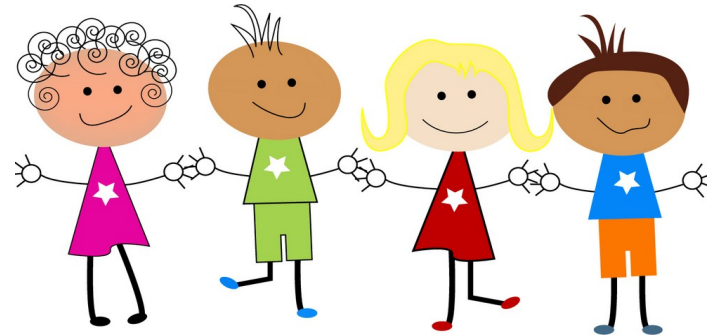


THE LORD OUR GOD, THE LORD IS ONE. LOVE THE LORD YOUR GOD WITH ALL YOUR HEART AND WITH ALL YOUR SOUL AND WITH ALL YOUR STRENGTH. THESE COMMANDMENTS THAT I GIVE YOU TODAY ARE TO BE UPON YOUR HEARTS. IMPRESS THEM ON YOUR CHILDREN. TALK ABOUT THEM WHEN YOU SIT AT HOME AND WHEN YOU WALK ALONG THE ROAD, WHEN YOU LIE DOWN AND WHEN YOU GET UP.

DEUTERONOMY 6:4-8

Christian Childhood Development Center

2018-2019



Parent Manual

CCDC @ Lake Highlands UMC
(214) 349-4489

Mailing Address:

P.O. Box 551389

Dallas, TX. 75355-1389

www.lhccdc.com

Overview

Christian Childhood Development Center, (CCDC), a Parent's Day Out and Preschool program, is a ministry of Lake Highlands United Methodist Church. Founded in 1978, the preschool program was added to offer early childhood education for children ages 2-4. Today the program accommodates more than 200 children each week with a staff of 31 teachers, a Director and an Assistant Director.

CCDC is open from 9:00 a.m. to 2:30 p.m. Monday through Thursday, from September to May, with the exception of school holidays.

PLEASE ADD 214-348-6167 to your cell phone contact list. This is the number that will appear when CCDC calls you. However, please call 214-349-4489 to reach the CCDC office.

CCDC Contacts:

Annick Davis, Director
adavis@lhccdc.com 214-349-4489
ext. 1

D'Lynn Irby, Assistant Director
dpirby@lhccdc.com 214-349-4489
ext. 2

Fax Number 214-349-0888

Important Numbers:

Medical, Law Enforcement and Fire Emergencies 911

Poison Control 1-800-764-7661

PRS Child Abuse Hotline 1-800-252-5400

Texas Dept. Of Family
and Protective Services 214-951-7902
www.dfps.state.tx.us

LHUMC Main Number 214-348-6600

A copy of the Minimum Standards of the Texas Department of Family and Protective Services and of the most recent Licensing inspection report are available in the CCDC office. The Texas Department of Family and Protective Services website is www.tdfps.state.tx.us.

Gang-Free Zone

The Texas Penal Code states that any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency Preparedness Plan

A copy of the CCDC Emergency Preparedness Plan is located in the CCDC office and is available for you to review any day that the center is open.

Breastfeeding

CCDC will provide a comfortable space with a seat that enables a mother to breastfeed her child. You have the right to breastfeed or provide breast milk for your child while in care.

Preventing and Responding to Abuse and Neglect of Children

- CCDC employees are required to receive annual training on recognizing and reporting child abuse.
- A manual, titled Recognizing and Reporting Child Abuse, can be found in the CCDC office and is available for your review any day that the center is open.
- If a CCDC employee suspects abuse or neglect, he/she is mandated by law to make a report. Reports will be made to the child abuse hotline at 1-800-252-5400.
- If you are the parent of a child who is a victim of abuse or neglect, please seek help immediately by removing the child from the abusive situation, calling 911 or local law enforcement, getting medical assistance, and/or seeking the help of a doctor, counselor or school administrator.

Vaccine-Preventable Diseases for CCDC Employees

- CCDC employees are encouraged, but not required, to obtain a Flu vaccination each year. CCDC provides this service to all employees on site.

Suspension and Expulsion of Children

- The CCDC Director, along with Assistant Director, teacher, and parents, will handle potential suspensions and/or expulsions on a case by case basis. We understand that each child and situation is unique, and we will be in close communication with parents from the onset of the problematic behavior. Parents will be given verbal and written documentation of any behavior plan that is made, including goals to work toward and if/when suspension/expulsion would take place if the goals are not reached.

Discipline and Guidance Policy for Christian Childhood Development Center

- Discipline will 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 includes 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 redirection; 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 will 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; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Christian Childhood Development Center

Children are a gift of the Lord. Psalm 127:3

Mission Statement

Believing that each person is a child of God and therefore worthy of love, acceptance and support, Lake Highlands United Methodist Church (LHUMC) provides a weekday program for young children as part of its ministry to its congregation and evangelistic outreach to the community.

Purpose

The purpose of CCDC is to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually and spiritually in a Bible-based program run by a dedicated, loving and professional staff. Our desire is to give each family the opportunity to be touched by this ministry so that they may be drawn into the fellowship of the congregation.

Philosophy

Christian Childhood Development Center believes that all children are unique individuals and active learners. Young children learn according to a developmental sequence, and each child progresses at his/her own pace. Our curriculum is age and developmentally appropriate and will challenge the social, emotional, cognitive, language, spiritual and physical needs of your child. Through learning centers in the classroom, children are provided with interactive, hands-on and play-based learning.

To enhance each child's spiritual development, CCDC strives to provide an environment for the children in which an integrated approach to discovering God's love is practiced in an atmosphere where Christ's love is modeled throughout all aspects of the day.

As in all programs at the United Methodist Church, people of all backgrounds are accepted for enrollment at Christian Childhood Development Center.

CCDC STAFF

2018-2019

TODDLER I

AMY GREENMAN MELINDA MARTINEZ
LISA CHAMNESS CAT FENOGLIO

TODDLER II

PAM SEDDEN
TAMMY CHURCHILL TONI STROUD

TWOS

LENNA DEEN AMY CHESTER
JULIE HOCKER BETH GILLESPIE
MELINDA MARTINEZ KATHY WESTFALL
KATHLEEN GRAHAM

THREES

LISA HUGGINS MARY MEDDERS
JORDAN STEVENS TERESE HUTSON
MELISSA BLACKMAN

FOURS

DONNA WILLIAMS DIANA BOSCH
ROBIN WINN BETH TRUONG

MELISSA NEUMAN HEATHER SHOPOFF
ZAHRA MEYERS SHANNON KIDD

BRIDGE K

KATIE CASTILLEJOS GRETCHEN WILSON

SPECIALS

MELISSA LANDIS—KIDFIT
MEGAN FAULK—MUSIC
NANETTE LEWIS—CHAPEL

OFFICE STAFF

ANNICK DAVIS—DIRECTOR
D'LYNN IRBY—ASSISTANT DIRECTOR
DINA CRAWFORD—ADMINISTRATIVE ASSISTANT

Preschool and Parent's Day Out

Arrival

- The doors of the Preschool and Parent's Day Out classrooms open at 9:00 each morning.
- If you arrive before 9:00, you are welcome to visit the playground in warm weather or to use the great hall (gym) to visit with your child.
- Please bring your child to his/her classroom at 9:00 and not before, as the teachers need time to set up the rooms before children enter.
- Please sign your child in and be sure that the teacher knows your child has arrived.
- If you need to speak with a teacher, please leave a note for her so that she can call you later. Our teachers want to remain focused on the arrival of the children at drop-off time.

Snacks

- Snacks are provided by the parents in the preschool classrooms. Your child's teacher will provide you with a snack schedule. CCDC provides snacks for the Parent's Day Out program, but parents are more than welcome to sign up for this as well.
- Birthday snacks can be a simple food treat like fruit, cheese and crackers or muffins. These are good choices to be shared at snack time.
- Please notify your teacher if there are food allergies of which she should be aware.

Toilet Training

- Children enrolled in the 3s and 4s programs should be toilet trained. They should not need to wear pull-ups or diapers and should be able to tell the teachers when they need to use the restroom.
- Please contact the director if your child is enrolled in 3s or 4s and is not yet toilet trained.
- We understand that accidents happen. The CCDC staff will help all children in the case of an accident. As such, please send a clean change of clothes including shirt, pants, and socks.

Lunchtime

- Each child should bring his/her own nutritious cold pack lunch. CCDC provides milk and water each day at lunchtime.

Dismissal

- Preschool and Parent's Day Out classes end at 2:30.
- Children who have not been picked up by 2:35 will be taken to the office.
- Late Fees: 2:40-2:50—\$10; 2:50- 2:55- \$15; 2:55-3:00—\$20
- We will begin calling emergency contacts if parents cannot be reached.
- Anytime that tardiness cannot be avoided, please call the office as soon as possible as to when pickup can be expected.

Special Items to Remember

- Children should not bring gum, candy, money, cough drops, balloons, toys, weapons or valuables to school.
- Children should eat breakfast before coming into the school. Food may not be brought into the classrooms in the morning. Snacks are generally served between 9:30 and 10:30.
- The school closes at 2:30 p.m. Parents, teachers and staff should be able to leave the building by 2:35. Please allow time to pay tuition and talk with staff and friends prior to 2:30.
- Please notify the office of any change in address, phone, email, immunization status, or family concerns that affect a child.
- Never leave a child unattended in the building, the parking lot, or on the playground. If you arrive when the class is in another part of the building, please sign your child in, leave his/her belongings at the classroom and take your child to meet his/her class where they are. Please be mindful to create as little disruption as possible.
- Please sign your child in and out every day.
- Please remind your child to walk, not run, in the hallways.
- Please call 214-349-4489 when your child is ill or will not be in school for the day.
- Families needing a teacher evaluation for application to private schools should bring those to the Director who will see that they are completed and mailed to the school.
- The CCDC staff is eager to assist families interested in becoming involved in LHUMC's ministries and will also pass along concerns to the pastoral care ministry and the prayer group at the request of the parents.

Teacher Requests & Classroom Assignments

- Teacher requests may be submitted to the Director via email.
- If you would like to request a teacher, please email adavis@lhccdc.com to indicate your preference and briefly explain why you are making the request.
- We will prayerfully consider each request that is submitted in order to place each child in the best learning environment for his/her learning style and needs.
- We strongly believe that each CCDC teacher is excellent and that each child will be in a loving learning environment regardless of the teacher he/she is placed with.
- We cannot guarantee that your child will be placed with requested teachers as there are many factors to consider when building class rosters.
- You will be notified of classroom assignments approximately 1 week prior to the first day of school.



2018-2019 CCDC SCHOOL CALENDAR



SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
Meet the Teacher	4
Info Meetings 3s & 4s	4
1st Day of School	5
Pizza Days	24 & 25

October	
Fire Truck Visits	TBD
CCDC Closed	8 & 9
School Picture Days	15-17
Pizza Days	17 & 18
Flower Sales begin	TBD
Fall Family Picnic	TBD

November	
Pizza Days	12 & 13
Thanksgiving Break	19-22

First/Last Day of School

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December	
Christmas Program	12 & 13
Pizza Days	12 & 13
Christmas Holiday	24 - Jan 7

January	
School Resumes	8
Reg Packs Distributed	8 & 9
Prosp Parent Mtgs	9 & 10
Pizza Days	14 & 15
Reg Begins at 8:30	15
CCDC Closed	21

February	
No Tuition Due	1
Reg Checks Deposited	4
CCDC Closed	18 & 19
Pizza Days	20 & 21
Friday School	22

Friday School (for Mon kids only)

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March	
Teacher Apprec Week	TBD
Spring Break	11-14
Dad's Night	19
Flower Sales begin	TBD
Pizza Days	25 & 26

April	
Spring Carnival	TBD
Pizza Days	17 & 18
Easter	21
CCDC Closed	22 & 23

May	
Year End Programs	15 & 16
Pizza Days	20 & 21
Last Day of School	22

Pizza Day!
CCDC Holiday/Closed

CCDC Board of Directors

The governing body of Christian Childhood Development Center is the CCDC Board of Directors, which reports to the appropriate bodies of the Lake Highlands United Methodist Church. The Board is responsible for operation of CCDC in compliance with the Minimum Standards for Child Development Centers as established by the Texas Department of Family and Protective Services. The board has authority to formulate, review and ensure the administration of the Center's policies. The Board may be contacted by email at board@lhccdc.com.

2018-2019
CCDC Board of Directors
board@lhccdc.com

Andrea Vaughn—Board Chair
andrea.vaughn12@gmail.com

Katie Barrett
Laurie Bubel
Jesse Byrd
Megan Killebrew
Denise Newman
Jean E Sides
Matt Smith
David Stigall

LHUMC church pastors:

Rev. Jill Jackson-Sears
Rev. Andy Roberts

Parties

Birthdays are special days to celebrate. In order to be consistent and mindful of each family's means and needs, the following birthday party policies define acceptable celebrations:

- Contact the teacher in advance.
- Balloons, candles, favors or decorations are not to be brought. Candy, sheet cakes with gooey frosting or anything with nuts are not allowed.
- A simple food treat such as fruit, doughnut holes, cookies or muffins are good choices to be shared at snack time.
- Invitations to outside parties may be distributed at school, only if every child in the class is invited.

Holiday parties are planned and hosted by several parents who sign up at the beginning of the year.

- Teachers may request a limit to the number of adults present, depending on the age of the children, as too many adults present can be stressful for children.
- Parents are requested to refrain from wearing costumes, as they can frighten young children.
- Younger siblings should not attend class parties.

Appropriate Attire

- Washable play clothes are our school's "uniform."
- No costumes, dress or other clothes impairing movement may be worn.
- Rubber-sole shoes with laces or velcro closures are appropriate footwear.
- All children must wear shoes.
- Children should not wear Crocs, boots, sandals, flip flops or dress shoes.
- A change of clothing appropriate to the season should be brought to the teacher in a Ziploc bag labeled with the child's name for storage in the classroom.
- Children who are being toilet trained must bring additional clothes, including several pairs of underwear and socks.
- Coats, gloves, hats and long pants are needed for outdoor play and should be brought as soon as cooler weather begins.
- We play outside except in inclement weather, when the wind chill is below 30.
- Jewelry should not be worn to school, and all valuables should be left at home.

Injuries

- If a child sustains a minor injury, the child will be brought to the office, appropriate minor first aid steps will be taken and the child will be comforted. The child's name, date, time, action taken and office person receiving report are logged in the minor injury book.
 - Scrapes: wash with soap and water, bandage
 - Cuts: wash with soap and water, bandage
 - Bumps: ice or cold towel, observe child carefully, call parent if bump is on neck or head.
- For injuries requiring outside medical treatment, immediate first aid will be provided while ascertaining the seriousness of the injury or illness. Emergency medical services will be called immediately if necessary. The parent will be called as soon as possible, and a report will be filed with the Texas Department of Family and Protective Services.

Insect Repellent and Sunscreen

- Parents are responsible for all application of desired sunscreen and insect repellent. CCDC Staff will not apply such products.

Vision, Hearing and Speech Screening

- All children who have reached their fourth birthday must be screened for vision and hearing. This service is provided for a nominal fee at our school each Fall with the results passed along to parents and kept in the CCDC office. Parents may also elect to have this done at the pediatricians office. Parents must provide a copy of the screening results if these tests are performed at the pediatrician's office.

Animals Visiting School

- If an animal is to be present in a classroom or at school as an appropriate extension of learning, parents will be notified in advance. Complete documentation for the animal's health and up-to-date inoculations must be provided and onsite at the school during the visit. Proper care will be taken with the animal to keep children safe.

Allergies

- Please be sure the school is aware of any allergies your child may have.
- We do not have food restrictions for lunches provided from home
- We will work with families to make a plan for food safety given a food allergy
- An Emergency Care Plan must be on file in the office for all allergy medications that you request CCDC have on site and administer

CCDC Parents' Association

The CCDC Parents' Association exists to support the teachers, staff, and families at CCDC. The main goals of our organization are the following: Teacher Appreciation, Community Building, and Fundraising.

The Parents' Association consists of volunteers who donate their time and talents to provide the little extras the help make CCDC a wonderful place for all involved with this precious school. We hope to create a fun, warm and inviting atmosphere. Our desire is for each parent to take an active role in supporting the school to whatever extent they can offer. From organizing the school Carnival to signing up to bring a food item to a Teacher Lunch Bar, be on the lookout for ways that you can get involved to make our school an amazing organization.

The Parents' Association operates under the supervision of the CCDC Board and the School Director. If you have any questions or are interested in serving on the Leadership Team, please contact our PA President, Ali Jackson.

2018-2019

Parents' Association Leadership Team

President: Ali Jackson
ali.jackson222@gmail.com

Monthly Teacher Treats Coordinator
Cynthia Sprague

Teacher Lunch Bar Coordinator
Andrea Vaughn

Room Mom Liason
Mary Virginia Grandle

Flower Sales Coordinator
Della White

Pizza Days/T-shirt Coordinator
Judy Buker & Christy Blankenship

Parent Bulletin Board Manager
Eryn Springer

And many other who support single events and serve on committees!

Developmentally Appropriate Environment

- Our curriculum is age and developmentally appropriate and will challenge the social, emotional, cognitive, language, spiritual and physical needs of your child.
- Teachers plan for daily experiences by using their knowledge of child development to meet the needs of a variety of temperaments and learning styles.
- Activities and materials are designed for specific age groups. Topics for each class are those which hold meaning for the child in his/her daily living and which incorporate behavioral and educational goals for each child.
- As children mature, the classes add more structured dimensions to assure school readiness, including activities in math, science, language and literacy, fine and gross motor skills, art and cooperative play.
- Every child participates in the music program. The music teacher works with every class to ensure a joyous and excellent music curriculum which includes scripture, listening, singing, rhythm and musical instruments.
- Chapel is provided weekly for the Preschool Threes and Pre K classes. 2s and Toddler children have an integrated music and chapel class weekly.
- The KidFit program will meet the large-motor skill needs for all CCDC children through team sports skills, strength and balance exercises, and fun large motor games. All ages of children attend KidFit.

CCDC tuition is computed on an annual basis, then divided into nine (9) equal monthly payments. The first payment is made in June, prior to the start of the new school year. This is a prepayment of February's tuition. The remaining eight payments are made September through May. Tuition payments are due on the first day of the month. Payments will be considered *past due on the 10th of the month*. There will be a late fee of \$10.00 for past due tuition payments. There is a 5% discount for all payments made in full by June 1, 2016. There is a 10% discount for a third child enrolled simultaneously with two siblings. Tuition checks should be made payable to Christian Childhood Development Center (CCDC) and can be brought to our office or mailed to:

**Christian Childhood Development Center
P.O. Box 551389
Dallas, TX 75355-1389**

Tuition is not refundable when a child is absent. If it becomes necessary to withdraw a child, the parent should inform the Director, in writing, at least one month prior to the date of withdrawal. If tuition was paid in full for the year, a refund will be given for the remainder of the year minus 1 month. If tuition is being paid monthly, the June payment becomes your last months tuition. However, if you withdraw after February, payment will be collected for the final month that your child is enrolled.

Security continued...

- It is very important that we be able to reach parents promptly in case of emergency.
- Please be sure that all phone numbers including those of home, office, cellular and other adults authorized to pick up your child, are correct and up-to-date in the office.

Cell Phones

- For the safety of all children, parents are asked to refrain from using cell phones in the parking lots, walkways and building so that your attention may be focused on your child and the children around you.

Health and Wellness

Illness

- Please do not send your child to school if he/she appears to be ill or overly tired.
- If a child is not well enough to play outside and/or fully participate in all classroom activities, then he/she should be kept at home or will be sent home from school.
- Parents will be notified if a child becomes ill at school and needs to be picked up. Ill children should be picked up within 45 minutes of being called.
- Children with elevated temperatures or who have diarrhea (two or more loose or watery stools) or vomiting will be sent home for the remainder of the day.
- Children must be free of fever and free of symptoms for 24 hours without the use of Tylenol or Motrin before returning to school.
- Please tell your child's teacher if you have given your child a medication that could cause drowsiness or a change in toileting habits.
- If a communicable disease is diagnosed in your child's classroom, parents will be notified by letter or email.
- If your child develops a communicable disease at home, please notify the school so that we can inform other parents in the class.

Medications

- Bring any needed medication to the office in its original container with physician instructions to be dispensed by the CCDC office staff.
- Emergency Care Plan, signed by Physician, must be on file before meds will be accepted by CCDC
- If a physician prescribes an over-the-counter medication, it must be accompanied by a signed directive from the physician.
- All medications are stored in a secure area in the office.
- Because of the great responsibility involved in giving medications to children, we ask that parents give any necessary medication to their own children at home whenever possible.

Security and Safety

Parents may visit CCDC any time during normal hours of operation to observe their child without securing prior approval. Parents are asked to check in at the office before going to the classroom and to consider the emotions of their child when they leave.

Your child's safety and the security of our entire community are of the utmost importance to us. Please abide by the following guidelines:

Daily Sign-in and Sign-out

- **Parents are required by state licensing to sign their child in and out each day** on the clipboard outside the classroom door.
- Please list a legible phone number at which you can be reached in case of emergency.
- Please make it part of your daily routine to speak with the adult in charge as you pick up your child. She needs to know that your child is leaving, whether it be from the classroom, an enrichment class, or from the playground.

Authorization to Pick up a Child

- In addition to a parent, only those persons listed on the registration form will be allowed to pick up a child.
- A handwritten note or verbal instruction to a teacher is NOT sufficient to assure your child's safe release.
- CCDC teachers and staff will ask for identification of those with whom we are not familiar.

Visitors in the CCDC Area

- Visitors other than parents during drop-off and pick-up times are requested to pick up a visitor's badge and sign the visitors book in the office.
- There is NO smoking allowed at CCDC including e-cigarettes, or any other tobacco product

Access to the CCDC Area

- Families may enter the building through any of the 3 entry doors to the building.
- The doors will be unlocked for drop off until 9:15 and after 2:15 for pick up.
- All entry doors will be locked from 9:15-2:15.
- If you need to pick your child up early, please ring the doorbell at the main office doors and you will be buzzed in. Check in at the office and the Director or Assistant Director will pick up your child and bring him/her to the office to meet you.
- Report suspicious behavior to the office immediately.

Enrollment

The following forms must be completed and turned in prior to the first day of school. Failure to do so will prevent your child from attending.

Registration form and photo ID for those authorized to pick up child (other than parents) Information on this form must be kept up-to-date at all times. This includes persons to contact in case of an Emergency.

Physician's statement This part of our admission form must be completely filled out and signed by child's physician and parent. The physical exam must have been given between August 2016 and August 2017.

Immunization form All immunizations must be up-to-date for the child's age. A copy of Number of Doses Required of each Vaccine can be viewed at <http://www.dshs.state.tx.us/immunize/school/default.shtm#childcare>

Vaccine Exemption Online request form for exemption affidavit can be found at: <https://webds.dshs.state.tx.us/immco/affidavit.shtm>

Custody agreement and visitation schedule Children of families in which parents are divorced or separated must have these forms on file.

*And Jesus said to them,
"Let the children come to me and do not hinder them,
for to ones such as these belongs the kingdom of
heaven."*

Matthew 19:14

Parent-Teacher-Child Relationship

- Early childhood education is a team effort among the parents, the teachers, and the child.
- If there is something occurring at home that affects your child, please be sure your child's teacher is informed.
- If you have a question concerning something at school, we encourage you to contact your child's teacher via phone, note, or email. Please be mindful that lengthy conversations at the beginning and end of the day are not appropriate as the teachers need to be focused on the children.
- A child feels more secure in an open, friendly home-school relationship. We will work with you in every way to make your child's school experience as enriching as possible.

Separation from Parents

- The beginning of school may bring a few tears as children adjust to their new friends and surroundings. This typically ceases after a few weeks.
- Some children have a more difficult time, and you can be assured the teachers and staff will do everything possible to make this transition time one of loving comfort and growth for your child.
- Parents are asked to keep good-byes short and consistent in the mornings. Returning for "one more good-bye" can confuse and upset a child, so your loving hug with a promise of "I love you, and I'll see you soon!" will help your child to grow in his or her capacity to adapt to new situations in a healthy manner. Leaving the hallways quickly is helpful so that children can focus on classroom activities.

School Closings and School Calendar

- CCDC will follow the School Calendar published in this Manual and available in the School Office; no school days beyond those published in the School Calendar will be offered.
- In the event of inclement weather or other circumstances that may require area school closings or delayed openings, please check your email to receive a message concerning plans for the day by 7:30 a.m.
- Closings due to inclement weather will generally follow the decision made by Richardson Independent School District, but is left to the discretion of the Director. If RISD has delayed opening, CCDC will open 30 minutes after RISD elementary schools open.
- No refunds will be given if CCDC is closed on a scheduled school day. Days missed due to closings will not be made up at a later date.

Parent-Teacher-School Communication

- CCDC office staff and teachers post to the private CCDC Facebook page for fun events, daily happenings, and important reminders. Please ask to join the Christian Childhood Development Center FB page to stay connected!
- Please be sure that we have your correct email address. Contact D'Lynn Irby with changes in email addresses at dpirby@lhccdc.com
- Depending on the age of the class, weekly or monthly teacher emails will be sent home as well. Special events, weekly themes and other information will be included.
- All classes have lesson plans posted outside of the classroom door to give you ideas for discussing the day's activities with your child.
- Please check your child's hallway clip each day for school-wide communications and notes from the teacher.
- Parent conferences are scheduled in the spring for preschool children. More frequent conferences may be scheduled by making a written request to the teacher.
- If any policy changes are made during the school year, parents will be notified via email.
- Available in the office at all times are the state's minimum standards for licensing, most recent fire and health inspections, and the most recent licensing visit report.
- Parents are welcome to contact the Director with any questions they may have concerning policies and procedures by calling 214-349-4489.

Field Trips

- Pre K classes may take field trips relating to a unit of study. Any class activity that leaves the CCDC campus will be considered a field trip and will follow all licensing requirements and state laws which are;
- Parents will be notified at least 48 hours in advance of a field trip,
- Parents must sign a permission slip in order for their child to participate,
- Field trip drivers must have a first aide kit in their car; these are available in the CCDC office
- Field trip drivers must have a copy of insurance and drivers license on file in the CCDC office,
- All CCDC staff who plan field trips have participated in a yearly Transportation Safety Course,
- Parents are encouraged to attend field trips and to provide transportation to the field trip as often as possible,
- A parent's role on each field trip is to supervise his/her own child. Children that do not have a parent representative on the field trip will be under the care and responsibility of the CCDC staff in charge.