

**Calvary Kids  
Development Center  
Parent Handbook**

# **Calvary Kids Development Center**

## **Contact Information**

**5700 Manchaca Road #260**

**Austin, TX 78745**

**(512) 576-5433**

## **Hours Of Operation**

**6:30am-6:00pm**

## **Age Groups**

**18 months to 4 years old**

## **Director**

**Brenda Garrett**

**Calvary Kids Development Center follows all policies outlined in the Texas Minimum Standards for child care centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. If you have any concerns, please do not hesitate to contact the Director.**

**To obtain a copy of the Minimum Standards, you may visit: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)**

**A copy is also available in the office for you to review.**

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## Center Closings

Good Friday

First Friday in May

Memorial Day

Fourth of July

Labor Day

Thanksgiving (2 days)

Christmas Break (1 week)

New Year's Day

Any Staff Development Days

Note: In some cases, if the holiday falls on a Saturday or Sunday, the center may close the day before or day after the holiday. You will be updated on each year's holiday schedule.

## ADMISSIONS

Tour the Center & meet with the Director.

Meet with the Director to discuss the philosophy of the Center, and go over any questions or concerns.

### Parent Handbook

You will receive a copy of the Parent Handbook. Please read and then sign the registration form indicating you have read and understood the handbook. If there are any amendments you will be notified in writing.

### Registration Form

Please fill out and return a signed registration form to the Center.

### Tips For Making The Transition

Prior to your child's first full day of attendance, we encourage you to visit the Center and bring your child with you. This "peek visit" will give your child an opportunity to meet their teachers and classmates.

Be sure and let your child's teacher know what kind of child care your child has received in the past. It would be helpful for us to know if they've never been in a child care setting before.

If at all possible, we suggest that your child's first day of attendance be limited to one half day. If half a day is not possible, then it's good if you can limit the amount of time as much as possible.

Please feel free to bring a comforting item from home for your child. It could be a favorite teddy bear or doll.

For the first week or two, please leave plenty of time for you to drop your child off in the mornings. Not being rushed will spare your child the added stress of having to "hurry-up". However, we also ask that you don't over linger in saying goodbye. Prolonging the inevitable will only add to your child being upset.

Resist the temptation to sneak out the door the second your child looks the other way. Your child may conclude that you're likely to sneak out again. This fear can lead your child to become extremely clingy, and undermine their trust in you.

When leaving the Center, keep a smile on your face, even if your child is crying, and reassure them that you will be back again at the end of the day. Of course, you also want to validate your child's feelings by letting them know that you understand that it's tough to say goodbye (you'll miss them too!), but that you will be back to pick them up at the end of the day.

Avoid making other changes to your child's routine while they're getting used to a new child care arrangement. That may simply be too overwhelming for them.

Please feel free to call the Director, Brenda Garrett, at (512) 576-5433 for an update on how your child is doing.

## **CENTER SAFETY & SECURITY**

For security reasons, we ask that you sign your child in upon arrival and departure times.

On your registration form, you will be asked to provide a list of authorized persons who may pick-up your child. Please ensure that everyone on your list knows that they will be required to provide proper photo identification before we will release your child to them.

For the safety of your child, we ask that you please personally escort your child while you are inside the building. Upon entry to the building, ensure a staff member is aware of your child's arrival. Please do not drop your child off and assume they will find their way to class. Again, we will only release your child to an authorized pick-up person. Once you sign your child out, they are released to your care.

## **Medication Authorization Form**

Center staff will only administer prescription medication that is accompanied by a Doctor's note. All administrations of medication will be logged.

## **IMMUNIZATIONS**

Please submit your child's immunization record prior to their first day of attendance. To be admitted, a child must be current on their immunizations.

## **ILLNESSES**

By law, we are unable to accept any child with a diagnosed communicable disease (measles, mumps, chicken pox, etc.) or obvious acute illness. Please do not send your child to the Center when they are sick or have signs of possible contagious illness.

## **Exclusion And Re-Admission To The Center**

Children who are ill should not attend the Center. The most common standards for exclusion are:

- Illness that prevents the child from participating in child care activities including outdoor play.
- An illness that results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- A temperature of 100 degrees.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea and vomiting.

If a child becomes ill while in our care, we will contact you immediately. We will care for the child apart from the other children with proper supervision. To avoid passing the illness to others, we will give extra attention to hand washing and sanitation practices. We ask that you pick up your child within 1 hour of notification.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to you when your child is picked up at the end of the day.

## **Emergency Medical Attention**

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911. You will be notified. If you are unavailable, the individuals whom you have designated as emergency phone contacts will be notified. Your child will have an emergency medical release form on file in case of such an emergency.

## PARENTAL INVOLVEMENT

### Open Door Policy

At the Calvary Kids Development Center, we have an open door policy. We view parents as the single most important person in a child's life (Ephesians 6:2). And, as such, parents are ALWAYS welcome to visit the Center, whether it's just to observe, to have a window of time with your child, or to participate in your child's activities.

Center play is a wonderful time to interact with your child in the classroom environment. Schedules are posted so that you can know when Center play occurs.

Parents are welcome to observe in your child's classroom at any time.

### Parent-Teacher Communication

We have many forms of communication with parents. Listed below are a number of ways we can be in communication with each other.

1. Pre-enrollment Conferences. When you enroll your child, the Director will give you a tour of the Center and answer any questions you may have. At this time, you may share any concerns about your child with the Director. Please also let us know of any medication, behaviors or circumstances that we may need to be aware of concerning your child.
2. Daily Written Reports. Notes are made for the parents about the child's food intake, elimination, sleeping patterns, projects, and general behavior.
3. Daily Notes Or Discussions. Please feel free to communicate directly with your child's teacher as you come in. Please let us know if something has happened that may affect your child. For example, please let us know if they have had a bad night's sleep, if they have been ill

recently, or if something upsetting has happened in their life. Conversely, we will communicate with you about your child's day. Whether the child ate normally, slept well, was out of sorts, if they had an unusual bowel movement or any other unusual behavior, etc.

### HAPPY BIRTHDAY!!!

If you would like to do something special for your child's birthday, please feel free to do so. You are welcome to bring a "store bought" special birthday or holiday treat as long as there is enough for everyone in your child's class. Please check with your child's teacher to identify any possible allergies.

### Meals

The Center is a "nut free" zone due to children having possible nut allergies.

### Snack

The Center will provide two snacks for your child: one in the morning and one in the afternoon. All snacks are prepared in accordance with the State Of Texas Licensing Requirements.

### Lunch

The Center will not provide lunch for children. The parent of each child is responsible for their child's lunch on a daily basis. Please note: it is the responsibility of the parent to provide for the nutritional needs of their child.

Like adults, we realize that children have different likes and dislikes when it comes to food. Children will be encouraged to eat, but never forced to eat.

All allergies will be posted in the classroom, so you will need to provide us with information about the allergy and such as what to do in the event your child ingests the problem food.

## NAPS

Young children need their rest! Children will have a naptime daily following the afternoon meal not to exceed 2 hours.

A quiet activity will be available for each child who is awake after resting or sleeping for one hour until the nap/rest time is over for the other children.

The Center will provide napping mats. Please provide a clean sheet and blanket. If your child is two years or older, you may also supply a pillow for your child to use. The blanket, sheet, and pillow should be taken home on Fridays to be laundered and returned on Mondays.

## Clothing & Personal Belongings

Each child has a cubbie for storing personal belongings. We ask that you please bring a zip lock bag for your child's extra clothing and other belongings. Please be sure and put your child's first and last name on items left at the Center.

If your child is being potty trained, please be sure and send clothes that are conducive to successful training. Please avoid clothes like overalls and onesies that are difficult for the teacher to take off and put on in a timely manner.

## PLAYTIME

We are an early childhood learning center, so we might get messy. Please do not be upset if your child's clothes get a little dirty. Please dress your child in play clothes.

## Outdoor Play

We also believe children need to be able to run and enjoy the outdoors! To aid children in their muscle development, will be using the Garrison Park playground located at 6001 Manchaca Road, Austin, TX 78745. The playground at Garrison Park is maintained by the Austin Parks

And Recreation Department. Therefore, Calvary Kids Development Center is not responsible for the maintenance of this playground. We will use a van approved by the Texas Department Of Family And Protective Services to transport the children to and from the Center. It is the staff's highest priority to keep the children safe during our outdoor playtime. We will load the van at the Center and drive the children to the park. Upon arriving at the park, we will unload the children, counting each one to ensure that each child has exited the vehicle safely. Once all the children have been accounted for, we will proceed to the playground area.

While at the playground area, the Center staff will instruct children where the play area is with the playground equipment. The children will be instructed to remain in designated areas only. The staff will supervise the area closely and redirect the children as needed. Any equipment prohibited by DFPS will not be used during outdoor play. The staff will offer constant supervision of this area and redirect children to other areas of the playground to ensure their safety.

At times, we may be using the playground along with non-center children and their families. Again, safety for our children is our highest priority. The Center staff will keep close supervision of our children so that there will be no contact with non-center children and adults.

If any situation arises that is not safe for our children, will leave the park immediately. Also, the Center will call 911, DFPS, and parents to inform them of the occurrence.

The Center staff is responsible for implementing all aspects of this plan to ensure the safety of our children. This plan will be in effect each time we visit the playground area for our outdoor play. If you have any questions or concerns, please call the Center at (512) 576-5433.

To prevent injury, as well as to encourage running/activity, we ask that you provide a pair of sneakers for your child's outdoor play. Please also bring an extra set of seasonal clothing for your child. The extra clothes should include top clothes, socks, and underclothes.

### Guidance & Discipline

The Center will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Our Guidance And Discipline Policy begins with the staff at the Center. God's standard of love is the same for adults as well as for children. For example, 1 Corinthians 13 says that love is patient and love is kind. If we expect children to be patient and kind, we need to be patient and kind as staff members. The standard to which we hold our children is the same standard we must adhere to ourselves. Children can see right through hypocrisy. In order to gain a child's respect, we must live out God's word in honesty and in integrity.

1 Corinthians 13:4-7 lays the framework for our Center's rules.

4Love suffers long and is kind; love does not envy; love does not parade itself, is not puffed up; 5does not behave rudely, does not seek its' own, is not provoked, thinks no evil; 6does not rejoice in iniquity, but rejoices in the truth; 7bears all things, believes all things, hopes all things, endures all things.

The following are some common issues related to children's behavior and how we will address them as a teaching staff:

There needs to be discernment in working with children. Children are youthful, bubbly, full of life, and VERY playful. At times, the playfulness can get out of hand. As adults, it's important for us to discern the difference between childish actions, which are the result of a child simply acting in accordance with their youthfulness, and actions which result from a

child who is not abiding by the class rules. For example, a child who is simply being childish may get so involved in a game that they forget to monitor the level of their voice to an indoor voice. After the child is asked a few times to use an indoor voice and the child refuses, then the child has transitioned from being childish to refusing to abide by the class rules. There are no consequences for a child who is being childish, they're simply acting in accordance to their age. However, for a child who is refusing to abide by the class rules, there are consequences for their actions. In our scenario, perhaps the child needs to find something quieter to do for a little while. And then, because we always want to give the child hope and not dishearten them we say, "Let's try this game again later when you're able to use your inside voice."

### TIME OUT

When a time-out is needed, the acceptable amount of time is 1 minute of time out for each year the child is old. For example, a 2 year old child in need of a time-out will have a time-out not to exceed 2 minutes.

### FRUSTRATION TANTRUMS

Tantrums are another area needing discernment. There are times a child may be trying to do something for which they are not capable of doing. For example, perhaps a child is lining up some blocks, but they keep toppling over. The child gets frustrated and starts to cry and act out. In this case, our intent as teaching staff is to work with the child to learn to ask for help rather than to act out.

### TEMPER TANTRUMS

Temper tantrums are different. They occur when a child becomes angry because they didn't get their way and they act out by throwing themselves on the floor, crying, and hitting things. Once the child has settled down, a staff member will talk to the child to determine why the child was so angry and talk about other

acceptable means of communication (i.e. 1 Corinthians 13:5, love does not behave rudely, and love does not seek its own). And we will restore the child to the classroom in love.

### PATTERNS OF BEHAVIOR

We all have “behavioral issues.” It’s when the “behavioral issues” become a pattern that there’s a problem. Proverbs 20:11 says, “Even a child is known by his deeds, whether what he does is pure and right.” In other words, each one of us builds a reputation by the patterns of our deeds. Even children exhibit a pattern in their deeds, whether what they do is right or not. Please understand that the Center in no way views itself as the parent in the life of the children. If we see a pattern of behavior development within a child that we believe is harmful to them, we will immediately seek to work the issue out in a constructive manner between the Director, the parent, and the teacher. 1 Corinthians 13:7 addresses the issue of patterns in our children best when it says, “love bears all things, believes all things, hopes all things and endures all things.” When you love someone, you strive and sacrifice for their best. If we see a pattern of behavior in your child, we will not gossip about you or your child, we will not think the worst about your child, and we will commit to pray alongside you for your child.

### BITING

We believe there are many factors that contribute to toddler biting. Some include: 1) putting too many children in a room, or 2) having too many children to one teacher. At the Center, we will do our part by keeping the state mandated child/teacher ratios. However, some children go through a phase where they just bite regardless of what we do as a Center. Each biting incident will be dealt with on an individual basis.

If a child continues to pose a danger to children or staff, the Center reserves the right to terminate care of the child. We will implement a

3 strikes policy. After the third time a child bites a child or staff, the Center has the right to terminate care of the child.

### REPORTING CHILD ABUSE AND NEGLECT

The Center staff is required by law to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, neglect or exploitation.

The Texas Abuse Hotline phone number is 1-800-252-5400. The local Department Of Family And Protective Services phone number is (512) 834-3195.

Unless recommended by CPS or the police, Center staff members may not notify parents when the police or CPS is called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

The parent of a child has the right to review the Minimum Standards for child care centers at any time. The Minimum Standards book is located in the office at the Center.

### Emergency Preparedness Plan

In the event of an emergency, the first responsibility of our staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers. When moving children, children younger than 24 months with limited mobility will either be guided by holding the hand of a staff member or carried by a staff member to the designated location.

### Inclement Weather

In the event of inclement weather, children will be escorted to the women’s restroom located in the middle of the child care building. We will escort by means of walking the children to the

restroom and will remain there until the inclement weather has cleared.

Closings of the Center due to inclement weather will follow AISD closings.

### Evacuation

In the event that the Center must be evacuated, the children will be relocated to the annexed youth room located at 5700 Manchaca Road Suite #330. This room is adjacent to the Center building. The youth room phone number is 512-576-5433. The children will be relocated to this room by walking with the staff in an orderly manner. The staff of the Center will account for children using a numbering system. The staff will communicate with local authorities, parents, and DFPS by cell phone when this plan is implemented.

Also, the Director will assign to a specific staff member the task of transporting the essential documentation on each child to the annexed youth room. These documents will include parent and emergency contact telephone numbers for each child in care, authorization for emergency care for each child in care, and the child tracking system information for the children in care.

### Gang Free Zone

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. The Center is a **GANG FREE ZONE**.

### TUITION REQUIREMENTS

The tuition for the Center will be determined on an individual basis.

If the guardian is late picking up their child, the late fee will be \$10 each minute after 6pm.

### WITHDRAWAL POLICY

As a courtesy, we ask that you provide a two-week written notice of your intent to withdraw your child from care to the office. The notice should include the current date and the last day your child will attend. If a child is absent for two weeks without proper notification, we will assume you have withdrawn your child.

Calvary Kids Development Center does reserve the right to discontinue service with or without cause and with or without notice.