

FSISD BUTZ EDUCATION CHILD CARE



Parent Handbook

August 2017 – May 2018

400 SOUTH YOUNG STREET
FORT STOCKTON, TEXAS 79735
432/336/4146-OFFICE 432/336/4163-FAX

Butz Education Childcare

ENROLLMENT **746.501(12)**

August 2017 - May 2018

PLEASE COMPLETE AND RETURN THE FOLLOWING ITEMS INCLUDED IN YOUR ENROLLMENT PACKAGE:

1. Enrollment Form
2. Admission Form 2935
3. Child Assessment Form 7293
4. Illness Exclusion Form
5. Authorization for Emergency Medical Care - Parent Consent & Contact Form
6. ID. & ER Information Card, Child Profile Form and Update/Create Child Info. Folder
7. S.I.D.S. - Acknowledgment if applicable.
8. Permission to Video/Photograph and Display Work
9. Parent Contract and Acknowledgment

You will need to provide your child's:

1. Birth Certificate
2. Current Immunization Record - age appropriate immunizations will be required. You will be given 30 days to update from the date of the notice was sent from school nurse.
746.501(9)
3. Vision and Hearing screening for children that are 4 yrs. Old by Sept. 1. 746.501(11)
(provided by school nurse)
4. Copy of Parent and or Guardian Drivers' License

**Butz Education Child Care
Hours**

746.501 (1)

August - May

Monday - Friday

7:30 a.m. to 4:45 p.m.

Butz Education Childcare

Calendar

Follows FSISD

August 2017 - May 2018

Calendar

Copy of school calendar will be provided

MISSION

The Mission of the Fort Stockton Independent School District is to remain totally committed to the development of students as life-long learners and productive, self-sustaining contributors to society.

PHILOSOPHY

It is the philosophy of FSISD Butz Education Child Care, to provide your infant, toddler, or pre-school child with a program in which each can grow and develop to their fullest potential. In compliance with State of Texas, it is the policy of the child development center to:

- Promote the health, safety, and welfare of children attending this center.
 - Promote safe and comfortable physical facilities for children.
- Ensure adequate supervision of children by capable and qualified personnel.
 - Ensure adequate and proper nutrition.
- Provide an overall environment conducive to the child's mental and physical development and sense of well being.

GOALS AND PURPOSE

The goal of FSISD Butz Education Child Care is to provide every child with an equal opportunity of learning.

The purpose will be to provide quality child care with a structured program revolving around a child care atmosphere. This can be best achieved through a combined effort between the concerned parents and staff members.

Butz Education Child Care Rules, Policies and Procedures

Child care is provided to F.S.I.S.D. high school students and faculty children ages 0 - 5 years. A certified copy of legal papers needs to be on file for parents with custody issues.

Tuition

Tuition is payroll deducted on a 9 month or 12 month plan. Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced, NO reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems. Tuition is based on the child's classroom, not the child's actual age.

Full-time tuition is:

Infants 0 to 18 months (Rm. 9)
9mo. - \$380.00 or 12mo. \$285.00

Mobile Infants/Toddlers 18 months to 2 yrs. (Rm. 8) (Child will be potty trained if needed)
9mo. - \$358.00 or 12 mo. \$269.17

Toddlers 3 yrs. To 5 yrs. (Rm. 10) (Child *must* be potty trained)
9mo. - \$337.78 or 12 mo. \$253.34

In addition to tuition, the Center has the following fees which are incurred in certain situations:

Late fee of \$1.00 per minute will be incurred for every minute that a parent is late in picking up a child past the designated pick up time. Pick up time is 4:45 p.m.. Please contact Director, for special arrangements if you will need extended hours for a particular day. We will make every effort to accommodate your needs.(Also, Caregivers will have trainings/staff meetings scheduled at times.)

Tax Statement

A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS.

Chain of Concern
746.501(17)

All questions, concerns, or comments concerning the care of your child should be directed to your child's teacher. They are usually able to answer questions, not only about classroom procedures, but also more general questions about child development.

If you have any questions or concerns which your child's teacher cannot address, or if you feel more comfortable talking to someone else, please feel free to contact Director.

Non-discrimination Policy

The Center is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint by immediately writing and/or calling the Civil Rights Department, Texas Department of Human services, P.O. Box 19030, Austin, Texas 78714-9030, 512/450/3630.

Non-Hiring of Staff

In order to maintain Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting, or engaging in temporary employment as caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

EXCEPTION - Caregiver is family (grandma, grandpa, aunt, uncle, etc.)

Arrival Sign In & Departure Sign Out

746.501(2)

Parents are required to sign attendance sheet upon arrival and departure. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be allowed to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up your child/children of our Center policy.

Health Checks

746.105(32)

Health check - A visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Staff will observe the child and communicate with the parent or guardian. Staff will look for: breathing difficulties, severe coughing, discharge from nose or eyes, changes in skin color, bruising or swelling, cuts, sores or rashes, check child's cheek, forehead or neck (checking to see if the child feels unusually warm or cold and clammy) and if the child can talk then ask questions. Staff will talk to parent or guardian to find out about changes in the child's: sleep, eating and drinking, toileting habits, mood and behavior at home. The Health check will be documented daily on the Weekly Good Morning Health Check Form.

Injuries
746.501(5&6)

Identification & Emergency Card must be on file and up date at all times. The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Caregivers and Center staff are trained in CPR/First Aid/AED. We have implemented the following procedures, should your child experience an injury while at the Center.

- Caregiver will notify Director or the qualified person in charge.
 - Director or qualified person will determine severity.
- Staff will administer first aid, fill out incident form, have parent sign and receive a copy.
- In the case that EMS (911) must be called, the call will be placed first, within limits, staff will administer first aid. Staff will attempt to contact parent immediately. If parent cannot be reached, emergency contact person listed will be contacted. If no one can be reached, we will release child into the custody of paramedics to transport your child for immediate medical care. Staff is not allowed to transport an injured child. Staff member will remain with your child until you arrive. ***Any medical bills that may arise from an accident are the responsibility of the parent.***

Children's Illness/Medications

746.501(3)/746.501(4)

- Parents must sign Authorization for Dispensing Medication Form 7238 in order for Staff to administer medication. All medication will be administered according to label instructions.
 - All medication must be in its original container labeled with the child's full name and administration instructions.
- Staff must administer the medication in amounts according to the label directions and may be only amended by a physician.
- Staff will administer medication only to the child it was prescribed and may not administer the medication after its expiration date.
- No over the counter medications will be given to a child younger than 2 years of age, unless we have a doctor's note for each time that particular medication has to be administered (Such as Motrin, Tylenol, Cold or Cough medicines, Etc.). This is a state law issued by Texas Department of Family and Protective Services.

The following are conditions for exclusion from the Center:

Fever over 100 degrees - child should stay home for 24 hours after normal temperature is achieved.

Diarrhea (watery, bad smelling stools more than once) - Child may return after normal ***function returns.***

Vomiting (two or more episodes in the last 24 hours) - Child may return when they can retain a light meal.

Congested cough with sore throat - Child may return with a doctor's note.

Green nasal discharge (indicated a respiratory infection which requires treatment) - Child may return with doctor's note.

Difficulty in breathing - to the point where child is very uncomfortable or unable to sleep.

Head Lice - Children may return after treatment and removal of all nits.

Infectious skin or eye conditions (such as ringworm or pink eye) - Children may return 24 hours after treatment with an antibiotic has begun.

Convulsions, Persistent pain in abdomen, Swelling, redness, or throbbing in an injured part of body, Un-diagnosed profuse rash or blisters on parts of body.

If your child becomes ill during the day and you are called to come and pick up your child, we expect you to arrive in a reasonable amount of time. We have been instructed by the state licensing office and Children's Protective Services, to inform them if a sick child is left in our center for an unreasonable time.

Please understand that we must follow all guidelines and regulations from the state in order to keep our licensed status. These policies are made in the interest and safety of all our children.

Emergency Preparedness

746.501(23)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation plans:

- All employees are responsible for moving children to the designated safe area.
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities.

- Bomb Threat relocation:

Zero Stone Park, 400 Block of South Nelson, Fort Stockton, Texas 79735

- In some circumstances, parents will be called upon to pick up their children. As needed, the FSISD bus Barn will be called to aid in the transportation of the children to an alternate shelter away from the center.

- Alternate shelter:

Saint Joseph's Church, 401 S. Main, Fort Stockton, Texas 79735 432-336-5027

- Upon departure and arrival the Director or alternate assistant will have a list of all children that must be accounted for. Together, the Director or assistant and caregivers will verify that all children are present.
- The Director or alternate assistant is responsible for calling the local authorities needed such as: Fire Dept., EMS, Local Police and/or Sheriff's Dept., Poison Control, & DFPS child care licensing.
- The Director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations and attendance sheets during an emergency.

Emergency Drill

- Emergency Fire drills held monthly.
- Emergency Tornado drills held every three months.
- Emergency Drills ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

- The center will close or delay for emergency weather conditions based on what FSISD determines. If FSISD opens at 10:00 a.m., we will also open at 10:00 a.m..

Clothing and Personal Belongings

- Please dress your child properly for school activities like painting, water play, outdoor play, etc.
- We encourage you have your child wear tennis shoes for safety reasons. Boots, hard-soled shoes, and flip flops are dangerous when using outdoor play equipment.
 - Children are not allowed to bring personal belongings such as toys or make-up from home. The center is not and will not be responsible for any items brought from home.
- Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty.
 - All children will go outside for a minimum of 30 minutes per day, weather permitting.
 - Each child will need one complete set of extra clothing at the Center. Please mark all personal items for easy identification, such as coats, sweaters, clothes, blankets, etc..
 - Parents of Infants and Toddlers must provide the following: Diapers, Pull-Ups, wipes, Bottles, Ointment, Pacifiers, and Formula. Caregiver will notify you when your child is running low on supplies.
- Center is not responsible for lost items, brought from home nor will replace lost items.

Meals

746.501(8)

- Butz Daycare Center is provided Breakfast & Lunch by FSISD Intermediate Cafeteria. Meals are served at no extra charge.
- Parents are asked to provide a snack box or bag - (crackers, cookies) Caregiver will advise when running low on snacks.
 - Parents need to advise at enrollment or at onset if child is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases the identified food will not be served to the child.

Parent/Child Interaction

746.501(18&19)

Parents are welcomed at the Center any time during operation hours without having to secure prior approval. Parents can use the observation windows and/or participate in the Center's activities.

Discipline Policy

746.501(7)

Butz Education Child Care strives to ensure that guidance and discipline are individualized and consistent toward each child, based on an understanding of individual needs and development and appropriate to the child's level of understanding. Discipline and guidance are directed toward teaching self-control and acceptable behavior. Butz Education Child Care prepares the environment so as to avoid unnecessary conflicts for children, creates psychological safety through predictability of routines, expectations and schedules, help's children to know and understand limits, give's children positive verbal redirection if necessary, help's children express and understand their wants, needs and feelings. Children will be given opportunities to solve problems and resolve conflicts with other children.

Butz Education Child Care staff will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Such methods may include but are not limited to any of 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.

The following discipline methods will not be utilized by Butz Education Child care staff: corporal punishment or threats of corporal punishment; humiliation, ridicule, rejection, or yelling; Hitting with a hand or instrument; putting anything in or on child's mouth; requiring to remain silent or inactive for inappropriately long periods of time for the child's age; placing in a locked or dark room, bathroom, or closet with the door closed; punishment associated with illness, toilet training, food or rest, the use of verbal abuse or profane language; or threats or derogatory remarks about a child's family.

At anytime, Butz Education Child Care reserves the right to terminate a child's enrollment.

Biting Policy

For the safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for the children, parents and teachers. There are times however, when everyone cannot be within immediate reach to prevent a bite.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish.

If a child is bitten by another child, first aid will be administered, parents of both children will be immediately notified if the bite causes bleeding, and parents of the injured child will be asked to seek medical care if the bite causes bleeding. Staff member will fill out an Incident Report for both children that will require parent, staff and the Director's signatures. Incident Report's will be placed in child's file. (A copy will be provided to parent)

We try to make every effort to extinguish the biting behavior quickly and to balance our commitment to the family of the biting child to that of other families. At anytime, Butz Education Child Care reserves the right to terminate a child's enrollment for biting.

Aggressive Behavior Policy

For safety and health concerns, we take aggressive behavior seriously. Butz Education Child Care believes that early intervention is in the best interest of children, families, and staff. We are committed to addressing behavioral issues as soon as they arise. Some behaviors that may arise, but not limited to: hitting, kicking, pushing, pinching, spitting, biting, tantrums, sharing issues or physical and verbal aggression.

If a child demonstrates intolerable or uncontrollable aggressive behavior, causing injury to another child, first aid will be administered; parents of both children will be immediately notified. Parent of injured child will be asked to seek medical care if bleeding occurs. Staff member will fill out an Incident Report for both children that will require parent, staff and the Director's signatures. Incident Report's will be placed in child's file. (A copy will be provided to parent)

The above Policies are intended to comply with all applicable regulations and standards, and should be interpreted as such. Our center celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs.

Breastfeeding

746.501(24)

Parents have the right to breastfeed or provide breast milk for their child while in care.

Animals and Pets

Animals and pets are not allowed on the campus at any time for any reason because of possible germs and illness.

Naps

Children of preschool age many times require short rest periods during the day to keep up their energy levels. After lunch, it is our official nap time. Children do not have to sleep, but they are required to be quiet on their mats for about 30 minutes before they resume activities.

Curriculum

Mothergoose Curriculum - Preschool
Funshine Express - Toddlers

License & Regulations

746.501(20&21)

Butz Daycare Center is a licensed Child Daycare Center with the state of Texas, Department of Human services, and part of the Fort Stockton Independent School District. We are licensed for a capacity of 45 children, Birth - school of age. All children of parenting students will be allowed to enroll in the Child Daycare Center provided there is adequate space as allowed by our license.

Parents are entitled to see the following information:

- Copy of the Minimum Standards for this Child Daycare Center is found in the left hand drawer of the Sign-In/Out Desk. Minimum Standards can also be found at www.dfps.state.tx.us or at local Licensing Office at 432/368/2693.
- The most recent DFPS Inspection/Investigation Report. Compliance information is also available on the web at www.dfps.state.tx.us or at local Licensing Office at 432/368/2693.
- The most recent Fire Marshall Inspection, Health Inspection and Gas Pipeline Inspection are found in the right hand drawer of the Sign-In/Out Desk.
- The Butz Daycare Center Operational Policies and Procedures (Handbook).

Butz Daycare Center is a Texas Rising Star provider.

Keeping Children Safe

- Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1/800/252/5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or at the local Licensing Office at 432/368/2693.
- Texas Family Code (section 34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with section 34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.

Gang Free Zone

746.501(22)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Parental Notifications

Parents will be notified about the following:

- A note will be sent home notifying parents of any communicable disease, closings due to fire, theft, and flood or sewage problems.
 - A poster will be posted on the school doors in case of closures.
- In case Center should have to close during the school day, parents will be notified
 - Newsletters will be sent home for upcoming events
 - Any changes in enrollment procedures and policy changes

I have read the 16 pages of the parent handbook. I agree to the terms and conditons in the handbook.

Parent(s) signature _____

Date read and signed: _____