

Holy Covenant Child Development Center



PARENT HANDBOOK

2022-2023

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www.holycovcdc.org

Holy Covenant Child Development Center may be referred to as HCCDC

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I. School Calendar

2022-2023 SCHOOL CALENDAR

August 31-September 1	Find Your Room Day
September 6	Classes Begin
October 10	Katy ISD Inservice Day (School Closed)
October 17-20	Fall Pictures
October 26-27 & 31	Fall Parties
November 1-11	Phone Conferences
November 14-17	Thanksgiving Celebrations (Preschool only)
November 21-25	Thanksgiving Holiday
December 5-8	Preschool Christmas Programs 1:30-2:15
December 12-15	Christmas Parties
December 19-Jan 3	Christmas Holidays
January 4	Classes Resume
January 16	Katy ISD Holiday -MLK Day (School Closed)
January 9-19	Registration for 2022-2023 School Year
February 2	Teacher Training (School Closed)
February 8-9	Valentine Parties (W/TH classes)
February 14	Valentine Parties (M/T classes)
February 20	Katy ISD Holiday (School Closed)
March 13-17	Spring Break
March TBA	Family Fun Day
March 27-30	Spring Individual and Group Pictures
April 3-6	Easter Parties and Egg Hunts
April 10	Katy ISD Holiday (School Closed)
April 21	Parent Conferences
April 24-27	Teacher Appreciation Week
May 8-11 & 15	4 year old and Transition Graduation
May 18	Last Day of School

These dates are subject to change

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/child.care 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 works with families to enroll children with disabilities to the ability that we are able. We try to create a collaborative team between our staff and families, private providers, public school staff or any other specialist working with a child. Being a private school, we are limited in funding that would provide additional staff, training or equipment. There may be situations in which we cannot meet the needs of a child. 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. Prayer circle days are usually 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 30 minutes of moderate to vigorous active play each day. This physical activity is a combination of movement class, indoor and outdoor play.

Preschool and Transition children will participate a minimum of 40 minutes of moderate to vigorous active play each day. This physical activity is a combination of movement class, indoor and outdoor play.

In the event of bad weather extra physical activity will take place in the classroom or the Fellowship Building.

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 to arbitrate and will abide by their decision.

GROUND 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 decision. If the child is removed, advanced May tuition will be forfeited. If a child is removed before the end of the month, any remaining tuition already paid will also be forfeited.

III. Admission Procedures

REGISTRATION PROCEDURES

Open registration for Holy Covenant CDC takes place in January for the school year starting in September. Registration forms are available prior to open enrollment along with a form to specify your choice of class for the next school year. All current students must complete a registration form and attach a registration fee (which includes a supply fee) to your registration application. This fee must be paid by cash or check. Once you are enrolled in our program, this fee is non-refundable. After an open enrollment period of 2 weeks, we conduct a registration draw. We draw our current students and church members first, and then we draw from public registration for any spots that are still available. After the draw and classes are posted, registration fees are due from the public to hold their class placement.

We accept registration for the current school year if spots are available.

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

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

FORMS

Enrollment forms are available online after April 14, 2022. 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, 2022 and is due by July 14, 2022. Late forms will be assessed a \$25 late fee.**

Advanced May tuition and all forms (except Physician's Statement) are due by May 5, 2022.

RECORDS UPDATE OR POLICY CHANGES

During the school year if any of your information changes such as your address, phone numbers, or changes to your authorized pickup please come by the office.

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 July 14, 2022 and must be dated after June 1, 2022. Late forms will be assessed a \$25 late fee. You may mail your form and immunization record or scan send them as a PDF to rebeccawalters@hckaty.org. There will also be a drop off basket in the front church office Monday-Thursday 9:00-2:00.

If your child's birthday falls between July 14th and September 6th (the beginning of school) and your child has a doctor's appointment after July 14th, you have until September 6th to turn in your form. To avoid the late fee, you must **email us** (Please do not call) by July 14th at rebeccawalters@hckaty.org and let us know that your child has an appointment between July 14th and September 6th. 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 by July 14th. You would then update your child's immunization record after his/her yearly appointment. In most cases, the Physician's Statement form can be completed by your doctor without an appointment. Contact your physician early to see if your child requires an appointment or if you can submit this form by email, fax, etc.

IV. Financial Procedures

TUITION

Tuition payments are due on the **1st day** of the month and are late after the **5th**. If the 5th falls on the weekend, payment is due on Monday, or the first day your child returns to school. Payment made after the 5th will be charged a \$10 late fee. If tuition is not paid by the 15th day of the month an additional \$10 late fee will be applied and this may be grounds for dismissal of the child unless arrangements have been made with the director.

Tuition can be paid in the following ways:

Cash, Check, Bank Bill Pay, Debit Card or Credit Card (on Procure)

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.

A registration fee (which includes a supply fee) is due with your registration application. Once you are enrolled in our program, this fee is non-refundable.

May tuition is due by May 5, for all students. Students who register after May 5, will pay advanced May 2023 tuition at the time of registration. 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.

V. 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 early February for our teachers to attend training. If KISD has an early release day on a CDC school day, we will be closed. We will be closed the entire week of Thanksgiving.

All of our classes meet from 9:00 a.m. to 2:30 p.m. **All children must be out of the building 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 there are 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

Our complete Pandemic Policy is posted on our website. These policies are subject to change based on recommendations determined by the Department of Health and Human Services, Child Care Licensing, Centers for Disease Control and Prevention and HCCDC Administration and Advisory Board. These policies will be implemented as needed.

ARRIVAL AND DISMISSAL

School begins each day at 9:00 a.m. **Doors will remain locked 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 for assistance. Parents are required to walk their child to their classroom and release the child to their teacher.

Parents may begin picking up their children from their classroom at 1:45p.m. **All children must be out of the building 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.**

Children will only be released to people indicated on their Child Release Authorization form.

If you need to pick up your child early, please call the HCCDC office. Parents are welcome in our building any time during operational hours without having to secure prior approval.

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.**

VI. Classroom Curriculum

CURRICULUM

Holy Covenant CDC offers a developmental program that recognizes that children learn best by being actively involved in their world. The curriculum is designed to meet the child's needs and stimulate learning in the cognitive, language, physical and social/emotional areas. During a typical day, children participate in whole group and small group activities, play in a variety of learning centers and also work individually with the teachers on learning and art activities. Physical activity is built into our daily curriculum with both outdoor play time and indoor activities.

The Mother's Day Out curriculum is designed to give each child the opportunity to experience new learning in a fun way. Hands-on, sensory based experiences are offered each day and teachers present units of studies that touch on academic knowledge of colors, shapes and counting. Teachers also encourage school readiness skills of listening, following directions, and cooperative play with peers.

The Preschool curriculum extends the learning presented in Mother's Day Out by offering more structured circle times, small group teacher-led activities and the Handwriting Without Tears Program. Kindergarten readiness is a focus through the direct teaching of academics in the areas of letter recognition, letter writing, beginning math concepts and science. Teachers continue to encourage and model independence, self-help skills, good work habits and playing collaboratively with peers.

Art activities are a natural form of expression. The children are provided with a variety of art mediums, allowing them to create using their imagination. 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 are encouraged to participate in art activities however, they are allowed to decide if they want to participate.

Holy Covenant CDC has both a Music teacher and a Movement teacher who provide activities for the children on a weekly basis. In Music class, children are introduced to songs, dance and musical instruments. In Movement class, children participate in a variety of fun activities to improve their gross motor skills.

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.

VII. 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:

- Holy Covenant CDC bag which is given to new students upon payment of advanced May tuition. (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 (young toddlers) and otter (older toddler) 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 box of Kleenex
- 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:

- Holy Covenant CDC bag which is given to new students upon payment of advanced May tuition.
- (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, Crocs, 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 & EMAIL BLASTS

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. Reminders for upcoming events will be on these reports.

The director/office will send important reminders and updates through email. Please make sure your email is current.

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 Advisory 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 tracywillemsen@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 does not take field trips. We do not transport children. We bring in new and exciting activities for the children to enjoy 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 comfortable chair is designated in the Fellowship building for mothers to breastfeed their child. Mothers have the right to breastfeed or provide breastmilk for their child while in care.

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.

VIII. 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	Fruits the do not need refrigeration
Pretzels	Peanut Butter and Crackers
Popcorn (For preschool only)	Chex Mix
Goldfish Crackers	Nutra-Grain Bars
Muffins especially Mini-Muffins	Animal Crackers
Carrots	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 of any allergies your child may have. We use a variety of materials in our classrooms, so it is of the utmost importance that your child's teacher be aware of your child's allergies.

IX. 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 call or email the office if your child does not attend class for any reason.** 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, 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 in the office 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.

All medication must have a completed Authorization for Medication form that can be found on our web site under the enrollment tab.

Allergies/EPI Pen: If your child has a life-threatening allergy and requires an EPI pen, you will be required to complete an **Emergency Health Care Plan**. This form will be posted on the wall of the classroom to alert anyone working in the classroom of your child's allergy. You will also complete an **Authorization for Dispensing Medication and a Medication Delivered by a Device** form. These forms are found on our web site under the enrollment tab.

Rescue Inhaler: If your child requires a rescue inhaler you must complete an **Authorization for Dispensing Medication and Medication Delivered by a Device form**. Both forms are found on our web site under the enrollment tab.

Sunscreen and insect repellent: We do not apply sunscreen or insect repellent. If you would like this applied to you 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. Testing will be administered by certified screeners who are on the CDC staff. 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



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)

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

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/hm/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 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(2).*

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)(i).*

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)(ii).*

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)(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 degreed 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