

# Christian Childhood Development Center

# 2020-2021



## Parent Manual

CCDC @ Lake Highlands UMC  
(214) 349-4489

**Mailing Address:**  
P.O. Box 551389  
Dallas, TX. 75355-1389  
[www.lhccdc.com](http://www.lhccdc.com)

### Overview

Christian Childhood Development Center is a Preschool program and a ministry of Lake Highlands United Methodist Church. Founded in 1978, the preschool program was added to offer early childhood education for children ages 12 months-5 years. Today the program accommodates more than 200 children each week with a staff of 33 teachers, a Director, Assistant Director and Administrative Assistant.

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 <a href="mailto:adavis@lhccdc.com">adavis@lhccdc.com</a>	214-349-4489 <i>ext. 1</i>
D'Lynn Irby, Assistant Director <a href="mailto:dpirby@lhccdc.com">dpirby@lhccdc.com</a>	214-349-4489 <i>ext. 2</i>
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 <a href="http://www.tdfps.state.tx.us">www.tdfps.state.tx.us</a>
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](http://www.tdfps.state.tx.us).

## 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 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 Lake Highlands United Methodist Church, people of all backgrounds are accepted for enrollment at Christian Childhood Development Center.

## CCDC STAFF

2020-2021

### TODDLER I

TAMMY WETZEL & ADILENY CARRION (M/W)  
LISA CHAMNESS & CAT FENOGLIO (T/TH)

### TODDLER II

PAM SEDDEN, & TAMMY CHURCHILL (M/W)  
PAM SEDDEN & ADILENY CARRION (T/TH)

### TWOS

MELISSA LANDIS & LENNA DEEN (M/W)  
KATHLEEN GRAHAM & NATALIE PENNOCK (M/W)  
LAURA FRYE & LENNA DEEN (T/TH)  
MELINDA MARTINEZ & ANNIE HOUSER (T/TH)

### THREES

AMY TUGGLE & SHANNON ADDISON (M/W)  
NATOSHA HAWK & COURTNEY MASON (M/W)  
AMY TUGGLE & SHANNON ADDISON (T/TH)  
KELSEY KIRKLAND & KATHLEEN GRAHAM (T/TH)

### FOURS

DONNA WILLIAMS & ROBIN WINN (4 DAY)  
DIANA BOSCH & KELLY HORNER (T/W/TH)  
HEATHER SHOPOFF & NATALIE HILDEBRAND (T/W/TH)  
BETH GILLESPIE & AMY CHESTER (M/W/TH)

### BRIDGE K

KATIE CASTILLEJOS & NATALIE MINATREA

### SPECIALS



ZAHRA MEYERS—KIDFIT (M/W)  
MELISSA LANDIS—KIDFIT (T/TH)  
MEGAN FAULK—MUSIC  
NANETTE LEWIS—CHAPEL

### OFFICE STAFF

ANNICK DAVIS, D'LYNN IRBY, DINA CRAWFORD

## 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](mailto:board@lhccdc.com).

		2020-2021		
<b>CCDC SCHOOL CALENDAR</b>				

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

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

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

<b>September</b>	Meet the Teacher	8
	Info Meetings 3s & 4s	8
	1st Day of School	9
	Pizza Days	21 & 22
<b>October</b>	Fire Truck Visits	TBD
	CCDC Closed	12
	Pizza Days	21 & 22
	School Picture Days	TBD
	Fall Family Picnic	20
<b>November</b>	CCDC Closed	3
	Pizza Days	9 & 10
	Thanksgiving Break	23-26

<b>December</b>	Pizza Days	9 & 10
	Christmas Program	9 & 10
	Christmas Holiday	21- Jan4
<b>January</b>	School Resumes	5
	Reg Packs Distributed	6 & 7
	Prosp Parent Mtgs	6 & 7
	Pizza Days	11 & 12
	Reg Begins at 8:30	12
	CCDC Closed	18
<b>February</b>	No Tuition Due	1
	Reg Checks Deposited	4
	CCDC Closed	15 & 16
	Pizza Days	17 & 18
	Friday School for Mon kids	19
<b>March</b>	Teacher Appreciation	8-11
	Spring Break	15-18
	Pizza Days	29 & 30
<b>April</b>	Easter	4
	Spring Carnival	10
	Dad's Night	20
	Pizza Days	21 & 22
<b>May</b>	Year End Programs	12 & 13
	Pizza Days	17 & 18
	Last Day of School	19
	Teacher Work Day	20

First/Last Day of School	Pizza Day!	CCDC Holiday/Closed
--------------------------	------------	---------------------

2020-2021  
CCDC Board of Directors  
[board@lhccdc.com](mailto:board@lhccdc.com)

Susan Solomon—Board Chair  
[sweybridge@gmail.com](mailto:sweybridge@gmail.com)

Laurie Bubel  
David Stigall  
Megan Killebrew  
Christian Parker  
Brittany Perry  
Melissa Alloway  
Abbie Skipwith  
Brad Clark

**LHUMC church pastors:**  
Rev. Jill Jackson-Sears  
Rev. Andy Roberts

\*All special events are TBD for the 2020-2021 school year

## 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, Allison LeBlanc.

## 2020-2021 Parents' Association Leadership Team

President: Allison LeBlanc  
alison.leblanc12@gmail.com

Teacher Appreciation Week Coordinator  
Melissa Neuman

Parent Bulletin Board Manager  
Amanda Powell

Room Mom Liason  
Judy Buker

Teacher Treats Coordinator  
Samantha Goode

Spirit Day Coordinators  
Catherine Coleman & Bonnie Griess

And many others 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 May and is a prepayment of February's tuition. The remaining eight payments are made September through May. Tuition is not collected in February. 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, 2020. 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 Pre-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.

## 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.

<b>Registration form for those authorized to pick up child (other than parents). Photo ID required at first pick up by authorized persons besides parents</b>	Information on this form must be kept up-to-date at all times. This includes persons to contact in case of an Emergency.
<b>Physician's statement</b>	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 2019 and August 2020.
<b>Immunization form</b>	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 <a href="http://www.dshs.state.tx.us/immunize/school/default.shtm#childcare">http://www.dshs.state.tx.us/immunize/school/default.shtm#childcare</a>
<b>Vaccine Exemption</b>	Online request form for exemption affidavit can be found at: <a href="https://webds.dshs.state.tx.us/immco/affidavit.shtm">https://webds.dshs.state.tx.us/immco/affidavit.shtm</a>
<b>Custody agreement and visitation schedule</b>	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.
- Please refer to the Covid response plan for 2020-2021 drop off and pick up procedures

## 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.

### **\*Covid response plan includes teachers sharing lesson plans via newsletter and staff will help children get items from their clip each day**

- ~~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.

## Field Trips

- **COVID restrictions will prevent Field Trips from taking place during the 2020-2021 school year**
- ~~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~~
- ~~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 aid 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.~~

## 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

- **Children are required by state licensing to be signed in and out each day. CCDC staff will sign children in and out each day as a part of our Covid response plan.**
- Please give your child's teacher a 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.

### 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.
- Please email a copy of the Driver's License for anyone whom is authorized to pick your child up from school.

### 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. See COVID response plan for 2020-21 guidelines~~
- 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. See COVID response plan for 2020-21 guidelines.~~
- All entry doors will be locked from 9:15-2:15.
- If you need to pick your child up early, please call the office prior to your arrival. The Director or Assistant Director will pick up your child and bring him/her to the front doors of the school for release.
- Report suspicious behavior to the office immediately.

## **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 see COVID response plan as well**

- 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 at the time that meds are 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.

## **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, parent must be called if child has any impact to 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. You may send these to school for children to re-apply

## **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, signed by a Physician, must be on file in the office for all allergy medications that you request CCDC have on site and administer.

## 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.~~ **Covid response restricts any outside foods to be shared with children for the 2020-2021 school year**
- 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.~~ **Covid response restricts parents from entering the building for gatherings for the 2020-2021 school 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

- Adults who enter the building must wear a mask per **Covid response**
- **Children are not required to wear a mask unless ordered by the Governors' office**
- 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.

## 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 ring the bell and a staff person will sign your child in and deliver them to their class.** Please be mindful to create as little disruption as possible.
- ~~• Please sign your child in and out every day.~~ **Staff will sign children in and out as a part of our Covid response plan**
- 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

- If you would like to request a teacher, please email [adavis@lhccdc.com](mailto: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.



## Preschool and Parent's Day Out

### Arrival

Please see Covid response plan for drop off and pick up procedures for the 2020-2021 school year

- ~~• 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

### Snacks

- Please notify your teacher if there are food allergies of which she should be aware.
- Please send your child to school with an individual snack each day
- There will be no sharing of foods

### 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 classes end at 2:15 and MDO 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.

## 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.

## **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.

## **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.

# **CCDC COVID 19 Response Plan 2020-2021**

## **1. Purpose**

The primary concern of CCDC is the health and well-being of our children, families and staff. Therefore, CCDC adopts this Policy to comply with OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Dallas County's Executive Order(s), Governor Abbott's Open Texas Checklist for Child Care Operations, CDC guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines, and the Texas Health and Human Services (THHS) Child Care Licensing. This Policy provides CCDC families with a preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our families in the operational pattern in response to COVID-19. CCDC will be implementing a substantially similar policy for its staff. CCDC will continue to monitor developments and provide guidance to our families as needed.

CCDC staff and Board will revise this Policy as necessary to comply with any guidance and directives from the state and federal governments and agencies, including but not limited to CDC, THHS Child Care Licensing, and other organizations including Richardson ISD and LHUMC.

## **2. Additional Hygiene Measures and Procedures**

### Handwashing:

Wash hands upon arrival

Hands washed with soap and water throughout the day according to Minimum Standard guidelines <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf> pages 121-213

Use of hand sanitizer when soap and water are not feasible, ages 24 months and older

Sanitizing stations are located at each entrance door as well as within the facility

### 3. Illness Exclusion for Children

Children will not be admitted into care if they have any of the following symptoms:

- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature of 100.0 degrees

CCDC requires that you disclose the following information, within 12 hours, if your child has been, within the last 14 days:

- Diagnosed with COVID-19

CCDC requires that you disclose the following information, within 12 hours, if your child has been, within the last 14 days:

- Diagnosed with COVID-19
- In contact with someone recently diagnosed with COVID-19
- Exposed to anyone who had contact with someone recently diagnosed with COVID-19
- A participant in international travel to a country requiring a 14 day self-quarantine as designated by the CDC

\*Contact: interactions within six (6) feet of an infected person for at least 15 minutes.

In addition to the initial temperature check upon entrance to the building, CCDC reserves the right to take any child's temperature at any time for any reason. All classrooms will be supplied with a touchless thermometer in addition to the office supply.

#### Sanitizing/Disinfecting:

- All hard surfaces will be wiped down throughout the day, before and after use, as well as, at the end of each day, with an approved disinfectant
- Any toys that go into a child's mouth will be put into the disinfection process like usual
- All surfaces and toys will be sprayed prior to leaving the room throughout the day
- We will offer sensory bins, and children will wash hands before and after use
- 4s and Bridge K students will have individual supply boxes
- 2s and 3s children will have class sets of supplies which will be disinfected between use by each child

#### Masks:

- Staff are required to wear a mask or face guard while in common areas
- While inside their classrooms, PPE will be used at the teacher's discretion
- Children are not required to wear a mask. If you prefer your child to wear a mask, the CCDC staff will help them throughout the day to the best of our ability
- No children will wear a mask while playing outside, in the bathroom or in KidFit class
- All parents, or legally required visitors to CCDC, will be required to wear a mask

#### Physical distancing:

- Each class is considered a "family." Each "family" will physically distance from other "families" to enhance safety.
- Except on the outdoor playground, classes will not intermix and will stay with the same teachers as much as possible
- We will be intentional to have only one class walking through the hallway at a time as much as possible
- Music and chapel teachers will travel to the individual classrooms to conduct their lessons
- We are limiting the number of people that can enter the building, only allowing CCDC staff, parents of Toddlers and 2s, and persons with legal authority to enter. (more info found in Drop off and Pick up procedures)

## **If a Child Develops COVID-19 Symptoms at CCDC**

### Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at CCDC, a member of the office staff will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation room. Here, a member of the CCDC office staff will remain with the child until he/she is picked up. CCDC staff and LHUMC staff will evaluate the specific set of circumstances surrounding the child and will take other steps as necessary for the safety of other children and staff. These measures include the possibility of notifying families and staff of possible exposure, contact-tracing procedures, closing CCDC and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

### Reporting COVID-19 Diagnosis

In cases where a child enrolled at CCDC has a confirmed case of COVID-19, CCDC will report the case within 48 hours of learning about the diagnosis, to the following groups:

- DSHS
- THHS Child Care Licensing
- CCDC families & employees
- LHUMC staff

With regards to the child diagnosed with COVID-19, CCDC will keep his/her identity confidential to the extent possible unless as required by law.

### Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, CCDC will:

- Follow any required directives, recommendations and guidelines from DSHS
- Follow any required directives, recommendations and guidelines from THHS Child Care Licensing, and the CDC
- Implement necessary infection control measures
- Contact-trace, any close contacts the child or employee experienced while at CCDC

## **Return to CCDC following a confirmed case of COVID-19**

For any child with confirmed or suspected COVID-19, CCDC will follow the procedures below as to when the child can return to school.

In cases where a child has a confirmed case of COVID-19, the child will:

- Self-quarantine for a total of 14 days
- Return to CCDC when the following three (3) criteria are met:
  1. Three days (72 hours) have passed since resolution of fever without fever reducing medication
  2. Improvement in respiratory symptoms (cough, shortness of breath)
  3. Ten (10) days have passed since COVID-19 symptoms first appeared

In cases where a child who has symptoms that could have COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to CCDC until the child has completed the same three step criteria listed above.

If the child has symptoms that could be COVID-19, and wants to return to CCDC before completing the above self-quarantine period, the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis.

## 4. Arrival and Departure Procedures

CCDC is operational from 9am-2:30pm Monday through Thursday.

### Drop-Off Procedures

While operating in this phase, drop-off times will be staggered. Our 3s, 4s, and Bridge K children will arrive at 9am. Our Toddler I, Toddler II, and 2s children will arrive at 9:15am.

If you miss your designated drop off time, you will need to wait until CCDC staff is available to welcome your child at the front door and take them to their classroom.

These procedures will be communicated again, in detail, closer to the first days of school.

#### 3s, 4s, and Bridge K 9am

Parents will drive through our newly created car loop. A CCDC staff member will open the back door for the child to exit the vehicle. The child will be taken inside the building where another staff member will be waiting to conduct a temperature check, deliver the child to his/her classroom and sign them in. Children will be supplied with a color coded bag tag that provides their teachers name to help our staff quickly recognize them and take them to the appropriate room.

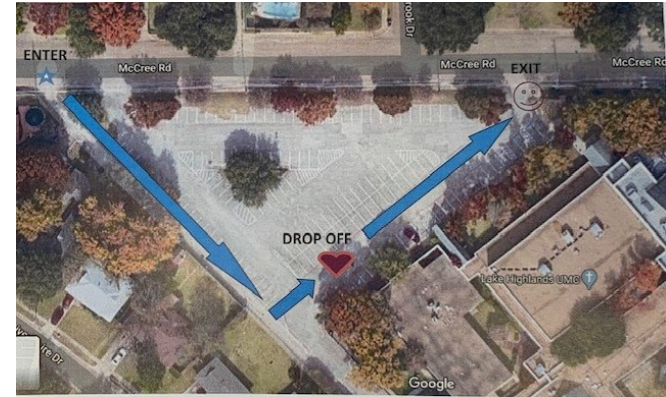
#### Toddler I, Toddler II, and 2s 9:15am

Parents will bring children into the building and deliver them directly to the classroom door to be signed in. All parents MUST utilize the hand sanitizer station at the entry doors, wear a face mask and have a temperature check to be admitted into the building. Children will also have a temperature check at the entry doors.

Toddler I and Toddler II families will enter and exit through the main CCDC double doors.

2s families will enter and exit through the Welcome Center double doors.

If you have children in both categories, drop your older child off in the car loop at 9am and then park your car to walk your younger child inside at 9:15am.



### Pick-Up Procedures

While operating in this phase, pick up times will be staggered. Our 3s, 4s, and Bridge K children will be picked up at 2:15pm. Our Toddler I, Toddler II, and 2s children will be picked up at 2:30pm.

#### 3s, 4s, and Bridge K 2:15pm

Each class will walk in a line out the front CCDC doors and go to their designated waiting pod along the front sidewalk. Each group will be clearly labeled with a sign with the classroom teachers name. Parents should park and walk toward the sidewalk to pick up their child and form a line. Physical distancing while you wait for your turn is expected. Teachers will sign each child out for the day once the child is retrieved by his/her parent.

#### Toddler I, Toddler II, and 2s 2:30pm

Parents should park and enter the building to pick up children at their classroom doors. Toddler I and II parents will enter and exit through the front CCDC doors. 2s parents will enter and exit through the Welcome Center doors. Face masks are required to enter the school building as well as use of the hand sanitizer station located at the entry door.

If you have children in both categories, you may either pick your older child up outside, place his belongings in your car then enter the building together to pick up the younger child. Or, you may pick up the younger child at 2:15, exit the building and pick up the older child outside.

Pick up procedures for rain or bad weather days will be communicated at a later date.

## 5. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or share basket items from home will be permitted at this time.

Approved items to bring to CCDC include:

Lunch box

Diapers (CCDC provides wipes)

Sippy cup and/or water bottle

Nap mat (must be laundered each week)

A lovie may be rolled up inside the nap mat

Change of clothes

Small bag or backpack (Child must be able to carry independently; a small drawstring bag is ideal) (bulky or heavy bags with multiple zippers is not ideal)

\*Please label each item clearly with your child's name

## 6. Snacks

Children should be sent to school each day with an individual and healthy snack. We will not be sharing snacks or asking parents to send snacks from home for the entire class at this time.

## 7. Visitors

Visitors (without legal necessity to visit) will not be permitted at this time. Parents that need to pick their child up early should call the CCDC office in advance and we will have your child ready, in the front office, for early pick up. Office staff will escort the child to the front door upon parent arrival.

## 8. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time. Plans for Meet the Teacher and Parent Informational Meetings will be given at a later date. Decisions regarding the Christmas Program, Dads Night, Carnival, and Spring program will be determined at a later date.

## 10. CCDC Tuition Policy during COVID-19

Should CCDC need to close for an extended period of time (2 weeks or longer), tuition will be handled as follows:

- Teachers will go online to teach their class as best as they can for that age group
- Full tuition is due during the initial 2 weeks of closure
- 50% tuition is due after 2 weeks if school is still closed until school reopens

CCDC facility will be thoroughly cleaned before return using Clorox 360 treatment

If a family decides to withdraw in the middle of the school year for any reason:

- Family will need to give a 30 day written notice to the Director
- Family will continue to pay full tuition for 30 days
- Family is released of their tuition contract with CCDC after the 30 day period

Due to a financial crisis, families may write to the Director and Board for financial tuition assistance

## 11. Disclosure Statements

I understand that outside of care, in order to control my child's exposure in the community, I will comply with all state, county and local stay at home orders.

I will immediately notify CCDC administration if I become aware of any person with whom my child or I have had contact with:

Exhibits any of the symptoms listed above

Is advised to self-isolate or quarantine

Has tested positive for COVID-19 or any other infectious illness

I will not hold CCDC, any of its employees or any of the LHUMC staff liable if my child contracts or tests positive for Covid 19.

I will notify CCDC administration anytime I have traveled outside of the United States. CCDC reserves the right to exclude a child from care if they or a family member has traveled to a country that has been identified by the CDC as an "at risk" country.

I understand that no addendum or policy can predict or cover all situations.

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

