

# **Tiny Treasures Daycare & Learning Center**



**9714 Potranco #115**

**San Antonio, Texas 78251**

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**Ttdlc.com**

## **Parent Policies Handbook**

**Revised June 2017**

# Welcome

The Tiny Treasures Daycare & Learning Center provides early care and education for children 6 weeks to 8 years of age through a developmentally appropriate philosophies and practices recognized by the National Association for the Education of Young Children (NAEYC). We are licensed by the Texas Department of Family and Protective Services and a vendor for the Child Care Services (CCS) system.

Tiny Treasures Daycare & Learning Center is an equal opportunity institution. We welcome families of all racial, ethnic, and religious backgrounds. Families and children are admitted without regard to race, nationality, color, creed, religion, sex, or family diversity. Tiny Treasures Daycare & Learning Center complies with Title IX of the Education Amendments of 1972. We accept children with special needs provided they can benefit from our program and our staff can work effectively with them. If your child has a special need, please inform the Director upon enrollment so that an evaluation and individual education plan can be developed.



# **Our Philosophy**

## **Vision Statement**

- Tiny Treasures Daycare & Learning Center will be a safe and nurturing environment where children can develop through play and real life experiences.

## **Mission Statement**

- We provide a child-centered program for children and staff in which parents, teachers, and administrators work together to benefit the whole child through developmentally appropriate programs dedicated to helping children reach their fullest potential and develop necessary life skills.

## **Program Philosophy**

In our program, we nurture children and provide early care and education so their emotional, social, creative, physical, language and cognitive development are successful. Through creative learning experiences in a safe environment, our curriculum emphasizes developmentally appropriate play experiences. Learning activities are based on Frog Street, Scholastic, and NAEYC curriculum standards. Teaching staff develop lesson plans with input from the children and based on their interests, ideas, and early learning needs. To help children reach their maximum potential, parental input is essential so that authentic assessment and individualized plans can be developed. The daily schedule is organized to meet the children's needs for a balance of active and quiet play, large and small group interactions, and indoor/outdoor activities. The role of the teacher is to:

- Respect and respond to family diversity and child-rearing practices;
- Schedule daily activities;
- Provide a variety of activities, materials, and equipment;
- Observe, assess, and provide for individual needs;
- Stimulate children's learning by listening, questioning, giving choices, making suggestions, and allowing for a balance between child-initiated and teacher-initiated activities;
- Foster creativity;
- Reinforce and enhance curiosity; and
- Serve as a role model.

The program provides children with opportunities to:

1. Practice decision-making by selecting activities from a variety of learning centers, i.e. language, science, blocks, manipulative materials, ect.
2. Participate in short and long term projects that stimulate higher thinking skills.
3. Express themselves creatively through art, music, dramatic play, movement, and use of instructed materials.
4. Develop appropriate concepts and thinking skills through the exploration of a wide variety of concrete materials and activities.
5. Experience warm, positive interactions with children and adults.
6. Verbalize feelings in a supportive, accepting environment that encourages independence and self-control.
7. Enjoy and participate in language experiences, i.e. conversations, stories, puppets, books, songs, and creative dramatics.
8. Participate in many physical activities to develop fine and gross motor skills, i.e. puzzles, beads, play dough, climbers, tricycles, and balls.
9. Access technology that they can use by themselves, collaboratively with their peers, and with teaching staff, i.e. tape recorders, microscopes, computers, and videos. (Videos and film will be limited to developmentally appropriate programs on very rare occasions).

## **Parent Participation**

The Tiny Treasures Daycare & Learning Center encourages the parents or legal guardians to participate in Center activities. Parents will have various opportunities to visit and volunteer in the classroom/center, including having lunch with their child. Assisting in the classroom, reading to children, attending meetings, ect. Children that are not enrolled in the specific classroom for which you are volunteering should not be present during this time. The Center promotes an “open door” environment in which parents may visit at any time during the hours of operation without securing prior approval. We want to remind parents that daily routines and the individual needs of your child should be considered as you plan a visit to the classroom. Some children may have difficulty with changes in their routine or separating from their parents.

## **Parent Meetings/Committee**

Tiny Treasures Daycare and Learning values parents, and is committed to establishing partnerships with every family enrolled in our program. Tiny Treasures Daycare and Learning Center will establish policies and procedures with parents and children in mind. At least quarterly our Parent Committee will meet to discuss upcoming center events. This meeting will include our Parent’s Committee Board, Parents, Center Director, and members from our immediate community (if applicable).

## **Parental Code of Conduct**

If any person, whether it is a parent or otherwise, becomes aggressive while in the Center, in a classroom, the Administration will execute the following:

1. Ask the person(s) to move away from the children.
2. Ask another adult to call the office and notify the Director or person in charge.
3. An attempt to communicate calmly with the person(s) will be made.
4. If the situation goes beyond comfortable control, the office will immediately telephone the SAPD for assistance.
5. If necessary, the situation may be addressed in writing and/or the Director may recommend that corrective action be taken.

## **Smoking, Fire Arms, Gang-Free Zone, and Other Hazards**

- Smoking is prohibited inside the Tiny Treasures Daycare & Learning Center at all times.
- Smoking is prohibited outside the Tiny Treasures Daycare & Learning Center as a “smoke-free” zone. This includes anywhere on the premises, parking lot surrounding the center and anywhere in sight of the children.
- The use of foul or inappropriate language is prohibited on the Center’s premises.
- Alcoholic beverages/drugs are prohibited at the Tiny Treasures Daycare & Learning Center at all times. The Tiny Treasures Daycare & Learning Center staff may telephone alternate pick-up authorizations, or SAPD, if the observe a parent or guardian is attempting to pick up a child while under the influence of a controlled substance.
- Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- Firearms, hunting knives, bows and arrows, and other weapons are prohibited at the Tiny Treasures Daycare & Learning Center for all other persons.
- Tiny Treasures Daycare & Learning Center is a gang free zone. Staff refer to and inform parents 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 punishment.

## **Confidentiality & HIPPA**

All information regarding children and their families is confidential. Enrollment files, including health records, are kept in a locked file cabinet in the Director’s office. Only office personnel may grant access to children’s files to other center staff if deemed necessary. Parents must submit a written request if they wish to view their child’s enrollment folder. Children’s portfolios pertaining to curriculum, assessments, and daily activities are kept in a secure location in the classroom and are maintained by the teaching staff. Center teaching staff may review children’s portfolios when necessary for appropriate planning. Other persons, such as counselors, therapists, and health professionals, can gain access to information from files

only with written permission from the parent or guardian. Tiny Treasures Daycare and Learning Center staff will not give out information over the telephone or internet unless identification is verified and confidentiality secured. All records may be subject to on-site review by representatives of the Texas Department of Family and Protective Services, Child Care Licensing, Health Department, USDA/TDA, and/or police authorities in the event of suspected child abuse or neglect.

## **Photos of Children and Cameras**

Children's photos will be used in classroom activities and for identification purposes on Care Action Plans and Medication/Allergy forms. These are part of the everyday curriculum and routine practice. In addition, the classrooms and center are monitored for safety by security cameras.

An acknowledgement form will be signed by parents that will include a statement of understanding this part of the program and the necessary use for classroom activities and safety. A permission form is filled out by all parents, allowing or denying photos (or videos) of their child to be placed in public view in the classroom, on the Tiny Treasures Daycare and Learning Center premises, on the internet, or on brochures and flyers. Tiny Treasures Daycare and Learning Center staff is not permitted to send photos and videos to any person (including parents) via the internet or email.

## **Grievance Procedure**

We have great concern for the care of your child and welcome any feedback. We encourage you to discuss any concerns relating to your child with the classroom teacher. If an issue cannot be resolved, the Director is always available to assist in finding a resolution.

It is our policy to collaborate and work with you in determining the appropriate care for your child. A formal grievance is available to all parents at the front desk of the CDC. You may pick up a copy at any time.

# Admission and Fees Information

**ALL REGISTRATION FEES, SUPPLY FEES, DROP-IN FEES, AND WEEKLY TUITION FEES ARE NON-REFUNDABLE (NO EXCEPTIONS WILL BE MADE THIS INCLUDES CCS FAMILIES)**

	Full Week	5 Half Days	3 Days	2 Days
6wks-17 months	\$205.00	NA	NA	NA
18-23 months	\$185.00	\$140.00	\$135.00	\$100.00
2 Years	\$170.00	\$135.00	\$130.00	\$100.00
3 Year Olds	\$165.00	\$130.00	\$125.00	\$95.00
4 Year Old	\$155.00	\$125.00	\$125.00	\$95.00
5 Year Old	\$155.00	\$125.00	\$125.00	\$95.00
School-Age	Full Time	Before/After	Before	After
	\$155.00	\$100.00	\$60.00	\$60.00

## Registration & Supply Fees

\$80.00 Individual

\$125.00 Family

Supply Fees

\$25.00 per child due at the time of enrollment, August & February

## Discounts

We offer a 5% discount to the following individual families enrolled full-time:

- First Responders
- Military
- Nurses
- Educator
- Sibling

Tuition discounts does not apply to Infants 6wks-17 months

### **We accept the following Methods of Payments**

- **Personal/Business Checks**
- **Money Orders**
- **Cashier's Checks**

### **Tuition Policy**

Tuition is due every Friday by 6:00p.m. for the upcoming week. Payments received after Friday will have a \$10.00 per day late payment fee. Failure to pay the complete balance by Tuesday can result in an interruption in your childcare services. Tiny Treasures Daycare & Learning Center only accepts checks, Money Orders, and Cashier's Checks. Please ensure your payments are filled out and signed. Staff are not allowed to fill in payments. **TUITION PAYMENTS ARE 100% NON-REFUNDABLE. NO EXCEPTION TO THIS RULE WILL BE MADE.**

### **Vacation Policy**

Families will be given (2) vacation weeks per school year beginning August 1-July 31<sup>st</sup> of the following year, for which tuition will be 50%. Tuition will only be prorated when taking a full week off. Families exceeding their 2 vacation weeks will be responsible for their child's full tuition payment. A two week written notice must be given to the Center Director prior to this time being taken. Your vacation weeks cannot be used as part of your child's withdrawal period. Vacation weeks cannot be used during the withdrawal process.

### **Return Check Fee**

A fee of \$35.00 plus any bank charges will be charged for any returned check. A money order or cashier's check will be required as payment for a returned check and all future tuition and fees payments. You must pay the tuition, late fees, and return check amount, before your child will be accepted back into care.

### **Waiting List Policy**

Parents can place their child(ren)'s name (s) on the waiting list using the Tiny Treasures Daycare and Learning Center website. When an opening occurs within a classroom, parents of children from that age group will be contacted in the order of the date they were added to the waiting list.



## **Parent Orientation**

An initial introduction to the program is given to parents as they decide if our program is a match for their child's care needs. When parents enroll a child in the program, operational and enrollment policies are discussed with him/her during new parent orientation. An orientation time will be scheduled by the start date whenever possible. If not possible, the new parent orientation should occur within the first week of the start date. This helps parents understand about the expectations of the program and what is included in the written policy handbook and gives an opportunity to have their questions answered. Parents may request a conference with the Director at any time or if they have questions or concerns about policies and procedures.

Parents will be notified in advance of any change in operational and enrollment policies. Parents agree to provide a signed form as written acknowledgement of any such changes indicating that they have been informed of those changes.

### **Our Parent Orientation will address the following during Center Tours and at the initial time of enrollment:**

- Tour of the facility
- Introduction to teaching staff
- Parents are given opportunities to visit the classroom at the time of the tour and prior to their child's start date
- Overview of parent handbook to include tuition policies
- Policy for arrival/departure and late pick-up
- Explanation of Texas Department of Family and Protective Services Minimum Standards, Texas Department of Agriculture CACFP Program
- Local community resources available for children Birth-5 years
- Child care assistance programs such as:
  - Child Care Services (CCS)
  - United Way
- Child Development and Developmental Milestones for children birth-17 months
- Curriculum and Assessments
- Use of Television in our program
- Parents expectations

## **Registration Requirements**

In accordance with licensing standards, it is important for parents to complete all the necessary forms in the enrollment packet in order to register their child (ren) for care. A child will not be able to attend if all the necessary forms are not completed.

- A record of the child's up-to-date immunizations (or affidavit for exclusion from immunizations) must be submitted on or prior to the first day of attendance. Children will not be admitted without this record. A TB test may be required depending upon Health Department recommendations for the San Antonio area.
- A health statement/physical stating the child is able to attend a child care program must be submitted prior to the first day of attendance, and annually after enrollment. If the child is four years old, a vision and hearing screening is part of this health requirement. For children under four, the parent must have

## **Parent Education**

Tiny Treasures Daycare and Learning Center is committed to providing community resource's to enhance the whole family. The following are resource's available to families:

- Family Services Association-3014 Rivas San Antonio, Texas 78228 210.431.7500
- Precious Minds-210.228.9922
- Parent's Success-Parentsuccess.com
- WIC-7452 W. Military Drive San Antonio, Texas 78227 210.645.4480
- Child Care Services (CCS)-210.230.6300

## **Parent Volunteers**

Tiny Treasures Daycare and Learning Center welcomes parent volunteers. Parents are provided opportunities to volunteer their services during the following:

- Joining our Parent Board/Parent Meetings
- Week of the Young Child
- Reading to the children
- Children's Classroom Parties
- Center wide events
- Ample opportunities are given throughout the school year

**Parent volunteers are never counted in child/staff ratios or left alone with a group of children**

## **Registration Requirements**

In accordance with licensing standards, it is important for parents to complete all necessary forms in the enrollment packet in order to register their child (ren) for care. A child will not be able to attend if all of the forms are not complete.

The following forms are required by Texas Department of Family and Protective Services' and are required on the first day of admission:

- Admission Information
- Signed Physician Statement
- Vision/Hearing( 4-5 Year olds)
- Immunization Record
- CACFP Meal Benefit Income Eligibility Form
- Biting Policy
- Enrollment Registration Information Addendum for the State of Texas
- Discipline and Guidance Policy
- Allergy Form
- Doctor's Note for Special Dietary Needs
- Parent Handbook Acknowledgement Statement
- A background check on the parents may be required if parents decide to volunteer on a regularly scheduled basis in the center.

## **Annual Re-Enrollment**

Parents must submit a new Enrollment Application for every academic year of enrollment. The Health Statement, complete with a physician's signature documenting an annual physical, must be included with the new Enrollment Application. All necessary forms and signatures must be submitted prior to the first day of attendance for the new school year.

## **Withdrawal from Center**

Parents must provide a two-week written notice to the Director prior to withdrawing their child from Tiny Treasures Daycare and Learning Center. If a two-week notice is not provided, parents will be billed for the two-week period even if the child does not return.

The Director, in his/her sole discretion, may discontinue child care at any time and without notice if he/she determines that (a) it is not feasible for the Center to meet parental expectations, (b) the child has not adjusted to the program or demonstrates behaviors such as repeatedly hitting, kicking or causing injuries to other children, staff, or others, (c) the child or parents fail to comply

with the policies and procedures of the Tiny Treasures Daycare and Learning Center, or (d) the child or parents fail to cooperate with Tiny Treasures Daycare and Learning Center staff.

Parents who terminate their contract for the summer, but wish to return in the fall, may place their child's name back on the waiting list for fall. However, this will not guarantee a space in the Center for their child in the fall and their names go on the waiting list in order of the date placed on the list.

Parents will no longer be allowed to use vacation weeks as part of the withdrawal process.

## **Addressing Challenging Behaviors**

As children grow and mature, they will enter many different developmental stages. Each of these comes with changes of abilities and/or behaviors. Many of these changes are predictable and desirable, others, while normal, are not as predictable or desirable. These behaviors, which would be cause for concern, are, for example, frequent biting or extreme tantrums. Because this type of behavior could cause pain or injury to the child or others, we would inform you if your child were showing such behavior.

With toddlers, this type of behavior, while not common, is generally due to the children lacking the ability to express their feelings verbally. Aggressive behavior by the child is used as a form of communication when confronted with a situation for which the child has not yet developed the needed coping skills. While it is considered typical behavior for young children, it is detrimental to the safety and well-being of children in a school setting. We have a procedure in place to address biting.

During the course of a child's enrollment in the center, he/she may exhibit some behavioral concerns that could manifest themselves in the form of spitting, head banging, hitting, or temper tantrums. While most of the behavioral actions do not inflict harm or reduce the safety of the children, some of these behaviors can. For example, behaviors such as temper tantrums can often result when limitations are necessary in the classroom.

At the point when a behavior problem become more frequent, severe, result in injury to the child or his/her classmates, reveals a change in the child's self-esteem or forms a pattern, the school will then contact the parents for a conference. The parents and the school will consult to look for possible solutions. However, if the situation escalates to a regular pattern of inappropriate behavior, the school will ask the parents to seek immediate and necessary care for the child so as to reduce the chances of setting up a "negative environment" that may never be corrected. "Labeling" can and will occur by children who identify the child with the inappropriate behavior and will often be "shared" with other parents at pick-up and drop-off times. While labeling seems cruel, it cannot always be avoided and finding immediate professional help is necessary at this point before the child's self-esteem is damaged.

## **Behavioral Conferences**

During the conference the parent/staff team will share information and insights about the child, and formulate a written plan of action to follow. This agreement will include, but is not limited to, the type of controls and actions that will be implemented when necessary, dates of follow-up conferences, responsibilities of parents and school staff, agreement of desired behavioral changes. The school may

seek the advice prior to the conference, but cannot proceed further with an intervention without parental consent.

Following the conference, the staff and parents will work closely together as a team to help bring the desired change in behavior during the allotted time, the school's administration will conference again with the child's parents and at that time to offer the following recommendations:

- The parents may be asked to seek outside intervention with a professional who may offer additional recommendations to both the center and the family
- The parents may be asked to reduce the amount of hours/days the child is in our school in order to receive outside intervention and target the behavior
- The parents may be asked to withdraw their child on a temporary basis until the inappropriate behavior is under control
- The parents may be asked to permanently withdraw their child from the facility and place their child in another setting that is more applicable to his/her needs

**Tiny Treasures Daycare and Learning Center reserves the right to and will ask any family to withdraw their child if it is determined we cannot adequately meet the needs of the child/family.**

## **Early Childhood Intervention (ECI) or Child Find**

Referral information will be provided to specialized consultants in Early Childhood Intervention (ECI) or Child Find for families who need assistance with early identification of possible developmental delays or special health needs.

### Child Care Assistance Referrals for Qualified Families

- Child Care Services (CCS): For information regarding child care financial assistance, please call 210.230.6300

## **Hours/Days of Operation**

Center Hours of Operations: Monday-Friday 6:00am-6:00pm

Due to child/staff ratio requirements, these hours are strictly enforced.

The Tiny Treasures Daycare and Learning Center is open from 6:00 a.m. to 6:00 p.m. Monday-Friday. We are open year around and will observe the following holidays and early closures:

- New Year's Day
- Martin Luther King Day
- President's Day
- Battle of Flowers
- Memorial Day
- Day before Independence Day

- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day & Day After
- Christmas Day & Day After (If the holiday falls on a Sunday the Center will be closed on the following Monday)
- Center will close at 12:00pm on the following days:
  - Pre-Kindergarten Graduation
  - Christmas Eve
  - New Year's Eve

Tuition will not be modified or reduced due to holidays that may fall on school days.

Reminder notices for holidays, closures, ect, will be distributed at the beginning of each school year or upon enrollment.

## **Daily Arrival Time**

Our program is developed around daily routines that provide a framework of support for the children as they pursue their interests and engage in various early learning activities. To nurture this support, it is important that your child's arrival be as smooth as possible. For this reason, we encourage parents to bring their children to school between 6:00-9:00 a.m. so that they can become familiar with the daily schedule and participate in the morning activities and guided explorations. When children arrive after 9:00a.m., they miss some of the early literacy, math, science, and social play activities that occur in their classrooms each day. It is very important that the children have time to settle into the day's routines prior to lunch and nap times. If you must arrive after 9:00 a.m., we understand. However, we do not allow arrival times between 12:00 noon and 2:00p.m. as this disrupts nap/rest time for other children in the Center. No children can be admitted for the day between 12:00 noon and 2:00p.m. If you arrive at 12:00 noon or before 2:00p.m., you will be required to bring your child back after 2:00p.m. when the other children are waking up. (Note: If your child has not had lunch, he/she must arrive for lunch service at 11:30a.m.)

## **Daily Drop-Off/Pick-Up Routine**

Safety of the children enrolled in our program is priority to the Tiny Treasures Daycare and Learning Center, therefore, access to the children's classrooms is secured by a keyless entry system. Parents are issued a four (4) digit PIN number and door code at the time of enrollment which are to be used to gain entry through the Infant Suite and Children's Classrooms during business hours only.

The Center utilizes the EZ-Care Child Care Software as the center's management tool. This computer program enables the office staff to update and organize children's records, accounting and billing information, children's attendance. The parents must sign their children in at drop off through our computerized system and sign them out at the end of the day.

A Tiny Treasures Daycare and Learning Center employee must be aware of each child's arrival and departure, Parents are required to bring their child into the classroom each morning to say "good bye" and complete a daily health check. Please allow extra time on a daily basis for this requirement. Upon arrival and departure we encourage parents to share information about your child with your child's teacher or the Director. This helps us respond appropriately to your child throughout the day and helps us plan curriculum. This informal communication is important; but we ask parents to remember that teaching staff are also caring for children during this time. If necessary, a formal conference can be scheduled to discuss matters in greater detail. All children are to be walked to their classroom and settled in by a parent. Children may not enter or leave the Center unless accompanied by an adult (an individual at least 18 year of age-per Texas Department of Family and Protective Services). Please be sure that a staff member is fully aware (per verbal communication) that your child is arriving or leaving. These times can get chaotic when several families arriving or departing all at once, so for the safety of all please verbally communicate with the staff member on duty to ensure your child is being signed in/out. The center is required to maintain daily sign in/out records. The Face to Name Attendance Sheets is extremely important to ensure that all children are present. Teaching staff implement this sheet as one of our attendance method for tracking children throughout the day.

**For the safety of our infants and younger children, we ask that older siblings be taken to their classrooms prior to taking children to their classrooms.** Older siblings who are not enrolled in the Center may accompany parents to drop off/pick up a child; however, they must remain with parents at all times in a well-behaved manner. Children may not be left unattended at the front office or in the foyer area. Children not enrolled in the Center must not be allowed to mix in with the group of Tiny Treasures Daycare and Learning Center's children in classrooms or on the playgrounds during business hours.

\*\*\* Please note when children are in the company of their parents on Tiny Treasures Daycare and Learning Center's premises, the parents are responsible for their own children.

## **Emergency Closing**

In case of an emergency closing, local radio stations will make the announcements. Tiny Treasures Daycare and Learning Center will follow the NISD closing policy. Please be alert to inclement weather days as this is usually a time where emergency closings may occur and you will want to allow sufficient time to pick up your child from the Center.

## **Late Pick-Up Fees and Closing Time**

Tiny Treasures Daycare and Learning Center closes promptly at 6:00p.m. Late fee policies are strictly enforced. Parents need to plan and develop a back-up system to ensure their children are picked up prior to closing. Tiny Treasures Daycare and Learning Center recommends that authorized adults arrive at the center at least five minutes before closing to ensure children are picked up before the center closes.

**The Center closes promptly at 6:00P.M. Late fee policy is strictly enforced. Parents need to plan for and add a backup system to ensure their children are picked up prior to closing. We recommend that authorized adults arrive at the center at least 5 minutes before closing to ensure children are picked up before the center closes.** Parents of children remaining at the Center at 6:00pm (as documented with the EZ-CARE2 sign-in procedure) will be charged \$20.00 for any portion of the first fifteen minutes (15) minutes after 6:00p.m. After the initial fifteen minutes (15) minutes there will be a \$2.00 charge for each additional minute until the child is picked-up. This price will increase for multiple children.

Late fees must be paid at the time of pick-up. If payment is not made, the child will not be accepted for care unless other arrangements have been approved by the Director. Once the late fee is paid, the child will be re-admitted to the Center.

If a child has not been picked up by 7:00p.m., and staff has not been able to reach any of the emergency contacts listed for that child, Child Protective Services and the San Antonio Police Department will be notified. In the best interest of our children, parents should have a back-up plan for pick-up in case any emergency arises.

## **Pick-Up Authorization**

Parent (s) or guardian (s) must complete the appropriate forms to authorize any person 18 years or older, to pick up their child. Make sure both parents are listed on this form. Only persons listed on the form will be allowed to pick up your child. A picture Identification is required before your child will be released. The Center staff cannot release a child to any authorized adult if aware that the person does not have appropriate vehicular child safety seating.

When children enrolled at the Center are participating in a program with the Independent School District, parents must provide written authorization for their child (ren) to be released to the school bus. If their child (ren) will not be attending the public school program for that day, it is the parent's responsibility to inform the public school before the school bus arrives at the Center.

Each child's parent will be allowed to pick up his/her child unless legal documentation is provided to the Center stating otherwise. Unless a copy of a Court Order granting custody to only one parent is on file at the center, our employees do not have the legal right to withhold a child from a person who can prove to be the child's biological parent. Tiny Treasures Daycare and Learning Center will follow the guidelines stipulated in the Court Order. A child may be released to a non-custodial parent, only with written consent of the custodial parent allowing the center to do so.



## Illness Policy

On a daily basis the classroom teaching staff will perform a health check upon arrival of each child and before the parent leaves. The health check ensures that children are free from symptoms of illness (i.e. elevated temperature, rashes, head lice [including nits], diarrhea, communicable diseases, vomiting, ect). These precautions are necessary to protect the health of all children in the group.

Parents are requested to notify the Center of any diagnoses of communicable or contagious diseases to which the child or immediate family members have been exposed. Parents will be notified of any communicable diseases that are reported to the Center.

With reference to the Texas Department of Family and Protective Services Minimum Standards Rules for Child-Care Centers, and the Center uses the following guidelines to protect your child (ren) from contagious illness. If any of the following conditions occur, while your child is in attendance, you will be notified. Your child must be picked up from the Center within one (1) hour of notification:

- An illness that prevents your child from participating comfortably in Center activities. This also includes outdoor play, as well as indoor activities.
- An illness that results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- Your child has any of the following:
  - Oral temperature of 99.4 or greater (armpit temperature of 99.4 degrees or higher)
  - Lethargy
  - Vomiting
  - Diarrhea
  - Abdominal breathing
  - Unexplained rash
  - Oozing sores or mouth sores with drooling
  - Red or irritated eyes, with or without discharge
- If your child has been diagnosed with a communicable disease (such as pink eye, chicken pox, head lice, hand foot mouth disease, RSV, ect), they will not be readmitted to the Center until they are free of all symptoms.

## THE 24-HOUR “SYMPTOM FREE” RULE

Tiny Treasures Daycare and Learning Center requires that your child be free from symptoms of illness (i.e. fever, diarrhea, vomiting) **for at least 24 hours**; therefore, your child will not be admitted to the Center the next day after being sent home due to symptoms of contagious illness. Keep in mind that “fever free” means without medication for fever reduction.

## Illness or Accident at the Center

**Tiny Treasures Daycare and Learning Center cannot knowingly care for ill children.** Therefore, it is important to have a back-up plan in place to ensure that sick children can leave the Center quickly. In case of an illness or accident occurring at the Center, even if it does not require immediate emergency room treatment, parents must be notified. If your child has an illness which requires that she or he be sent home, appropriate attention and supervision will be provided until the parent or authorized adult is contacted and picks up the child. Quick response helps avoid exposing other children to the illness. Tiny Treasures Daycare and Learning Center staff will also notify the parent immediately if a child bumps his or her head or if something appears to require a parental decision for medical treatment.

Parents will be informed of all accidents and other issues concerning their child. Minor accidents requiring first aid, such as scrapes, will be communicated to parents via a written accident report on the day the accident occurs. The report must be signed by a parent/guardian. Due to confidentiality policies and for the best interest of the children, Tiny Treasures Daycare and Learning Center staff does not give the names of children involved in any incident other than that of your own child.

Parents are required to sign an authorization form so that the Director or other staff member may seek medical attention in the event of a serious injury or illness occurring at the Center. Parents will be notified as soon as the child's medical needs have been met.

## Medications

To minimize the risk to all children enrolled, the Tiny Treasures Daycare and Learning Center does not give over-the-counter medication without a prescription. The staff can administer certain medications, only with a written prescription from a physician, detailing the specific circumstances and providing specific instructions for individual dosing of the medication. Teaching staff and administrators will be trained in medication administration, and only these persons will be authorized to administer medicine or treatment to the children at the center. If a child has a periodic and recurring medical problem, the child's health care professional must provide a written statement providing information on symptoms to watch for and a prescription for any medication the child may require. **This form must be updated every 6 months.** An Action Plan will be developed for the child and signed by the Director, parents/guardians, appropriate staff, and the health care professional ( a separate signed statement or authorization from the health care professional is sufficient). This information must be updated every six months to ensure the proper dosage and treatment is administered for the growing child.

Although the staff can administer certain medications, it is important that the parent administer the medication at home as much as possible. If the child is required to have three (3) doses of medication per day – or every 8 hours-then the Center will only give one dose. Children must have been on the designated medication for 24 hours prior to the Center giving the first dose.

Medications and special medical procedures will be administered as follows:

- Prescription medication must be in the original container labeled with your child's name, date, directions/instructions for administering, and the physician's name.

**NOTE: Fever-reducing medication will not be administered to mask symptoms of a contagious illness.**

- If medication is needed, the parent must sign a permission form each time (daily, if necessary) requesting the staff to give the medication to your child. The form must be completely filled out indicating the name of the medication, dosage amount, date, and time to administer the dosage.
- No medication can be administered with telephone approval.
- Parents must provide a medication cup or spoon, with the dosages clearly marked by the manufacturer matching the prescribed amount for liquid medications.
- Medication will not be administered after the stated/printed expiration date.
- Medication must not be stored in your child's backpacks. All medications must be given to the assigned teaching staff immediately upon arrival.
- Although the Tiny Treasures Daycare and Learning Center does not administer over the counter medications, an exception will be made for certain diaper-rash creams, sunscreen cream, insect repellent and similar creams and ointments. These items must be child appropriate and only applied with documented parent or guardian authorization.
- Classroom teaching staff must obtain written authorization for any over-the-counter cream, lotion, ointment, or teething tablets from the parent or guardian. The permission is valid up to six months.
- All substances must be in the original container with the manufacturer's label and not expired. The containers must be labeled with the child's first and last name. Containers will be disposed of, or returned to the parent upon expiration, in the event that permission is denied, or at the time a child is no longer enrolled in that classroom.
- If a child is found to be ill, the child will be removed from the classroom and will remain in the front office where they will be closely supervised, until an authorized alternative on the Admission's Form (if parents cannot be reached), if we feel the nature of the illness or injury is severe and the child is not picked up within one (1) hour of parent notification, Emergency Medical Service may be called, as well as the child's doctor. The parents will be notified immediately. If an injury occurs at the center, the child's insurance will be responsible for any charges occurred.

Tiny Treasures Learning Center will keep accurate emergency information for each child. These records include your authorization of who should be called in case your child is ill or injured and you cannot be reached. It is the parent's responsibility to keep these records current if addresses, telephone numbers or other relevant information changes.

Close communication can help prevent contagion to other children. We will notify you if your child has been exposed to a contagious disease. Our staff is trained to observe symptoms as well as to use prevention techniques. We will make every effort to protect the health of all of our children. State licensing requires that Tiny Treasures Daycare & Learning Center use the Communicable Disease Chart as a guide to determine length of illness, readmission criteria, and treatment which is necessary in order to

reduce the change of contamination to the children. A sick child belongs at home where he/she is more comfortable.

The child must be kept at home under the following circumstances:

- Temperature is 99.4 degrees or higher: Children with fever must be excluded from care until they are without fever and without the need for fever reducing medication for 24 hours
- Diarrhea: Children with two diarrhea stools will be excluded from care until the child has been free from diarrhea for 24 hours. This includes children who may be teething.

Other symptoms which indicate a child belongs at home are

- Vomiting
- Head Lice
- Conjunctivitis( Pink Eye)
- Infectious skin disorders, such as ringworm, an unexplained rash or than diaper rash,
- Nausea, vomiting or abdominal cramps
- Any discharge or drainage from eyes, nose, ears, or open sores.
- Any other conditions deemed necessary by the Director for the well-being of your child and the other children enrolled.

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If you believe your child is too ill to participate, he/she will probably be more comfortable at home in familiar surroundings. We do not staff the classrooms to allow one child to remain indoors due to illness while the remainder of the class plays outdoors.

Lice-We have adopted a “no nit” policy at Tiny Treasures Daycare & Learning Center. After a student has been treated with the medicated shampoo/rinse, the hair needs to be combed for nits and lice. Comb, comb and comb again. Go all the way to the scalp and comb to the tip of the hair, especially in the neck and ear areas. In some cases you may have to pull the nit off the shaft. This is a time consuming, tedious job, but it is the only way we can eliminate lice from our school and your home. Children’s scalps must be checked by a member of the administration prior to admission.

Chicken Pox: If a child develops chicken pox, the following guidelines will be followed in order for the child to return to school:

- We will need a signed doctor’s note stating the child is no longer contagious.
- All blisters must be crusted over

## **Procedures for Handling Medical Emergencies**

If your child becomes critically ill or has an injury that requires immediate attention of physician, we will:

- Contact emergency medical services or take the child to the nearest emergency room
- Give the child first aid treatment or CPR if needed
- Contact the physician identified in the child's Admission Information form
- Contact the parent
- Ensure the supervision of the other children in the group

## **Communicable Disease Information**

Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in 25TAC 97.9 (relating to Diseases Requiring Exclusion from Child-Care facilities and Schools). You can access this information from the Texas Department of Health or Licensing site.

## **Emergency/Evacuation Procedures for All Children Including Younger than 24 Months of Age, Limited Mobility, and/or Having Mental, Visual, or Hearing Impairments**

Staff members are trained in emergency procedures, including pediatric CPR and first aid. Emergency Preparedness Plans are posted in each room. If an evacuation of the building is necessary, children will be moved to the Pets Barn at 9722 Potranco. Drills are practiced monthly, or for severe weather drills, every three months.

- If a working fire, smoke or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus enter the structure. No child is to be left in the building.
- Cribs and stroller are available for helping evacuate children younger than 24 months of age, who have limited mobility, or need assistance in an emergency. This includes children with mental, visual, or hearing impairments.
- If it is determined that a building emergency is necessary all children and staff will be relocated to the Murnin Elementary School (210.397.4550). Depending on the situation they may be transported by foot, baby buggy, or crib.
- Tiny Treasures Daycare & Learning Center staff will bring the list of children in attendance and immediately contact all parents, where we will be located for pick-ups, and how soon they must pick-up their children. DFPS Child Care Licensing will be contacted by the director or person in charge during director's absence at that time.

## **Birthday Celebrations**

Parents may celebrate their child's birthday with their class. Therefore, if you wish to provide a snack item in celebration of your child's birthday, it should be arranged and coordinated with your child's teacher prior to bringing any food items into the classroom. All snacks and baked goods must be from a Health Department-inspected kitchen or commercial bakery and/or still in the original factory sealed container or box.

Parents may choose one of the items from the following suggested list or discuss an alternative with their child's teacher:

- Crackers
- 100% Fruit Juice
- Cheese
- Oatmeal Cookies
- Cereal Mix
- Angel Food Cake with Cool Whip and Fruit
- Sherbet or Ice Milk
- Sugar Free Popsicles
- Muffins
- Fruit Slices (Fresh Fruit must be whole when brought to the center-prepared on site)
- Vegetable Slices (Must be whole when brought to the Center-prepared on site)

## **Cell Phones and Cameras**

For the safety and security of the children in our Center, all parents and visitors entering the building must turn off and keep out of sight cell phones and cameras, and they must remain turned off and out of sight until they exit the building.

## **Child Abuse and Neglect**

State law requires that suspected abuse or neglect be reported so that a specialist can intervene before harm is done to your child. The Director will report or provide support for staff to report all suspected abuse including physical, verbal, emotional, sexual, and neglect as required by law.

The Tiny Treasures Daycare and Learning Center takes several precautions to ensure the prevention of abuse and neglect during center operating hours. There are always two staff members present in the Center at ALL times. The Director and/or Assistant Director will go into the classrooms several times daily, in the mornings and afternoons. Teacher staff and caregivers are also to position themselves apart on the playground so that children can be visually and audibly supervised at all times.

Parents are encouraged to discuss child abuse and neglect with the Director and/or their child's teaching staff. Because of our concern for the welfare of children, we have numerous resources on abuse and neglect available for parental use.

For more information on child abuse prevention, please visit [www.preventchildabuse.org](http://www.preventchildabuse.org)

National Child Abuse Prevention Month is held every April in order to recognize, educate, and prevent the problem of child abuse and neglect.

### **Child's Progress & Home Language**

Prior to your child attending the Tiny Treasures Daycare and Learning Center, parents are encouraged to arrange a visit with the classroom teaching staff. At that time staff will introduce your child to the classroom, clarify enrollment information. Discuss procedures, and provide a list of any items needed.

Assessment of your child's progress is ongoing. Classroom teachers observe each child and create individual plans which will enhance developmentally appropriate curriculum based on your child's strengths and areas of projected development. A collection of each child's work and a written summary of progress will be shared and discussed regularly with parents in the fall and spring.

Parent-teacher conferences will be held in the fall and spring for in-depth discussions about your child's progress. You will receive a written progress report about your child's development quarterly. However, other conferences may be held at any time to discuss problems or concerns throughout the school year.

### **Parent/Center Communication**

We encourage open and free communication as often as possible. Other ongoing communication will include monthly newsletters and written documentation, as well as parent bulletin boards and daily plans for each classroom. Teachers will communicate with families via daily sheets, phone, email, parent/teacher conferences, and quarterly progress reports. Parents are encouraged to update contact information as often as needed. Parent/Staff communication is important to providing quality care for your child (ren), therefore we will provide translation for languages other than English, if necessary, to the best of our ability. Please let your child's teaching staff know what languages are used in your home so that the program can work on dual language needs as necessary.

### **Clothing**

Children should be dressed in simple, washable clothing suitable for play. While children wear smocks during messy activities, occasionally accidents do occur. Clothing should also have easy access for toileting purposes. Jewelry can become a strangulation hazard for children (especially during climbing) and may be removed by the classroom teaching staff.

Tennis shoes are suggested as footwear since they are soft-soled and provide fairly safe footing. Children **should not** wear boots of any kind since accidental kicks can result in injury to a child or adult. Also, sandals should not be worn, as they can be dangerous while running or climbing on play structures. Open-toed shoes do not provide adequate safety during climbing, running, and riding equipment and classroom teaching staff may request that alternative shoes be worn.

The children must be able to participate in outdoor activities daily (weather permitting) including cold and hot days. Please provide appropriate clothing for cold weather days including hats, scarves, mittens, coats, ect.

Dress children in cool clothing when weather is hot, especially providing protection from the sun. Children play in shaded areas, but still need lighter clothing during warmer weather.

Children will participate in outdoor play when the temperature is above freezing.

## **Diapering**

Parents are responsible for supplying ten (10) disposable diapers per day to cover a 10-hour period. The children's diapers will be checked on a two (2) hour basis, or as needed. Staff will promptly change soiled or wet diapers. You may bring a whole package of diapers to be stored in the changing table or in children's cubbies. Each diaper must be labeled on the bottom side with your child's name. Permanent markers work well for this.

## **Guidance**

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.

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

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

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

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;



7. Subjecting a child to harsh, abrasive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## **Infant Care**

“The most dynamic and dramatic growth in your child’s entire life-physical, emotional, social and mental-will occur in the first three years of life.” (Craig T. Ramey, 1999)

Every baby is unique and young infants thrive on the warmth and caring that come from close relationships with caregivers. Our goal is to learn each baby’s individual eating and sleeping patterns, how he/she approaches new objects and people, and how he/she prefers to be held for feeding, sleeping, or comforting. Remember, parent and teaching staff communication is an essential component to quality care.

## **Infant Feeding Guidelines and Schedules**

- Staff will follow infant feeding guidelines established by the USDA Child and Adult Care Food Program (CACFP). Parents will need to provide individual feeding instructions to the classroom staff updated at least every 30 days.
- Tiny Treasures Daycare and Learning Center provides infant formula and baby food that is approved by the USDA for the CACFP. Alternatively, parents may choose to bring some or all of the required food components from home. (See “additional Information” below) Parents will be asked to complete a Parent Feeding Preference form when their child is enrolled in the infant classroom.
- Parents must provide clean bottles for feeding each day.
- Children will be introduced to whole milk and table food provided by the Center by 12 months of age. If your child needs to remain on baby food or formula after this time OR you choose to have your child eat the food provided by the Center prior to 12 months of age, a doctor’s note will be required.
- Children older than 18 months of age will not have bottles available to them while in care. Whole milk cups and table food will be provided by the Center. Due to safety concerns, toddlers will not be allowed to walk around while holding a bottle or cup.
- Tiny Treasures Daycare & Learning Center staff will accommodate special diet requests when accompanied by a doctor’s statement of health needs, allergies, ect.
- Food restrictions to religious guidelines are specifically managed according to CACFP guidelines

Additional information to parents choosing to bring infant food from home:

- Parents will supply a minimum of four (5) bottles recommended by CACFP policy or breast milk bottles for an 8-hour period until the child is one year old. The child's first name and initial of last name, as well as the current date, must be labeled on each bottle.
- Only unopened, commercially prepared infant formula/food may be brought into the center for infants. The child's name must be written on the food container along with the date it was brought to the center.
- All formula/infant food must be prepared according to the manufacture's label instructions. Solid food will not be added to bottle feedings unless a doctor's note supplies instructions and a medical reason for this.

## **Breastfeeding**

Tiny Treasures Daycare and Learning Center will provide provisions for mothers to breastfeed their infants if needed. A comfortable seat within the classroom area that enabled mothers to breastfeed her child is always available. Mothers also have the right to provide breast milk for their child while in care.

Teaching staff will implement the following Tiny Treasures Learning Center's breastfeeding procedure:

### **Ensure all bottles are labeled with child's first name, last initial, and date milk was expressed**

Step 1.- Wash your hands

Step 2.-Place bottle in crock pot

Step 3.-Check bottle to ensure it is at a safe temperature

Step 4.-Wash child's hands

Step 5.- Put on a glove

Step 6.- Feed child

Step 7.- Take off glove and throw away

Step 8.- Wash your hands

## **Infant Sleeping and the Prohibited Use of Restrictive Devices**

According to the Texas Department of Family and Protective Services Minimum Standards Rules for Child-Care Centers, infants must be allowed to maintain their own pattern of sleeping and waking periods. Tiny Treasures Daycare and Learning Center will provide crib sheets. Soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads, and comforters must not be used in cribs for children younger than 12 months of age. **Devices such as wedges or infant positioners will not be allowed in a licensed child care center due to rules established by the DFPS based on AAP research stating that use of these devices may increase the risk of suffocation. To**

**reduce the risk of SIDS, infants will be placed on their backs to sleep. Infants who are able to roll over independently are allowed to do so.** Parents of infants will be provided with the DFPS Form J-800-2550 will be provided at the time of enrollment, and a signed copy will be given to the family. Infant Products NOT for Sleeping and Keeping Infants Comfortable While Sleeping.

## **Meals/Nutrition Policy**

A menu is posted weekly on the bulletin board and copies are available for parents through email. The Tiny Treasures Daycare and Learning Center prepares and provides breakfast, lunch, and an afternoon snack for all children. Meals are served family style, creating additional opportunities for your child's social and language development. Children are encouraged to taste all foods served and are never forced to eat.

Since the foods children eat contribute to the growth, development, capacity to learn, and overall behavior, menus are nutritionally balanced according to USDA Child and Adult Care Food Program Guidelines and the Texas Department of Family and Protective Services Minimum Standards Rules for Child-Care Centers. Snacks consist of fruits, raw vegetable strips, crackers, cheese, vanilla wafers, ect. Sugary and high fat foods will be avoided, and beverages served are milk, 100% fruit juice, or water.

**If your child has any food allergies, Center staff must be notified in writing by his or her physician to include the symptoms resulting from the allergy, the remedy, and precautions to be taken. If your child requires a special diet, the Center must receive a written statement from the child's physician describing the type of diet/foods needed.**

**Special diet requirements based on religious restrictions will be accommodated with a written parent/guardian statement on the form provided in the enrollment packets.**

At least once daily, teaching staff will provide an opportunity for tooth brushing in groups where children are able to stand at the sink during this routine. This is typically 21 months old and up.

**Tiny Treasures Daycare and Learning Center does not allow home meals to be brought into the center as we are a CACFP program.**

Liquids hotter than 110 degrees are kept out of children's reach. Children are never allowed to enter our kitchen.

### **Meal times are as follow:**

Breakfast: 7:30-8:30

Lunch: 11:00-12:30

P.M. Snack: 2:15-3:15

## Menus

Tiny Treasures Daycare & Learning Center's menus are based on guidelines established by the Texas Department of Agriculture's CACFP program. Menus provide a balance of fresh fruits and vegetables, whole grains, different colors and textures. Menus are rotated on a 4 week cycle. Menus reflect children's culture and ethnic background.

## Food Allergies

Tiny Treasures Daycare and Learning Center is committed to meeting the nutritional needs of every child enrolled in our program. Tiny Treasures Daycare and Learning Center will make meal modifications to meet religious and medical needs. A doctor's note is required for all food allergies. Please speak to the Director if your child has a medical allergy.

## Nap/Rest Time

According to Texas Department of Family and Protective Services Minimum Standards Rules for Child-Care Centers, all children are required to have a rest period after lunch. Children will be provided with cots to sleep or rest upon. Your child may bring his or her own blanket, providing a restful environment will create an appropriate naptime. This includes turning off the lights, a comfortable room temperature, and soft, relaxing music. Teaching staff will give individual attention to help children fall asleep with such techniques as appropriate back rubbing, gentle back pats, stroking hair, or rubbing arms and legs.

**Children are not forced to sleep; however, all children are required to rest or sleep on their cot for at least a one hour.** Children who are not sleeping at the end of one hour may get up, go to the restroom or have their diaper changed, and choose from "quiet activities provided." Infants/Toddlers who sleep or rest in cribs will be removed from the crib for other activities when they awaken. These activities may take place in a designated quiet area in the room.

After 2:00p.m. Children can participate in "regular activities."

## **Curriculum**

In our program, we nurture children and provide early care and education so their emotional, social, creative, physical, language and cognitive development are successful. Through creative learning experiences in a safe environment, our curriculum emphasizes developmentally appropriate play experiences. Tiny Treasures Learning centers implements the Frog Street and Scholastic curriculum. Learning activities are based on Frog Street, and NAEYC curriculum standards. Teaching staff develop lesson plans with input from the children and based on their interests, ideas, and early learning needs. To help children reach their maximum potential, parental input is essential so that authentic assessments and individualized plans can be developed. The daily schedule is organized to meet children's needs for balance of active and quiet play, large and small group interactions, and indoor/outdoor activities. The role of the teacher is to:

- Respect and respond to family diversity and child-rearing practices
- Schedule daily activities
- Provide a variety of activities, materials, and equipment
- Observe, assess, and provide for individual needs
- Stimulate children’s learning by listening, questioning, giving choices, making suggestions, and allowing for a balance between child-initiated activities
- Foster creativity
- Reinforce and enhance curiosity
- Serve as a role model

The program provides opportunities to:

- Practice decision-making by selecting from a variety of learning centers
- Participate in short and long term projects that stimulate higher thinking skills
- Express themselves creatively through art, music, dramatic play, movement, and use of unstructured materials
- Develop appropriate concepts and thinking skills through the exploration of a wide variety of concrete materials and activities
- Experience warm, positive interactions with children and adults
- Verbalize feelings in a supportive, accepting environment that encourages independence and self-control
- Enjoy and participate in language experiences, i.e, conversations, stories, puppets, books, songs, and creative dramatics
- Participate in many physical activities to develop fine and gross motor skills, i.e. puzzles, beads, play dough, climbers, and balls
- Access technology that they can use themselves, collaboratively with their peers, and with teaching staff, i.e. tape recorders and microscopes.

NAEYC (National Association for the Education of Young Children)

TAEYC (Texas Association for the Education of Young Children)

SAAEYC (San Antonio Association for the Education of Young Children)

TDFPS (Texas Department of Family and Protective Services)

San Antonio CCS (Child Care Services)

## **Outdoor Learning Time**

All children, including infants, toddlers, and preschool-age children, are required to have daily outdoor play activities when weather, air quality, and environmental safety conditions do not pose a health risk. Children participate in outdoor learning activities in the morning and afternoon unless it is raining or there is a health alert issued by local weather stations that are monitored daily. This time is integral part of your

child's day. Your child will go outside even in very hot and very cold weather unless there is a local weather advisory, so please dress your child appropriately. During very hot or cold weather, precautions are taken such as shortening the amount of time your child spends outdoors, encouraging a higher volume of water intake, and providing activities in the shade. Note: Large motor activities will be made indoors if children cannot go outdoors due to weather conditions. All indoor large motor equipment and materials meet national safety standards and are supervised by teaching staff at all times.

## **Field Trips and Transportation**

The Tiny Treasures Daycare and Learning Center does not plan or provide field trips for children enrolled in the program. Children and teaching staff may participate in nature walks around the Center, but will not be mixing with other adults or children who are not from the Center. Volunteers to meet DFPS required ratios for walks can include parents or family members, students from the local high school or other approved Tiny Treasures Daycare and Learning Center volunteers that meet DFPS rules. The center does not provide any type of transportation or travel to any child while in direct care of center staff during business hours.

## **Potty Training**

Learning to use the toilet can start when a child has:

### **Physical Ability**

- Is able to walk
- Wakes up with a dry diaper on a regular basis
- Can control the muscles that hold and release the bladder and bowels
- Can take underwear off and put them back on

### **Mental Ability**

- Understands the body's signals for needing to use the toilet
- Can communicate the need to use the toilet
- Understands what is expected (the child understands when to go, what to do, and where to do it)

### **Social/Emotional Ability**

- Can express needs (the child expresses discomfort when he/she has a soiled diaper and can tell you)
- Wants to learn to use the toilet

Children will not be forced or bribed to use the toilet. When you feel your child is ready to take that step, it will be necessary to discuss it with the classroom teaching staff. The most effective way to transition your child is to bring extra under pants along with the plastic liners to go over them to prevent their clothing and the environment from becoming soiled. Accidents are to be expected along the way and you will need to bring extra clothes for your child. Remember that this is a process!

## **Supply Needs**

- Each child will be required to have two (2) complete sets of clothing appropriate for the weather (including one (1) pair of shoes) for emergency changes as needed. Clothing must be labeled with your child's first and last name.
- All classroom supplies and materials will be provided by the Tiny Treasures Daycare and Learning Center.
- No toys should be brought from home, unless specified by the classroom teaching staff for a planned activity. These items can create problems among children throughout the day and can be lost or stolen.
- Children need to bring a labeled, age-appropriate toothbrush in a plastic toothbrush container for appropriate dental hygiene
- All items brought from home should be labeled with your child's name

## **Licensing**

Copies of the Minimum Standards Rules for Child-Care Centers as set forth by the Texas Department of Family and Protective Services are available to parents for review by request from the administrative.

Parents may review the Centers most recent licensing report. It is posted on the bulletin board located in the front foyer area.

Parents can contact the Texas Department of Family and Protective Services at:

Child Care Licensing

3635 S.E. Military Drive/PO Box 23990

San Antonio, Texas 78223

(210) 337.3399 (or) (210) 863.5699

## **Web Site**

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Licensing/](http://www.dfps.state.tx.us/Child_Care/About_Child_Licensing/)

## **Child Abuse Hotline**

1.800.252.5400

This information is also posted on the Center's Information Bulletin Board.

## **Gang-Free Zone**

Under Texas law, 1000 feet surrounding a child care center is a "gang free" zone. Parents can find more information about this law and the requirements by reading the posting on the Center Information board located in the front foyer area.

## **Consumer Product Safety Recalls**

For your convenience and safety, please review the web site for recalled products. There are also posted in the front foyer area. The web site is [www.cpsc.gov](http://www.cpsc.gov)

## **Child & Adult Care Food Program Nondiscrimination Rules'**

Nondiscrimination statement-"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## **Complaint Filing Procedures**

Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1.866.632.9992, 1.800.877.8339, 1.800.845.6136

(Spanish Speaking Assistance). USDA is an equal opportunity provider and employer



## Parent Policies Handbook Receipt Form

2017-2018

I \_\_\_\_\_, have received a copy of the 2017-2018 Parent Policy/Procedures' Handbook, for the Tiny Treasures Daycare and Learning Center. My child's enrollment in the center indicates my agreement to abide by the articles in this policy handbook. I fully understand all Registration, Supply, Weekly Tuition, CCS Monthly Co-Payments, Camera, and Drop-In Fees are 100% Non-Refundable.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Name(s) of Children Enrolled: \_\_\_\_\_

\_\_\_\_\_

**SIGN AND REMOVE THIS PAGE AND RETURN TO THE TINY TREASURES LEARNING CENTER OFFICE**

Sign and remove this page and return to the Tiny Treasures Daycare and Learning Center Office



