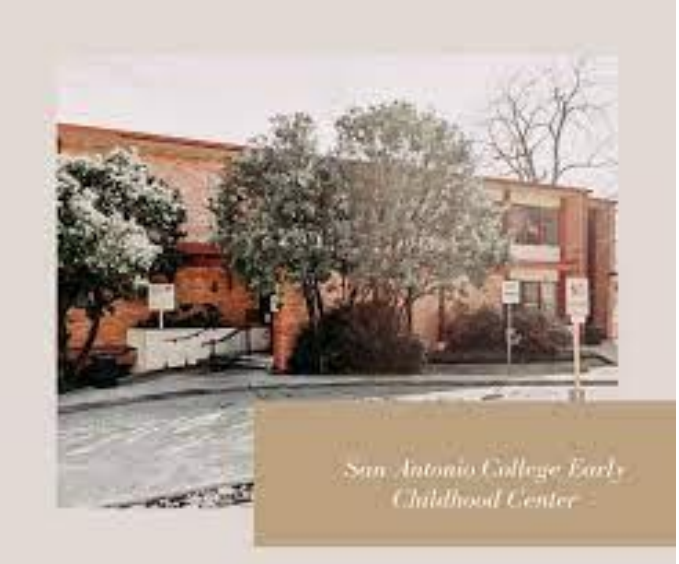
ALAMO COLLEGES DISTRICT
San Antonio College

SAN ANTONIO COLLEGE
EARLY CHILDHOOD CENTER



1819 North Main
SAN ANTONIO, TX 78212
210-486-0530
Email-Sac-ecc@alamo.edu

PARENT HANDBOOK
POLICIES & PROCEDURES

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WELCOME

The San Antonio College Child Early Childhood Center (ECC) provides students who are studying child development and related fields of study the opportunity to gain observation and hands-on experiences with children 12 months to 5 years of age. The San Antonio College (ECC) also provides early care and education for children 12 months to 5 years of age through a developmentally appropriate program accredited by the National Association for the Education of Young Children (NAEYC). The SAC ECC is licensed by the Texas Department of Health and Human Services and is a four-star Texas Rising Star vendor for the Child Care Services (CCS) system. The SAC ECC is open according to the San Antonio College and Early Childhood Center calendars. Our services are available to students, staff, faculty and community.

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

HISTORY

The San Antonio College Child Development Center was established in January 1974 to provide childcare services supporting the training laboratory in Child Development, caring only for children of faculty and staff. In spring 1986 the Center became the first NAEYC accredited center in San Antonio. In 1986 the SAC/Gonzales Child Care Services Program that served student parents was incorporated into the Child Development Center, bringing the total enrollment to 110 children. In 1993, the Center was moved from portable buildings at 209 -215 W. Park to this location at 210 W. Ashby. **The name of the center was changed in spring 2006 to San Antonio College Early Childhood Center as a result of a department decision to rename the Child Development Department as the Department of Early Childhood Studies.**

OUR PHILOSOPHY

OUR PURPOSE:

San Antonio College Early Childhood Center:

- Is a training laboratory for Early Childhood Studies students in an early care and education program for children ages 12 months to 5 years old;
- Is licensed by the Texas Department of Family and Protective Services (TDFPS), accredited by the National Association for the Education of Young Children (NAEYC), and recognized as a Texas Rising Star Provider in the Child Care Services Division (CCS);
- Welcomes families of all racial, ethnic and religious backgrounds as an equal opportunity institution. Students and children are admitted without regard to race, nationality, color, creed, religion, sex or disability. The College complies with Title IX of the Education Amendments of 1972.

MISSION STATEMENT

The mission of the San Antonio College Early Childhood Center is to provide a model community college setting for early care and education while student parents receive high quality services through childcare grants. Faculty and staff in the Department of Early Childhood Studies:

- Prepare early childhood professionals
- Provide quality experiences
- Advocate for children and families
- Respond to community needs.

PROGRAM PHILOSOPHY

The San Antonio College Early Childhood Center is designed to meet the needs of the whole child. Each child will experience growth in all development domains, including the area of social, emotional, creative, physical cognitive, and language development. The curriculum emphasizes developmentally appropriate play-based learning experiences. The SAC ECC uses a play and project-based curriculum. The environment is carefully planned to provide quality care and education for young children. This approach recognizes the uniqueness of each child and his/her family. Our goal is that adults involved in the child's life will be viewed as partners in the educational process and will be encouraged to regularly participate in decisions affecting the care and educational goals for their child. To help children reach their maximum potential, our program solicits input from families and uses authentic assessment in the planning of individualized experiences based on early learning standards for content areas like literacy, math, science, and social studies. Also, early learning standards and benchmarks for children ages birth to five years the developmental goals in the area of communication, cognitive, social-emotional, creative expression and motor development. The daily schedule is organized to meet young children's needs for a balance of active and quiet play, large and small group interactions, and indoor and outdoor activities. The role of the teaching staff is to:

- Respect and respond to family culture; create a culturally sensitive environment.
- Support continuity of care both inside the center and from home to center
- Communicate and develop positive relationships and partnerships with parents and families
- Observe, record developmental data, assess, and plan for individual needs and early learning based on observations.
- Identify factors that predict challenging behaviors
- Provide a variety of activities, materials, and equipment;
- Observe, assess, and provide for individual needs;

- Stimulate children's learning by listening, questioning, giving choices, making suggestions,
- Allowing for a balance between child-initiated and teacher-initiated activities;
- Foster creativity;
- Reinforce and enhance curiosity; and
- Serve as a role model.

CURRICULUM:

Curriculum is child-centered and based on the interests and developmental needs of children ages infant to preschool age. The infant-toddler curriculum contains components that support early brain development and provides sensory experiences, as well as stimulating, language-rich interactions with adults and other children throughout the day. Early literacy is a major focus through reading, songs and finger plays. The interests and needs of all children are included in planning through feedback from parents, as well as observational assessment of children's experiences. In our program, curriculum goals are developed so all children are given opportunities to:

1. Practice decision making by selecting activities from a variety of learning centers, i.e., early literacy, discovery, blocks, computers, and manipulative.
2. Express themselves creatively through art, music, dramatic play, movement, and the use of unstructured materials.
3. Develop appropriate concepts and thinking skills through the exploration of a wide variety of concrete materials and activities.
4. Experience warm, positive interactions with children and adults.
5. Verbalize feelings in a supportive, accepting environment that encourages independence and self-control.
6. Enjoy and participate in language experiences, i.e., conversations, stories, puppets, books, songs, and creative dramatics.
7. Participate in many physical activities to develop fine and gross motor skills, i.e., puzzles, beads, play dough, climbers, tricycles, and balls.
8. Contribute ideas to written curriculum plans through small and large group discussions (for infant-toddlers who are non-verbal, through parent feedback)?
9. Participate in Texas School Ready (TSR!) for school readiness in preschool classrooms.
10. Explore technology, including computers with age-appropriate software, and microscopes, for preschool.

Risky Play

We believe that children are capable and competent to make choices that help promote learning what skills they need to develop how they need to develop. We encourage risky play as it is a choice for them to try different ways to learn many concepts such as: Climbing, balancing, strengthening muscles throughout the body, engaging with others/teamwork, trying and mastering fear, trial and error, gaining confidence, encouraging and helping others, being a leader but most importantly how to assess risk. This skill will help them lay a foundation to try new things, fail and try again and encourage prosocial behaviors that will last a lifetime. Most risky play happens on the playground where teachers conduct daily checks to remove most hazards for children. Teachers will guide children in risky play to let the child consider the risk and determine next steps using informed choices. There may be times children my get injured, but all precautions are taken to avoid injury when possible. Injuries and accidents happen when risky play is not involved, we have chosen to encourage it as positive outcomes and benefits outweigh the negatives.

PARENT PARTICIPATION

Parents are welcome visitors in our program to observe their child without prior approval. We ask parents to contact the classroom teachers for optimal times to visit your child's classroom, the center operation, and program activities. Be aware that long visits may be difficult for your child when you leave. We do ask visiting parents for their understanding in a few concerns related to group care:

- Regular and frequent visits in the classrooms may require additional forms from parent volunteers due to licensing requirements for adults in child care classrooms.
- Only employees, lab students, or volunteers (including parents) who have submitted criminal history and central registry affidavits and adult immunization records to comply with Minimum Standards are able to perform child care routines for other children in the room;
- Too many adults in children's classroom space during regular activities could put children at risk due to space limitations; parents may need to alternate visiting times to allow more space in children's classrooms. In our program, children always come first; so, we are asking parents to consider all the children in care when planning visits to the room;
- Visits during meal times must be scheduled.
- Four parent volunteer hours are required for student parents to complete each semester in your child's classroom.

Parent meetings will be during each semester to provide ways of developing parent-program partnerships. Our goal is to work together with parents to provide a quality early learning environment for children and families with continuity of care between family and center. Parents are to evaluate the program annually through an open-ended questionnaire, which is distributed and completed each spring. A summary of the results is given to families.

PARENT CONFERENCES & COMMUNICATION

During the week before classes begin, you are encouraged to arrange a time to visit your child's classroom. The teachers will introduce your child to the room, go over enrollment forms you have completed, discuss items your child should bring, and inform you of other items specifically related to each room. (Parents of children who are in diapers, or who are drinking from bottles, need to discuss this with the teacher.) Your first parent conference will be scheduled within two weeks of enrollment and could be a phone conference. This is important for families and teaching staff as we are getting to know your child and your family.

Written parent communication in the form of newsletters and other memos or flyers will be regularly provided. Parent bulletin boards provide posted notices and other information. Daily plans for activities are posted in each classroom area.

For families with **toddlers or two-year-old children**, teaching staff will communicate with them on a daily basis regarding activities and developmental milestones, as well as shared caregiving issues and any other information that affects the well-being and development of their children. If in-person communication is not possible, either a daily written notation or phone call will be made to parents or guardians. At least once a week, the teaching staff will communicate with families of **preschool-age children** on the areas listed above. If in-person communication is not possible, either a weekly written notation or phone call will be made to parents or guardians. (NAEYC #7. B.05 & #7. B.06)

Assessment of children's progress in the program is an ongoing process. Teachers are available to parents for addressing concerns for plans and assessments of portfolios for each child. As teachers observe your child and write individualized plans for him/her, an enhanced developmentally-appropriate curriculum based on the child's strengths and areas of projected development will be developed. A collection of your child's work, pictures and a summary of progress will be shared and discussed regularly with parents each semester. Parent

conferences will be held in the fall and in the spring for in-depth discussions. Other parent-teacher conferences may be held at any time to discuss problems or concerns throughout the semester.

TRANSITION PLANNING

Teachers and families work together with administrators to ensure smooth transitions for children moving from one teacher to another, from one classroom to another, and from one program to another. Children are welcomed into the program/group by new teaching staff and are able to visit before the transition takes place.

PROCEDURES FOR HANDLING QUESTIONS, CONCERNS & COMPLAINTS

Questions or concerns regarding the San Antonio College Early Childhood Center policies and procedures should be first discussed with your child's teacher or the Director, depending on what/who is involved. All problem-solving methods are based upon the NAEYC Code of Ethical Conduct. Every attempt will be made to resolve differences through a variety of methods. If the teacher is unable to help resolve the concern or answer the question, please make an appointment with the center director. At that time, if the director is unable to resolve or answer it, the next level is to appeal to the department chairperson. The center also plans informal meetings for individual/group parent discussions, and routinely gathers advice from groups of parents at meetings on difficult issues.

PROCEDURES/CONFIDENTIALITY OF INFORMATION

All information regarding children and their families is confidential. Enrollment files, including health records, are kept in a locked file cabinet in the front office. Only front office personnel may grant access to children's enrollment files to other SAC ECC staff if deemed necessary. Children's portfolios pertaining to curriculum, assessments, and daily activities are kept in a secure location in the classroom and are maintained by the teaching staff. SAC ECC teaching staff will review children's portfolios when necessary for appropriate planning. Parents who wish to view their child's portfolios may do so by scheduling an appointment with the SAC ECC director/designee or teaching staff. Other persons, such as counselors, therapists, and health professionals, can gain access to information from files only with written permission from the parent or guardian. SAC ECC staff will not give out information over the telephone or internet unless identification is verified and confidentiality is secured. All records may be subject to on-site review by representatives of the Texas Department of Family Protective Services, Child Care Licensing, Health Department, Alamo Colleges and/or police authorities in the event of suspected child abuse or neglect.
Children's records are maintained at a central storage location at SAC ECC for five years after a child has been withdrawn. Records are destroyed at the end of the five-year period.

San Antonio Food Bank requires two documents to be able to provide our food service. These are included in the enrollment DocuSign package.

1. CACFP Meal Eligibility Form
2. Food Program General Information Form

BUILDING SECURITY: KEYLESS ENTRY, SECURITY CAMERAS, & GANG-FREE

A keyless entry system is used for securing access to the center. Entry doors are locked at all times, authorized individuals will be granted access. Doors are remotely controlled by Alamo College Police Department. Entry doors, hallways and classrooms are monitored by security cameras. A lockdown system is in place for situations

that could occur, placing children at risk in the building. Alamo Colleges Police are the first line of emergency management in a crisis at the center.

The entire campus of San Antonio College, including the Early Childhood Center, is a "Gang-Free Zone." Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of the law and is therefore subject to increased penalty under Texas state law. Refer to House Bill 2086- Section 42.064, Human Resource Code.

SMOKE, ALCOHOL AND DRUG FREE CAMPUS

San Antonio College and the Early Childhood Center is smoke free campus. Smoking is not allowed anywhere on campus. The unlawful possession, use, distribution, sale, or manufacturing of illicit drugs and alcohol on the San Antonio College campus is strictly prohibited. The SAC ECC staff will telephone Alamo College Police if they observe a parent or guardian attempting to pick up a child while under the influence of a controlled substance. San Antonio College Early Childhood Center reserves the right to notify ACCD police and /or the CPS Hotline if there is a suspicion that the person picking up a child is under the influence of drugs or alcohol.

ADDMISSION AND FEE INFORMATION

ADMISSION, ENROLLMENT, & HEALTH POLICIES

Children who are 12 months to 4 years old are eligible for enrollment at the Center. A birth certificate will be evidence of age eligibility. Parents must provide enrollment forms and records prior to first day of attendance. (The child must still be 4 years old as of September 1st of the fiscal year in order to register, and can remain during the academic year even after turning 5 years old.)

Children of students at San Antonio College (SAC) are eligible to enroll based on grant fund availability. There is limited space available for children of program staff. CCAMPIS grant provides funding for students at SAC with financial need who qualify for reduced tuition child care services.

Education for children with special needs is provided based on the program's ability to meet the child's needs. Please tell the program about your child's special needs before enrollment so that an individual education plan (IEP) can be started for your child.

Within one week of enrollment and every six months until age two, the parents must provide the center with a record of a routine health screening/physical completed within the past six months and current immunizations according to the schedule posted at the Web site of the American Academy of Pediatrics, the CDC-USPHS, and the Academy of Family Practice. This is also the recommendation of the local health department. After age two, these records will need to be updated at least annually.

When a child is overdue for these health checks and/or immunizations, he parent must provide evidence of an appointment for these services prior to the entry into the center, and as a condition for remaining enrolled in the program, except for any immunizations for which the parents are using religious exemption.

If a child has any special health needs such as allergies or chronic illness (e.g., asthma, seizures, etc.), the parent must provide written instructions on managing the illness. A copy of the instructions will be maintained in the front desk file and a copy will go to the child's assigned classroom.

In addition, if a child is under-immunized because of a medical condition (must be explained in writing by a health professional) or because of the family's beliefs, the center will promptly exclude the child from care during outbreaks of vaccine-preventable diseases as they occur in the center. The parent will be notified in writing of the details about the illness and days to be excluded as required by the NAEYC criteria.

Hearing & Vision Screening: Parents of children over four years old will need to provide vision and hearing examinations by a licensed professional with children's health records and physicals. (See Health Form in Enrollment Packet). More information can be found at www.dshs.state.tx.us/vhs/.

ENROLLMENT STATUS & FEES

PARENT ORIENTATION & OPEN HOUSE

New children and parents are invited to attend an orientation/open house before college classes start each semester. This is a time to meet the teachers, as well as an opportunity for the child to explore and become familiar with his/her new classroom. Families enrolling during other times of the year will be provided with individual orientation and introduction to the program prior to first day of attendance.

SAC ECC PLACEMENT PRIORITY

A. Current enrollment/employment in the center, i.e., child in 2-year-old classroom will have priority in the preschool classrooms
B. Sibling of a child currently enrolled in the center
C. The birth date related to space availability of each classroom and continuity of care.
(Continuity of care means that every effort is made to keep infants and toddlers/two together with at least one of their teaching staff while enrolled for 9 months.)
D. Qualifying CCAMPIS students on the waiting list with highest score with classroom availability will be filled first; then, if no qualifying student parent, the date when placed on FSC list by category with SAC employees (center staff, faculty & staff) coming next in priority; then, other Alamo Colleges employee slots and then community
E. For children with special needs, the ability of SAC ECC to provide the needed services
F. The contribution of the child to a good learning situation for the college students based on the child's age, sex, maturity level and other consideration
G. The willingness of parents to cooperate with the staff while the child is enrolled in the program

Reduced Tuition slots: Students applying for reduced tuition slots through CCAMPIS grants must apply **every school semester**. Child care service will be awarded to qualified parents each semester based on an application or renewal application. A full packet of registration forms will be required **each fall semester** for all returning parents. Renewal forms will be required for Spring/Summer. If a student fails to reapply, their child will be automatically dropped from the program without notification.

If a student fails to meet the requirements for reduced tuition grants and is dropped by the Department office, the child's enrollment status will be changed to "child care slot forfeited" and will parent will be responsible to pay the two weeks' notice fee. Parents are responsible for telling the program when they drop a class.

Child care offered under CCAMPIS contracts **begins on the first day of classes each semester and does not include attendance during registration days.** CCAMPIS contracts are individual: **End dates are based on the end of the semester or session on your contract.**

FACUTLY/STAFF/COMMUINTY (FSC) - Payments are due monthly or semi-monthly and calculated on a 9-month school calendar year contract based on the enrollment date and an end-date in May of the current fiscal year. Summer sessions will have a separate contract. **This rate is subsidized by the Alamo Colleges District to provide the Lab for the Department of Early Childhood Studies.**

FEES, PAYMENTS & CONTRACTS

Go to http://www.alamo.edu/BusinessOffice/default.aspx
Prior to enrollment a non-refundable registration fee must be paid. (Refer to contracts for amounts of fee.)
Full Fee Contract initial payment for tuition in the Center is due in advance and prior to the first day of attendance for current semester/ session. Parents employed by the District may complete Alamo Colleges payroll deduction forms. The first payment is still due in advance as it takes approximately two weeks to set up payroll deductions. All payroll deduction payments are semi-monthly. All other payments are due either monthly or semi-monthly during the school year. (Refer to contracts for actual amounts due and time frame for payment schedules.)
The registration fee is $40.00 per child for each semester (Fall, Spring and Summer). Please see list below for rates.

Early Childhood Center Rates	**Weekly Student Rates**	**Weekly Rates for Faculty, Staff and Community (FSC)**
Young Toddlers	$163.00	$191.00
Toddlers	$160.00	$186.00
Pre-School	$157.00	$179.00

CCAMPIS GRANT CONTRACTS

CCAMPIS Grant Contracts initial payment for tuition in the Center is due in advance and prior to the first day of attendance for the current semester/session. (Refer to contracts for actual amounts due and time frame for payment schedules.) Student parents who qualify for the CCAMPIS grant funds will pay a semester tuition amount in payments determined by the CCAMPIS grant officer. Faculty, Staff and community families follow the weekly rates for FSC.
There are no arrangements for credit. No reduction in tuition or refunds will be made as a result of absences, holidays or College calendar closures. Payments are to be made online at this website http://www.alamo.edu/BusinessOffice/default.aspx and are **not to be mailed to the college.** Receipts can be printed from the website once payment has been made. A copy of the receipt must be returned to the front desk when payment is due or an electronic copy can be sent via email to sac-ecc@alamo.edu. Nonpayment of tuition/fees will result in a hold being placed on student records and/or termination of child's enrollment with account referred for collection.

WITHDRAWAL FROM CENTER/TERMINATION OF SERVICES

Parents under CCAMPIS contracts are given notice at enrollment of strict guidelines for termination based on grant requirements for reduced-tuition child care services, and should plan transitions accordingly if planning to drop a class. Parents dropping classes below grant requirements will result in immediate termination of services under the grant and will be considered that the parent has forfeited their child care slot.
For other situations or problems which could come up and result in termination of enrollment, parents will be notified prior to action being taken to terminate services. A conference to resolve the problem will take place immediately. If the problem can't be resolved and termination is necessary, one week's notice will be given to facilitate a smooth transition for the child. Child care may be terminated by the Director at any time because of non-adjustment to the program or failure to cooperate with the policies of the center.
All parents must give a minimum of two weeks' notice to the Director prior to withdrawal of the child from the program. A review of payments received and owed by the parent will be completed when notice is given to determine account status based on number of weeks enrolled and including the two-week notice.
A final statement will be provided to the parent. The weekly tuition rate is not prorated for partial week's attendance. If appropriate notice is not given, the parent will still be responsible for payment for the two-week period following the end of services**. Tuition is non-refundable**.

ADDRESSING CHALLENGING BEHAVIORS

An important part of the role of the teaching staff is to address challenging behaviors that occur in early childhood development of individual children. Positive behavior is always encouraged. Guidance techniques that meet the needs of individuals and that are age appropriate are used. No harsh discipline or techniques which do not teach a child positive behavior will be used in the center. Teaching staff observe children and assess what may be causing the challenging behavior. Various teaching strategies will be used based on each situation. As strategies are tried without change in the behaviors, family members will be invited to help develop individualized plans that address specific behavior support. Parents may be required to have a child assessed by health professionals for the purpose of preventing injury to any child, adult or property if behaviors become unmanageable. The center may request that outside professionals assist when needed.

SUSPENISON/EXPULSION AND OTHER EXCLUSINARY MEASURES

Exclusionary measures are not considered until all possible interventions have been exhausted, and there is an agreement that exclusion is in the best interest of the child. If exclusionary measures must be taken, the program will offer assistance to the family in accessing services and an alternative placement. Types of exclusions include: When parents refuse to seek/accept services to assist the child. When classroom safety is in jeopardy and services have not improved behavior. We comply with all federal and state civil rights laws.

EARLY CHILDHOOD INTERVENTION (ECI) OR CHILD FIND

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

Child Care Assistance Referrals for Qualified Families
- Child Care Services (CCS): For information regarding child care financial assistance, please call 210- 230-6300.
- United Way Scholarship: For information regarding the scholarship, please see the United Way website https://www.uwsatx.org

OPERATIONAL POLICIES

WHEN IS THE CENTER OPEN?

Child care is available during fall, spring and summer semesters at San Antonio College. The center will follow the College calendar for closing, scheduled holidays, and semester/session schedules. A calendar will be provided each semester/school year listing start/end dates for Faculty, Staff and community contracted child care, start/end dates for CCAMPIS child care, staff development days, teacher work days, and holidays. A copy of the center calendar will be provided to parents at enrollment and a copy is always posted on the parent bulletin board in the lobby area. The Center is open during final exams. Notices for holidays, vacations, closures, etc., will be given to parents and/or posted in advance of closing.

HOURS & DAYS OF OPERATION:

Child care is available during the hours of 7:30 A.M. to 5:30 P.M. Monday thru Friday. No one is admitted to the classroom area until 7:30 A.M. daily. Teaching staff are **not available** to care for children before the center opens. All children and parents **must wait in lobby area** if entering the front lobby area before the classrooms open. **The center opens at 7:30 A.M. and closes promptly at 4:30 P.M. for CCAMPIS student parents and at 5:30 pm for FSC Families.** All children must be picked up before the center closes: Late fees are strictly enforced. **Termination of child care services will be evaluated for repeated late fees. For children returning to the program who were enrolled prior to the current semester/session, any late pickups from the past semesters/sessions will remain in the late fee log.**

ATTENDANCE, ARRIVAL AND DEPARTURE TIME

Regular attendance is important for your child's development. Arriving on time ensures a smooth transition for your child and the other children in the classroom. **We are a full day program and children need to be in attendance between the time of 7:30-8:30 A.M. arrival and in care until 2:30 pm Monday through Friday. Children are able to participate fully in the daily activities with this schedule. The CCAMPIS grant for students is investing in you and your children for a full day attendance in the program.** If children must arrive after
8:30 A.M. due to an emergency, doctor appointments, ECI appointments or a previously planned appointment parents must call the center office so teaching staff can be notified that the child will be late. **Late arrival after 8:30 A.M. is limited to certain circumstances already cleared at the front desk**. Departure time begins at 2:30 p.m. and no later than 4:30 pm for CCAMPIS student parents and 5:30 pm for Faculty, Staff and Community parents. Please inform front desk of any doctor appointments for late arrivals or early pick up in order to properly document in the attendance log. ***NO ARRIVALS ALLOWED BETWEEN 11:00-2:00.***

If your child will be absent for any reason, please call the front desk at 486-0530.

Arrival between lunch 11:00 A.M. and 2:00 P.M. is not allowed. When lunch service has begun, the teaching staff must attend to the children during that routine and are not available to welcome arriving children at this time. This is in the best interest of all children in the program, as well as your child. When a child sleeps late, he or she is often not ready to rest after lunch with the other children in care. This is difficult for the child and disruptive to the other children who are trying to rest.

CCAMPIS Grant Students

Four (4) unexcused absences will be allowed. After the fifth (5th) unexcused absence the parent must meet with the Director to discuss childcare grant requirements/family's needs.
****An unexcused absence is a child not in attendance at the Center when no communication to the Center staff has been given.***
****An excused absence will be accepted with the following documentation or notices. A doctor's return to school note, medical or dental appointment notices, WIC appointment documentation, parent/child illness, and court/legal appointments.***

WHAT SHOULD I DO WHEN DROPPING OR PICKING UP MY CHILD?

Parents are required to bring their child into the center each morning and follow Covid-19 guidelines for daily health screening. See also COVID 19 acknowledgment form. Parents then take their child to their classroom, where they will drop off. A sign in/out sheet is available in each group for recording arrival and departures. Parents must sign the child in each day. As you leave, always say goodbye and tell your child you will return to pick him/her up. This helps your child transition into the room. Come to the classroom/group at the end of each day to take their belongings home. Children must be signed out daily by the parent/authorized adult. For the safety of all children, adults are not allowed to let children out of the car in the parking lot to come into the center without an adult, or to expect children to wait outside to be picked up by parents. A center staff member must be aware of each child's arrival and departure. At arrival and departure, we encourage you to share information about your child with an **employee**, preferably either the **Early Childhood Teacher (ECT) or the Child Development Specialist (CDS).** This helps us respond appropriately to your child throughout the day, and helps us plan curriculum. The job titles of **employees who teach in children's classrooms include ECT, CDS, and Support Aides/Work Study.** Volunteers with the Foster Grandparent Program (FGP) also work in children's classrooms. Please discuss **important** information about your child with an employee, rather than a lab student/volunteer. The adult laboratory students and volunteers are only with your child a short period each week and are not employees. The names of ECTs and CDSs are posted on classroom doors.

The SAC ECC uses the ProCare Child Care Software as the center's management tool. This computer program enables the office staff to update and organize children's records and the children's attendance. Parents will be sent an email with an invite to join ProCare. Parent will be able to sign in/out children enrolled at the Center on a daily basis with ProCare, as well as receiving classroom information from the teachers. **Parents will continue to sign in/out in the child's classroom.**

WHAT ARE THE PROCEDURES FOR RELEASE OF CHILDREN?

Parent(s) or guardian must complete appropriate forms for other adults to be authorized to pick up a child. The center staff will not release a child to an unauthorized adult. Both parents should also be listed on the form. A child's parent will be allowed to pick up her/his child unless legal documentation are provided to the center, such as a divorce decree or restraining order. Unless a copy of the Court Order granting custody to only one parent is on file at the Center, our employees do not have the legal right to withhold a child from a person who can prove to be the child's biological parent. The SAC ECC staff will follow the guidelines stipulated in the Court Order. A child may be released to a non-custodial parent, only with the written consent of the custodial parent allowing the Center to do so.
Photo IDs are required to verify the identity of adults picking up children. Make sure that any authorized adult is aware that they will be asked for a photo ID; copies of the ID will be made at the front desk to be kept in the classroom file for release of the child.

Texas Department of Family and Protective Services (TDFPS) requires a record of the identification to be maintained on file in the center for at least three months.

VEHICLE IDLING

Our drop off zone is a NO IDLE ZONE. Please turn off your engine when utilizing this zone. Exceptions only if need to idle in extreme heat or cold to maintain interior or engine temperatures

WHAT IS THE LATE FEE AT CLOSING TIME?

The Center closes promptly at 4:30 P.M. for CCAMPIS student parents and at 5:30 P.M. for Faculty, Staff and community parents.

CCAMPIS Students	1st & 2nd	3rd	4th or more
4:30	$20.00	$30.00	$40.00
4:45	$20.00	$30.00	$40.00
5:00	$20.00	$30.00	$40.00

Late fees must be paid at the Bursar's Office or online before bringing the child to the Center the following day. The child will not be readmitted to the Center the next school day without a paid receipt. Parents must make alternative arrangements at the time of enrollment in the program to have **a back-up plan** with someone available who can pick up their child **before closing** on days when an emergency situation or routine late work schedules and/or travel from work will cause them to be unable to arrive and pick up their child before the center closes.

EMERGENCY PROCEDURES

Every month the San Antonio College Early Childhood Center practices a fire drill and each classroom will follow their designated evacuation route that is posted in the classroom. In addition to the fire drill monthly, we practice a severe weather drill and lock down drill every three months. All staff are trained in emergency procedures to follow during an emergency. All staff members are trained in CPR and Frist Aid.

EMERGENCY CLOSING

In cases of emergency closing, local radio and television stations will make announcements. We will follow the San Antonio College/Alamo Colleges District (ACD) policy. The Weather Alert/Campus Closing Line is 485-0189.

FIRE, EXPLOSION, TOXIC FUMES OR OTHER CHEMICAL RELEASE EVACUATION

In the event of any emergency or practice drill teachers are required to perform a name- to- face child count. The teachers will use their classroom sign in/sign out sheets to verify the children in attendance are present.

Employees shall move children outdoors following the evacuation route posted in every classroom. In the event

of a fire or danger of a fire, explosion, toxic fumes, or other chemical release, the person at the front desk will call 9-222-0911 before going out of the building if possible; in the event of toxic fumes or other chemical release, call from outside the building. This notifies the AC police and the Emergency Medical Services of San Antonio to send immediate help. **The Person in the office will then exit the building immediately, taking the Emergency Notebook containing the children and adult's emergency contact numbers and emergency medical authorization** to join the rest of the group at the rear of the property inside the preschool playground by the fence facing Courtland Street.

These procedures for giving information for reporting our location will be followed:

1. The person in the office calls ACCD Police Emergency #-9-2220911, giving the following information.

- Location: San Antonio College Early Childhood Center at 210 W Ashby.
- There is a fire, danger of fire, or other type of emergency as described above and in what part of the building?
- Phone Number of Facility is (210) 486-0530.

SEVERE WEATHER & NATURAL DISASTER EVACUATION

In the event of tornado, hurricane, or other severe weather, the 1ST and 2nd floor evacuate to an assigned classroom in the basement floor of the Early Childhood Center building. (See posted tornado drill plan (UPBRING) Rooms 003, 113, 115 and 011 go to Room 013; and (SACECC) Rooms 008, 116 and 110 go to Room 001. Children should be seated on the floor along an interior wall with no glass. Adults from the 2nd floor will go to the hallway outside Room 001. The groups will shelter in place until the alert has passed. In the event of a real weather emergency, all emergency contacts and parents would be called as soon as phone contact could be made.

CAMPUS RELOCATION EVACUATION

If it becomes necessary to evacuate the Early Childhood Center building (ECSB), employees shall move children to the Visual Arts Building (VAC) located across Courtland Street where calls will be made to parents/authorized emergency contacts from Enrollment Forms. (A copy of the Enrollment Form is kept on a clipboard by the teaching staff with each group of children at all times.)

OFF-CAMPUS RELOCATION EVACUATION

In the event of an emergency, the first priority is to move the Children to a safe location. The Alamo college vans would become available to move all children, regardless of car safety seats. Children, older than 12 months, should be seat-belted in the vans. Infants would be held by adults riding as passengers in the van. First Presbyterian Children's Center, 414 N. Alamo, has been established as a downtown area relocation site. The 2nd site for relocation in an evacuation will be St. Philip's College Child Development Center; AC vans would transport the children there in the event we had to evacuate the downtown area. All emergency contacts and parents would be called as soon as phone contact could be made from the relocation site.

IN CASE OF ILLNESS

What if my child is sick at home before coming to the center?

The child must be free of symptoms of illness, i.e. elevated temperature, diarrhea, vomiting, before coming to the child care center each day; or before returning to the center after an illness. If your child was sick with these symptoms at home within the past 24 hours, your child will not be admitted for care that day.

Children recovering from illness and on restricted diets of **Pedialyte** or similar treatments, **like rice water, will not be admitted until they are on a regular diet and symptom-free.**

Fever-reducing medication will not be administered to mask this symptom (fever) to allow a child to attend the Center.

Parents will have their child's health checked daily by the classroom teacher when entering the classroom. **Note:** An **exception** for re-admission the following day when sent home with slightly elevated, **low-grade temperatures** related to non-contagious problems like teething in toddlers, or ear infections, etc. will be considered on a case-by-case basis by the Center Director. (See below and check with the Center Director if in doubt about these guidelines:

A possible exception will only be **considered** if **supported by a written note from a doctor** confirming that the child has been **seen and treated** by the doctor on the day sent home by the center. The doctor's written release **must include a diagnosis** which states: 1) what is causing the temperature, and 2) also state that the child is **not contagious** to others. If the doctor's note or instructions say "not contagious if proper handwashing is followed," this is **not** a case for an exception due to germs spread by contact. Employees always follow proper handwashing routines; however, this type of illness is often associated with gastroenteritis or diarrheal infections. No exception will be made for the symptom of diarrhea.)

Additional guidelines for illness at the center are based on the requirements of TDFPS. According to the TDFPS, a child must:

- Be well enough to participate in all daily activities and not require more care than the center can provide to be admitted each day. In our program, this includes outdoor play since this is an integral part of each day's curriculum.

Precautions are necessary to protect the health of all children in the group. **Parents will be notified** of any communicable diseases that are reported to the Center. **Parents must notify the center** of any communicable or contagious diseases, i.e., head lice, pink eye, exposure to chicken pox, etc., which their child or immediate family members have awareness of and/or symptoms.

UNDER-IMMUNIZED CHILDREN & OUTBREAKS OF VACCINE-PREVENTABLE DISEASE
In the event of the occurrence of an outbreak of a vaccine-preventable disease, any child who is under immunized will be promptly excluded from care in the center during the period of the outbreak (e.g., chicken pox, measles, etc.).

The Center follows the recommendations of the NAEYC and the San Antonio Metropolitan Health District for TB screenings/testing, however this is not a requirement at this time.

What if my child gets sick or injured while at the center?

Occasionally your child may become ill at the Early Childhood Center. Staff will call the contact numbers that are listed on the child's registration form. The phone number listed may be a cell phone. This number must be a current and updated when changes occur. We know that students are in attending their college courses, many parents work, and/ or at appointments. During a time that a parent cannot answer the phone we will leave a message in the voice mail to return our call. For an emergency we will call you. If we cannot reach you, we will call the emergency contact person listed on the registration form.

It is important that parents have a backup system in place to ensure that sick children can leave the center quickly. If a child has an illness which requires that the child be sent home, the parents will be notified at once. Parents must come to pick up within 30 minutes of receiving the call and attend to their sick child immediately. Parents or authorized adults must come as soon as possible to avoid exposing others to an illness. Appropriate attention and supervision will be provided until the child's parent or authorized adult can arrive to pick up the child. The center cannot provide care for ill children until time for doctor's appointments, or other reasons.

Parents will be notified of injuries, such as minor cuts, scratches and bites requiring first-aid by center employees with a written accident report provided when the parent picks up the child on the day of the accident. This report is to be signed by the parent and a copy kept in Center records. Additionally, the center staff will always call the parent immediately if a child bumps his/her head, or something appears to be more serious and needs a parent decision for possible medical treatment.

In case of critical illness or an accident occurring at the center requiring medical attention by a health care professional, parents will be notified immediately. For this reason, it is important that all contact numbers and class schedules be current at all times. The information that is provided by parents on the enrollment form for emergency medical treatment and transporting children to hospitals (if necessary) must always be up to date to ensure the safety and health of all children in care. Parents are required to sign the form authorizing the Director or a staff member to obtain medical aid in the event of a serious injury or illness occurring at the center if parents can't be reached. In this case, parents will be notified as soon as the child's medical needs have been met.

MEDICATIONS

If your child is well enough to participate and able to be admitted to the classroom, medication and special medical procedures will be administered to the child according to guidelines of the Department of Family and Protective Services (DFPS) and NAEYC. All medications will be stored in locked containers; in a manner that does not contaminate food, if refrigeration is required it will be kept separate from food. Any over-the-counter medication **must only be given based on the recommendation from a licensed health care provider.** The Non-Prescription Medication form may be used for this purpose.

DFPS requirements include:

A. Parents must sign an authorization form and include times for center staff to administer each medication according to label instructions.
B. Medication must be in the original container labeled with the child's first and last name and the date brought into the center.
C. Medications must be administered according to label instructions and in amounts for the child's age or

as amended by a physician. **NOTE: Fever-reducing medication** will not be administered to mask symptoms of a contagious illness or fever.

D. Medication will only be administered to the child for whom it was intended.
E. Medication will not be administered after its expiration date.
F. The permission form must be filled out each time a parent asks the staff to give the medication to the child. The form must be completely filled out indicating the child's first and last name, the name of the medication, the date, the amount and method to administer.
G. Medication for recurring medical problems, such as asthma attacks or allergic reactions, will require a form to be completed to meet the following DFPS standards:
   - A Care Plan will be developed with the staff and parent detailing the medical professional's instructions for care of the child's needs for the long-term medication or other special medical need.
   - Parent can give permission for a period of up to six months to administer medication when symptoms occur.
   - A new authorization form is required every six months, or less if changes are needed.
   - The form must describe in detail information on the symptoms to watch for.
   - The parent will be notified IMMEDIATELY if this medication is given.

Any substance such as lip balm, cough drops, other medication-type substance brought to the center, must not be left in reach of a child in a cubbies or diaper bag/backpack, but given to staff to be placed in **locked storage and out of the reach of children.** The staff must also have a permission form signed (if it is to be administered at the center).

Parents must provide a medication cup or spoon with clearly marked dosages matching prescribed amount for liquid medications.

NAEYC SAFEGUARDS FOR ADMISINSTERING MEDICATIONS

The following criteria must also be met to protect all children:

A. Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
B. The child's record includes instructions from a licensed health provider who has prescribed or recommended medication for that child.
C. Teaching staff follow the "5 Rights of Medication Administration".
D. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the licensed health care provider, the name of the licensed heath care provider, the expiration date of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

GENERAL INFORMATION

CELEBRATIONS

Some families celebrate birthdays. If parents wish to supply a snack item in celebration of their child's birthday, this should be arranged and coordinated with the child's teacher prior to bringing any food items into the classroom. **All baked goods must be from a Health Department-inspected kitchen, or commercial bakery.** We encourage parents to make healthy choices with their child on what food item to bring for the birthday celebration. Parents are welcome to ask the child's teacher for suggestions. We also encourage parents who celebrate to actively involve their child in this activity. For instance, let your child decorate napkins or a table cloth. You may also want to discuss your family's favorites with the teachers. Questions and concerns about this policy should be directed to your child's teacher.

CELL PHONES and ELECTRONIC DEVICES

Our Early Childhood Center is a "cell phone and electronic devices free zone." For optimal communication between teachers and parents it is essential that these devices are not interrupting the flow of the conversation. Parents, authorized person(s) to pick up the child(ren) and individuals with the parent picking up child(ren) should refrain from using a cell phone or electronic devices while in the building. The arrival and departure times should be a special one on one time between children and parents to say good-bye and to reconnect after a long day and share important information with the child's teacher at this time in regards to the child's care at the center.

In addition, San Antonio College Students must follow their school policies and guidelines on cell phones and electronic devices. This policy is in the San Antonio College Student Handbook Policy

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

DISCIPLINE & GUIDANCE

Positive verbal guidance will be practiced almost exclusively with the children.

1. Children will have good behavior recognized and encouraged.
2. Children will be taught by example through the use of fair and consistent rules. The atmosphere will be relaxed. Guidance techniques will be relevant to the behavior involved.
3. Children will be supervised by Teachers showing an attitude of understanding, yet firmness.
4. Children will be given clear directions and provided guidance at the child's level of understanding.
5. Children will be held firmly if their behavior is such as to harm themselves or others.
6. Children will be redirected by stating alternatives when their behavior is unacceptable. (Example: Blocks are for building, not throwing; Try throwing the ball.)
7. Children will be helped to understand why their behavior is unacceptable, and what is expected in any given situation.

Research supports children mimicking adults who demonstrate loud, harsh, or violent behavior. Adults in our

program will model caring, nurturing behavior; get down on the child's level and make eye contact; and use firm, but gentle voices to redirect children and promote development of skills in problem solving and negotiation.

Staff members and volunteer of this facility will never use physical punishment of any kind or harsh, cruel, or unusual treatment of any child, or threaten any child. All discipline and guidance techniques used will be consistent, will be based on the understanding of each child's individual needs and development, and will promote self-control and acceptable behavior. **Time out is not used in our program as a discipline technique.**

CHILD ABUSE AND NEGLECT

State law requires suspected abuse or neglect be reported so that a specialist can intervene before harm is done to a child. Parents are encouraged to discuss child abuse and neglect with the Center Director and/or their child's teacher. Because of our concern for the welfare of children, we provide information on kinds of abuse and neglect. The phone number for the Child Abuse Hotline is 1-800- 252-5400. Anyone suspecting child abuse or neglect is expected to report this under Texas law.

SAC ECC staff is required to attend training on child abuse prevention on an annual basis. This training includes:

1. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect;
2. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
3. Strategies for coordination between the center and appropriate community organizations;
4. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

Texas law requires that **any person suspecting that a child has been abused or neglected must immediately make a report.** If there is an emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400. ... It is important to make the report as soon as possible.

Any employee accused of abuse or neglect will be excluded from interactions with children until a full investigation is conducted to protect both the rights of the accused and the child. Upon completion of the investigation. If cleared by licensing the teacher will return to the classroom. If found responsible for abuse or neglect Alamo Colleges has a zero-tolerance policy.

TEACHING STAFF REQUIRED TRAINING

Teaching Staff must receive 30 hours of annual training covering subjects such as:

Assessment, guidance, curriculum, administering medication, 1st aid and CPR and much more.

TEACHING STAFF, SUBSTITUTE TEACHERS, TEACHING STAFF ON LEAVE/ABSENCES

During absences, an employee's assignment may change. If they know in advance they will be out, teaching staff will tell parents about the absence. Absences due to a teaching staff's illness or unknown situations may result in a substitute in the classroom, so your child may have a different teacher. Substitute employees working with our children are carefully selected to ensure quality early care and education services. On occasion, you may need to drop off or pick up your child at another classroom as we accommodate an employee's absence and locate substitute care. On those days, every attempt is made to ensure continuity by placing children with a familiar teacher/group.

LAB STUDENTS

- Our facility depends upon full classroom attendance to gain knowledge in child development practices
- It is important for the adult lab students to have the opportunity to observe and practice teaching techniques and strategies with the children
- Are supervised by the paid staff members/teachers while working with the children
- A faculty member that is the lab student's instructor will also observe the student in the children's classroom
- Have a complete background check on file that includes an FBI fingerprint check, Center orientation, and pre-service training hours
- Are Early Childhood Studies Majors
- will be collecting sample assessments of child growth and development on the children in the classroom to evaluate for their college course work
- Will conduct a parent interview with a parent in the classroom the lab student is in
- Evaluate our own classrooms as an assignment using the course textbooks and tools based on early childhood education research
- Are an integral part of our program and we are modeling best practices for future early childhood professionals.

CLASSROOM RATIOS

Our classrooms strive to maintain NAEYC ratios in the classroom and on the playgrounds. Two teachers are assigned to each room and work 1 of the 2 shifts: 7:30-4:30 or 8:30-5:30 to maintain developmentally appropriate staff-to-child ratios and class sizes. We use sign-in and sign out sheets, head counts, name to face counts and transition logs to maintain staff-to -child ratios. NAEYC 10B.22

Classroom	**TDPRS Staff to child ratio**	**Max class size**	**NAEYC Staff to child ratio**	**Max class size**
Young Toddlers Room 001	1:5 12-17 months	13	1:4 12-28 months	8
Toddlers I Room 008	1:9 18-23 months	18	1:6 21-36 months	12
Toddler II Room 116	1:11 24-36 months	14	1:9 30-36 months	14
Preschool Room 110	3yrs 1:15 4yrs 1:18	30 35	1:10 3-4 yrs.	18

REGROUPING AT CLOSING

REGROUPING AT CLOSING: Any children who have not been picked up by 4:25 P.M. will be regrouped with a teacher in designated room.

This regrouping allows the program to limit the number of classrooms that need to stay open in the event a parent arrives at or after closing time.

SUPPLIES TO BRING TO THE CENTER

Parents will bring disposable diapers and/or pull ups for children who are not ready to use the toilet independently. Only commercially available disposable diapers or pull-ups can be used unless the child has a medical reason that does not permit their use and the child's health provider documents the medical reason. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material so the diaper and the outer covering can be changed as a unit.

Children in classrooms for 1-year-olds and up will need a toothbrush which can remain at the center. The toothbrush should be easily handled by the child. The toothbrush must be **labeled with the child's first and last name.** Parents should check the toothbrushes periodically to see if they need replacing. The children will need a new toothbrush at least once a semester. You may be asked to provide your child's toothpaste depending on your child's age. Younger groups only use water and the toothbrush.

Please leave toys, gum, money, candy, food/drinks/snacks brought from home, etc. in the car or at home. Be aware the center does not have space to store your child's after-school snack/drinks for you to leave each day and pick up as you leave for the day.

Children may bring a soft toy **(label with child's first and last name)** for nap time, or an item from home, like a picture of his/her family, to provide security during the day. The center cannot be responsible for items brought from home. A list of additional supply needs may be given to you by your child's teacher.

DIAPERING POLICY

Parents must supply enough diapers for their child each day or may bring a bag or box to leave in the classroom. Staff promptly change soiled or wet diapers and clothing when needed. Teachers also change children as they wake up from nap. Diapers are not shared and used only for the child that brought them.

CLOTHING REQUIRED FOR ACTIVE PLAY & SELF-HELP SKILLS

Children learn through play: They may get dirty and need to have their clothing changed. Each child must have **two (2) complete sets of clothing (excluding shoes)** for emergency changes as needed during busy play days. Each item must be **labeled with the child's name.** Toileting accidents are treated matter-of-factly. No child is punished, or made to feel ashamed. ***Parents must bring enough extra clothing and/or diapers to ensure that children's daily needs for clean and dry changes can be met while in care at the center.***

Children must be dressed in simple, washable clothing suitable for play. While smocks are worn by children during messy activities, occasionally accidents do occur. Also, clothing should be easily managed by children for toileting. Pants with suspenders or tight belts are difficult for children to handle when toileting and **should be avoided** as school clothes.

Tennis shoes are suggested as footwear for the children as they are soft-soled and provide fairly safe footing. Children should **not wear boots** since an accidental kick can result in injury to a child or another person. Also, **sandals can be dangerous** when worn while climbing.

ANIMALS AT THE CENTER

Children love to learn about animals. Occasionally, pets will be brought in for a visit. Parents will be notified in writing in advance if animals, such as dogs, cats, or ferrets, will be visiting the classroom. Children with allergies to the animal will not be exposed to it. We will follow Texas Health and Safety Code for vaccinations and health statements for these animals when allowed on the premises. Small rodents, such as guinea pigs, hamsters and mice, are not required to be vaccinated, but are managed by teachers and children to prevent practices that are unsafe or unhealthy as required by Minimum Standards. The SAC ECC Center has one guinea pig in the front lobby. Handling of the guinea pig is determined by the parent for the child. After any handling of the guinea pig, the parent and child must wash their hands. Children will be supervised while interacting with animals and instructed on safe behavior when close to the animals in the classroom. Other rules for animals and pets in the center are:

- Children will not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads. These can cause people to get very sick from a germ, called Salmonella.
- Children will not be allowed to play with animals that are unfamiliar to staff, or other dangerous animals listed in the Minimum Standards Rules.
- Children will not be allowed to kiss pets or to put their hands or other objects into their mouths after handling animals or items used by animals.
- Children's hands will be washed thoroughly with running water and soap after contact with animals and items used by animals.

HAND WASHING

Children and employees wash their hands using the following method:

- Check to be sure a clean, disposable paper towels are available.
- Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature
- Moisten hands with water and apply liquid soap to hands
- Rub hands together vigorously until a soapy lather appears, continue for at least 20 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water, no less than 60 degrees and no more than 120ºF, until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth towel.
- Turn off water with a disposable paper or single use towel.
- Throw the disposable towel into a lined trash container.

Teachers will help with hand washing at the sink for children who can stand but not wash their hands independently. A child who can stand shall either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water. After assisting the child with hand washing, the employee then washes his or her own hands.
Children and adults are required to wash their hands:

1. Upon entering the classroom;
2. After diapering or using the toilet;
3. After handling body fluids (i.e., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood or vomit);
4. Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking;
5. After playing in water that is shared by two or more people;
6. After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
7. When moving from one group to another.

MEALS, FOOD SERVICE AND SPECIAL DIET

The foods that children eat influence their growth, development, capacity to learn, and overall behavior. Menus are nutritionally balanced; meals and snacks are prepared, served and stored according to USDA Child and Adult Care Food Program (CACFP) guidelines. Some examples of our snacks are: fruits, raw vegetables, crackers, cheese, cereals, and vanilla wafers. Sugary, high fat foods will be avoided. We serve only 100% fruit juice, milk or water. Children may only consume four ounces of 100% fruit or vegetable juice a day during care at the Center. Upbring Head Start has a service contract with San Antonio Food Bank and provides breakfast, lunch, and snack for all children. Meals are served family-style, thus creating additional opportunities for the children's social and language development. Children are encouraged to taste all the food served. Children are never forced to eat.
Breakfast is served from 8:00 am – 9:00 am.
Lunch is served from 11:00 am – 12:00 pm.
An afternoon snack is served from 2:00 pm – 3:00 pm.

1. Children eating any food brought from home must finish eating before entering the classroom.
2. Children arriving after 8:45 A.M. must be fed prior to arriving at the center.

To avoid missing breakfast, please arrival by 8:30 as breakfast ends at 8:45 A.M. and food will not be available until lunchtime

If required by the parent, variations to menus can be developed for the purpose of meeting a child's ethnic and religious needs. A signed form stating the food restriction must be provided to the center.

Children over 12 months should **not bring bottles** to the center if possible. The staff will work with you to help separation anxiety and develop alternative methods of helping your child feel secure.

Special Diets

If a child needs a special diet for food allergies, the center must receive a written statement from the physician describing the type of modifications needed for the special diet. A completed food allergy emergency plan for the child will need to be in the child's file. A food group substitution list to meet the child's physical needs must also be provided to the center as required by TDFPS/CACFP. We will work with you to accommodate your need following the CACFP requirements.

Allergy Alert form must be submitted and include: symptoms resulting from the allergy, the remedies and food substitutions, and precautions to be taken.

Copies of menus are posted on the bulletin boards outside each classroom and at the front desk.

The Child and Adult Care Food Program for Child Care Centers handbook is on the website
http://www.squaremeals.org
https://safoodbank.org/our-programs/programs-for-children/kids-cafe-2/

BREASTFEEDING
We support mothers who are breastfeeding in the following ways:

- By providing a comfortable place (Room 002) for breastfeeding and coordinating feedings with the infant's mother.

[Based on NAEYC Criteria #5. B.06]
[TDFPS 746.501 (24).]

DRINKING WATER

Drinking water is available all day to each child and is served at every mealtime and during active play outdoors. Research indicates that serving drinking water to children ensures they are properly hydrated and facilitates reducing the intake of extra calories from nutrient poor foods and drinks which are associated with weight gain and obesity.

Beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk will be avoided at the center because they can contribute to child obesity, tooth decay, and poor nutrition.

Please leave gum, candy, food/drinks/snacks brought from home, etc. in the car or at home. The center does not have space to store your child's after-school snack/drinks for you to leave each day and pick up as you leave for the day.

NAP/REST TIME, ALTERNATIVE ACTIVITIES & SLEEP POSITIONING

All children are required to have a quiet time after lunch. Children are provided with cribs/mats to sleep or rest upon. A child may bring his/her own blanket, pillow, and/or stuffed animal if he/she chooses to do so. The following will be adhered to by staff: An appropriate nap time will be created by providing a restful environment. This includes turning off lights, shading windows to outside sunlight, providing a comfortable temperature and letting children snuggle with blankets, pillows, a small stuffed animal, other soft familiar object. Individual attention to help a child go to sleep, if needed, will be given. This includes appropriate touching such as rubbing or gently patting a child's back, arm or leg; stroking hair; and maybe even rocking some toddlers. The rest area will be light enough to allow visual supervision at all times.

Nap or rest period will be between 12:00 P.M. and 2:00 P.M. depending on individual schedules and classroom schedules. Toddlers who sleep or rest in cribs will be taken out of the crib when he/she awakens. Children are not forced to sleep; but all children are provided a supervised rest period on their cot/mat resting quietly for one (1) hour. After one hour, children who are awake must be allowed to get up and to participate in quiet activities until all children are awake. These quiet activities will take place in a designated quiet area in the room.

The nap or rest period must not exceed three hours for any child. The staff must wake the child up if he/she is still asleep at the end of the rest period.

OUTDOOR LEARNING TIME

Nature is an important part of our curriculum. Spending time in our outdoor classroom is integral part of our program. Children participate in outdoor learning center time in the morning and afternoon, unless it is raining hard (we do go outside in light rain) or a local health alert due to air quality has been issued.

Cold weather

We recommend that you layer the children's outer clothing. Please send hats and mittens for cold days, in addition to sweatshirts and coats. We believe that the playground is probably the safest place to be in the winter as staying inside in close contact with others encourages the spread of germs and limits exposure to fresh air and exercise. Children need the outdoor play and exercise to be healthy.
We are not able to provide staff to stay inside with a mildly ill child, therefore parents will need to make alternative care arrangements if their child cannot go outside.

Hot Weather

Since your child will go outside in hot weather, please dress your child appropriately for the season and send extra clothes for the season. (On days when the temperature is extreme, extra precautions are taken, such as shortening the amount of time your child spends outside.) Children have the opportunity to play in the shade and we encourage the children to drink water often.

Sun Screen and Bug repellent

Children are encouraged to wear protective clothing or sunscreen/sun block with UVB and UVA protection of SPF 15 or higher applied to exposed skin. We need your permission to apply sunscreen and you will need to sign a permission form.

Special Notice for Health Department Alerts for Insect Borne Disease: **When public health authorities recommend the use of insect repellent due to high risk of insect-borne disease, only repellent containing DEET are used, and these are applied only to children older than two months.** Staff apply this no more than once a day and only with written parental permission. Alternatives to DEET are acceptable only when approved by the child's physician, or when the local health department recommends the alternative insect repellent registered with the Environment Protection Agency. A doctor's prescription is required for written approval. This is the guideline of the NAEYC Early Childhood Program Standards. (See # 5. A. 07 and New Guidance on DEET.)

The parent will supply the repellent for use as directed by their health professional for the age of their child. Parents can apply insect repellent prior to bringing the child in for the day if they prefer.

WATER ACTIVITIES

Water activities in our program are limited to sensory tubs and sprinkler play. We do not use wading/splashing pools or a swimming pool. Care is taken to ensure the health and safety of children during water play activities by preventing children from using sprinkler equipment on or near a hard, slippery surface, such as a driveway, sidewalk, or cement area. All sprinkler play equipment and hoses are stored out of children's reach when not in use. (Minimum Standard # 746.5015) Sensory tubs are emptied and disinfected daily.

FIELD TRIPS

Field trips – or excursions – are part of the regular curriculum in our program for children. These are usually "walking field trips". The project approach to planning learning experiences is used to ensure that children are engaged in meaningful activities in our community. This approach includes investigation and field work by the children. Even young toddlers are engaged in investigation and explorations; their field work is limited to on-campus trips to avoid transporting them due to the child seat and supervision difficulties in field trips for young children.

It is expected that parents sign the field trip permission form during the enrollment process for their child to participate. If not participating in that part of the curriculum, parents will be expected to make alternative care arrangements on days of field trips: No teacher will be available to remain on-site when the child's group is on a field trip. All precautions will be taken to ensure the safety and health of each child during field trips. **Parents will be notified in advance by posted notices at least 48 hours before the trip.**

TRANSPORTATION

SAC Early Childhood Center does not provide transportation to and from the center. We ask that parents transporting children to and from the center in personal automobiles use seat belts, car/booster seats and safety restraints appropriately to protect all the children. As children exit your automobile, please use caution as they walk from the vehicle to the entrance and back to ensure safety at all times.

CHILD CARE LICENSING/Department of Family & Protective Services (DFPS)

A copy of the Minimum Standards for Child Care Centers and the most recent Licensing inspection form are available for your review online www.hhs.texas.gov . Our most recent Licensing inspection will be posted in the front desks area. If you need to contact Licensing, the local child care licensing office is at:
3635 S.E. Military Dr.
San Antonio, TX 78223
Phone: 210-337-3399 Website for DFPS: www.dfps.state.tx.us
NONDISCRIMINATION POLICY- CACFP
*In accordance with Federal law and the U.S. Department of Agriculture policy regarding the operation of the Child and Adult Care (CACFP) Food Program, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. If you believe you have been discriminated against, write immediately to:

USDA, Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Or
Call 1-800-795-3272 or (202) 720-6382 (TTY)
USDA is an equal opportunity provider and employer.

Parents will be notified in writing about any changes in the enrollment agreement or program policies.