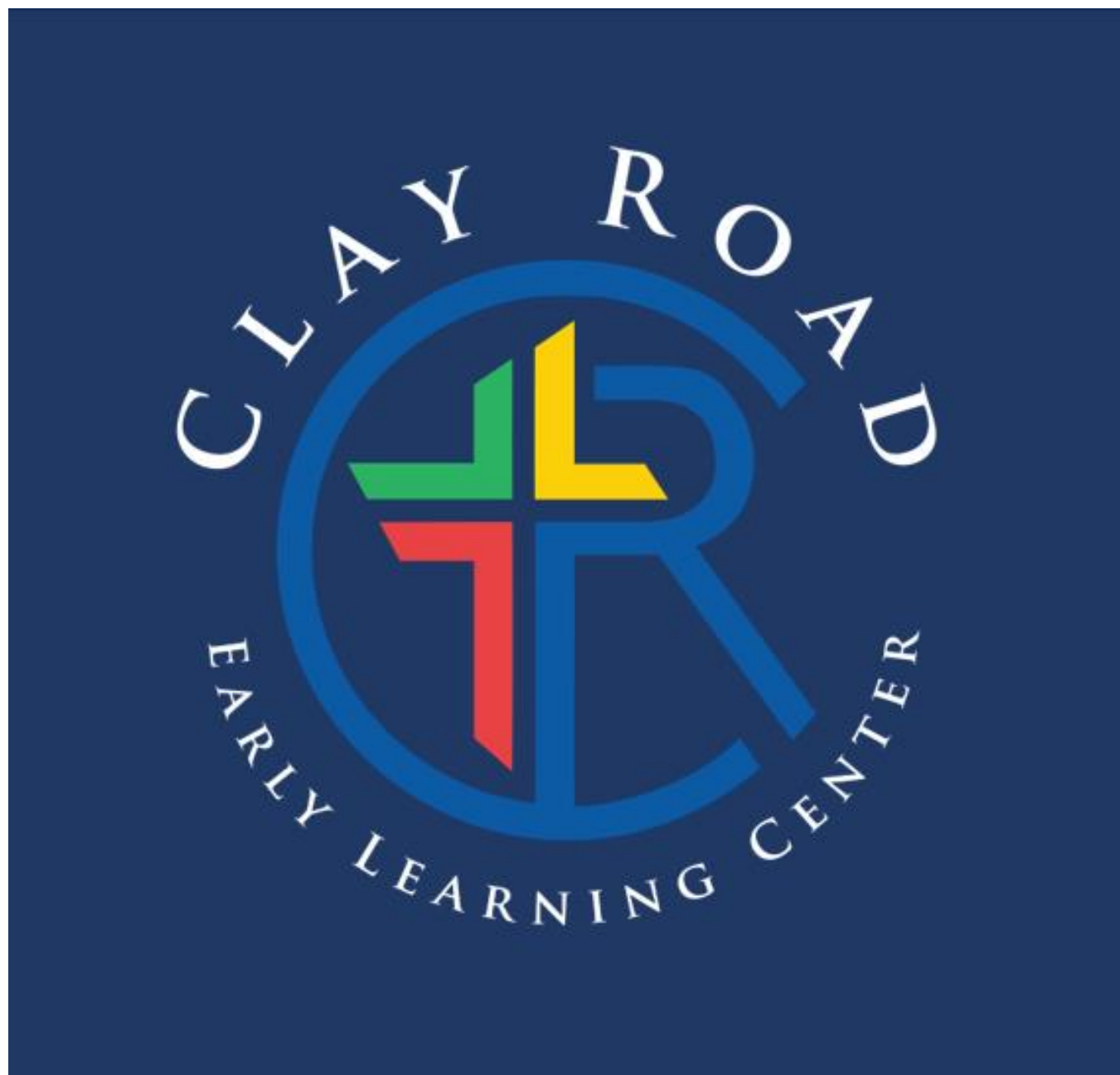


OPERATIONAL POLICY & FAMILY HANDBOOK



LOCATED IN NORTHWEST HOUSTON

WELCOME TO OUR CLAY ROAD BAPTIST FAMILY!!!!

GENERAL INFORMATION

Clay Road Baptist Early Learning Center is open 12 months a year from 7:00AM to 6:00PM, Monday through Friday. You will be asked to designate your child's hours of attendance at the time of enrollment. A school closing schedule including holidays and teacher in-service days will also be provided at the time of enrollment.

ENROLLMENT PROCEDURE/CLASS PLACEMENT

Enrollment is open to any child 6 weeks through 4 years old, provided Clay Road Baptist Early Learning Center can meet his or her needs. Enrollment is granted without discrimination in regard to sex, race, color, religion, or political belief.

Interested families are invited to tour the center, meet the staff, and learn about our program. Placement will occur on a first-come, first-served basis. If a family chooses to register with our program, a non-refundable registration fee is required for each child enrolled. The registration fee will hold the spot for the child until the chosen start date. All admission paperwork will need to be completed prior to the start date. Children are grouped by both age and developmental level.

STUDENT RECORDS

Each child enrolled in the school must have an updated school record with all state and Clay Road Baptist Early Learning Center required forms. This file is confidential and will be shared with other staff members only as required to meet the needs of the child.

Parents must review emergency contact information at least every 6 months for accuracy. Medical records are required to be updated annually, or a copy of the updated immunization records must be provided to the school whenever the child's immunization status changes.

Upon graduation or withdrawal of a child, a copy of your child's complete file may be requested in writing. School District's requests for documents will require written permission for release by the parent.

TUITION PAYMENTS

Tuition is paid monthly. Monthly tuition is due on or before the first of each month. Tuition payments are late after the 10th of each month. If tuition due dates fall on a weekend or holiday, then, payment is due on the next school day with no penalty. If tuition is paid after the 10th of the month, a late fee of \$25 will be assessed. For any checks returned by the bank, there will be a service fee of \$35.00 for each, plus, the \$25 late fee. These fees are due at the time of notification.

A payment mailbox is located just inside the Early Child Care and Preschool entrances labeled TUITION. If payment is in cash, it must be handed to office personnel, and a cash receipt will be returned. Please do not leave cash in the tuition box without first obtaining a receipt. Checks are made payable to Clay Road Baptist School. Please contact the Director if alternative arrangements need to be made.

There will be a late fee charged for each child not picked up by their end-of-day pick-up time (3:00PM or 6:00PM). This charge shall be a \$25 fee plus \$1 per minute after 3:00PM or 6:00PM. This late fee will be billed on the next monthly invoice. If a parent or guardian does not contact us by the time of pick-up or to make other arrangements, we are required to inform Family Protective Services. A staff member is required to stay with your child until you have picked up the child or the authorities have arrived. Consistent lateness will be cause for a child's dismissal from Clay Road Baptist Early Learning Center.

There is no credit for scheduled school closings, holidays, children's illnesses, or children's vacations. A prorate will be credited only if inclement weather or acts of God cause the school to close longer than one week.

SECURING SPOT DURING SUMMER PROGRAM

Clay Road Baptist Early Learning Center is open year-round. If you plan to keep your child home during the summer months of June and July, you may secure your child's spot in the program by paying a lower fee per month until you return. See the Director for details.

TUITION DISCOUNTS

Clay Road Baptist Early Learning Center offers discounts on tuition under the following categories. Only one discount may be applied per family. Please let the Director know if any of these apply to your family.

Sibling Discount (2 children enrolled)	10% Off Second Highest Tuition
Sibling Discount (3 children enrolled)	20% Off Third Highest Tuition
Sibling Discount (4 or more children enrolled)	30% Off Tuition Total
CRBC Member Discount	20% Off Tuition Total
Pastoral Discount	33% Off Tuition Total
Military Discount	10% Off Tuition Total

SUPPLY FEE

An annual supply fee per child will be due by your child's enrollment date or by September 1st, of the school year.

ARRIVAL AND DEPARTURE

Upon arrival each morning, children must be signed-in on the sign-in sheets inside the Early Child Care & Preschool entrances. Children are to be escorted to their designated classroom or area and transferred to the supervising staff member. Children are required by law to be always under adult supervision. A swift, reassuring drop off will help the child settle into the morning routine. The staff will assist for a smooth transition.

Drop off and pick up should be cell-phone-free. Do not enter the building on your phone. Your child's teacher may want to speak with you, and your child would like to greet you at the end of the day.

Children should be settled and ready for the program to begin by 9:00AM for Early Child Care and 8:30AM for Preschool. Late arrivals can be disruptive to the teacher's designed activities. When picking up children at the end of the day, parents must sign their children out on sign-out sheets inside the Early Child Care and Preschool entrances. Sign-in/out sheets are reviewed by the state licensing personnel and are used to determine staffing requirements. Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up to provide supervision and Clay Road Baptist Early Learning Center is no longer responsible for the supervision of the child. Do not allow the child to exit the building without you. For the safety of the child, please guide the child when walking to the parking lot.

STATEMENT OF CONFIDENTIALITY

As a professional organization, you can be assured that all information regarding your family's needs, file contents and handling, medical information and conversations will be handled with the appropriate confidentiality. Information will be shared only with those people requiring the knowledge to better serve your family.

ATTENDANCE

A parent should notify Clay Road Baptist Early Learning Center by 9:00AM whenever a child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. The Director or Assistant Director should be notified if a child is ill, enabling our staff to track any illnesses which may occur at the school.

ADDITIONAL DAYS/HOURS

The director must approve any scheduled changes or additional days in advance. Switching of scheduled days is not permitted. The addition of hours or days is based upon ratio requirements and is not always available.

CHAIN OF COMMAND / GRIEVANCE POLICY

We are all part of the team working to support your family. Clay Road Baptist Early Learning Center strives to meet all your family's needs. If you have a concern with a staff member, please go directly to the source to handle the concern most efficiently. If your concern is not resolved, continue up the ladder to the Director, and last the Pastor of Clay Road Baptist Church until we have reached an understanding.

FOR YOUR SAFETY

PARENT ACCESS

A parent of a child enrolled in Clay Road Baptist Early Learning Center shall be permitted free access, without prior notice, throughout the school whenever the child is in attendance. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of

the orders must be provided to Clay Road Baptist Early Learning Center. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.

VISITORS

Visitors are asked to schedule appointments and are allowed in school areas at the discretion of the Director. A staff member shall accompany visitors at all times. Any adult without a child in attendance shall be signed-in with the person's name, address, contact information, purpose of visiting our school, and the times of their visit. They shall be always escorted by the Director or Administration Personnel.

RELEASE OF CHILDREN

Clay Road Baptist Early Learning Center maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least 2 individuals to whom the child may be released on an on-going and on an emergency basis. In addition, parents are asked to specify a password for the release of the child.

Advance written notice is required for an individual to be authorized to pick up a child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief description of the person picking up the child. When this individual arrives, a staff member will verify the identity of the person by a valid form of identification and the password before the child is released. The child must still be signed out.

Please notify the Director if a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child. A copy of the documentation regarding visitation must be included in the child's school record. This information will remain confidential and will be shared with other staff as required to meet the needs of the child. Should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone. If the Director is unable to contact a parent or emergency contact, the child will not be released. Should an unauthorized person become uncooperative with the school's policy regarding the release of the child, the local police will be notified. Clay Road Baptist Early Learning Center will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In this event, a parent or emergency contact will be called.

REPORTING SUSPECTED CHILD ABUSE

We are required by the state of Texas to report all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse, the Director will be informed, and the Department of Child Protective Services will be contacted and given the information.

EMERGENCY CLOSINGS

Clay Road Baptist Early Learning Center will make every effort to open on time and remain open in the event of inclement weather. However, it may become necessary for the school to cancel classes or delay opening. Parents will receive a text message and email from the Director or a staff member for announcements of closings or delays. Clay Road Baptist Early Learning Center will follow the Spring Branch ISD and Cypress Fairbanks ISD schedule for emergency closings. In the event of emergency evacuation of the building, the staff-child ratios will be maintained, and parents may pick their children up at the given emergency evacuation location. Each staff member will carry emergency contact information and class attendance records. Parents will be contacted by phone and given the pickup location. Should parents be prevented by weather conditions from reaching their children, the staff will care for the children and maintain proper staff-to-child ratio until the parents reach the school. Please refer to the Emergency Procedures form posted in the school.

PARKING AND SPEED LIMITS

The speed limit through the parking area is 10 mph. Parent parking is along the left side of the building by the Early Child Care & Preschool entrances.

Parents should not park in any fire lanes, as this is reserved for emergency vehicles. All children must be accompanied into the building to be dropped off inside the classroom or designated area. Children should be held by the hand while walking in the parking lot.

WITHDRAWAL

Thirty-day notice is required for withdrawing for any reason. If the required thirty-day notice is not given, parents will not be prorated for any days missed during the month of withdrawal.

HEALTH TOPICS

WELLNESS POLICY

The Director and the staff at Clay Road Baptist Early Learning Center will do all we can to promote a healthy environment for your children. Our teachers make sure children wash their hands before meals, after art projects, after toileting and diapering, after coming in from outside, and after wiping their noses. Our teachers wash their own hands and wear vinyl gloves before serving meals, while diapering or assisting a child with toileting, and when encountering any bodily fluids. In addition, we also disinfect toys and surfaces throughout each day.

These policies, together with your cooperation in keeping a child at home when he/she is showing symptoms of illness, will help cut down on the spread of illness throughout the school. Children who are ill cannot be appropriately cared for in a childcare setting. A child who is unable to participate due to illness should not be in attendance. Clay Road Baptist Early Learning Center understands that it may be difficult to make alternative arrangements when a child is too ill to attend the program. However, by maintaining a healthy environment and reasonable health policies, all our children and staff will benefit.

If a child does arrive in the morning showing signs of ill health, the school will be unable to accept him/her. The exception to the requirement would be that a licensed physician has examined the child and indicated in writing that there would be no health risk to your child or others, and the child can participate in all activities, including outdoor play. However, Clay Road Baptist Early Learning Center reserves the right to override doctor's orders in the event of highly communicable diseases, including but not limited to conjunctivitis and Hand, Foot, and Mouth Disease.

Examples of health symptoms that require exclusion from the program include, but are not limited to severe pain or discomfort particularly in the joints, abdomen, or ears, vomiting or diarrhea (2 or more within a 2-hour period), severe coughing or sore throat, temperature of 100.4 degrees or more, jaundice (yellow skin or eyes), red eyes with discharge, infected, untreated skin patches/lesions or severe itching of body/scalp, difficult or rapid breathing, skin rashes (excluding diaper rash) lasting more than 24-hours, swollen joints, visibly enlarged nodes or stiff neck, blood/pus from ears, skin, urine, stool, unusual behavior characterized by listlessness, loss of normal appetite, or confusion, and symptoms of chicken pox, impetigo, lice, scabies, or strep throat.

If a child becomes ill during the day, a parent will be notified immediately. The child will be given the opportunity to rest or have diversion activities in an isolated, supervised area until a designated release person can collect the child. If the child is not picked up within an hour of the time of notification, the emergency contact person will be called. Children who are sent home due to illness cannot return to school the following day and will not be admitted to the school until he/she has been symptom-free for 24 hours without medication.

Clay Road Baptist Early Learning Center is required to file a report with the Department of Health within 24 hours in cases of communicable diseases. If a child has not been fully immunized to these diseases, due to the child's age, medical condition, or religious belief, they will be excluded from the school during the outbreak of a vaccine preventable disease, as directed by the State Department of Health.

Reportable diseases include but are not limited to:

- Lyme Disease
- Salmonella
- Mumps
- Rubella
- Giardiasis
- Shigellosis
- Spinal Meningitis
- Tuberculosis
- Measles
- German Measles
- Whooping Cough
- Hepatitis A or B

All parents will be informed in writing if a communicable disease is reported.

MEDICATION PROCEDURES

Clay Road Baptist Early Learning Center will administer prescription medication only. The prescription medication will be administered only if specific criteria are met. This medication procedure is in addition to, not in lieu of, Texas State Regulations.

GENERAL GUIDELINES

Medication must be for a certain purpose. Medication is not given “as needed.” The only exception is for emergency medication, such as medication, to counteract an allergic reaction.

For administration of medication for a limited amount of time, every medication must have a child’s first and last names printed on the bottle and instructions provided concerning the prescribed medication from a licensed physician. Siblings cannot share medication. Other than the noted exceptions, medication must be signed into the office and not left in a child’s bag or backpack. Medication must be stored in the Director’s office and taken home daily.

DAILY MEDICATION REQUIRED FOR SPECIFIC CONDITIONS

A doctor’s note stating the illness, dosage, and possible side effects of the medication must be on file. Parents must complete the authorization form. A medication log for a child may be completed monthly. The medication log must be kept under separate cover to ensure the child’s privacy. Copies of the authorization form must be kept in the child’s file and with the medication. This medication may remain at the school overnight. Authorization forms must be updated every six months.

ALLERGIES THAT MAY REQUIRE MEDICATION

Authorization forms/Severe Allergy Packets (required for Epi-Pens) must be completed for allergy medication. The Authorization Form/Severe Allergy Packet (required for Epi-Pens) must remain on file. A copy of the authorization form must be kept in the child’s file and with the medication. This medication may remain at school overnight. Authorization forms must be updated every six months. When it is determined that a child needs this emergency medication, a staff member will contact the parent, complete the medication log, and have a parent sign it upon their arrival at the school.

TOPICAL MEDICATIONS (Diaper Creams, Ointments, etc.)

If a child requires over-the-counter diaper ointments, lotions, lip balm, etc., these must be labeled with the child’s first and last names. The parent must complete an authorization form. This authorization is good for six months. These ointments and lotions must be placed out of reach of the children in the teacher’s closet or cabinet and may remain at school overnight.

SUNSCREEN & INSECT REPELLENT

It is important that the children wear sunscreen or insect repellent during times throughout the year when needed. All sunscreen and insect repellent must be applied before arriving at school. These topical ointments may not be left in any bag or backpack brought to school for the children's safety.

PARENT RESPONSIBILITIES FOR MEDICATION ADMINISTRATION AT SCHOOL

Complete the Authorization form.

Whenever possible, medication should be administered at home.

No medication can be given unless the form is completed in its entirety.

An authorization form needs to be completed for each new cycle of medication. The form must be dosage specific.

The form must be completed for each medication to be administered. The medication will be given only for the dates indicated on the form. The authorization form should be given to the Director or Designee.

STAFF RESPONSIBILITIES FOR ADMINISTERING MEDICATION AT SCHOOL

The Director or the designee is responsible for checking the medication logs and dispensing the medication.

Before giving any medication, the staff member must complete the second half of the Authorization for Dispensing Medication Form.

The staff member must verify that the information on the Authorization Form, Medication Log, and the actual medication are consistent.

The staff member must verify the name on the medication is the name of the child for whom it is indicated on the form.

The staff member must complete the medication log at the time the medication is dispensed.

The staff member must note in the comments section of the log the following information: Any time deviation from the requested time for the medication to be dispensed and the reason; if the medication was not given and the reason; child's reaction, if appropriate.

EMERGENCY MEDICAL PROCEDURES

For those rare instances where a child requires additional medical treatment, immediate action will be taken. The immediate needs of the child will be met by a staff member while another member initiates the Emergency Medical System (EMS). Once medical treatment is in route, the parents will be notified. The EMS team will then assess the situation and determine where the child will receive the next level of treatment. It is crucial that your child's Emergency Contact form is current.

SCHOOL CLEANING SCHEDULE

Cleaning and sanitizing systems are in place to minimize the risk of illness. The use of the 3-step sanitizing system occurs on a daily, weekly, and monthly basis. The 3-step sanitizing includes but is not limited to:

- Toys used daily
- Tables, chairs, and rest mats used daily
- Sweeping and mopping of all floors daily
- Cleaning and sanitizing of all bathrooms, food prep areas, and kitchen daily
- Cleaning and sanitizing of all large furniture and toys weekly
- Cleaning and sanitizing of all trash cans and waste receptacles weekly
- Cleaning and sanitizing of all kitchen shelving and food storage areas monthly
- Washing of all windows monthly
- Changing of all air filters monthly

SMOKING

Clay Road Baptist Early Learning Center's policy is that smoking of any kind is prohibited within the building and on the grounds of the school.

GANG-FREE ZONE

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009.

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 childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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 courthouse for information about obtaining a copy of a map if they choose to do so.

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.

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.

ACCIDENTS AND INCIDENTS

Should a child become injured at school, the parent will be notified via an accident/incident report form. The parent will be asked to sign this form indicating that he/she has been notified and a copy of the form will be given to the parent. The report will be filed in the child's school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

In the event of an emergency, the child will be transported by ambulance to the nearest hospital or emergency facility, and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care or receive any emergency care at school unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

SCHOOL DAYS

TOYS FROM HOME

It is recommended that all toys remain at home. Clay Road Baptist Early Learning Center provides many toys, manipulatives, and activities for the children to use while at our facility. We would not want anyone's personal belongings to become lost or broken.

PreK-3 and PreK-4 teachers occasionally request show-and-tell items. These should be brought to school only on the designated day according to the guidelines provided by the teachers.

Anything pertaining to violence (guns, war toys, etc.) or having to do with religious beliefs outside of the Christian religion may not be brought to school. If Clay Road Baptist Early Learning Center deems material as inappropriate for a preschool audience, it will not be used.

ITEMS TO BRING TO SCHOOL

A supply list for the current class will be provided with the enrollment packet or when changing classes. Some items required for all students are:

- A port-a-crib size crib sheet for infants (24"x38")
- A standard size crib sheet for all other ages (28"x52") (to be placed over nap mat)
- A light blanket (for children over 12 months old in First Steps through PK-4 classrooms)
- A backpack or diaper bag large enough to hold crib sheet, blanket, extra clothes, and a folder
- A lunch kit with ice packs
- A complete set of extra clothes
- Closed-toed shoes with rubber soles (no crocs or sandals)
- 2 sippy cups with water (for children over 12 months)
- 1 lunch and 2 snacks for part-time students, 1 lunch and 3 snacks for full-time students

REST TIME

Infants will rest on individual schedules of time and length. Infants who cannot turn over on their own will be placed in the crib lying on their backs unless a medical reason is supported by a physician's note stating otherwise.

Children ages 12 months to 4 years old are not required to sleep but must rest on a nap mat quietly for a minimum of 1 hour. Soft music is played, lights are dimmed, and it is a period of relaxation for both nappers and non-nappers. Children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books, puzzles, or manipulatives to occupy themselves while their classmates rest.

Although we make every effort to meet each child's individual rest needs, we cannot guarantee a specific length of naptime because a child's rest needs vary. It is equally difficult, and in opposition to our child-centered program, to keep a child awake if he/she wants to rest.

INFANT SAFE SLEEP

All staff, substitute staff, and volunteers at Clay Road Baptist Early Learning Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional, is provided by the parent.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and non-full-size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleep areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib, move the infant to a crib immediately, unless Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional, is provided.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations.
- We actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.

- Awake infants will have supervised tummy time several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional, is provided.

INFANT FEEDINGS

Parents of infants must send prepared bottles of breast milk or formula that are clearly labeled with the child's first and last names. The bottles must have tops to cover the nipples. Please do not send glass bottles. Instructions regarding a feeding schedule must be provided by the parent and updated monthly or as necessary. Infant bottles will be kept refrigerated until needed. When it is needed, a bottle will be heated in a crockpot filled with hot water, then shaken, and then temperature tested before feeding. Any contents remaining after feeding will be discarded if it has not been used within the recommended shelf life of a warmed bottle. Therefore, it is suggested that bottles be filled with the amount the child will drink. Small 4oz bottles may be more appropriate for young infants and may increase as the infant matures.

For mothers who wish to breastfeed their infants, arrangements may be made to come into the building to breastfeed throughout the day.

When an infant is introduced to solid foods, parents should give the food to the infant at home first to watch for any allergic reactions. Do not send new foods for your infant to try at school for the first time because your infant may have unknown allergies. Do not send any peanut products or eggs to an infant class. All food should be portioned out in clean, sanitized, non-glass containers. The date should also appear on the label. All infant food will be placed in the refrigerator in the infant room upon arrival. Any food that requires reheating, not including bottles, will be warmed in the microwave to ensure proper serving temperatures.

BREAKFAST

Children who arrive prior to 8:00AM may eat breakfast at school. All food should be sent ready to be served but may be reheated in a microwave if necessary. Children who arrive after 8:00AM should have eaten breakfast at home because morning snack is at 9:00AM.

MEALS AND SNACKS

Parents are required to bring morning and afternoon snacks; these should include fresh fruit and vegetables, crackers, cereals, pretzels, etc. No popcorn for 2-year-olds and under.

Parents are required to bring lunch for their child daily; meals should be balanced, nutritious, and in compliance with the requirements set forth by the State of Texas.

Please note any food allergies in the classroom and do not send those foods. Information will be sent home about any classroom allergies, and all classrooms will have information about any allergies posted outside the classroom door. All student allergies will be kept confidential for each child.

TOILET TRAINING PHILOSOPHY

Toilet training is one of the many developmental milestones children acquire between the ages of 2 and 4. As a developmental skill, it must be reached in a child's own time.

Clay Road Baptist Early Learning Center's program has been designed and scheduled to provide ample opportunities to foster this skill. These skills are presented and reinforced throughout the year in our PreK-2 class. During this process, diapers should be replaced by training pants, and then by regular underwear. As accidents are inevitable, a large supply should be on hand.

PHYSICAL ACTIVITY

The benefits of physical activity promote a healthy child environment. Each class will have a minimum of 30 minutes in the morning and 30 minutes in the afternoon of outdoor physical activity. In addition, each class will have 15 – 30 minutes of indoor physical activity which would include but is not limited to stretching, games, songs with motions, which would be conducted during circle time or other times of the day to promote healthy habits.

Most of our outdoor activities are unstructured for the children to develop their gross motor skills through exploration. More of our indoor activities will be structured to specifically develop those muscles needed for movement.

Please be sure to send your child in play clothes, socks and tennis shoes or closed-toed shoes, daily. Girls should wear bloomers or shorts under their dresses. This will ensure their safety and modesty while participating in physical activities.

For outdoor activities, when extreme weather does not permit outdoor play, the children will go to the playroom for physical activities.

BIRTHDAY CELEBRATIONS

The celebration of a child's birthday at school with their friends can be a wonderful lifetime memory. In planning these moments, please speak with your child's teacher and consider the nutritional needs and requirements of all the children in the class.

Please contact the Director if assistance is needed with any special event planned for school.

BEHAVIOR POLICY

It is the policy of Clay Road Baptist Early Learning Center to keep disciplinary issues minimized and to help children monitor their own behavior. The staff present and model age-appropriate behavioral guidelines and always use reflective communication to encourage children to express their emotions. The faculty members encourage self-control, self-direction, responsibility, and cooperation. When the practice is practical and safe, logical, or natural, consequences will be presented to the child. The Clay Road Baptist Early Learning Center staff are trained in the process of positive management. Positive management instructs children as to what they should do. For example, "We walk inside the building" verses "No running!" This philosophy of behavior is in accordance with the belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem.

TRANSITIONS

In the Early Child Care Department, children are promoted to the next classroom according to age and development. Since infants and toddlers reach developmental milestones often and quickly, they typically move to the next age group approximately every 6 to 9 months.

Prior to the transition to the next age group, you will be notified in writing of your child's need to be promoted to the next class. The letter will inform you about how a transition will work and how you can lend a hand in making the experience a successful one. Furthermore, you will have a chance to meet the new classroom teachers to discuss your child's needs.

In our Preschool Department, children are promoted to the next classroom according to age and will stay with the same class for a whole school year. For example, all children who turn 3 years old between September 1st of the current year and September 1st of the next year, will be promoted to the next class as a group after Labor Day. A Preschool Orientation Day will be scheduled in August as a time to meet the new classroom teachers before your child is promoted. This will be the transition from year to year for PreK-2, PreK-3, and PreK-4.

PARENT COMMUNICATION

Clay Road Baptist Early Learning Center provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring in the classroom. Examples of the types of communication that parents will receive include:

Daily Reports – A daily report is prepared for each child in the Infants, Toddlers, and PreK-2 classes. This provides parents with an overview of the activities their child participated in as well as information about meals, sleep, and toileting. The daily report will also include reminders about items to replenish for your child, e.g., diapers, wipes, extra clothing, etc. Parents should check their child's folder daily for these reports and any other messages.

Parent Conferences – At least once a year, or more often upon request, a formal parent/teacher conference time is scheduled for PreK-2, PreK-3, and PreK-4. A written evaluation and summary of the child's developmental progress will be given to the parents and discussed at the conference. These conferences are generally scheduled in early November. A new evaluation will be assessed in April and sent home by May for the child's parents to note how their child has progressed during the school year. If a teacher or parents feels the need for a final conference to discuss any concerns, an end-of-the-school-year conference may be requested.

Information Boards – These are located outside of each classroom door as well as outside the Director's office. Individual classroom boards have lesson plans, class schedules, and information about upcoming school and community events posted. It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms.

Daily Feedback – These are the daily communications between staff and parents in the morning and evening to provide updates on the children's health, disposition, etc. A long dialogue may not be possible at the drop-off or pick-up time, as the staff is responsible for supervising all the children in their care. If you have a concern to discuss in detail, a special appointment or a phone conference may be arranged.

Newsletters – Weekly, all-school newsletters are emailed to keep parents posted about school activities. For PreK-2, PreK-3, and PreK-4, class newsletters are sent home weekly in their folders.

Class Dojo – Upon starting school at Clay Road Baptist Early Learning Center, or promoting to a new class, parents will be invited to join Class Dojo for their child’s class. Class Dojo will have pictures of classroom activities, and event updates, periodically. These pictures are shared with the “class only”. Parents are not permitted to share these photos on social media.

OPPORTUNITIES FOR PARENT INVOLVEMENT

There are many opportunities for parents to become a part of their child’s school experience. We have fun school events such as Noah’s Ark Day, Go Texan Day, Book Fair, and Wheels’ Day for our parents to volunteer and attend. We also invite our parents to attend class parties for Thanksgiving, Christmas, and Easter. Our Room Mom or Dad program is a great way to help your child's teacher coordinate these events and other special activities. Our parents and families are always welcome and greatly appreciated.

INSPECTION REPORTS AVAILABLE

Clay Road Baptist Early Learning Center is inspected by the Texas Department of Children and Families on a yearly basis. During the inspection, and at all other times, the Department has the right to the entire premises and its contents. At that time, they will review all children and faculty files, attest compliance to all regulations, and look throughout the building for health and safety compliance. All inspection reports of violations that need to be addressed are available for your review upon written request.

MINIMUM STANDARDS REVIEW

Parents, at any time, may request a review of a copy of the Minimum Standards and the most recent Licensing inspection report.

Local Licensing Contact Information

Parents may reach the local licensing office.

Texas Department of Family and Protective Services

1110 Ave G

Rosenberg, Texas 77471

832-595-3000

Child Abuse Hotline

800-252-5400

<http://www.dfps.state.tx.us>

POLICY REVIEW AND REVISIONS

This handbook of policies and procedures is reviewed by the Director annually or upon state regulatory changes. Should changes occur, you will be notified of the changes and the effective date of the changes in writing at least 30 days prior to the adoption.

LOST CHILD PROCEDURE

Clay Road Baptist Early Learning Center has many security systems in place to ensure that children are always under adult supervision. Attendance records, transition attendance, and counting children upon entering and exiting each doorway are just a few of the methods of accountability. If a child should become lost either on or off the premises, the following actions will be taken. Staff members will secure the other children in a safe location with proper supervision while a search of the local area begins. Site personnel will be notified to aid in the immediate search. The appropriate emergency personnel will be contacted followed by parent notification.

CPR AND FIRST AID TRAINED STAFF

State Licensing requires all staff members to hold current Pediatric CPR and First Aid training. Parents may request in writing proof of current training records. In our quest to help your family grow, you are welcome to join our CPR/First Aid training classes as space allows.

A FINAL WORD

Clay Road Baptist Early Learning Center wants to thank you for supporting our program. Partnering with your family is the key to the success and development of your child.

If there are any questions or comments after reviewing the Operational Policy & Family Handbook, parents should feel free to speak to the Director.