



# 2017-2018 Parent Policies

Cottonwood Creek Kid Care Preschool  
1015 State Hwy 121  
Allen, TX 75013  
214-667-7000

# *Cottonwood Creek Kid Care Preschool*

## **Parent Policies**

### ORIGIN AND PURPOSE

Kid Care is a weekday ministry of Cottonwood Creek Church, providing quality childcare/preschool programs for children ages 12 months through Transitional Kindergarten (TK). Our purpose is to extend the ministry of the church by supporting families and providing a safe, secure, and loving environment for children to grow in the love of Christ. Our desire, as we look toward the future, is to provide a program of ministry and outreach to the families and children enrolled in Kid Care. Kid Care offers three unique programs, Kid's Day Out, Preschool, and Transitional Kindergarten.

#### **Our purpose....**

- To Children:** Satisfying experiences and loving relationships at church communicate God's love in terms preschoolers can understand. Our purpose is to provide the highest quality childcare including developmental activities that encourage cognitive, social, physical, emotional, and spiritual growth.
- To Parents:** Our Kid Care program is a supportive ministry to families. The program provides parents time for shopping, doctor's appointments, volunteer work, part time jobs, recreation, or involvement in church activities.
- To Community:** Our Kid Care program can provide a means of outreach when the program is open to the community. A good program can be an extension of Christ's love to families who might not otherwise look to the church for help.

*The purpose of a preschool ministry is to help each child...*

- \*Associate God, Jesus, and the Bible with wonder, love, and happiness.
- \*To know the Bible as a special book that tells about God, Jesus, family, and oneself.
- \*To develop a positive feeling of self-worth.
- \*To begin thinking of others and learning to share.
- \*To feel comfortable, happy, loved, and secure with adults and other children.

### OUR PROGRAM

Our program philosophy is based on the premise that children learn about the world around them through play (active involvement with other children, adults, and materials). Learning takes place as young children *touch, manipulate, and experiment* with things and *interact* with people. The emphasis is on the experiences of the children rather than the results of those experiences.

Our goal is to help your children develop spiritually, mentally, physically, emotionally, and socially. To reach this goal, we have chosen the **Wee Learn** curriculum. Wee Learn promotes "hands on" learning experiences and emphasizes total development. Your child will be taught through learning centers including art, blocks, books, listening, home living, music, nature, writing, and puzzles. Daily emphasis of hands-on learning activities appropriate for each age group will teach Bible stories, verses, and truths. Other supplementary texts will be used to enrich this material.

In addition to Wee Learn, our *Preschool and TK* programs will use the **Frog Street Press** curriculum. Frog Street Press emphasizes numbers, letters, shapes, colors, phonetic sounds, language

development, and writing. While attending our *Preschool and TK* class, your child will be preparing for conventional Kindergarten both socially and academically.

All classrooms (excluding children in the Infant Program) will have a scheduled snack, lunch, rest, indoor/outdoor activity time and weekly music movement class. In addition to the above, 3 thru 5-year-old classes (KDO, Pre-K, and TK ) will attend daily chapel time and weekly physical education classes. Also, Preschool and Transitional Kindergarten classes have a weekly Spanish class.

Our staff consists of well-trained Christian educators who care about young children and who communicate care through love and individual attention. In addition, all staff members are CPR/First Aide certified, FBI fingerprinted/background-checked and attend 24 hours of continuing education classes yearly. We believe that our entire staff is highly qualified. We will not be able to honor parents' requests for specific teachers.

### ADMISSION/ENROLLMENT

We accept children age 12 months through 3 years old in our *Kid's Day Out* program, children 3 and 4 years old (who are potty trained) by September 1st to our *Preschool* program and children 5 years old by September 1st to our *Transitional Kindergarten* program. Children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities will allow. Immediately following the registration time period; all children registered can access our website at [www.kidcarepreschool.com](http://www.kidcarepreschool.com) to download the enrollment packet.

**Enrollment packets for returning students must be completed and returned to Kid Care by January 26, 2017. Enrollment packets for new students must be completed and returned to Kid Care by February 23, 2017. \*Failure to return completed enrollment pack will result in a delay in your child's first day attendance at school.**

Registration for the following school year takes place in January for current students and their siblings. Open registration for new students is in February. When classes are full, applicants are placed on a waiting list. Please note that current students and siblings placed on the waiting lists are given priority.

### TUITION & FEES

Registration		Tuition	Annual	Monthly
Kid's Day Out	\$180	Kid's Day Out	\$1620	\$180
Preschool (3 days)	\$255	Preschool (3 days)	\$2295	\$255
Preschool (4 days)	\$285	Preschool (4 days)	\$2565	\$285
Trans. Kindergarten	\$330	Trans. Kindergarten	\$2970	\$330

Registration fees are non-refundable and due at time of enrollment. Annual tuition has been divided into nine equal payments to be paid out during the school year. A discount of 5% off the entire yearly tuition will be given to those who pay the full annual tuition fee by September 30th. A discount of \$10 per month will be given to second and third child enrolled.

Tuition will be due by the 15<sup>th</sup> of the month prior to the month of attendance. Our primary method of payment is Tuition Express, an automatic payment system which deducts payment from your checking account or credit card. Tuition Express form can be found in Appendix 5. Any payments returned to us unpaid will be assessed an NSF charge of \$10.00.

If payment is not made by the 30<sup>th</sup> of the month prior to attendance, there will be a 10% late fee applied. If your tuition is going to be late, please notify the Assistant Director. Please be informed you **will not** be receiving a monthly statement, but statements for paid tuition are available upon request.

*Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, inclement weather days, vacations etc. The Director must approve any exceptions.*

### CALENDAR

*Kid Care* is open from 9:00 a.m. to 2:00 p.m., Monday through Thursday. Children are not accepted before 9:00 a.m. Prior to 9:00 a.m., our staff is attending meetings, preparing their rooms, gathering supplies, and participating in prayer time.

*Kid Care* is open from September 6, 2017 through May 17, 2018, excluding school holidays and inclement weather days. Our program will follow the Allen Independent School District calendar for holiday closings with the exception of first/last day of classes. During inclement weather, we follow Allen ISD on school closings or delays. If Allen is delayed two hours, *Kid Care* is delayed 2 hours, if they are closed, *Kid Care* will be closed. Please follow the news stations for Allen ISD information. We will update our phone lines at 214-667-7000, option 4, our facebook page and teachers will update you by your classroom's way of communication. *A detailed school calendar is posted on our website.* *Kid Care* is a private facility and not required to provide inclement weather makeup days, due to circumstances beyond our control.

### ATTENDANCE

*Sign in/Sign out Procedure:* When dropping off your child in the mornings, you must sign in your child, note the date and time of arrival, and include your initials. When picking up your child in the afternoon, you must note the time of departure and include your initials. This is mandated by the State of Texas for licensing purposes.

*Notification of Absence:* Please call the school at 214-667-7000, option 3, by 9:00 a.m. if your child is going to be out of school and the reason for their absence.

### ARRIVAL/DEPARTURE

*Arrival:* We do not accept children prior to 9:00 a.m. for *Kid Care*. This enables our staff time to prepare for your child's arrival. You must enter and exit through the glass doors at the front and back of the building. When dropping your child off, please wait for the teacher to greet you at the door **rather than entering the room**. Please do not leave your child unattended at any time while waiting for class to begin.

*Departure:* Picking up your child on time should be a priority. Children will be released only to parents or persons who have been listed on the enrollment forms and have proper identification. Persons other than a parent picking up a child must come to the office, provide their driver's license which we will copy, and receive a card which they will take to the teacher. This will inform the teacher that this person has been checked by the office staff.

*Late Pick-up Fee:* Children who are not picked up by 2:05 p.m. will be escorted to the office. A fee of \$2.50 per child will be assessed for every five minutes (or part of) if you are late picking up your child starting at 2:05 p.m. You will be notified of the late charge in writing the next scheduled class day. This fee applies to your account regardless of designated pick-up person.

*Parking:* Please park in the following areas: the parking lot nearest the front doors (facing Highway 121), the east side parking lot (near the children's area), or the rear parking lot. You may also use the front circle drive, parking on the right hand side of the lane only. Please do not park in the rear circle drive; it is a designated fire lane. Also, it is imperative that Handicap Parking spaces be available. Do not park in these designated spaces without a valid sticker or you take the risk of being ticketed by the city.

*Entering the building:* Please use the front and back entrances of the church to enter *Kid Care*. Do not use the doors on the east side of the building as these doors will remain locked at all times for the

safety and security of the children. Also, please note the back northeast doors will remain locked from 9:30 a.m. until 1:30 p.m. each day for security reasons.

### **BEHAVIOR MANAGEMENT**

We believe that discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings).

Kid Care maintains these rules of conduct for each classroom. To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands on activities, low teacher-child ratios, and positive guidance. However, any behavior considered inappropriate will first be redirected in a positive manner. If this fails and the behavior continues and could be harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be warranted. A "time-out" will be used if a child continues with the repeated inappropriate behavior and chooses to ignore the teacher's directions. A time-out will last, in minutes, no longer than the child's age (i.e. a 3-year old will be in time out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Due to the fact that we are a licensed program, corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. Please refer to Appendix 1 for a complete discipline and guidance policy. Kid Care reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

### **WITHDRAWAL/DISMISSAL**

Following a two-week notice, parents may withdraw their child from our program at no penalty. Written notification must be provided to the Director two weeks prior to the date of withdrawal. If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Kid Care will not accept student withdrawals after April 5, 2018. Any withdrawals submitted after April 5, 2018 will be subject to payment for the full month of May. Kid Care reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal notice is issued. **All necessary means** will be pursued to resolve the problem before any child is dismissed from the program.

### **HEALTH AND MEDICAL INFORMATION**

A complete, accurate, and up-to-date *Immunization Record* along with a *Health Statement* from your health care professional must be provided to Kid Care. The Health Statement should state that your child has been examined within the past year and is able to participate in the Kid Care program. These documents must be on file in the office by August 18, 2017. Your child's start date will be delayed until we receive updated immunization records. *No exceptions will be made to this rule.* Immunization records must be kept current. If your child is unable to receive an immunization, a written statement from the child's physician must be on file. For TB testing requirements please see the Kid Care Director.

The staff at Kid Care is encouraged but not required to have immunizations against flu, pertussis and chicken pox. Please see Appendix on page 31 for more detailed information.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be

notified immediately after attending to the welfare of the child. A copy of our Injury/Illness Report form is available in the office, and a parent's signature is required on this form.

The Department of Family and Protective Services requires that each 4 & 5 year old have a hearing and vision screening. We have contracted with Metroplex Educational Consultants to provide this service on September 18<sup>th</sup> and 19<sup>th</sup> for a nominal fee for both services. You may choose to have your child's physician perform this service for you, but we must receive a copy of the results for our files. If screenings are done elsewhere we must receive a copy of the actual screening results, *not just the words "pass or fail."* All hearing and vision screening results must be completed and turned into our office by January 4<sup>th</sup>, 2018. If results are not received by then, your child will not be able to return to school until completed.

#### **EMERGENCY PREPAREDNESS PLAN**

Your child's safety is our main priority. The first responsibility of Kid Care staff is to move the children to a designated safe area or alternate shelter. Tornado drills are performed once every three months and fire drills are performed monthly. Emergency information is posted at each phone and emergency maps are posted in each classroom. For a full description of our emergency plan, please see Appendix 3 of the Parent Policies Book.

#### **ABUSE**

The State of Texas is a mandatory reporting state with regards to abuse. All personnel working with children are required by law to report all suspected cases of child abuse or neglect. Any such abuse will not be tolerated by an employee towards a child, parent or any other staff member. At Kid Care, our goal is to provide a safe, nurturing environment for children, and our staff has been trained to recognize the warnings signs of abuse. If you have concerns, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at [www.tdps.state.tx.us/childcare](http://www.tdps.state.tx.us/childcare), or the Collin County Child Advocacy Center, 550 E. 15<sup>th</sup> Street, Suite 120, Plano Texas 75074 or by phone at (800) 582-6036.

## PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE

	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
PHYSICAL ABUSE	<p>Unexplained Bruises &amp; Welts:</p> <ul style="list-style-type: none"> <li>-on face, lips, mouth</li> <li>-on torso, back, buttocks, thighs</li> <li>-in various stages of healing</li> <li>-reflecting shape of article used to inflict injury (extension cord, belt buckle, etc.)</li> <li>-on several different surface areas</li> <li>-regularly appear after absence, weekend or vacation</li> </ul> <p>Unexplained Burns:</p> <ul style="list-style-type: none"> <li>-cigar, cigarette burns, especially on soles, palms, back, or buttocks</li> <li>- immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia)</li> <li>-patterned like electric burner, iron, etc.</li> <li>-rope burns on arms, legs, neck, or torso</li> </ul> <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> <li>-to mouth, lips, gums, eyes- to external genitalia</li> </ul>	<ul style="list-style-type: none"> <li>-Wary of adult contacts</li> <li>-Apprehensive when other children cry</li> <li>-Behavioral extremes:               <ul style="list-style-type: none"> <li>-aggressiveness or withdraw</li> </ul> </li> <li>-Frightened of parents</li> <li>-Afraid to go home</li> <li>-Reports injury by parents</li> </ul>
PHYSICAL NEGLECT	<ul style="list-style-type: none"> <li>-Consistent hunger, poor hygiene, inappropriate dress</li> <li>-Consistent lack of supervision, especially in dangerous activities</li> <li>-Unattended physical problems or medical problems</li> <li>-Abandonment</li> </ul>	<ul style="list-style-type: none"> <li>-Begging, stealing food</li> <li>-Extended stays at school (early arrival and late departure)</li> <li>-Constant fatigue, listlessness or falling asleep in class</li> <li>-Alcohol or drug abuse</li> <li>-Delinquency (e.g. thefts)</li> <li>-States there is no caretaker</li> </ul>
SEXUAL ABUSE	<ul style="list-style-type: none"> <li>-Difficulty in walking/sitting</li> <li>-Torn, shredded or bloody underclothing</li> <li>-Bruises or bleeding in external genitalia, vaginal or anal areas</li> <li>-Venereal Diseases, especially in pre-teens</li> <li>-Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>-Unwilling to change for gym or participate in physical ed. class</li> <li>-Withdrawal, fantasy or infantile behavior</li> <li>-Bizarre, sophisticated, or unusual sexual behavior or knowledge</li> <li>-Poor peer relationships</li> <li>-Delinquency or runaway</li> <li>-Reports sexual assault by caretaker</li> </ul>
EMOTIONAL MALTREATMENT	<ul style="list-style-type: none"> <li>-Speech disorders</li> <li>-Lags in physical development</li> <li>-Failure to thrive</li> </ul>	<ul style="list-style-type: none"> <li>-Habit disorders (sucking, biting, rocking, etc.)</li> <li>-Conduct disorders (antisocial, destructive, etc.)</li> <li>-Neurotic traits (sleep disorders, inhibition of play)</li> <li>-Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias)</li> <li>-Behavioral extremes: compliant, passive, aggressive, demanding</li> <li>-Overly adaptive behavior: inappropriately adult or infant</li> <li>-Developmental lags (mental, emotional)</li> <li>-Attempted suicide</li> </ul>

## MEDICATION

No medication will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the Kid Care office. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. **Prescription medications will be the only medication given. Tylenol can only be given after immunizations.** If your child is sick, they must remain home.

Medicine may not be kept in your child's bag, lunch box, etc. For safety reasons the medicine must be turned into the Kid Care office. You are responsible for bringing it to us and picking it up every day. **No medications are to be included in juice cups, bottles, etc.**

## ILLNESS

**Your child's health is important to us.** For the protection of your child, as well as others, children must not be brought to Kid Care if they are ill. Please keep your child home if any of the following symptoms/conditions exist or have existed in the past **24 hours**:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, impetigo, etc)
- Suspected mononucleosis
- Pink eye or matted eyes

If your child develops a fever or any other symptoms while at Kid Care, you will be notified to pick up your child immediately. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. A late fee will be assessed if the child is not picked up within an hour from the onset of the illness. **After an illness, children must be free of fever and other symptoms for 24 hours, or have been on medication for a 24-hour period before returning to our program.**

Please notify the Director if your child is ill with a communicable disease (i.e. chicken pox, lice etc). Kid Care reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help Kid Care have a healthy environment for all children.

Employees are not required to be inoculated for vaccine-preventable diseases.

## ALLERGIES

In recent years, we have seen an increasing number of food allergies. If your child has a known food allergy that has been diagnosed by a health-care professional, you **must** have a food allergy emergency plan in your child's file at the school. The food allergy emergency plan must be prepared by your child's health care provider and signed and dated by both the health care provider and the parent. The food allergy plan must include:

1. A list of each food the child is allergic to;
2. Possible symptoms if exposed to a food on the list; and
3. The steps to take if the child has an allergic reaction.



## NUTRITION

***Parents must provide a nutritional snack*** to be served at snack time. Please see Appendix 2 "Allen ISD Nutritious Snack Recommendations." Also, ***parents must provide a nutritional lunch and a drink*** to be served at lunch time. Please pack your child's snack and lunch in different containers and label them accordingly. A 24-hour notice is required for any "special" snack that will be brought in from parents. This allows the teacher to post an Allergy Alert outside the classroom door, which is a requirement of The Texas Department of Family and Protective Services.

Kid Care is not responsible for its nutritional value or for meeting your child's daily food need. According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. The Texas Department of Family and Protective Services requires that water be offered during all snack, meals and after physical activities. Please check with your teacher on how this will be implemented in your child's classroom. Keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hot dogs, pineapple chunks, and hard candy. Please do not send sodas and candy as they may cause problems with other children. Also, sugar and caffeine may cause undue hyperactivity before naptime. Teachers will not serve a child any foods that are identified on the child's food emergency plan. **The only foods we will heat are bottles and baby food.**

We are happy to provide a comfortable place for mothers to breastfeed their children. Room C115 is available at all times and equipped with rocking chairs for your comfort. In addition parents have the right to breastfeed or send breast milk for their child while attending Kid Care.

Parents of Infants and Toddlers who are not on table foods must complete an "*Infant Care Instruction Sheet*" each month as required by The Texas Department of Family and Protective Services.

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

## PERSONAL BELONGINGS

Please dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Closed toed shoes are highly recommended for both outdoor playground and P.E. activities.** All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Please make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be changed and the soiled clothing will be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

Children in toddler and two year old classes need to bring a nap mat, blanket, or sleeping bag for rest time every day. Younger children need to bring a diaperbag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles needed for the day. All bottles need to be brought ready for feeding. Per The Texas Department of Family and Protective Services, all bottles need to be labeled with the child's full name.

For those children who are wearing diapers or pull ups, a supply of these should be provided for the daily needs of the child. This supply should be labeled with the child's name and will remain in the classroom for use as needed. Diaper rash ointment and lotion must be provided, if necessary.

Please do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring something (special toys may be lost or broken). It is easier for your child to take turns, which is the groundwork for learning to share, with the play tools we provide. The activities planned by your child's teacher support the overall theme of the day.

## OUTDOOR PLAYGROUND

Please keep in mind that we play on the outdoor playground regularly during both summer and winter months. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. **For the safety of the children, closed toed shoes are highly recommended for the outdoor playground areas.** Children will be kept inside on red ozone days, as well as days when the wind chill factor is below forty degrees.

### **TOILET TRAINING**

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Please bring a supply of underwear, clearly labeled with your child's name, as well as a change of clothing, socks, and shoes. Parents will be required to bring Pull-Ups for classrooms not equipped with toilets. Children *will not* be forced to use the toilet at any time.

### **FUNDRAISERS**

Our program has several fundraisers yearly. These include the Scholastic Book Fair, Individual/Group Photo Sales, booth rentals at our Kid Care Fair, and Pennies for Preschoolers, our very successful "coin collection with a twist" held each spring. Many parents have businesses and ask us to distribute flyers or other promotional materials. It is our policy that all "advertising" of those businesses be done at our Kid Care Fair.

### **BIRTHDAYS & OTHER CELEBRATIONS**

Children love celebrating their birthdays. We want them to feel special here, as well. If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of one school day prior so she can make arrangements for snack time. Teachers can also make you aware of any allergies of the students in her care.

Birthday parties are fun unless you are the only child not invited. Invitations may be passed out at Kid Care **only if all** students in the class are invited. Otherwise, please mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, email addresses and phone numbers. If you do not wish this information to be disclosed, please inform us in writing by August 31, 2017.

Kid Care will have class parties to observe Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring party favors, snack items, etc. to help celebrate. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask that no Santa or Easter Bunny party items be brought to school. If you choose to bring fall or Halloween treats for classmates, please refrain from using ghost, goblins or other Halloween characters.

### **PARENT INVOLVEMENT**

Involved parents help our children see the importance of learning. All parents can help in some way. Please review the "*Parent Involvement Form*" in your enrollment packet to see where you can help out. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at any time, and parents are encouraged to visit.

We issue a monthly newsletter to update you about the activities going on at Kid Care. Our newsletters are emailed out the first school day of the month. If you would like a hard copy of the newsletter, please stop by the front desk. Any policy changes will be noted on our website or by email during month of implementation.

Kid Care is a gang-free zone. For a full description on gang-free zones, please refer to Appendix 4 of the Parent Policies book.

If at any time you feel the need to discuss any questions or concerns about our program, please feel free to stop at the office or make an appointment with the Director. Parents may review a copy of the minimum standards, the most recent Licensing inspection report, or contact the local state licensing authority, The Department of Family and Protective Services, at 550 E. 15<sup>th</sup> Street, Suite 120, Plano, TX 75074 or by phone at (800 ) 582-6036. The Texas Dept. of Family and Protective Services host a child abuse hotline at 1-800-252-5400, and website can be accessed at [www.dfps.state.tx.us/childcare](http://www.dfps.state.tx.us/childcare).

## MINISTRY

If our Pastor and/or any other ministers of our church can help you or your family, please call the church office at 972-359-7777. We are located at 1015 Hwy. 121, Allen, TX 75013.

Senior Pastor	ext. 1020
Executive Pastor	ext. 2020
Married Adults	ext. 4020
Discipleship	ext. 2424
Singles Ministry	ext. 3015
Men's Ministry	ext. 2424
Sports Ministry	ext. 2525
Women's Ministry	ext. 3022
Worship & Arts Ministry	ext. 6020
Youth Ministry	ext. 4040
Children's Ministry	ext. 5020

**Appendix 1**  
**Discipline and Guidance Policy**  
**for Cottonwood Creek Kid Care**

\* Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

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

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

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

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Appendix 2

### ALLEN ISD NUTRITIOUS SNACK RECOMMENDATIONS

#### Beverages

##### 100% Fruit Juice

- Capri-Sun Fruit Waves juice pouch
- Minute Maid 100% juice box
- Juicy Juice box

Danimals Drinkable Yogurt

Dannon Gogurt

Bottled Water

Milk (non-fat or low-fat, plain or flavored)

#### Low Fat Grain Foods

Pretzels, any variety

Animal Crackers

- Any brand, un-iced

Graham Crackers

- Honey Maid Cinnamon Sticks

Wheat Crackers

- Wheat Thins
- Triscuits

Additional crackers that meet fat requirements

- Wheat Thins
- Triscuits
- Goldfish Baked Snack Crackers

Additional snacks that meet fat requirements

- Chex Mix
- Munchie Mix, traditional

Vanilla Wafers, any brand

Baked Tortilla Chips with Salsa

Fruit Grain Bars

- General Mills Oatmeal Crisp Fruit 'n Cereal Bars
- Sunkist Fruit & Grain Bars
- Quaker Fruit & Oatmeal Cereal Bar
- Quaker Fruit & Oatmeal Bites
- Nutrigrain Bars
- Nutrigrain Muffin Bar

Frozen Fruit Bar

- Dreyer Whole Fruit Bar
- Welch's Fruit Juice Bar
- Breyer's Fruit Bar

Microwave Popcorn, 94% fat free, any brand

Fresh Fruit

Fresh Vegetables

### Appendix 3 Emergency Preparedness Plan

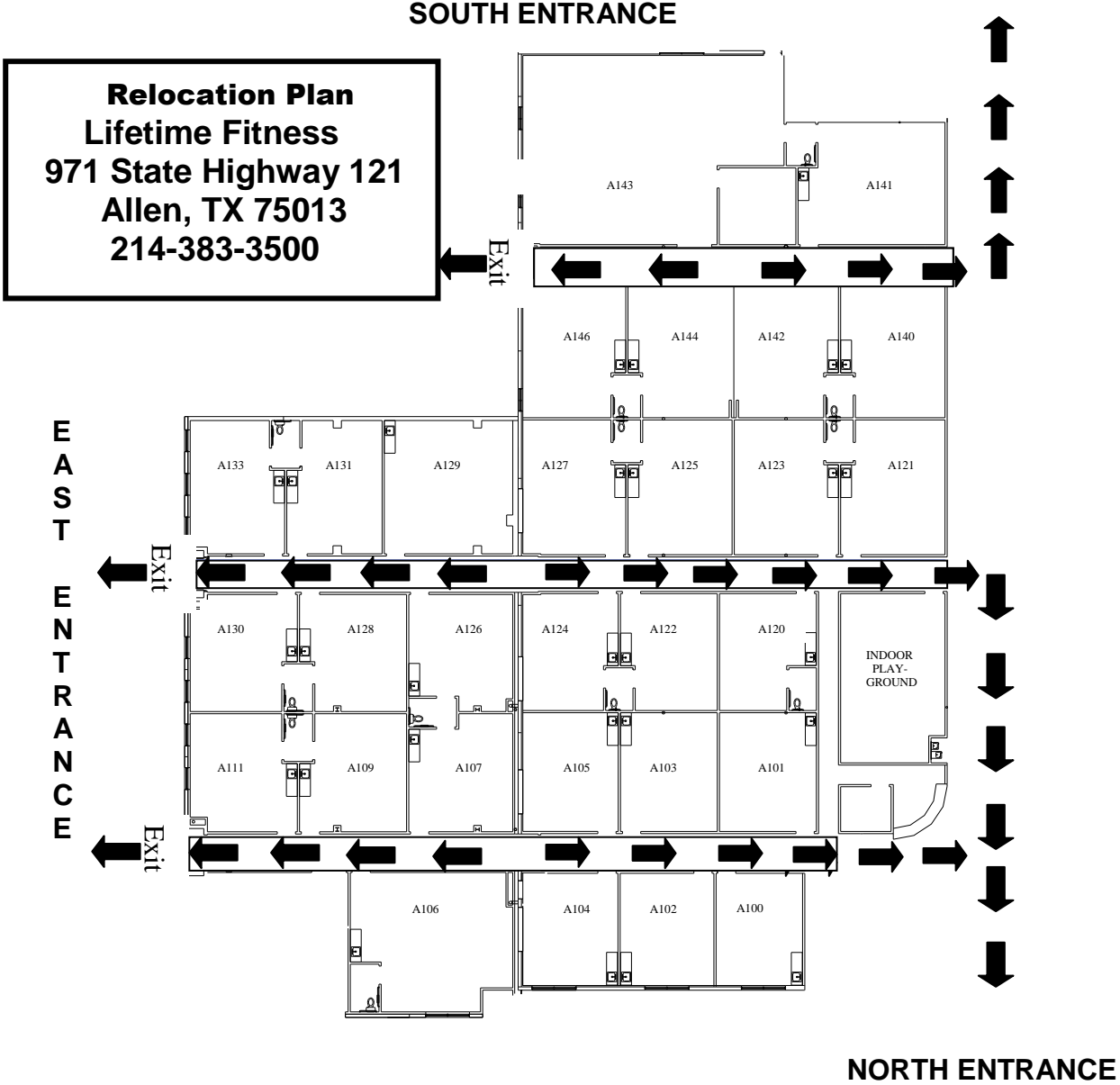
In an emergency, the first responsibility of the Kid Care Staff is to move the children to a designated safe area or alternate shelter. During natural disasters such as severe weather or tornado, students will remain in the classroom. Those classes with windows in their rooms, will move into an interior room. In the event it is necessary to evacuate the building, all Kid Care Staff, volunteers and Cottonwood Creek Church Staff will exit the building and meet on the soccer fields on the south west corner of the property. In the event of an emergency requiring lock-down of the school, children will remain in their classrooms against the wall with the door. Doors will remain locked and lights will be turned off. Teachers will provide calming, quiet activities for the children until the lock-down is lifted.

If the threat requires the children to be removed from the property, all Kid Care students, staff, volunteers and Cottonwood Creek Church staff will go to Lifetime Fitness located at 971 Hwy121, Allen, TX 75013 – 214-383-3500. Teachers will care for children in the childcare facility at Lifetime using supplies that available there.

All students, staff and volunteers will exit under the direction of the Kid Care Director and Assistant Directors. All students will be accounted for by using the daily sign-in / sign-out sheets. Teachers, teaching assistants and Kid Care support staff will escort children at all times. Children who are under 24 months of age will be transported in evacuation cribs. Emergency contact information and medical treatment authorization forms will be transported by the Kid Care Director, Assistant Directors or Registrar. During an evacuation, parents will be notified via phone. Staff will verify identity of those picking up children using our regular operating procedures (picture ID, sign in/out sheets).

Communication with parents, licensing and authorities will be made by cell phones. Parents and guardians can call 214-901-1094, to get more information during an emergency or evacuation. This number is used **only in emergency situations** and will be activated in the event of an emergency which requires evacuation from the building. Kid Care staff will also update our website and Facebook page with information.





**EVACUATION PLAN**

#### **Appendix 4**

**New Requirements Regarding Gang-Free Zones For Child Care Centers** As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

***What is a gang-free zone?*** A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?*** The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?*** Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does this mean for my day care center?*** A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

***When do I have to comply with the new requirements?*** The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. *For further information please contact your licensing representative or your local licensing office.* Child Care Licensing/jr DFPS 8/31/2009





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### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

#### COMPLETE ONE SECTION ONLY

##### SECTION A (Credit Card)

Cardholder Name \_\_\_\_\_ Phone # \_\_\_\_\_

Cardholder Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

##### SECTION B (Bank Account)

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank or Credit Union Name \_\_\_\_\_ Bank or Credit Union Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Transit Number (see sample below) \_\_\_\_\_ Account Number (see sample below) \_\_\_\_\_  Checking  Savings

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Official Use Only

Date Received
Employee Signature



A service of

