

Holy Covenant Child Development Center



PARENT HANDBOOK

2021-2022

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www.holycovcdc.org

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I. School Calendar

2021-2022 SCHOOL CALENDAR

September 2	Find Your Room Day
September 7	Classes Begin
October 11	KISD Inservice Day (School Closed)
October 18-21	Fall Pictures
October 25-28	Fall Parties
November 1-12	Phone Conferences
November 15-18	Thanksgiving Feasts (Preschool only)
November 22-26	Thanksgiving Holiday
December 6-9	Preschool Christmas Programs 1:30-2:15
December 13-16	Christmas Parties
December 20-Jan 3	Christmas Holidays
January 4	Classes Resume
January 17	KISD Holiday -MLK Day (School Closed)
January 31-February 10	Registration for 2022-2023 School Year
February 3	Teacher Training (School Closed)
February 8-10	Valentine Parties (T, W, TH classes)
February 14	Valentine Parties (Monday classes)
February 21	KISD Holiday (School Closed)
March 14-18	Spring Break
March 26	Family Fun Day
April 4-8	Spring Individual and Group Pictures
April 11-14	Easter Parties and Egg Hunts
April 22	Parent Conferences
April 25-28	Teacher Appreciation Week
May 17-18	4 year old and Transition Graduation
May 19	Last Day of School

II. General School Information

OUR GOALS

To provide a stress-free environment that supports initiative, creativity, autonomy, and self-esteem.

To help children grow in faith by demonstrating God's unconditional love and acceptance in our attitudes and actions.

To provide learning experiences based on current child development theory.

To provide opportunities for children to learn about fairness, independence, cooperation, trust, self-control, empathy, sharing and kindness.

To allow children to explore and be actively involved in their world while pursuing their own interests and creativity.

OUR PHILOSOPHY

Helping God's children color our world.

Holy Covenant Child Development Center was established as an outreach ministry of Holy Covenant United Methodist Church to provide an opportunity for toddler and preschool children to work, play, and learn in a loving, and happy Christian environment. The church and school share a common philosophy of meeting the needs of children through the power of Christ.

CDC ADVISORY BOARD

Holy Covenant Child Development Center is governed by an Advisory Board. This board meets monthly to discuss the business of the school. The board is made up of Holy Covenant church members.

GANG FREE ZONE

By order of the State of Texas Legislature, the area around Holy Covenant Child Development Center is designated as a "Gang Free Zone". More information about this state law is posted on the bulletin board outside the CDC office.

TEXAS STATE MINIMUM STANDARDS

A copy of the Texas State Minimum Standards for Child Care Centers is available in the CDC office for your review at any time. We also post our center's most recent Licensing Inspection Report on the bulletin board outside the CDC office for 90 days after the inspection. Information about this facility is also available on the Texas Department of Protective and Regulatory Services website at: www.tdprs.state.tx.us.gov. The Child Care information line at 1-800-862-5252 also has information about local licensing offices. To report child abuse, use the toll-free Child Abuse Hotline number 1-800-252-5400 available 24 hours a day.

STATEMENT OF INCLUSION

Holy Covenant CDC is a ministry of Holy Covenant United Methodist Church and an outreach to the community. All programs are open to all children, regardless of race, nationality, creed, or physical abilities (where possible).

CHILDREN WITH DISABILITIES

Holy Covenant CDC will accept children with disabilities if we can meet the needs of the child. We are limited in funding for additional staff that might be required or special training or equipment. There may be situations in which we cannot meet the needs of some children. In this case we will try to make suggestions for an alternate school environment. We will handle each child on a case by case basis and will consider tuition refunds when a placement does not work out. The Advisory Board will make the final decision in all cases.

RELIGION

Our school offers many opportunities for spiritual development. Children participate in Chapel once a month where stories about God's love, His creation, and His Son are shared. Children experience the joy of prayers, songs, Christian holiday celebrations, and celebrations of birthdays and the birth of new siblings. Each day children participate in prayers and blessings in the classroom at snack and mealtime. Much of what is learned about faith and religion at this early age comes from the modeling of the adults in the child's life. God's love is continually shared with each child through all those with whom he or she comes in contact throughout the day at school.

PRAYER CIRCLE

Our CDC staff has a prayer circle twice a week a few minutes before school starts. Usually the days are Tuesday and Thursday but they may vary. We would be glad to lift up any prayer concerns that you have during our prayer circle. Just give your concerns to your teacher or one of the office staff.

PHYSICAL ACTIVITY

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 20 minutes of moderate to vigorous active play each day. This physical activity is a combination of indoor and outdoor play.

Preschool and Transition children will participate a minimum of 20 minutes of moderate to vigorous active play each day. This physical activity is a combination of indoor and outdoor play.

In the event of bad weather, physical activity will take place in the classroom or Covenant Hall

GRIEVANCE PROCEDURES

Any grievances should be brought to the attention of the director. Every effort will be made to resolve problems and issues related to the children, the school, and the staff, while giving the best interest of our children the utmost importance. In the event of a lack of agreement between a parent and the CDC staff, the director will ask the CDC Advisory Board, “the board”, to arbitrate and will abide by their decision.

GROUNDS FOR REMOVAL FROM THE PROGRAM

Occasionally it may become necessary to remove a child from our program. Children may be removed from the program for the following reasons:

1. If the child is abusive to our teachers or the other children in our program.
2. If the child’s parent or guardian is rude or disrespectful to our staff or uses profanity in our school building or on our school grounds.
3. For non-payment of tuition.
4. If the parent has excessive late pick-ups.
5. If it is determined by the director that the child has a developmental delay or medical issue that we cannot reasonably accommodate.

If the director decides that a child should be removed, the pertinent information will be taken to the Advisory Board for a final binding decision. If a child is removed for any reason other than #5, advance May tuition will be forfeited. If the child is removed before the end of a month, any remaining tuition already paid will also be forfeited. Registration and supply fees are not refundable.

We are a developmental preschool and we can provide a learning environment for many children with developmental delays. If a delay is suspected, Holy Covenant CDC reserves the right to request a formal professional diagnosis in order to better serve our students. The parent will be notified and referred to ECI Project Tyke if the child is an infant or two-year-old or to the child’s school district if the child is three years of age or older for an evaluation. In certain instances, the director may decide that a child requires an extra aide to “shadow” them throughout the school day in order for us to provide services. This aide must be provided at the parent’s expense.

If the child is removed because we cannot meet the developmental or medical needs of the child, advance May tuition and partial month tuition will be refunded. Registration and supply fees are not refundable.

II. Admission Procedures

REGISTRATION PROCEDURES

Open registration for Holy Covenant CDC takes place in February of the previous school year. At that time, enrollment forms are available along with a form to specify your choice of class for the next school year. After an open enrollment period of about 2 weeks, we have a registration draw. We draw our current students and church members first, and then we draw from public registration forms for any classes that are left. After the draw, registration fees are due to hold your placement.

We also take registrations for the current school year anytime during the school year if spots are available.

Registration dates for the 2022-2023 school year will be posted on the CDC calendar on our website www.holycovcdc.org.

Our class sizes are set for each class and our ratios are well below the state limits. We reserve the right to change the class size with CDC board approval for staffing purposes.

FORMS

Enrollment forms are available online after April 20, 2021. They include the following forms:

Student History/Medical History (2)

Child Release Authorization (3)

General Policies (4)

Permission Form (5)

VIPS (6)

Hearing and Vision Permission for 4 & 5-year-olds (7)

Physician's Statement (8) **Must be signed by your doctor and have the child's immunization record from the doctor attached. This form must be dated after June 1, 2021 and is due by August 18, 2021. Late forms will be assessed a \$25 late fee.**

All forms except the physician's form must be completed and returned by May 5, 2021.

May 2022 tuition must be paid in advance also by May 5, 2021.

RECORDS UPDATE OR POLICY CHANGES

If during the school year any of your information changes such as your address or phone numbers, please come by the office and fill out a record update change form. If any of our policies are changed during the school year, you will be notified in writing and you must sign a form stating that you have received the notification.

PROCARE INFORMATION

Prior to the beginning of the school year, you will receive an invitation to the ProCare App. You will need to accept the invitation and set up an account. This app can be used to communicate with teachers and the office staff, receive pictures and information about your child's day, and make payments.

IMMUNIZATION NOTICE

Your child must have an up to date immunization record in order to attend our program. **We do not accept the affidavit from the State of Texas.** In some cases, with board approval, we will accept children who have delayed an immunization because of a reaction to the immunization or for other medical reasons. This must be approved by the CDC Advisory Board before the child can attend school. The CDC board meets once a month. For more information contact the CDC director at 281-579-8687. This is a policy that has been set forth by the CDC Advisory Board to keep our children safe and healthy.

IMMUNIZATION RECORDS

The physician's form (8) **with your child's immunization record attached** must be turned in with complete immunization records before your child can attend school. Forms are due no later than August 18, 2021 and must be dated after June 1, 2021. Late forms will be assessed a \$25 late fee. You may bring your doctor's form in to be checked or you may mail in your form. There will be a drop off basket in the front church office. We will notify you by email if your form has any problems.

If your child's birthday falls between August 1st and September 7th (the beginning of school) and your child has a doctor's appointment after August 18th, you have until Wednesday, September 1st to turn in your form. To avoid the late fee, you must **email us** (Please do not call) by August 18th at ccddirector@hckaty.org and let us know that your child has an appointment between August 18th and September 7th. Your child may not start school without a complete physician's form including current immunizations.

If your child has a birthday after school starts you must still turn in your form with a current immunization record attached on August 18th. You would then update your child's immunization record after his/her yearly appointment. Do not wait until August to try and get your doctor to fill out the doctor's form because you may not be able to get an appointment. Do not wait until the first day of school to bring in your doctor's form and shot record because your child will not be allowed to attend class until the record has been checked. Your child must have complete immunizations to start school. **No child may attend school without an up to date immunization record and a signed and correctly dated doctor's form.**

III. Financial Procedures

TUITION

Tuition is due monthly on the **first** of the month and is late if not received by the **fifth**. A \$10.00 late fee will be charged for tuition received after the fifth of the month. If tuition is not paid by the **fifteenth** day of the month, this will be grounds for dismissal of the child. If you need to pay your tuition later than this date, for example you get paid on the 15th, you may start making payments in August in order to get ahead in your tuition payments.

If paying on our ProCare App, tuition will be paid either by credit card plus a 2.75% fee or by ACH withdrawal with a \$.75 fee. This app can be downloaded on your computer, tablet or cell phone. To avoid a fee, we will also accept checks from your bank through your bank's bill pay. We will accept personal checks or cash in the CDC office. Make sure if you use this method that you date it early enough so the check will get to us before the 5th of the month. If your check arrives after the 5th, late fees will apply.

September tuition is due the first week of school and January tuition is due the week we come back from Christmas break. It will be late the 2nd week.

Full monthly tuition is required of all children in all programs, regardless of the number of days or hours missed due to illness, holidays, or other reasons. No tuition breaks will be given to children who leave early or come late in order to attend another program.

May 2022 tuition is due by May 5, 2021 for all students. Students who register after August 3, 2021 but before school starts will pay May 2022 tuition at the time of registration. Registration and supply fees are paid at the time of registration and are non-refundable. Advanced May tuition is also non-refundable.

WITHDRAWAL PROCEDURES

If for any reason you must withdraw your child from our program, please write us a letter of notification or send us an email at ccddirector@hckaty.org. This letter or email should be dated and specify the last day your child will attend class.

IV. Arrival and Dismissal Procedures

DAYS AND HOURS OF OPERATION

Holy Covenant CDC follows the KISD school calendar, with a few exceptions. The CDC will begin the Tuesday after Labor Day and will end the third week of May. We will also close our school for one day in late January or early February for our teachers to attend training. In addition, we will be closed the entire week of Thanksgiving. If KISD has an early release day on a CDC school day, we will be closed.

All of our classes meet from 9:00 a.m. to 2:30 p.m. **All children must be out of the room by 2:30 p.m.** The doors of the school are locked between the hours of 9:00 am and 1:45 pm.

CLOSURE POLICY

If KISD closes for any reason, we will do the same. If KISD is delayed for any reason, we will be closed. If KISD decides to release early we will release our students 45 minutes before KISD elementaries release. There are no make up days due to illness or other reasons and no refunds.

If Holy Covenant CDC has to close due to reasons beyond our control, that are not already outlined in this policy, there will be no make up days and tuition will not be reimbursed.

PANDEMIC POLICY

Adjustments will be made to the current Pandemic Policy and are subject to change as changes are made by the Department of Health and Human Services and Child Care Licensing.

ARRIVAL AND DISMISSAL

School begins each day at 9:00 a.m. **We will not unlock the doors until 9:00 am.** The doors will be locked at 9:30. If you arrive after 9:30 for drop off, please call the HCCDC office.

Parents may begin picking up at 1:45p.m. **All children must be picked up by 2:30 p.m.** Late fees are assessed for pickup after 2:30. A \$10.00 late pick-up fee will be assessed for every 15 minutes, or any part thereof, until the child is released. If you are picking up late, come to the CDC office to retrieve your child. After the 3rd late pickup, the Advisory Board will be notified. **Excessive late pickups may be grounds for dismissal from school.**

If you need to pickup your child early, please call the HCCDC office.

PARKING PROCEDURES

When picking up your children, park only in marked parking spaces. Do not park along the curbs or in between the yellow lines of the incoming traffic lane. Please **DO NOT** park your car under the carports.

Cars parked under the carport block the entrance and create a hazard for people walking into the building. Also, when driving into and out of the parking lots, watch for our little ones and **drive slowly**. Do not exceed 10 mph in our parking lot. When walking your child into the building, **always** hold your child by the hand! **DO NOT leave children unattended in a parked car.**

V. Classroom Curriculum

CURRICULUM

The developmental program offered here at Holy Covenant CDC recognizes that children learn better by being actively involved in their world. Activities are planned to meet the children's needs and stimulate learning in all developmental areas. Each teacher plans activities that are designed to fit her individual age group. The classrooms are set up in learning centers, which allow the children to select from several activities. The teachers present a variety of unit studies throughout the year and provide multiple hands-on experiences to help the children learn about each subject area. Children will enjoy puzzles, books, songs, blocks, sand and water play, puppets, science and cooking. A music teacher and a gross motor teacher will provide additional learning opportunities for the children. Our Preschool uses the Handwriting without Tears Curriculum.

Learning concepts such as numbers, letters, colors, and shapes are introduced through learning games, puzzles, and circle time. Encouraging listening, following directions, and sequencing develops reading readiness skills.

Art activities are a natural form of expression. The children are provided with a variety of art mediums, allowing them to use their imagination and to create. The **process** of creating, not the "end product," provides the child with the learning experience. Often children must "warm-up" to getting their hands into paint, glue, etc. All children will be encouraged to participate in art activities; however, the child will be allowed to decide if he wants to participate.

We love to have parents share their professions, hobbies, or culture with the children. If you have a special interest in one of the unit studies your child is studying, please let the teacher know!

STAFF

We believe that the most important asset of our school is the quality of our teachers. All staff members are experienced in working with young children and participate in a continuous program of in-service, workshops and training sessions. All teachers go through classes to be CPR and First Aid certified. All teachers are fingerprinted and must pass a criminal background check.

VI. Classroom Information

CONSECUTIVE DAYS

The preschool program at Holy Covenant CDC is scheduled in consecutive day blocks (i.e.: Monday/Tuesday or Wednesday/Thursday). Current studies in Child Development indicate that children adjust more quickly in a consecutive day program and benefit from the continuity of the program. Consecutive days allow the teachers to carry over activities without having to review with the children each time they return to class. Our experience with consecutive days has been very positive and Holy Covenant CDC will continue to offer consecutive day scheduling to parents selecting a preschool for their children.

WHAT TO BRING TO SCHOOL

What to bring to Mother's Day Out

BEGINNING OF YEAR:

- One box of Kleenex
- Three unopened containers of baby wipes
- Two canisters of Clorox Disinfecting Wipes

DAILY:

- Your Holy Covenant CDC bag given to new students at registration. (Replacements are available for \$5 in the CDC office.)
- A lunch with a drink. (All food should be ready to eat, no cutting up or re-heating)
- A snack in a Ziplock bag labeled with your child's name.
- (2) complete changes of clothing, (including socks) in a gallon sized Ziplock bag and sufficient disposable diapers for the day
- **One body size pillow case** for the provided nap mat (with the exception of the fish and otter classes), a small blanket, lovies, and pacifier as needed for nap time. Please bring only what is necessary.

What to bring to Preschool

BEGINNING OF YEAR:

- Two canisters of Clorox Disinfecting Wipes
- One pencil box 8.5" x 5"
- One package of washable markers
- One pack of 24 crayons
- One pair of child size scissors
- One highlighter (fours and transition only)

DAILY:

- Your Holy Covenant CDC bag given to new students at registration. (Replacements are available for \$5 in the CDC office.)
- (2) complete changes of clothing, (including socks!) in a gallon sized Ziplock bag.
- A lunch with a drink. The lunch should be ready to eat, no cutting up or re-heating.
- A snack in a Ziplock bag labeled with your child's name.
- All three year old class need a **body size pillow case** for the provided nap mat, a small blanket, and a lovie for naptime.
- Four year old classes do not nap.

WHAT NOT TO BRING TO SCHOOL

It is very difficult for a young child to share a favorite toy brought from home, therefore, we ask that toys be left at home. Some classes will have regular "Show and Tell" days. Your child's teacher will let you know when "Show and Tell" is planned.

Guns, swords, knives, and other war toys are not allowed in our school -- even on "Show and Tell" days. Please do not allow your child to bring money or wear good jewelry to class. No sleep sacks are allowed in our classes.

TOILET LEARNING

Children are not required to be potty trained to participate in our preschool program. We understand that all children do not develop at the same pace; therefore, we realize that each child will go through the potty-training process differently. Teachers work closely with the parents to ensure that through patience, and loving guidance their toileting goals are met. If you choose to send your child who is training in underwear, be aware that we will throw away excessively soiled underwear.

DRESS CODE

Children should be dressed in washable play clothes that allow for freedom of movement. Please understand that your child will be involved in some messy activities. We do our best to protect their clothing with paint smocks, but there will still be some spills. We use washable tempera paints, but some of the colors are still difficult to remove from certain fabrics. Holy Covenant CDC will not be responsible for any damaged clothing.

Children will play outdoors during all seasons and should be dressed appropriately. During the fall and spring, when the weather is cool in the morning and warm later, we suggest layers of clothing so that children can be comfortable as the temperature changes. If you do not feel that your child should be outside for whatever reason, please do not send him or her to school that day.

Shoes must be rubber-soled and totally enclosed. Tennis shoes are recommended. **Sandals, crocks, beach shoes, and flip flops are not allowed.** Cowboy boots are not allowed except on Rodeo Days.

Every child, even those in preschool, should have two changes of clothing (including socks!) in his or her CDC bag. All articles of clothing should be clearly marked with the child's name.

NEWSLETTERS & DAILY REPORTS

A newsletter will be emailed and posted on our website each month to keep you updated on the latest happenings at school. A brief daily report (or a more detailed weekly report) will be sent home with your child, to let you know how his or her day(s) went. Reminder notices for upcoming events will be on these reports.

We are working toward making our classroom correspondence paperless. Please be sure to check your email to get important information.

PARENT CONFERENCES

In November, the teachers will contact parents by phone to discuss each child's adjustment to school and any concerns they may have. In the spring, a personal conference will be offered to discuss your child's progress through the year. Conferences will be approximately 20 minutes and will be scheduled on a Friday in April. Please mark this day on your calendar and feel free to bring your child. We will have a place for them to play. Missed conferences cannot be rescheduled.

GUIDANCE AND DISCIPLINE

Our teachers understand that children are independent and inquisitive. Our staff uses positive techniques for guidance. These include redirection, positive reinforcement and anticipation of and elimination of potential problems. Classroom rules are reasonable and consistent. Children feel a sense of importance and belonging as they learn to share and recognize the rights of others. As a last resort, a short "time-out" period in the classroom is used. Please feel free to contact your child's teacher and/or the director if you have any questions in this area.

Any behavior by a child resulting in injury to him/herself, any other child, or any CDC staff member will **not** be tolerated at Holy Covenant CDC. Instances of such behavior will result in corrective measures, including, but not limited to, consultation with parents of the child or children, suspension of the child or children, expulsion of the child or children, and other recommendations which the Board determines necessary for the particular circumstances.

ON STAFF DIAGNOSTICIAN

Holy Covenant CDC employs an on site Diagnostician to assist parents and staff with any questions concerning your child's growth and development. She is present in classrooms regularly, supporting teachers as needed. She can be reached at tracywillemssen@hckaty.org.

PARTIES

The children will celebrate four times a year with a party -- Fall Celebration in October, Christmas, Valentine's Day, and Easter. Parents are asked to sign up with two or three others to help plan and carry out one party each year. We ask that parent organizers plan for a special snack with a drink, paper goods (cups, plates, napkins,) and either an activity or game or a special keepsake for the children to take home. As with all other snacks, all party snacks must be prepackaged. Cake or cupcakes with dark colored icing are discouraged.

BIRTHDAYS

Birthdays are important and are recognized at school. As with all other snacks, all birthday snacks must be store bought, in the original packaging, showing the list of ingredients. Please check with your child's teacher for suggestions.

FIELD TRIPS

Due to state guidelines with which we could not comply, Holy Covenant Child Development Center will not take field trips. We do not transport children. We will be bringing in new and exciting things for the children to see at our facility.

SOLICITATION

We know that many of our parents have exciting home businesses or other interests that they would like to share with the parents of our school children. However, it is our school policy that NO literature or information is to be sent home with our children without the approval of the director. As a rule, we do not allow solicitations by parents to be distributed by our teachers in the children's CDC bags. This includes solicitation by email. Please do not reply all to a teacher's email in order to contact the parents for any reason.

Sometimes parents would like to collect money from the other parents in the class for an end of the year teacher present, a baby shower gift, etc. These collections are allowed as long as the donation is voluntary and no specific amount is specified.

VIDEOS

Occasionally the children will be shown videos at school. All videos are previewed prior to showing them to the children. Most videos will correspond to a unit theme or to a holiday.

VIPS

We encourage you to be involved with your child and your school. There will be opportunities for you to volunteer during the school year such as helping with parties, helping with fundraisers, and sharing your talents with the children, to name a few. Our enrollment paperwork includes a VIPS sign-up form. Opportunities to volunteer will be offered throughout the year. Most of the activities we plan would be impossible without the help of our wonderful parents. Our VIPS organization has periodic meetings throughout the school year. Thanks...in advance!

BREASTFEEDING POLICY

A location is designated for mothers to breastfeed their child. A comfortable chair located outside the director's office is available. If you would like a more private place, there is seating available in the women's restroom in the front building.

ANIMALS IN THE CLASSROOM

Some of our classrooms may have a class pet. Class pets help our children learn about nature and develop empathy for other living things. Some examples of our class pets are fish, gerbils, or birds.

VII. Food and Nutrition

SNACKS

Parents will provide a snack for their child. This snack must be in a separate Ziplock bag and labeled with your child's name. This snack must not require refrigeration and be ready to eat. **All children will be served water with snack. Please do not send juice or milk. Children may bring juice or milk with their lunch.**

HEALTHY SNACK IDEAS

Crackers
Pretzels
Popcorn (For preschool only)
Goldfish Crackers
Muffins especially Mini-Muffins
Carrots

Fruits the do not need refrigeration
Peanut Butter and Crackers
Chex Mix
Nutra-Grain Bars
Animal Crackers
Graham Crackers

LUNCH

Each child needs to bring a lunch with a drink every day. Lunches should be nutritious and ready to eat. Please try to avoid things that need to be cut up or heated.

NUTRITIONAL INFORMATION

Parents will provide a snack and lunch for their children. The parent should understand that Holy Covenant is not responsible for the nutritional value of snack or lunch or for meeting the child's daily food needs.

FOOD ALLERGIES

Please keep the school informed about any allergies your child may have. We use a variety of materials; therefore, it is of the utmost importance that your child's teacher be aware of your child's allergies.

VIII. Health and Safety

The illness policy will continue to be modified due to COVID guidelines. Please refer to the COVID Policy on our website for current information.

ILLNESS POLICY

We take precautions to provide a safe and healthy environment for your child. This includes refusing to admit sick children into class. If the teacher suspects that a child is ill, the teacher will conduct a basic health check which includes taking your child's temperature and talking to the child about how they feel. We also provide isolation for children who become ill while at school. You will be notified immediately if your child becomes ill. Please help us by keeping your child at home if he or she:

- has had a fever in the last 24 hours (100° is considered a fever)
- has had diarrhea or has vomited in the last 24 hours
- has been on an antibiotic less than 24 hours
- has a heavy nasal discharge
- has a constant cough
- is irritable or generally is not himself
- has any symptoms of a possible communicable disease

Please notify the director if your child has a communicable disease so that other parents may be alerted. Also, please let the office know if your child is ever unable to attend class. There are no make-up days due to illness or any other reason.

MEDICATIONS

By law the CDC staff **cannot** administer over-the-counter medications (Tylenol, cough syrup, Benadryl, etc.) Even the simplest and safest drugs can sometimes cause a reaction.

Emergency prescription medications such as those for diabetes, asthma, or life-threatening allergic reactions, and **long-term medications** such as Adderall or Ritalin may be administered by the director or qualified office personnel. These medicines must be in the original container and labeled by the pharmacist. The label must include the student's name, the physician's name, the name and strength of the drug, the amount to be given, the frequency of administration, and the date the prescription was filled. We will not administer the initial dose of any medication. We will not administer any medication that is out of date. All medication is kept in a locked cabinet and is not accessible to children.

Short-term prescriptions (those which are to be administered for 15 days or less) Students who are taking short-term prescriptions and attend school from 9:00 am until 2:30 p.m. may bring medicine to be dispensed by the director or qualified office personnel during school hours, ***if absolutely necessary***. The same guidelines listed above regarding emergency and long-term medications must be met before any short-term medicine can be dispensed.

Allergies: If your child has a life-threatening allergy and must have an EPI pen, you will be given an allergy alert form to fill out. This form contains your child's name, birthday, picture, and allergy information. Please be aware that this form is posted on the wall in the classroom for the safety of

your child. This is to alert anyone who may be working in that classroom about your child's life-threatening allergy.

Sunscreen and insect repellent: We do not apply sunscreen or insect repellent. If you would like this applied to your child, please do so prior to coming to school.

MEDICAL EMERGENCIES

In the case of a medical emergency the director or acting director will secure any and all necessary emergency medical care or take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following not necessarily in any particular order:

1. Attempt to contact parent or guardian through numbers listed on the emergency information card.
2. Attempt to contact child's physician.
3. If unable to contact parent or physician or if in the opinion of the director or acting director it is warranted by the situation, we will do one or all of the following:
 - a. Call another physician or paramedics
 - b. Have the child taken to an emergency hospital in the company of a staff member
4. Any expenses incurred under #3 above will be borne by the child's family.

HEAD LICE POLICY

Any child that has been identified as having head lice must be treated and nit free before returning to school. If the parent becomes aware that their child has head lice, the parent is required to report this to the CDC director.

HEARING AND VISION SCREENING

The Texas Department of Health and Human Services requires documentation of hearing and vision screening for all children in the 4 and 5-year-old classes. Screening must be done by a registered physician or screener **each year**. Screening must be completed and results on file by the end of the first four months of school. We will have a registered screener available to do this screening at our school. In addition to hearing and vision screening, we will offer speech, language, and listening skills screening. This testing will be available to all children three or older for a nominal fee. Information on the screening will be sent home at a later date. If your child is in our 4-year-old classes or transition, hearing and vision screening is included in your fees. A permission form for this screening is included in your registration packet.

PLAYGROUND EXTERMINATION

Our playground areas are treated one time a year by a professional lawn service for ants and as needed.

PLAYGROUND IMPACT MATERIAL

The playground at Holy Covenant is surrounded with an area of playground impact material as required by the Texas State Minimum Standards.

FIRE, SEVERE WEATHER, AND SAFE DRILLS

Fire drills are practiced monthly at Holy Covenant CDC. Severe weather drills and Safe drills (what to do in case of an intruder) are held every three months. Records of these drills are kept in the CDC office. The Fire Marshal and Child Care Licensing examines these records on their annual visit. A fire evacuation plan and a severe weather plan are posted in each classroom.

EMERGENCY EVACUATION SITE

In case of an emergency evacuation, all children will be relocated to the First Christian Church to the east of Holy Covenant. The address is 22101 Morton Road, Katy, Texas 77449. We have an emergency preparedness plan that is available for review in the CDC office and in the Forms and Fees section of our website. Our website is www.holycovcdc.org.

NOTIFICATION OF PARENTS

The teachers at Holy Covenant keep a clipboard with them at all times which contains copies of your child's contact information. In case of an emergency evacuation, we will be able to contact you using this information.

FACEBOOK POLICY

It is the policy of Holy Covenant CDC that our teachers do not "friend" the parents in their classroom on Facebook. If after the school year is over and you would like to become "friends" on Facebook, that is up to your teacher. We also request that you refrain from posting pictures of your child's classmates on your Facebook page without specific permission from the child's parent. We want to protect the privacy of all involved. Thanks for your understanding.

POLICY FOR PREVENTING CHILD ABUSE

Child abuse is any act that endangers or impairs a child's physical or emotional health and development. It may be physical violence, emotional injury, sexual abuse, or consistent neglect in the United States, a national child abuse hotline has been established. The phone number is 1-800-4ACHILD. For additional information, you can visit online at www.childhelp.org.

Each staff member at Holy Covenant must go through training on recognizing and reporting child abuse and neglect provided by the Texas Department of Family and Protective Services.

REPORTING CHILD ABUSE AND NEGLECT

The following is an informational flyer on reporting child abuse and neglect.

WHAT INFORMATION DO I NEED TO MAKE A REPORT?

- Household Members
- Alleged Perpetrator(s)
- Names of any other people ("collaterals") who may have information about the alleged abuse or neglect

For each of the persons above, please provide as much of the following information as possible:

- Name, date of birth (preferred) or age, Social Security number, race/ethnicity, and marital status
- Home address, contact phone number(s)
- Work/school/daycare name, address, and phone number
- Special needs

Concerns and specific details about the abuse and/or neglect

IS MY INFORMATION KEPT CONFIDENTIAL?

Your identity as a "reporter" is protected by law when you contact the Texas Abuse Hotline or website in good faith to report possible abuse or neglect. However, there are three specific circumstances under which DFPS is required to release a reporter's identity. DFPS must release your identity as a "reporter" to:

1. Law enforcement as part of a criminal investigation;

Texas Department of Family & Protective Services (DFPS)

Reporting Abuse/Neglect:
A Guide for School Professionals



2. The court if instructed to do so under court order;
3. Another state agency if the matter you are reporting falls under their jurisdiction.

WHO IS REQUIRED TO REPORT ABUSE & NEGLECT?

In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Professional reporters must make the report within 48 hours. A professional reporter is anyone who is licensed or certified by the state or works for an agency or facility licensed or certified by the state and has contact with children as a result of their normal duties. Professional reporters include, but are not limited to:

- Teachers
- Nurses
- Doctors
- Day-care employees
- Employees of a clinic or health care facility that provides reproductive services
- Juvenile probation officers
- Juvenile detention or correctional officers

For more information, please visit <http://www.dfps.state.tx.us>



Report Abuse/Neglect At:
1-800-252-5400
<http://www.txabusehotline.org>
(24 hours a day, 365 days a year)

HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC): http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA_261.htm

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm. [See TFC 261.001\(1\)\(C\).](#)

Sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code. [See TFC 261.001\(E\).](#)

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning. [See TFC 261.001\(1\)\(A\) & TFC 261.001\(1\)\(B\).](#)

Neglect includes the following acts or omissions by a person:

Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child. [See TFC 261.001\(B\)\(4\).](#)

Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child. [See TFC 261.001\(B\)\(5\).](#)

The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused. [See TFC 261.001\(B\)\(3\)\(iii\).](#)

WHAT IF I'M NOT SURE IF IT'S ABUSE OR NEGLECT?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or internet report.

HOW DO I MAKE A REPORT?

Telephone

You may call the Texas Abuse Hotline at **1-800-252-5400** to report abuse or neglect. The hotline is answered by DFPS Intake Specialists (who are all degree professionals) 24-hours a day, 365-days a year.

If the child is in immediate danger, call 9-1-1 or your local police first, then call the Texas Abuse Hotline to make a report.

Internet

You may also report your allegations to DFPS through the Internet at <http://www.txabusehotline.org>. If you choose to submit an internet report, you must provide your name and a valid e-mail address.

The Internet Reporting System should NOT be used in urgent or emergency situations, including but not limited to:

- Injuries to a child 5 or under
- Serious injuries to any child
- Immediate need for medical care (including a suicidal child)
- Sexual abuse where the perpetrator has, or will have, access to the child within 24 hours
- Children 5 and under who are alone, or are likely to be left alone, within the next 24 hours
- Any other situation that you feel requires a response in less than 24 hours