



Parent Handbook

9146 FM 78

Converse, TX 78109

(210) 659-0203

Hours of Operation:

7:00 am - 5:30 pm

Under 24 Months - 7:00am-4:30pm

www.conversechristianschool.org

Table of Contents

About the CEO.....5

Purpose.....5

Licensing.....6

Our Classrooms.....6

Classroom Supervision.....7

Non-Discrimination.....7

OpenDoor Policy.....8

Curriculum.....8

Child Assessments.....8

Parent Teacher Conferences.....9

Admission Policy9

Enrollment Procedures.....10

Questions and Concerns.....11

Registration and Supply.....11

Withdrawal Procedure.....11

Refund Policy: No Refunds.....12

Deposit Policy.....12

Flexibility and Support.....12

Court Orders Affecting Your Child.....13

Change of Information.....13

Parent Code of Conduct.....13

Difficulties & Differences Between Families & Staff.....14

Parent Responsibilities	16
Confidentiality.....	16
Confidentiality of Health & Safety Files.....	16
Parent or Legal Guardians.....	16
Access Procedures.....	17
Additional Notes.....	17
Parent Referrals.....	17
Tuition and Fees.....	18
Hours of Operation and Holiday.....	19
Weather Related and Emergency Cancellation.....	20
Emergency Evacuation	20
School Safety Policies.....	21
Ready to Respond: Emergency Plan	21
Vehicle Idling Policy.....	22
Arrival and Release of Children.....	22
Attendance	23
Children and Adjustment	24
Illness and Exclusion	24
Wellness Checks	25
Sunscreen and Bug Spray	26
Medication	27
Accidents/Injuries/Medical Emergencies	28
Child Abuse and Neglect	29
Nutrition	29
Nutrition Policy.....	30

Meals and Snacks	30
Breastfeeding.....	31
Special Celebrations	32
Health Statement	33
Immunizations.....	33
Tuberculin Testing Requirments	34
Hearing and Vision Screening	34
Biting.....	35
Nap Time	35
Clothing.....	36
Personal Belongings.....	36
Parent Involvement.....	37
Parent Communication and Notification.....	38
Outdoor Play.....	39
Screentime.....	39
Discipline and Guidance	40
Animal.....	40
Transportation.....	40
Gang Free Zone.....	41
Behavior.....	41
Suspension and Exclusion.....	42
Other Grounds for Suspension and Exclusion.....	43
Texas Rising Star.....	43
NAEYC	44
Questions or Concerns.....	44
Parent Orientation Checklist.....	45
Acknowledgement of Parent Handbook.....	46

About the CEO:

Tylane Barnes is a Texas certified special education teacher with a focus in K-12 Special Education. Mrs. Barnes also has a Texas Principal Certification. Her passion for helping students achieve their maximum potential is what led her to pursue a career in early childhood, as well as elementary education. Mrs. Barnes worked in public education for more than 18 years. In that time, she realized two things. 1. Students need a solid foundation in order to achieve high levels of success in secondary education 2. It is equally as important for students to have a strong spiritual foundation in order to navigate school and life.

She set out on a journey to achieve that about 10 years ago when she took over as CEO of Converse Christian School. She made it her mission to advocate for her students to ensure that they get all the support her students need to be successful. She has also made a commitment to small classroom sizes to ensure teachers have enough time to support the unique needs of every student that comes through the door. Leading Converse Christian School is not just a job, it is a calling and one that she is committed to doing with excellence to the Glory of God.

Purpose

The mission of CCS & ELC is to individualize every child's experience with our developmentally appropriate teaching and guidance in a caring, safe classroom environment. While our goal is Kindergarten-readiness we approach it with a concept of learning-through-play.

At Converse Christian School we believe:

- Children learn through play
- Play is the most fundamental and valuable take/gift

that can be given to children

- Childhood is an extremely precious time in the development of everyone which needs to be honored and protected
- Each child is worthy of respect because of the unique talents and skills each one possesses

Converse Christian School strives to provide an early childhood program that promotes the social/emotional, cognitive, language, physical and spiritual development of each child.

Licensing

CCS & ELC is a licensed and regulated Child-Care Center through the Texas Department of Family and Protective Services (DFPS) and meets or exceeds the Minimum Standards Rules for Licensed Child-Care Centers. Licensing staff conducts inspections at least once every 12 months, and at a minimum, one inspection per year must be unannounced. The most recent compliance letter or compliance evaluation form is posted in the center. You may contact the local licensing office at (210) 337-3399 and view or download the Minimum Standards for Child-Care Centers at the DFPS website:

http://www.dfps.state.tx.us/child_care/

Our Classrooms

CCS & ELC provides quality care for children ages 6 weeks to 12 years. Our belief is that children learn and grow best in a safe, healthy, loving, caring, nurturing, creative, and clean environment. We are committed to providing your child with that environment and in creating a strong bond with your child to ensure the best start of life in order to sustain a strong educational foundation.

Our student to staff ratios are below the state requirements. At times, we may follow state ratios, but we will never be non compliant.

Classroom assignments are based upon your child's chronological age. All children will transition to new classrooms in the middle of August or in some cases when the Director, current classroom teacher and parents collaborate on a move to meet the needs of an individual student. A transition assessment form will be completed by current teacher, parent, receiving teacher and director before a permanent move is made. Once approved the move will be communicated with the parent by the Director only.

Classroom Supervision

Staff will supervise infants, toddlers, and twos by being able to see and hear children at all times. Staff supervise preschoolers, kindergartners, and school-aged children by keeping them in sight most of the time. If a child is out of sight, such as in a restroom stall, the teacher will ensure the child is supervisable by sound and check on them frequently.

Non-Discrimination Policy

CCS & ELC does not discriminate on the basis of gender, race, color, religion, disability, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to students at the school.

Open Door Policy

We welcome parents to visit at any time. CCS & ELC is a privately owned and operated facility. We have the right to refuse service at any time to anyone.

Curriculum

CCS & ELC utilizes both the Frog Street and Abeka Curriculum. Frog Street is a curriculum based on proven concepts in early childhood education and encourages learning through creative art, dramatic play, expression, motor skills, music, sensory, science discovery, literature, language arts and social interaction. In addition to the Frog Street curriculum, CCS uses Abeka. Abeka is a comprehensive, quality curriculum with materials written from a Christian perspective. The curriculum contains professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject to make learning interesting and memorable. Our teachers are also encouraged to supplement the curriculum, if and as needed to keep all children engaged and excited about learning.

Child Assessment/Developmental Milestone Checklists

The teachers and teacher assistants will collaborate to collect observations in all areas of development throughout the school year using the designated observation system. Developmental milestones are skills children typically can do with a certain age range. Knowing what to look for is key to knowing how a child is developing. Developmental milestones can help teachers become aware of what skills are expected at what ages and

celebrate what the child is accomplishing. This will also be helpful to you as parents on what milestones to be looking for with your child's age. Our program conducts developmental checklists, three times a year, based on dates on the Teacher Matrix, teachers will complete an assessment using the designated assessment. Teachers will use the data from the child assessment to inform curriculum and instruction in the classroom by planning for individuals and groups of children.

Based on developmental checklist, ASQs, ASQ-SE and classroom observations, if the staff suspects a disability or developmental delay parents will be referred to the local Early Childhood Intervention Agency (ECI) or the local ISD Child Find to ensure students receive the proper diagnostic evaluation to confirm or rule out any suspected delays.

Parent Teacher Conferences

The teacher or designee will conduct 2 Parent Teacher Conferences per school year following the dates on the Teacher Matrix. During the conference, the teacher will discuss the child's developmental progress. Parents will provide input regarding the child's development at home. Teachers will discuss anything else they feel is relevant and allow parents a chance to ask the teacher any questions and or give feedback. A Parent Teacher Conference form will be given to the parent. In addition the director, teacher or parent can request a parent-teacher conference at any time during the year. The director will find a time within 5 days of the requested conference that works for parents and teachers.

Admission Policy

CCS & ELC does not discriminate on the basis of gender, race, color, religion, disability, and national or ethnic origin.

Preferences for admission will be given as follows:

1. Children presently enrolled or children of staff.
2. Siblings of children presently enrolled.
3. Children pre-registered.
4. Children on the waiting list.

Families may pre-register by filling out the registration forms and paying the non-refundable registration/supply fee. Pre-registered children will be admitted as openings become available in the classroom.

A waiting list is maintained to fill any openings if there are no pre registered students. In order to add your name to the waiting list, you need to provide the center with your name, your child's name, the child's date of birth, and a phone number.

Families on the waiting list will be removed after 12 months unless the family notifies the office that they would like to remain active on the list.

Enrollment Procedures

Enrollment application acceptance is contingent upon completion of the following forms including a signature by a parent or legal guardian:

- Child-Care Enrollment Application;
- Child's Health Statement signed by a physician;
- Vision/Hearing Screen (Children 4 years of age or older);
- Current Copy of Child's Immunizations records;
- Discipline and Guidance Policy;
- Permission to Publish Form;

- Parent Handbook Signature Page;
- Tuition Agreement Form
- Operational Policy on Infant Safe Sleep (infant only)

If there are any policy changes, written notice will be given. Parents will be required to sign and date a copy of the updated operational policies. Prior to acceptance and before you can receive an enrollment packet, parents are must set up an appointment to tour/meet with the director and discuss the philosophy, policies and the programs.

Questions and/or Concerns

Parents may review and discuss any questions or concerns about the policies and procedures of the program with the center's director. This can be done by contacting the director and asking for a conference. Many times, but not always, a conference can occur immediately. Through open communication, we can ensure that all parties are well informed and working as partners in your child's education.

Registration and Supply Fee

A \$150 registration and supply fee, with a maximum of \$200 per family, is collected at the time of registration and is non-refundable. Thereafter, it will be collected again annually on January 1st for the next school year. Children currently enrolled will not be guaranteed enrollment for the next school year if s/he is not pre-registered by the deadline.

Withdrawal Procedures

Parent Initiated Withdrawal

A two-week notice must be given in writing to the director prior to withdrawal of the program. Tuition will be charged

for the two weeks after notification is given even if the child does not attend.

Center Initiated Withdrawal

The director may terminate a child's enrollment after informing the parents of the area(s) of concern through conferences and working with the family to resolve the issue in various ways. **CCS & ELC has the right to refuse service to any family for any reason.**

Refund Policy: No Refunds

At CCS & ELC, we are committed to providing high-quality early educational services and maintaining the operational stability of our program. To ensure fairness and consistency, we have established the following no-refund policy:

Payments Are Non-Refundable

All tuition, fees, deposits, and other payments made to Converse Christian School are non-refundable. This includes payments for missed days, holidays, vacations, or early withdrawal from the program.

No Refunds for Absences

Tuition is required to reserve your child's spot in the program, and it remains payable regardless of attendance. Refunds will not be issued for days your child does not attend due to illness, personal reasons, or other circumstances.

Emergency Closures

In the event of unexpected closures due to emergencies (e.g., weather, natural disasters, or public health concerns), no refunds or credits will be issued.

Deposit Policy

Deposits paid to secure enrollment are non-refundable and will not be returned in the case of cancellation or withdrawal.

Flexibility and Support

While we cannot offer refunds, we value open communication and encourage families to reach out if they face financial difficulties. We are happy to discuss alternative payment arrangements or options to support your continued enrollment.

This policy ensures the sustainability of our program, allowing us to consistently provide high-quality care for all enrolled families. Thank you for your understanding and cooperation.

Court Orders Affecting Your Child

If there is a court order affecting your child, you must provide a Certified Copy of the court order to CCS & ELC. Without the court order, CCS & ELC staff have no authority to withhold the release of your child to the other parent. CCS & ELC will follow the court order exactly as written. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the situation. If a custody issue creates a risk for other children, staff or others at the school, CCS & ELC has the right to terminate care. Please note: Per Texas state law, in the absence of a court order, both parents have equal rights. The director may request a copy of the child's birth certificate.

Change of Information

Please notify CCS & ELC immediately in writing of any changes in address, phone numbers, emergency numbers, child's diet, changes in home setting, allergies, persons authorized to pick up your child, etc.

Parents can update information any time by emailing

admin@conversechristianschool.org, accessing your account through myprocare.com, or by changing it in person with the front office staff.

Parent Code of Conduct

Please understand that young children are present in our building. Some adult language is not appropriate for young children. CCS & ELC prohibits swearing or cursing on our property.

Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services. CCS & ELC has the right to terminate care in the event of disruptive behavior from a parent or guardian.

CCS & ELC must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Parents must limit their cell phone use while onsite to improve communication between staff and parents. Please end all calls before entering the building.

Procedures for Addressing Difficulties and Differences Between Families and Program Staff

At CCS & ELC, we value open communication and strive to maintain positive relationships between families and staff. We recognize that differences or misunderstandings may arise and have outlined a clear, multi-step process for resolving such conflicts. These procedures involve increasing levels of formality to ensure fair and respectful resolution.

Step 1: Open Communication (Informal Conflict Resolution)

- Families are encouraged to discuss concerns directly with the staff member involved at the earliest opportunity.
- Conversations should be held in a private, respectful setting, free from distractions, to promote understanding and collaboration.
- Staff are trained to listen actively, address concerns empathetically, and work toward mutually agreeable solutions.

Step 2: Meeting with the Director or Administrator

- If the issue remains unresolved, families may request a meeting with the program director or an administrator.
- During this meeting:
 - The family and staff members will have an opportunity to present their perspectives.
 - The director will facilitate the discussion, helping identify the root cause and potential solutions.
 - Documentation of the meeting and any agreed-upon actions will be maintained for reference.

Step 3: Formal Written Communication

- If concerns persist, families may submit a written complaint to the program's leadership team.
- The leadership team will:
 - Review the written documentation of the issue.
 - Conduct a formal investigation if necessary, which may include speaking with involved parties.
 - Provide a written response outlining findings and any proposed resolutions within a specified timeframe (e.g., 5-7 business days).

Guiding Principles

- All interactions should be conducted respectfully, prioritizing the well-being of the child and maintaining the professional integrity

- of the program.
- Retaliation against families or staff for raising concerns is strictly prohibited.
 - Confidentiality will be maintained throughout the conflict resolution process.

These procedures reflect our commitment to addressing conflicts constructively while fostering strong, collaborative relationships with families.

Parent Responsibilities

Children must be signed in and out by the parent or guardian daily. In order not to confuse your child's personal property, please ensure all items including cups, backpacks, jackets are clearly marked with students name.

Confidentiality

While your child is enrolled in our program, parents or guardians may come across confidential information about our program, our staff, and sometimes other children. All information received from CCS & ELC must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

Confidentiality of Health and Safety Files

The contents of each child's health and safety file are strictly confidential and safeguarded to protect the privacy of children and families. Access to these records is limited and only granted under the following conditions:

Administrators and Educators with Parental Consent

Administrators and educators who have obtained explicit written consent from a parent or legal guardian may access the child's health and safety file. This ensures that only authorized individuals directly involved in the child's care and well-being can review the records.

Parents or Legal Guardians

The child's parents or legal guardians have the right to access their child's health and safety file upon request. This guarantees transparency and empowers families to stay informed about their child's health and safety documentation.

Access Procedures

Requests for access must be made in writing or documented to ensure proper record-keeping.

Authorized personnel must verify the identity of the individual requesting access to maintain confidentiality.

Additional Notes

Health and safety files will never be disclosed to unauthorized persons without parental consent, unless required by law (e.g., during investigations by child protective services or public health authorities).

All staff members receive training on the importance of confidentiality and the proper handling of health and safety records.

This policy reflects our commitment to upholding the privacy rights of children and families while ensuring critical access for those involved in the child's care and safety.

Parent Referrals

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decided to enroll their child(ren), we will credit your account \$50 after that family has been enrolled for 90 days. The referred must fill out a referral form at the time of enrollment into CCS & ELC. Our greatest advertisement is you!

Tuition and Fees

Rates:

Ages	Weekly Rate	Monthly (4 weeks)	Monthly (5 weeks)
Under 18 Months	\$300	\$1,200	\$1,500
18 months - 2 years	\$275	\$1,100	\$1,375
3-5 years	\$245	\$980	\$1,225
School Age	\$200	\$800	\$1,000
Blended	\$180	\$720	\$900

There will be no proportion of fees for missed days. Rates are subject to change. A two week notice will be given on rate increases.

All tuition is due on the first business day of each week. If tuition is paid after that time, a \$15 late fee will be charged per day. The account will need to be current by Tuesday of that week for child(ren) to attend the center.

If a payment is returned due to insufficient funds to cover the tuition, the account will be charged a \$35 fee. The account will need to be current by Wednesday of that week for child(ren) to attend the center. If the family's account does not have sufficient funds to cover the tuition two times in a six month period, the director may terminate

enrollment.

A \$150 non-refundable fee will be collected at the time of initial enrollment and annually (Jan 1st) for each subsequent year to cover the registration and supply fee. CCS & ELC **DOES NOT** offer any discounts.

If a parent arrives after 5:30 p.m. a late fee will be charged. The time will be determined electronically by the time clock which the children are signed in and out of. Late Pick-up Schedule:

Time Late Pick-up Fee

5:30 – 6:00 p.m: \$50

Children can not be in care for more than 10 hours per day.

If a parent is persistently late in picking up their child(ren), the director may terminate enrollment in the center. The late fee is due within two school days.

Hours of Operation and Holidays

CCS & ELC hours are 7:00 a.m. to 5:30 p.m. Monday through Friday except on scheduled holidays. All children are expected to be picked up by 5:30 p.m.

The center will be closed for the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve

- Christmas Day
- Week between Christmas and New Years'

Please refer to the school calendar located on the website (<http://www.conversechristianschool.com/forms>) and posted on the parent information board in the school lobby for the exact dates.

Weather Related and Emergency Cancellations

CCS & ELC will follow the Judson Independent School District's schedule for cancellations or late openings due to inclement weather. Announcements will be made by the CCS & ELC website, text messages, email, on local television and radio stations, if possible. There will be no refunds or prorated tuition given for weather related closings or emergency cancellations due to circumstances beyond our control. Full tuition is due during inclement weather and emergency closings.

Emergency Evacuation

In the event of an emergency evacuation, all children and staff will be transported to:

9207 Converse Business Ln, Converse, Texas 78109

CCS & ELC Contact Information

Tylane Barnes (210)326-6804

If a neighborhood evacuation is ordered by the fire or police department, the center reserves the right to follow the evacuation orders and emergency location determined by the authorities. The Director or designated CCS & ELC Staff member will notify all parents by phone. CCS & ELC Staff will care for all children at the evacuation site by providing snacks, water, and using age appropriate activities (i.e. singing, games, etc). A CCS & ELC Staff member will remain at the emergency evacuation site until all children have been picked up. Parents have 45 minutes from the time they are notified to pick up their child.

School Safety Policies

Parents or guardians need to personally escort their child(ren) inside the building, sign them in or out. Parents or guardians are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility practices fire drills at least once per month and bad weather drills are practiced quarterly.

You will receive an Incident/Accident report for all accidents and incidents that occur here at the center when you come to pick up your child. You will receive a phone call for major accidents and incidents along with the written report at the end of the day. First aid will be applied to minor incidents. In the event that medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

Ready to Respond: Emergency Plan

The Emergency Plan is available for parents to review in the office. The plan covers topics such as: Overall Roles and Responsibilities of staff, Center Evacuation Procedures, Medical Emergencies, Inclement Weather Emergencies, Fire Emergencies, Hazardous Materials, Threats, Suspicious Articles, Potentially Violent and Violent Situations, Disgruntled Person, Hostage Situations and Missing Child.

Vehicle Idling Policy

To promote a healthy environment for children, families, and staff and to minimize unnecessary air pollution, the following guidelines are in

place for vehicles in our parking areas:

No Idling Policy:

All buses, family vehicles, and other automobiles must turn off their engines when parked or waiting in the parking area.

Idling is not permitted unless it is necessary to maintain essential interior or engine temperatures.

Extreme Weather Exceptions:

Vehicles may idle during periods of **extreme heat** or **extreme cold** if necessary to:

- Maintain a safe interior temperature for passengers.
- Prevent damage to the vehicle's engine.

Awareness and Compliance:

Families and staff will be informed of this policy through signage in parking areas and communication materials.

Compliance with the policy is appreciated to ensure a safe, clean, and healthy environment.

This policy aligns with our commitment to fostering a sustainable and child-friendly environment.

Arrival and Release of Children

CCS & ELC opens at 7:00 a.m. When a family arrives at the center, the parent or guardian will use their code to check students in. Prior to 8:00 a.m., children may meet in designated classrooms. Breakfast will be served from 7:00 - 8:00.

The release of children will be strictly monitored by all staff. Children will only be released to a parent or adult specified on the Release Authorization section of the Enrollment Form.

When an individual that is listed on the Release Authorization Form arrives to pick up a child, the staff will ask for the individual's driver's license or other official picture identification. Children will NOT be released without an official picture identification issued from the state. Children will not be released to a minor.

If the parent calls to authorize someone other than the individuals listed, staff may call one or both of the parents back using the phone numbers provided on the enrollment forms to verify the authorization.

Attendance

All children should have regular attendance and have minimum absences. Children's daily attendance is highly encouraged so that children receive the optimal educational experience. We strongly encourage children to attend daily. By the children attending daily and arriving by 8:15 am they will get the full benefits and development needed when participating in the daily curriculum and activities that are planned. Children are expected to arrive at our center on time. No children will be permitted after 9:00 am. A 24 hour notice is required for doctors appointments, allowing an arrival up until 11:00 am.

GOOD ATTENDANCE is very important, not only does it give the child the best possible chance to do well, it will also instill a good habit of going to school, establish routine and prepare him/her for public school. In the event that a child will be absent, it is the parent's responsibility to contact the center by phone. If the parent has not contacted the center, our staff will contact the parent regarding the absence.

Please call the center by **8:00 am** if your child is going to be absent. CCS families must report absences according to program guidelines. If your child is sick, please keep us informed so that we can alert the teachers and if illness is a communicable disease we must report.

There is no prorated tuition or refunds for absences.

Children and Adjustment

Many children go through an adjustment period in the mornings and experience varying levels of separation anxiety. There are many children who are afraid to leave their parents or guardians, or to have the parent or guardian leave them. There are many signs of anxiety and all are treated with respect and love.

The caregivers and Director have experience helping children adjust to their new environment and schedule. Please respect the caregiver when she asks you to say goodbye and leave. You are more than welcome to call the school to check on your child any time of the day.

Illness and Exclusion

A child with the following symptoms will not be admitted into the center or allowed to stay at the center following the Texas Department of Family and Protective Services codes:

- An illness that prevents the child from participating comfortably in the center, including outdoor play.
- An illness results in a greater need for care other than staff can provide without compromising the health, safety, and supervision of other children at the center.
- The child has one of the following, unless medical evaluations by a health-care professional indicates that you can include the child in the child-care center's activities:
 - Oral temperature of above 101 degrees and accompanied by behavior changes or other signs of symptoms of illness;
 - Armpit or forehead temperature of above 100 degrees and accompanied by behavior changes

or other signs or symptoms of illness; or
Symptoms and signs of possible severe illness
such as

- lethargy, abnormal breathing, uncontrolled diarrhea (more than two in a two hour period and/or is not able to be contained in underwear or diaper), vomiting (2 or more vomiting episodes in 24 hours), rash with fever, mouth sores with drooling, behavioral changes, or other signs that the child may be severely ill; or
- A healthcare professional has diagnosed
 - child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious.

If a child exhibits any of the above symptoms while at the center, the parent or emergency contact will be notified to pick up the child. Upon parent or emergency contact, the child will need to be picked up within one hour. In the event of severe illness, injury, or if a parent fails to pick up their child within a reasonable amount of time, CCS & ELC may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24 hours without the aid of medication.

If a child exhibits chronic symptoms of colds or allergies, including significant mucus, the parents may be asked to provide a note signed by a physician stating that the child is not contagious.

Wellness Checks

CCS & ELC staff will conduct a visual check of all children upon arrival. If a staff member notices anything unusual, they are required to point this out to the parent or guardian at that time. If your child has an accident overnight, please notify staff members when you drop off, so that we can assist in watching the child for

side effects.

Sunscreen and Bug Spray

Sunscreen and insect repellent must be:

- 1) safe for the age of the particular child;
- 2) in the original container; and
- 3) within the expiration date noted on the product.

Aerosols, combined sunscreen, and insect repellents are prohibited.

Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated every six months.

Sunscreen

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name).

Brimmed hats, long sleeved shirts, and pants in light colors provide additional sun protection.

Insect Repellent

Insect repellent will only be used when requested by a parent/guardian. Per the American Academy of Pediatrics, the repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may

only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3. CCS & ELC staff will wash off insect repellent with soap and water after a child returns indoors. Sprayed clothing will be returned home at day's end to be laundered.

Medication

Please inform your physician that your child is in school, and that you prefer to give medications at home, mornings and evenings. Knowing this, many doctors will order longer-acting medications. Please remember, CCS & ELC is designed for well children.

If medications need to be administered at school, the following conditions must be met:

- Medication will only be given at 10:30 a.m. and 2:30p.m.
- Prescription medication will only be accepted if it is in the original container and hasn't reached its expiration date.
- Non-prescription medication only be administered by following the manufacturer's recommendation on the label.
- Medication must be in the original container. (Please note that if the medication states to "consult a physician", then we will need a doctor's note prior to being able to administer the medication. This includes Infant Tylenol.)
- Before any prescription or non-prescription medication can be administered, including sunscreen and bug spray, we must have permission in writing by the child's parent or guardian.
- Medication needs to go home after the last date that the medication is administered.
- All medications will be stored in a secure location in the office.
- All medication that can be given at home, should be given at home. For example, if a medication is only given once

per day, it should be given at home prior to coming to school or in the evening unless a physician has given written orders to administer the medication during the day.

The center will administer non-prescription/over-the-counter medications according to the medication guidelines and instructions on the label. In addition, a signed medication Authorization Form must be completed and signed. The medication must be in the original container labeled with the child's first and last name and the date that it was received.

A new medication authorization form will need to be filled every 6 months for each medication. The Medication Authorization Form can be downloaded from the center's website at:

<http://www.conversechristianschool.com/forms>

All medication will be stored in a secure location in the office and administered by a designated office staff member or designee. Medication must not be stored in your child's cubby area, backpack, or diaper bag.

Staff will complete the proper documentation when medicine is administered. It will be placed on both the Medication authorization form and the child's daily activity sheet. Medication will be sent home when it is no longer being used.

All Director level staff are trained in basic medication administration. If a physician orders a special medical or dental management procedure, at least one trained Director will be on-site whenever the child is present to ensure their safety and well-being. This ensures that the necessary medical support is available at all times, allowing for proper administration of care and immediate response in case of an emergency.

Accidents/Injuries/Medical Emergencies

All staff members are Basic First Aid and CPR trained. In case of a minor injury or accident, the staff will administer Basic First Aid. All

injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving the location and nature of the emergency. As appropriate, the staff will administer CPR or First Aid measures. Parents will then be immediately notified. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have a signed Authorization Form for emergency medical care on file.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 1-800-222-1222.

Child Abuse and Neglect

CCS & ELC staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, emotional abuse, neglect or exploitation. The identity of the person making the report to Child Protective Services will be kept confidential. Our staff receive annual training on recognizing and preventing abuse, neglect, and exploitation. DFPS Child Abuse Hotline can be contacted by calling 1- 800-252-5400 or online at www.txabusehotline.org. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/findhelp.html.

Nutrition

We participate in the Child Care Food Program, and provide each child with a well-balanced hot breakfast, lunch and mid-afternoon snack. The weekly menu is posted on the Parents Bulletin Board. As participants in the Child and Adult Care Food Program, menus are nutritionally balanced and follow the USDA Child and Adult

Care Food Program Guidelines and the TDFPS Minimum Standards for Child Care Centers. For more information please visit: <http://www.squaremeals.org/Programs/ChildandAdultCareFoodProgram/CACFPMealPatterns/ChildandAdultMealPattern.aspx> .

There is a special form in the enrollment packet which we encourage you to complete and return as a part of the enrollment agreement. We shall evaluate it and determine which category your child shall be placed into, based on information you provide. All information will be safeguarded and made available only to program authorities that must have access to data in accordance with rules and regulations established by the federal government and/or the State of Texas. If the submitted information changes at any time during the year, please report it immediately to the Director so that our reports to program authorities can be accurate at all times.

Nutrition Policy

Children's meals are to be served family style with the assistance of the child care provider. Liquids or food hotter than 110 degrees F must be kept out of reach of children. Water will be offered at every meal by staff.

Staff will not deny any food or use food as a reward for good behavior.

Children in the Early Learning Center program are not to bring food to the center unless they're on a limited or restricted diet prescribed by a physician. In this case, a written statement from the physician, containing all pertinent information must be submitted to the Director. Also, food allergies must be noted in your child's health record and must be verified in writing by a physician.

Upon enrollment, it is the parent's responsibility to inform the director and staff of children's allergies.

Meals and Snacks

CCS & ELC is on a TDA food program. All meals (breakfast, lunch, and snack) are provided and prepared by the cook in the center's kitchen. The kitchen is inspected by local officials annually. No prepared food or meals from home are allowed into the center. Meals are served family style (with teachers and children sitting at the table together) encouraging children's social and language development as well as self-help skills. Children are encouraged to taste all foods served but are not required to eat any particular food item. We serve milk, fruits, and vegetables with our meals daily, unless it is stated by a parent that their child cannot have any of these items. In such cases, we need a doctor's statement with recommendations or substitutions. Parents **MAY NOT** bring any food or snacks into the center unless authorized by the Director.

Breastfeeding

The facility provides a comfortable place with a seat in the infant's classroom that enables a mother to breastfeed her child. Parents have a right to breastfeed or provide breast milk. Upon parent request, a compilation of breastfeeding education and supportive community resources will be provided to the parent.

Handling of Breast Milk before Arriving at the Facility

To the parents:

- Store breast milk in the refrigerator or freezer right after you collect it and label the bottles with:
 - the baby's name, the date, and time the breast milk was collected
 - Store the milk in hard plastic bottles if possible, since they do not break.
 - Fill the bottles with the amount of breast milk the baby usually drinks at one feeding. We do not save or reuse breast milk leftover from bottles.

- Carry bottles of fresh or frozen breast milk to the faculty in a cooler with an ice pack to keep the milk at a cold temperature.

Handling and Storing Breast Milk at the Facility

- Breast milk from a mother is designed specially to meet the needs of her baby. Make sure that each bottle is clearly labeled with the baby's or child's name. The teacher will not accept an unlabeled bottle from a parent.
- We will refrigerate bottles immediately when they arrive until ready to use. The teacher will thaw a bottle of frozen breast milk in the refrigerator or hold it under running cold water.
- We do not thaw frozen milk at room temperature, by heating on a stove, or in a microwave.
- For those babies who prefer a warm bottle, we will hold the bottle under running warm (not hot) water immediately before feeding the baby.
- After a feeding, the teacher will throw out any unused breast milk left in a bottle and wash the bottle with soap and hot water.

Special Celebrations

Throughout the year, there may be times in which a child's family will want to celebrate a special occasion or holiday. Parents will need to communicate with the Center Director if they would like to bring in a special treat. Some suggestions for a snack include: fruits and yogurt, cheese and crackers, and muffins. The center can only accept unopened pre-packaged items from a grocery store, deli, or restaurant. We are unable to accept any homemade foods. Another idea for a special celebration such as a birthday would be to donate an item such as a book or other special item to the center. The center will record the child's name on it so that she/he could receive recognition every time it is used. Other ideas can be shared with the director.

The center observes and celebrates Christian holidays throughout the year. Parents are encouraged to share any other family traditions with their child's class.

Health Statement

Each child enrolled in the program must have a written statement from a health care professional who has examined the child within the past year, indicating the child is physically able to take part in the child-care program. The center must have this form prior to admission into the center.

Immunizations

Each child enrolled or admitted into the center must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children except for the students in our School Age Enrichment Program children unless they are enrolled in a Pre-Kindergarten or school away from the CCS & ELC. Their records will be on file at their school.

Age at which child must have vaccines to be in compliance...

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Each child's immunization record will be reviewed throughout the year to verify that all immunizations are current. To assist in our record keeping, please bring in a new copy of updated immunizations immediately. This will keep our records accurate and we will meet the guidelines that we are required to follow. Failure to keep children current on immunizations may lead to disenrollment. From time to time CCS & ELC may have children enrolled that have not received immunizations due to personal or religious beliefs.

A notarized affidavit requested from the state must be on file for these children (<https://corequest.dshs.texas.gov/>).

Tuberculin Testing / Communicable Disease Requirements

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program. The state recommends but does not require employees to be vaccinated for communicable diseases, and CCS & ELC does not require it of our employees.

Hearing and Vision Screening

All children that are enrolled at the center (and are 4 years old as of September 1 of the current year) are required to have a hearing and vision screening completed according to The Special Senses and Communication Disorders Act. This screening must be conducted by a licensed or certified screener or a health-care professional and is the responsibility of the parent.

Biting

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. When it does occur we take it very seriously and try to determine the reason why the child bit and try to extinguish the behavior as quickly as possible as well as assist in developing positive social skills.

Biting is not uncommon in early child development. It causes more upset feelings than any other behavior in group settings for young children. Parents of the child who was bitten, parents of the child biting, and their teachers all want the behavior to end as quickly as possible. As we know, young children up to two years of age learn through mouthing objects and people. Typically this does not continue after the age of three.

While using several techniques, most children resolve the biting behavior. However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care. Therefore, we may require that the child that is biting find an

alternate learning environment that will meet his/her individual needs.

Nap Time

We provide a supervised quiet rest/nap time for all children. Staff are required to position themselves as to always be able to see and hear napping children even when engaged with others who are awake with the exception of the School Age Enrichment class. Some children may need sleep; while others may only rest. Children are encouraged to rest quietly on their cots/mats and not disturb others. Children in the School Age Enrichment are given the opportunity to rest, which includes reading books, listening to soft music or books on tape, etc. CCS & ELC will provide all children a cot/mat.

Clothing

For ages 6 weeks - 35 months, we recommend that you send your child to school in washable play clothes that can get dirty. Young children should not be concerned with keeping their clothing clean. Children learn best through play and their play is often messy.

For ages 3 and above, uniforms are a requirement. The uniform consists of red, white or blue collared shirts and khaki or blue shorts, pants, skirts or dresses.

For safety reasons, we require that only tennis shoes be worn. Other types of shoes can often become a safety concern while outside on the playground.

The children go outside daily (even in the summer and the winter), usually once in the morning and again in the afternoon. As the seasons change, please dress your child appropriately (sweater, jacket, etc). Also as the season's change, please bring in a different change of clothes that matches the weather outdoors.

All students are required to have one change of clothes clearly

marked with their name. Be sure that you pick up your child's soiled clothing at the end of the day.

Personal Belongings

All of the toys and classroom materials have been carefully selected to provide a high quality learning experience for the children in the classrooms. Therefore, we ask that you refrain from sending toys from home along with your child. If your child does bring a toy from home for show and tell, it will be kept in their cubby when not used. We are not responsible for any toys or objects brought from home. Please label all items from home with your child's first name and last initial.

Parent Involvement

Parents are welcome to visit the center any time during the day to observe their child, the center's program activities, the building, the premises, and the equipment without prior approval. Parents are also invited to volunteer in the classrooms or share any special talent they may have. However, if you would like to stay and spend time with your child during activities or volunteer, please see the office so that we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services. Parents may request a conference with their child's teacher or the director of the center at any time. To arrange a conference, contact the center's Director.

Parent-teacher conferences are arranged through the Director at a mutually agreed time and date, 2-3 times a year or as needed. Conferences will be held in the beginning of the year by October and at the end of the year in May. These conferences will be scheduled at your convenience and are important to ensuring close communication between the Center and home. You may request to schedule a conference at any time.

We encourage parents/guardians to participate in center activities. Parents will have various opportunities to visit and volunteer in the

classroom/center, including assisting in the classroom, reading to children, attending parent/teacher conferences, and attending our special events and celebrations.

During the school year, Converse Christian Center will offer a variety of events and celebrations for our children and families. We will invite you to the following events:

- Open Houses
- Fall Festival
- Thanksgiving Lunch
- Winter Party
- Spring Party
- Family Movie Night
- Water Day
- Preschool Graduation

The center promotes an “open door” environment in which parents may visit at any time during the hours of operation without securing prior approval. Please feel free to ask questions and observe during the day; however, staff members are discouraged from engaging in lengthy discussions while they are supervising other children. A parent Bulletin Board is located in the reception area. Please make note of it on a regular basis so that you may remain informed on all activities, specific rules and regulations, and policy changes.

Parent Communication and Notifications

ProCare Connect updates will be sent to inform parents of upcoming events and announcements. This email and/or newsletter will be posted in the Lobby and on the front doors. Lesson plans are posted weekly inside of each classroom. Daily communication sheets are completed by the teacher for each infant daily. Please review the sheet daily. Monthly newsletters that include your classes theme for the month and key learning objectives will be sent out each month. Checking the form and the newsletter will help demonstrate your participation in your child’s learning and prepare him/her adequately for upcoming events and activities. For ages 2 and older weekly reports will be sent out via the ProCare Connect App.

PARENT COMMUNICATION INCLUDES:

- Pre-enrollment meeting and walk through (MANDATORY)
- Parent Connect App
- Parent/teacher conferences
- Written notices through family contact
- Parent information board
- Accident/incident Reports
- Parent Resource area
- E-mail/Phone call

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of each day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, 746.3601, you must not admit an ill child if the illness prevents the child from participating comfortably in child care center activities including outdoor play. Children must wear tennis shoes to school. Open-toed shoes such as flip flops, sandals, etc. and other non- tennis shoe type footwear are not as safe while playing.

Screen Time

We follow licensing statements and guidelines for screen time.

- Activities using TV/video, computer, or video games are prohibited for children under the age of two years.
- TV/video, computer, or video games may be used to supplement, but may not be used to replace, the activities for children ages two years and older
- Do not exceed one hour per day.

The American Academy of Pediatrics (AAP) recommends, for children two years and older, limiting children's total media time to no more

than 1-2 hours of quality programming per 24-hour period

For children under the age of two, no media time is recommended because during the first two years of life children's brains and bodies are going through critical periods of growth and development. It is important that very young children have positive social interactions with their parents and caregivers instead of through media time that takes away from these vital interactions.

Discipline and Guidance

The staff will use only positive methods of discipline guidance that encourage self-esteem, self-control, and self-direction. Giving children understandable guidelines and redirecting their inappropriate behavior helps them to develop internal control of their actions and encourages acceptable behavior. A supervised reflection-time may be used for brief periods of time.

There will be no harsh, cruel, or unusual treatment of any child. With your child's enrollment package, you are required to sign a copy of our Discipline and Guidance Policy.

Animals

Many classrooms may have small classroom pets to give children the opportunity to care for animals and be responsible for them. Good hygiene practices and hand washing will follow contact with the animal/pet or items used by the pet such as water and food bowls or cages.

Transportation

CCS & ELC does provide transportation. In some cases, Judson ISD

will also drop off at the Center. CCS & ELC currently picks up from the following elementary schools:

Escondido Elementary (Converse location)
Woodlake Elementary (Converse location)
Copperfield Elementary (Converse location)
Rose Garden Elementary (Schertz location)
Founders Classical Academy (Schertz location)
Honor (East Central location)
Hartman Elementary (San Antonio Location)

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties. CCS & ELC is a gang free zone.

Behavior

We want to help your child develop self-control and acceptable behavior. We strive to provide activities and care that discourage disciplinary problems and redirect aggressive behaviors, reminding children that they must respect the rights of others.

There shall be no cruel, harsh or unusual punishments, and no child of any age shall ever be shaken, hit, spanked, pushed or treated in any way to resemble an act of threat. Rather, staff shall use positive and consistent verbiage to promote self-discipline in the child. We will share our discipline methods with parents on a continuing basis and need very much for parents to support and reinforce these methods at home with their children. Techniques employed by our staff include: redirection, verbal recognition of good behavior, proper guidance according to the child's level, helping them understand why the conduct is unacceptable, plus what is acceptable in any given situation. If the child's behavior is such that he/she harms themselves or others, the staff member shall firmly hold the child while applying

the appropriate verbal alternatives.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child or teacher may require the following actions:

- Teachers will document in writing the child behavior and the frequency
- Teachers will notify parents, if staff feels that the child is non-redirectable or there seems to be a problem that cannot be managed by the staff, requiring the help of the parent to solve the issues. **It will be an ongoing process and communication will be consistent.** We will also require face to face communication
- If the problem is not resolved after the parent and teacher worked together, another plan of action will be developed and agreed upon by the parents and staff. Teachers will keep parents informed of the child's progress
- If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another written plan, plus services from the agencies of our choice will be mandatory. Services may require travel at the expense of the parent. Once the services are in place, staff will continue to communicate with parents on an ongoing basis regarding progress
- If no progress has been made towards solving the problematic behavior, parents will be asked to seek alternative child care for their child

Suspension and Exclusion

There may be occasions when positive guidance strategies alone will not alter or prevent persistent, unacceptable behavior. In the event that persistent, unacceptable behavior from a child is observed, parents/guardians will receive a written warning from staff about their child's actions. Such reports will be kept and behavior monitored.

Parents/guardians will be asked to meet with staff to discuss the situation and how all parties can support the child.

As a last resort, the preschool has the right to temporarily suspend or permanently exclude a child in the event of persistent and unresolvable, unacceptable behavior. Only in the event of an extremely serious or dangerous incident will a child be suspended with immediate effect. In such circumstances, parents/guardians will be contacted immediately and asked to retrieve their child.

In the event of persistent and unresolvable, unacceptable behavior CCS & ELC may take steps towards temporary suspension, or permanent exclusion of a child.

In the event of a suspension, the Director will arrange a meeting with the parents/guardians to discuss the incident and decide if it is possible for the child to return to preschool.

We reserve the right to terminate services if we determine we are unable to meet your child's needs, behavioral issues from children or parents. There will be zero tolerance for aggressive behavior or bullying from children or parents, EX: destruction of property, discrimination, verbal or abusive language and physical abuse.

Other Grounds for Suspension and Exclusion

- Invoices that remain unpaid
- Failure to pay on time and the account becomes delinquent

Texas Rising 4-Star Center

The Texas Rising Star program is a quality rating and improvement system (QRIS) for child care programs participating in the Texas Workforce Commission's (TWC) Child Care Services program.

Texas Rising Star certification is available to licensed centers and licensed and registered child care home facilities that meet the certification criteria.

The Texas Rising Star program offers three [levels of quality certification](#) (Two-Star, Three-Star, and Four-Star) to encourage child care and early learning programs to attain progressively higher levels of quality. These certification levels are tied to graduated enhanced reimbursement rates for children receiving child care scholarships.

Numerous research studies have shown that children who attend higher-quality early learning programs are more prepared for school entry than children who do not attend high-quality programs. Child care and early learning programs that achieve Texas Rising Star certification, offering quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum standards, are in a better position to positively affect the physical, social-emotional, and cognitive development of children. As programs advance through the levels of Texas Rising Star certification, they are increasingly able to positively affect the development of the children they serve daily.

NAEYC Accredited Center (in candidacy stage)

We are currently in the final stages of working toward our National Accreditation. NAEYC accreditation is a quality-improvement system for early childhood programs. It's awarded by the National Association for the Education of Young Children (NAEYC).

What does NAEYC accreditation mean?

- NAEYC accreditation indicates that a program has met certain standards for quality and education.
- It's considered the gold standard for early childhood programs.
- It helps parents choose high-quality programs for their children.

What's the purpose of NAEYC accreditation?

- It ensures that teaching staff and administrators have access to the latest research and best practices.
- It helps programs develop a shared understanding of quality.
- It gives programs access to resources for continuous quality improvement.

Questions or concerns

If you have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the center director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

Parent Orientation:

Name of Child: _____

I have received information on the following:

- Introduction to the staff and the opportunity to tour the facility
- Parent visit with the classroom caregiver
- Overview of the parent handbook
- Policy for arrival and late arrival
- Opportunity for an extended visit in the classroom by both myself and my child for a period of time to allow us both to be comfortable
- An explanation of the Texas Rising Star Program and criteria.
- Encouragement to share elements of my CCS enrollment so that the provider may assist, if applicable
- Family support resources and activities in the community
- Child development and developmental milestones
- Expectations of families
 - the significance of consistent arrival time, including:
 - before the educational portion of the school begins
 - impact of disrupting other children's learning
 - the importance of consistent routines in preparing children for the transition to Kindergarten.
- Statement about limiting technology use on site to improve communication between staff, children and families
- Statement reflecting the role and influence of families
- Allergies known require, Food Allergy Research and Education plan Form to be filled out by physician and parent prior to child's enrollment.

I acknowledge receipt of the above information.

Parent signature _____ Date _____

Director signature _____ Date _____

Parent handbook receipt:

This is to acknowledge that Converse Christian Center has provided me with an overview of their Parent Policies and Procedures Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document

(Parent's Signature)

Date

(Child's Name)

Date

(Employee Signature)

Date

I hereby acknowledge receipt of my personal copy of the Parent Policies and Procedures Handbook for the Converse Christian School Program. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change and is reviewed annually and updated when necessary. I understand that changes in State policies may supersede, modify, or eliminate the information summarized in this booklet. As the State provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the Center Director of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Center Director/Center Owner if I have questions or concerns or need further explanation.