

Jayton-Girard ISD Child Care Center

PO Box 168
Jayton, TX 79528
(806) 237-2991

Director:
Darla Harrison
(806) 422-0772

Parent Handbook

HELLO,

We would like to welcome you and your family to our childcare program. We take great pride in offering the best services possible. We enjoy what we do and want to let that show through your enjoyment in our program. Our children are the leaders of the future and we want to give them a great head start.

ENROLLMENT

Fill out all paperwork completely before the start date of January 6, 2014

- *Admission Information pg. 1
- *Admission Information pg. 2 - **check #4, sign and date**
- *Child Assessment Form
- *A copy of the immunization records if the child does not yet attend school
- ***A statement from a health care professional within 1 year of enrollment allowing your child to attend**
- *Infant Schedule (for 0-12 months and must be updated monthly)
- *Discipline and Guidance Policy signature page
- *The signature page for Parent Handbook, topical medications, and picture permissions
- *All policy changes will be passed out, or mailed to you

SCHOOL HOURS

We are open from 7:30am to 4:30pm. Children must be picked up promptly at 4:30pm. There will be a \$5.00 charge for the first 10 min. after 4:30pm and a dollar every minute thereafter.

SCHOOL YEAR SCHEDULE 2014

Registration will begin December 16, 2013. Childcare will begin January 6, 2014. We will follow the Jayton ISD school calendar opening only on school days. We will not be open on school holidays or summer break.

MONTHLY TUITION

Tuition fees are posted on the Tuition Rates page. Payment is due on Friday of each week. The full tuition is due regardless of the number of days your child is able to attend. Full-time children fill spots first. All others are welcome but only upon availability.

PERSONAL BELONGINGS

Please mark everything that your child brings to care with their name on it. This applies to coats, diaper bags, bottles, blankets, backpacks, and even show-n-tell items. Please dress your kids so we can play outside every day, and so they can easily go to the bathroom on their own. We recommend that you send an extra change of clothes in case of an accident.

PARENTAL NOTIFICATIONS

Your child will have a cubby. Please check this every day for art work and parent letters or notes.

CHILD DROP OFF / PICK UP PROCEDURES

Please remember to sign your children in and out on the sign in/out sheet with your name and time. It is on the clip board by the front door. We do check IDs when a child is picked up.

Substitutes will also check IDs, so please have them ready. We will also only release your child to people on the pick-up list in your registration forms. You may add people to the list at any time during the year.

ILLNESS

Children with fever, unusual rashes, matted eyes, diarrhea, or other symptoms of illness cannot be accepted for the day. To avoid relapse or spreading of the illness, a child who has been ill or has had a fever should not be brought to daycare for 24 hours after the fever or illness has last occurred. Please realize that sickness can spread very easily and quickly. Let your judgment be on the side of caution, as we know you would like other parents to be as considerate of your child.

If your child becomes ill while at daycare, you will be contacted to make arrangements to have your child picked up within 20 minutes. The child will be isolated and made as comfortable as possible while awaiting your arrival.

Parents will be notified of any exposure to diagnosed cases of communicable diseases. Please notify the Director of any confirmed case of communicable diseases such as pink eye. The children are not allowed back to daycare without a Dr's note.

MEDICATION

IT IS STATE LAW THAT ALL MEDICATION BE GIVEN FROM THE ORIGINAL BOTTLE AND PRESCRIPTIONS HAVE THE CHILD'S NAME ON IT. You will need to sign a medical release form each time you bring any medication. If the medication is for a communicable disease, the child needs to be on the medication for at least 24 hours before the child can attend daycare. If strep is present the child needs to be on the medication at least 48 hours and without fever for 24 hours before the child can return to daycare.

MEDICAL EMERGENCIES

In case of a medical emergency, we will call 911, your physician identified in the child's record, and then you will be notified immediately!

MEDICAL RECORDS

We **must** have an immunization record on file by the date of admission and must be updated as your child gets more shots. You can have these faxed to (806) 237-2670, mailed, or bring them by. There is more information on this web site: www.dshs.state.tx.us/immunize.

INFANTS

Our infants will also have activities to do each day. You will need to fill out a new Infant Schedule each month until they turns 12 months old. You will need to bring diapers, extra clothes, and their formula every day. These things can be sent in bulk to make it easier, and they will be stored in their cubbies. They are required to go outside everyday possible, so please dress them accordingly. We are required to keep a daily sheet on each infant, and we will send this home every day. Mothers are more than welcome to send breast milk or even show up to breast feed their babies. A comfortable place will be provided for you.

FOOD

We will provide breakfast, lunch, and a PM snack on a daily basis. If you choose to bring your own lunch please do not send foods that need too much preparation.

NAPTIME

Cots will be provided for naptime. Please bring your child's nap things from home if your child needs a special blanket or stuffed animal to rest with. No child will be required to go to sleep but only to rest quietly. Beds will be provided for the infants.

DISCIPLINE

We believe that discipline should be a teaching tool for children to learn how to make good choices in their lives. Therefore, positive reinforcement for good behavior will always be used. If a child is misbehaving, the teacher will first attempt to re-direct the child to another activity. If a child misbehaves repeatedly and verbal warnings do not bring positive results, the teacher will remove the child from the situation or activity and place him/her in "time-out". In a "time-out" the teacher will sit the child down for no more than their age in minutes. Then afterwards will discuss the unacceptable behavior with the child. This time is for the child to evaluate the situation. If after repeated "time-outs" the child's behavior is still deemed unacceptable, the teacher will ask for the Director's assistance who will then discuss the behavior with the child and the parent if needed.

EMERGENCY PREPAREDNESS PLAN

As much as we hate to think of anything bad happening, being prepared is the best way to deal with any type of emergency. There are emergency evacuation diagrams hanging in each daycare room. During threatening weather everyone will take immediate shelter in the center of the building. If time permits, we will take the children into the high school building shelter areas (specifically, the counselor's office and supply room). Our outside meeting location is south of the building, in front of the high school, and across the street, if necessary. Any time we leave for any reason, planned or emergency, the sign in/out clipboard will be taken to ensure all children are accounted for. You may call any of our cell phones, or childcare licensing (806) 698-5510 for more information in the case of an emergency.

QUESTIONS / GRIEVANCES

Should you or your child have any questions or problems during the year, please feel free to set up a time to discuss any of your concerns with us. We want you and your children happy that they are coming to play and learn with us.

MINIMUM STANDARDS & LICENCE INSPECTION REPORTS

I have a copy of the Minimum Standards for you to review at any time. My most recent License Inspection Report will be hanging on the wall by the exit at the daycare for you to view at all times. You may also schedule a time to meet me and go over any of your questions and/or concerns about our policies and procedures of the child care center.

*I do also have to let you know that we are proudly in a gang-free zone.

*If for any reason you need to contact the local Child Care Licensing Office or the DFPS Child Abuse Hotline the information on them are below.

DFPS Child Abuse Hotline
1-800-252-5400

Nearest Child-Care Licensing Office
3610 Vine Street
Abilene, TX 79602
325-691-8232