

Christian Childhood Development Center

2023-2024



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 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 <i>adavis@lhccdc.com</i>	214-349-4489 <i>ext. 1</i>
D'Lynn Irby, Assistant Director <i>dpirby@lhccdc.com</i>	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
Child Care Licensing (CCL)	214-583-4253 www.dfps.state.tx.us/child_care/
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.

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.

Food

- Parents understand that CCDC is not responsible for meeting the child's daily food needs as set out by CACFP (Child and Adult Care Food Program). TxHHS-746.3309(a)(2)

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.

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 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.



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 that 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 Luncheon, 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, Chandler Hopper at chandlerahopper@gmail.com

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
- 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.

Promotion of Indoor & Outdoor Physical Activity

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skill appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

- Toddlers & Twos children will participate a minimum of 35 minutes of moderate to vigorous active play each day.
- Preschool children will participate a minimum 60 minutes of moderate to vigorous active play each day.
- Opportunities for active play may overlap with outdoor play when weather permits.
- All children will participate each day in 2 or more structured or teacher led activities or games that promote movement over the course of the day.
- Physical activity may take place in the classroom or on the playground, when weather permits.
- When weather conditions prohibit outdoor play, physical activities will occur inside the building.

Preschool and Parent's Day Out Arrival

- Parents/caretakers will walk their children into the school and sign them in at the classroom door using the Brightwheel app
- 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 call or email her and she will be in touch when she is not responsible for supervising children.

Snacks

- Please notify your teacher if there are food allergies of which she should be aware.
- Teachers may ask you to sign up to bring snack for the entire class once per month.
- If you prefer your child to have a snack from home, please send a snack in their backpack

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.
- Please do not send juice pouches to drink

Dismissal

- Preschool 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.

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, 2023. 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.

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.

Parties

2023-2024 CCDC SCHOOL CALENDAR

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

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	31	1	2	3	4	5	6					1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		

August/ September			December			March		
Meet the Teacher		Aug 24	Reg Forms on Clips		13&14	Teacher Appreciation		4-7
Info Meetings 3s & 4s		Aug 24	Reg Begins at 8:30		19	Spring Break		11-14
1st Day of School		Aug 28	Pizza Days		20&21	Pizza Days		25 & 26
CCDC Closed		Sept 4 & 5	Christmas Program		20&21	Easter		31
Pizza Days		25&26	Christmas Holiday		25-1/9			

October			January			April		
Fire Truck Visits		TBD	School Resumes		Jan 10	Pizza Days		17 & 18
School Picture Days		2-5	CCDC Closed		15 & 16			
CCDC Closed		9 & 10	New Parent Tour		25			
Fall Family Picnic		17	Pizza Days		22 & 23			
Pizza Days		25 & 26						

November			February			May		
CCDC Closed		6 & 7	No Tuition Due		1	Pizza Days		14 & 15
Thanksgiving Break		20-23	Reg Checks Deposited		1	Year End Program		15
Pizza Days		27 & 28	Carnival		3	for PreK/BK		
			CCDC Closed		19 & 20	Last Day of School		16
			Pizza Days		28 & 29			

First Day of School	CCDC Holiday/Closed
Last Day of School	Pizza Day!
	Special Event

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. Parents do not attend class parties in our Toddlers and 2s classes. 3s, 4s, and BK teachers may invite parents for parties.

- 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.

The 2023-2024 CCDC school calendar can also be viewed on our website at www.lhccdc.com

Safe Sleep Guidelines

- If a crib is used for nap time, the following guidelines must be met
 - ◇ Firm, flat, waterproof mattress
 - ◇ Maximum of 2 3/8 inches between crib slats
 - ◇ Sanitize crib before each use
 - ◇ Infant may not be left in a crib with the drop gate down
 - ◇ An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive
- Infants may not sleep in a restrictive device
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position
- Infants may not have their heads, faces or cribs covered by items such as blankets, linens, or clothing at any time.
- CCDC is required to offer a sleep or rest period after the noon meal for all children 18 months of age or older who are in care for 5 or more consecutive hours.
- Sleep or rest period may not exceed 3 hours
- Children who have rested for 1 hour may be offered an alternate, quiet activity until rest time is over
- Napping equipment may not block doorways, must be arranged to provide a sufficient walk space for caregivers, and be arranged so that caregivers can adequately supervise all children in the group

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.
- If assistance is needed following communication with classroom teachers, please feel free to contact the Director at adavis@lhccdc.com or 214.349.4489 to set a time to meet.

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 days
- 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.

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.

Parent-Teacher-School Communication continued

- 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.

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 all children
- 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. Toddlers attend KidFit as they are ready during the course of the year.

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 for those authorized to pick up child (other than parents). Photo ID required at first pick up by authorized persons besides 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 2021 and August 2022.

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

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 using the Brightwheel app
- Please remind your child to walk, not run, in the hallways.
- Please call 214-349-4489 or email dpirby@lhccdc.com 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 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.

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.**
- **Parents are responsible for signing each child in using the Brightwheel app each morning.**
- 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

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.
- 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.
- **Parents must use the QR code at the classroom door to check each child out via Brightwheel**
- 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

- 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.
- If your child has symptoms that cause you to give him Tylenol or the like in the morning, do not send your child to school.
- 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.