



ALPINE
CHILD
DEVELOPMENT
CENTER

Parent Handbook

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704 W. Sul Ross Ave Alpine, TX 79830 | Ph: (432) 837-7700 ext. 501 | Fax: (432) 837-7740



ALPINE CHILD DEVELOPMENT CENTER

704 W. Sul Ross Avenue
Alpine, Texas 79830
Phone: (432) 837-7700 ext. 501
Fax: (432) 837-7740

"Alpine ISD will provide our children with learning experiences to be responsible, productive, and successful citizens of an ever changing world."

ENROLLMENT

746.501(13)

August 2023 - July 2024

PLEASE COMPLETE AND RETURN THE FOLLOWING ITEMS INCLUDED IN YOUR
ENROLLMENT PACKAGE:

- 1) Enrollment Form
- 2) Admission Form
- 3) Child Assessment Form
- 4) Illness Exclusion Form
- 5) Authorization for Emergency Medical Care- Parent Consent & Contact Form
- 6) I.D. & ER Information Card, Child Profile Form and Update/Create Child Info. Folder
- 7) S.I.D.S.- Acknowledgment if applicable
- 8) Permission to Video/Photograph and Display Work
- 9) Parent Contract and acknowledgment

YOU WILL NEED TO PROVIDE YOUR CHILD'S:

- 1) Birth Certificate
- 2) Current immunization record - age appropriate immunizations will be required. You will be given 30 days to update from the date the notice was sent from the school nurse.
- 3) Copy of Parent and/or Guardians Drivers' License



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AISD Child Development Center

Hours of Operation 746.501 (1)

August - August

Monday - Friday

7:30 am - 5:30 pm

AISD Child Development Center will follow the AISD school calendar with the exception of summer break. AISD CDC closures are listed on this page. A copy of the school calendar will be provided along with a copy of the Center's calendar.

Holidays

- ❖ Labor Day
- ❖ Columbus Day
- ❖ Thanksgiving Break (1 week)
- ❖ Christmas Break (2 weeks)
- ❖ Dr. Martin Luther King Jr. Day
- ❖ Presidents' Day
- ❖ Spring Break (1 week)
- ❖ Good Friday and Easter Monday
- ❖ Memorial Day Week
- ❖ Juneteenth
- ❖ 4th of July Break (1 week)

2023-2024 School Calendar

Alpine ISD Child Development Center

704 W. Sul Ross Avenue
Alpine, TX 79830
(432) 837-7700 ext. 501

August 2023						
S	M	T	W	T	F	S
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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Aug 1	First Day of School for Students
Sep 4	Labor Day Holiday
Oct 9	Columbus Day Holiday
Nov 20-24	Thanksgiving Break
Dec 25-Jan 5	Christmas Break
Jan 8	First Day Back for Students
Jan 12	County Stock Show/School Closed
Jan 15	MLK Day
Feb 19	Presidents' Day
Mar 11-15	Spring Break
Mar 29	Bad Weather Day
Apr 1	Bad Weather Day
May 27	Memorial Day Holiday
June 19	Juneteenth
July 1-5	4th of July Break
	First Day of School
	School Closed
Student Calendar Days	228
Student Charged Days	237
Revised 6/15/2023	

February 2024						
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April 2024						
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July 2024						
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2023-2024 Academic Calendar

Alpine Independent School District

704 West Sul Ross Avenue
Alpine, Texas 79830
(432) 837-7700

July 2023						
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August 2023						
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September 2023						
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Aug 3	New Staff Orientation
Aug 4 - Aug 14	Teacher Prep Days
Aug 15	First Day of School for Students
Aug 18	Noon Release All Campuses
Sept 4	Labor Day Holiday
Sept 29	Noon Release All Campuses
Oct 4	Student Noon Release/ Teacher PM Workday
Oct 9	Columbus Day Holiday
Oct 27	Student Noon Release/Teacher PM Workday
Nov 17	Noon Release All Campuses
Nov 20-24	Thanksgiving Break
Dec 22	Noon Release All Campuses
Dec 25-Jan 5	Christmas Break
Jan 8	Teacher Prep-Student Holiday
Jan 9	First Day of Spring Semester for Students
Jan 12	County Stock Show/Student/Staff Holiday
Jan 15	Presidents' Day Holiday
Feb 16	Student Noon Release/ Teacher PM PD
Feb 19	Presidents' Day Holiday
Mar 6	Students Noon Release/ Teacher PM Workday
Mar 11-15	Spring Break
Mar 29	Bad Weather Day
April 1	Bad Weather Day
May 17	Noon Release All Campuses
May 23	End of 6th Weeks/Spring Semester
May 23	Student Noon Release/PM Teacher Workday
May 24	Teacher Work Day
May 24	AHS Graduation

Noon Releases:
Aug 18, Sept 29, Oct 4, Oct 27, Nov 17, Dec 22, Feb 16, Mar 6, May 17, May 23

Aug 14-Sept 22	1st Grading Period
Sept 25-Nov 3	2nd Grading Period
Nov 6-Dec 22	3rd Grading Period
Jan 9-Feb 23	4th Grading Period
Feb 26-April 12	5th Grading Period
April 15-May 23	6th Grading Period

January 2024						
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February 2024						
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TEA TESTING CALENDAR

Based on 460 minute day
Allows 5.62 days for weather/emergency

Student Calendar Days	175
Student Minutes	78,200
Total Required Minutes	75,600

Fall Semester Days	87
Spring Semester Days	88
Teacher Calendar Days	184

 School Closed
 Student/Staff Noon Release
 Bad Weather Day
 First day of Semester for Students
 Student Noon Release/Teach PM PD

 Staff Workday (no school for students)
 Staff PD (no school for students)
 New Staff orientation
 Student Noon Release/Tea PM Work Day

S First day of grading period
S Last day of grading period

Board Approved: 4/19/2023



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MISSION

The mission of the AISD Child Development Center is to provide commitment to the development of students as they grow and learn, to become productive contributors to society.

PHILOSOPHY

It is the philosophy of AISD Child Development Center to provide your child with the opportunities to meet their fullest potential. From infants, toddlers, to preschool age, we want to provide a strong foundation to help them learn and grow. In compliance with the State of Texas, it is the policy of the child development center to:

- ❖ Promote the health, safety, and welfare of children attending this center.
- ❖ Promote safe and comfortable physical facilities for children.
- ❖ Ensure adequate supervision of children by capable and qualified personnel.
- ❖ Ensure adequate and proper nutrition.
- ❖ Provide an overall environment conducive to the child's mental and physical development and sense of wellbeing.



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GOALS AND PURPOSE

The goal of AISD Child Development Center is to provide each child with the opportunity to learn. The purpose is to provide high quality child care with the assistance of a structured program that revolves around a child centered atmosphere. This will be achieved by a combined effort between parents and staff members.

AISD CHILD DEVELOPMENT CENTER RULES, POLICIES, AND PROCEDURES

Child care is provided to children within the community ages 6 weeks – 3 years of age. Children who are 3 years old on or before September 1st will not be eligible for enrollment. (Children who are 3 years old on or before September 1st are eligible to attend the full day, fully funded Pre-K3 program at Alpine Elementary School. Please contact the Alpine Elementary School at (432) 837-7730 for enrollment information).

Our policies are subject to change at any time. We may add policies and procedures accordingly. Parents will be notified of any changes via Brightwheel and will sign an acknowledgement for any changes.

If you have any concerns regarding any policies please reach out to directors of the Center at any time.

A certified copy of legal papers needs to be on file for parents with custody matters.



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TUITION

Tuition is due at the end of each month. Tuition is based on the facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. NO reduction is given for unexpected closings, single day holidays, severe weather closings, absences, vacations, or domestic problems. However, if the center is closed for a week for the holidays, you will not be charged for those days.

Tuition is \$40 per day for a total of 242 days of service. The monthly total will be put into your Brightwheel account. We will be open all year long. We will honor the holidays listed above and on the Alpine Child Development Center's Calendar provided. Children will be in our care for 232 days out of the 2023-2024 school year. Parents will be charged for 242 days total for the year as we are charging for the full week that holds single-day holidays. There will be a total of 10 charged single-day holidays throughout the year. We will not charge for week-long holidays such as Thanksgiving break (5 days), Christmas break (10 days), and Spring break (5 days). Attached you will see a breakdown of the monthly charges.



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Month	Charged days of service	Charges for the month	Days not charged for service	Charged holidays
August	23	\$920	0	0
September	21	\$840	0	1
October	22	\$880	0	1
November	17	\$680	5	0
December	16	\$640	5	0
January	18	\$720	5	2
February	21	\$840	0	1
March	16	\$640	5	1
April	22	\$880	0	1
May	23	\$920	0	1
June	20	\$800	0	1
July	18	\$720	5	0
Total	237	\$9,480	25	9

In addition to tuition, the center has the following fees which are incurred in certain situations:

- ❖ Fee of \$1 per minute/per child if running late for pickup past the designated pick up time of 5:30 unless the Center has been notified that you will be late. *Please call/contact the Center for special arrangements if you need extended time to pick up your child. We will make every effort to accommodate your needs.*



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- ❖ Fee of \$15 assessed on checks not honored by the bank.
- ❖ Online payments through the Brightwheel application are accepted and encouraged. There is a 2.9% processing fee for debit/credit payments. There is a \$0.99 fee for ACH payment.

Payment options are cash, check, or online through Brightwheel.

Drop off time for the day starts at 7:30 am and ends at 9:00 am. You will not be allowed to leave your child at the Center after 9:00 am unless they have a prior "okay" by staff or a doctor's note due to scheduled appointments. Pick up time ends at 5:30 pm. If you are late and have not contacted the Center to let them know, you will incur a late pick-up fee added to your account.

If your child will be absent for the day (or consecutive days) please send your child's teacher a quick message through the Brightwheel app, if the situation allows.

If you wish to withdraw your child(ren) from our Center, we do require a 2-week notice if the situation allows.

TAX STATEMENT

A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS.



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CHAIN OF CONCERN 746.501(20)

All questions, concerns, or comments concerning the care of your child should be directed to your child's teacher. They are usually able to answer questions not only about classroom procedures but also questions about your child and child development. If you have questions or concerns which your child's teacher cannot address or if you feel more comfortable talking to someone else, please feel free to contact the Assistant Director or Director. If there are any questions regarding our policies and procedures, we will discuss them with you.

COMPLAINTS/GRIEVANCE PROCEDURE

It is in the best interest of children, families, teachers, and the school that any concerns or complaints be addressed in a timely and professional manner. If you have any concerns or complaints about any aspect of the program (discipline, staff, policies, etc.) we ask that you please follow the chain of concern.

TEACHER QUALIFICATIONS AND TRAININGS

The teaching staff at Alpine Child Development Center consists of professional educators with knowledge and experience teaching young children. All employees meet the licensing requirements in order to be able to teach in a licensed facility in the State of Texas, including background checks and FBI fingerprints. All teachers and assistants are required to receive 24 hours of in-service training yearly which include Recognizing and Preventing



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Child Maltreatment and SIDS with Head Trauma, in addition to training in CPR and First Aid.

NON-DISCRIMINATION POLICY

The Center is in compliance with the Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, disability, political beliefs, or religion, you may lodge a complaint by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030, (512) 450-3630.

NON-HIRING OF STAFF

In order to maintain Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting, or engaging in temporary employment and caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

EXCEPTION- Caregiver is family (grandma, grandpa, aunt, uncle, etc.)



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ARRIVAL SIGN IN & DEPARTURE SIGN OUT 746.501(2)

Parents are required to sign their children in/out upon arrival and departure. The application called Brightwheel, will allow you to check your child in/out through the app. Every child must be signed out. As a result, **no child will be released from the playground area.** Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, ONLY those listed on the enrollment forms as "designated person for pick up" will be allowed to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We WILL require a valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up your child/children of our Center policy.

HEALTH CHECKS 746.501(27)

Before your child starts at the Alpine Child Development Center, they will need to obtain a health check from a healthcare professional. A form in the enrollment packet will need to be signed off by a healthcare professional stating your child is in good health to attend our Center.

Health checks are a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Staff will observe the child and communicate with the



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parent or guardian. Staff will look for; breathing difficulties, severe coughing, discharge from nose or eyes, changes in skin color, bruising or swelling, cuts, sores or rashes, check child's cheek, forehead or neck (checking to see if the child feels unusually warm, cold, or clammy) and if the child can talk, then ask questions. Staff will talk to the parent or guardian to find out about changes in the child's; sleep, eating and drinking, toileting habits, mood and behavior at home. The health check will be documented daily on the Weekly Good Morning Health Check Form.

INJURIES 746.501(5&6)

Identification and Emergency Card must be on file and up to date at all times. The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Caregivers and Center staff are trained in CPR/First Aid/AED. We have implemented the following procedures, should your child experience an injury while at the Center:

- ❖ Caregiver(s) will notify the Director(s) or the qualified person in charge.
- ❖ Director(s) or qualified person will determine severity.
- ❖ Staff will administer first aid, fill out incident form, have parent sign and receive a copy.
- ❖ In the case that EMS (911) must be called, the call will be placed first, within limits staff will administer first aid. Staff will attempt to contact parents immediately. If parents cannot be reached, the emergency contact person listed will be contacted. If no one can be reached, we will release the child into the custody of paramedics to transport your child for immediate medical care. Staff are not allowed to transport an



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injured child. Staff members will remain with your child until you arrive.
Any medical bills that may arise from an accident are the responsibility of the parent.

CHILDREN'S ILLNESS/MEDICATIONS 746.501(3&4)

Parents must sign an Authorization for Dispensing Medication Form in order for staff to administer medication. All medication will be administered according to label instructions.

- ❖ All medication must be in its original container labeled with the child's full name and administration instructions.
- ❖ Staff must administer the medication in amounts according to the label direction and may be only amended by a physician.
- ❖ Staff will administer medication only to the child it was prescribed and may not administer the medication after the expiration date.
- ❖ No over the counter medications will be given to a child younger than 2 years of age unless we have a doctor's note for each time that particular medication has to be administered (such as Motrin, Tylenol, Cold or Cough medicines, etc.) This is a state law issued by the Texas Department of Family and Protective Services.

Medication forms will need to be filled out if you would like us to administer sunscreen and insect repellent on your child. Though it is not considered a medication, this form allows the Center to obtain written consent by parents. Parents will need to provide the sunscreen and repellent that they wish to use on their child and must be labeled with your child's name. These products will



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only be used on the child which they belong to. *Sunscreen is not recommended for children under 6 months of age.*

The following are conditions for exclusion from the Center:

Fever over 100 degrees - Child should stay home for 24 hours after normal temperature is achieved.

Diarrhea (watery, bad smelling stools more than once) - Child may return after normal function returns.

Vomiting (two or more episodes in the last 24 hours) - Child may return when they can retain a light meal.

Congested cough with sore throat - Child may return with a doctor's note.

Green nasal discharge (indicated a respiratory infection which requires treatment) - Child may return with a doctor's note.

Difficulty in breathing - to the point where the child is very uncomfortable or unable to sleep.

Head Lice - Children may return after treatment and removal of all nits.

Hand, foot, mouth disease - Child may return after doctor's note.

Infectious skin or eye conditions (such as ringworm or pink eye) - Children may return 24 hours after treatment with an antibiotic has begun.

Convulsions, persistent pain in abdomen, swelling, redness, or throbbing in an injured part of body, un-diagnosed profuse rash or blisters on parts of body.

If your child becomes ill during the day and you are called to come pick up your child, we expect you to arrive in a reasonable amount of time. We have been instructed by the state licensing office and Children's Protective



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Services, to inform them if a sick child is left in our center for an unreasonable amount of time. Please understand that we must follow all guidelines and regulations from the state in order to keep our licensed status. These policies are made in the interest and safety of all our children.

IMMUNIZATIONS

Alpine Child Development Center is required to abide by the Texas Department of Protective and Regulatory Services' Immunization Guidelines. The guidelines are as follows:

- A. Each child enrolled or admitted to childcare centers 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 in care from birth through 17 years of age.***
- B. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.
- C. A child may be enrolled provisionally for up to 5 days if the parent can provide written documentation from a health care professional that the child has received at least one immunization in each series required for that age child, and a statement of when the remaining immunizations will be completed.
- D. Documents acceptable for immunization records must have been validated by a physician or other health care professional with a signature or rubber stamp and include:



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- a. The child's name and birth date
 - b. The number of doses and vaccine type; and
 - c. The month, day, and year that the child received each vaccination
- E. Documentation on file at Alpine Child Development Center may be the original record, a photocopy, or a handwritten copy that Alpine Child Development Center's director has verified.
- F. Exclusions to the Texas School Immunization Requirements:
- a. Exclusions from compliance are allowable on an individual basis for medical contraindications, religious conflicts, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in Texas Education Code, Chapter 38 and the Human Resources Code, Chapter 42.
 - b. Religious conflict: A signed affidavit must be presented by the child's parent/guardian stating that the immunization conflicts with the tenets and practices of a recognized religious organization of which the applicant is an adherent or member.

This exemption does not apply in times of emergency or outbreak declared by the commissioner of health or the local health authority.

The state does not have a list of specific religions to accept under the religious exemption clause. The statute does not require that the family state their religion in an affidavit nor must they verbally announce their denomination.



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**** WE WILL NEED AN UPDATED IMMUNIZATION RECORD EVERY TIME YOUR CHILD GOES TO THE DOCTOR ****

CHILDREN WITH SPECIAL NEEDS

LEA complies fully with the Americans with Disabilities Act, ADA Federal, State and Local Laws. We will make any reasonable accommodations we can to meet the needs.

EMERGENCY PREPAREDNESS 746.501(24)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation plans:

- ❖ All employees are responsible for moving children to the designated safe area.
- ❖ Emergency evacuation and relocation diagrams are located in the areas specified by DFPS and local authorities.
- ❖ Bomb Threat relocation: Alpine Public Library (432) 837-2621
- ❖ In some circumstances, parents will be called upon to pick up their children. As needed, the AISD bus barn will be called to aid in the transportation of the children to an alternate shelter away from the center.
- ❖ Primary Alternate shelter: Alpine Public Library (432) 837-2621
- ❖ Second alternate shelter: Alpine Civic Center (432) 837-3301
- ❖ Upon departure and arrival, the Director/Assistant Director will have a list of all children that must be accounted for. Together, the Directors will verify that all children are present.



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- ❖ The Directors are responsible for calling the local authorities needed such as: Fire Department, EMS, Local Police and/or Sheriff's Dept., Poison Control, and DFPS child care licensing.
- ❖ The Directors are responsible for securing children's emergency numbers, emergency medical authorizations and attendance sheets during an emergency.

EMERGENCY DRILLS

Emergency Fire drills held monthly. Parents will be notified prior to when these are occurring since we will be walking to the Alpine Public Library.

Emergency Shelter-in-Place (bad weather) drills held every three months.

Lock Down Drills will be held every 3 months.

Emergency Drills ensure children are accustomed to emergency evacuation and relocation procedures.

WEATHER CLOSURES

The Center will close or delay for emergency weather conditions based on what AISD determines. If AISD opens at 10 am, we will also open at 10:00 am.

CLOTHING AND PERSONAL BELONGINGS

Please dress your child properly for school activities such as painting, water play (we will notify you prior to water play days) outdoor play, etc. If your child wears a dress please put shorts on as well. We encourage your child to wear tennis shoes for safety reasons. NO BOOTS, SANDALS, or FLIP FLOPS. Boots are



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hard soled shoes and flip flops are dangerous when using outdoor play equipment.

Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self-feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty.

Each child will need one complete set of extra clothing at the Center. (this includes shirt, shorts/pants, socks, underwear (if applicable)). Please mark all personal items for easy identification such as coats, sweaters, gloves, blankets, etc.

Parents of Infants and Toddlers must provide the following: diapers, pull-ups, wipes, bottles, ointment, pacifiers.

For babies in the infant room: breastmilk and/or formula, as well as baby food and snacks. Caregivers will notify you when your child is running low on supplies.

Children are not allowed to bring personal belongings such as toys or make-up from home. However, they are allowed to bring a stuffed animal for naptime ONLY. It will be put up following drop off in the child's cubby and again, put up after naptime in the child's cubby. The center will not be responsible for any items brought from home. The Center is not responsible for lost items brought from home nor will replace lost items.



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We ask that you do not let your children wear jewelry, specifically necklaces. Please do not send your child with a teething necklace on. We will ask that it be removed.

OUTDOOR PLAY

Children will go outside for a minimum of 30 minutes per day, weather permitting. They will engage in activities that help develop their gross motor skills. This includes walking, running, riding tricycles, climbing, throwing, catching, and bouncing balls. Outdoor activity is beneficial to children as they receive fresh air, have freedom to use their imagination during physical play, have use of balance and strength, and build confidence in themselves. Outdoor play may be structured or unstructured, depending on activities. If the temperature is above 40 degrees, we will follow a routine schedule for outdoor play. However, we will use our judgment on colder days (due to wind chill and similar factors) and may opt to stay inside. If the temperature is 95 degrees and up, we will stay indoors.

WATER ACTIVITY

During the summer months, we will schedule days and times to do water activity days. This will include small wading pools, water tables, water sprinklers, and water toys. We will let parents know when these activity days will be so they can bring the appropriate items such as swimsuits, towels, water shoes, sunscreen and hats.



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FIELD TRIPS (2S AND 3S ONLY)

Students will occasionally walk next door to the Alpine Public Library. Parents will always be provided with all field trip information. No transportation will be needed, as students will be able to walk. In order to participate in a field trip, students must have their medical form on file.

TRANSPORTATION

Alpine Childhood Development Center staff are not allowed to transport children. In the case that there is an emergency and EMS (911) must be called, the child will be released into the custody of paramedics in order to transport your child for immediate medical care. A staff member will remain with your child until a parent/guardian arrives. Any medical bills that may arise from an accident are the responsibility of the parent/guardian.

HANDWASHING

We will practice safe hand washing for children and our staff. We will wash hands before and after meals, after diaper changes and restroom breaks, after outdoor play, and any other time it is needed throughout the day. Hand sanitizer may only be used on children 24 months and older. It will only be used for temporary purposes and will not replace proper handwashing. If hand sanitizer is used, proper hand washing will be done at the first opportunity to do so.



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SANITIZING

Room sanitization will be completed throughout the day. Surfaces used for meals will be cleaned and sanitized before and after meal times (with proper drying time prior to sitting at the table for meals or activities). Children will not be close to the surfaces during clean up time to ensure they do not touch any cleaning supplies. Play surfaces will be sanitized at the end of each day and as needed if the situation arises during the day. Toys will be sanitized in a cycle throughout the week to endure their cleanliness. Any toys that make their way into a child's mouth will be set aside to be sanitized before allowing children to play with them again.

MEALS 746.501(10)

AISD Child Development Center is provided breakfast and lunch by one of the AISD Cafeterias. Meals are served at no extra charge. Snacks will be provided by the Center as well and will be given with water.

Parents need to advise at enrollment or at onset, if a child is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified food will not be served to the child. ALL allergies will be posted in each classroom for the appropriate child.

Parents of infants who still drink breast milk, formula, or eat baby food and snacks, will need to provide these items. They will not be provided by the Center.



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PARENT/CHILD INTERACTION 746.501(30 B-1)

Parents are welcome at the Center any time during operation hours without having to secure prior approval. Parents can observe and/or participate in the Center's activities.

SECURITY: All doors that open to the exterior of the building will always remain locked. Teachers and staff are instructed not to open these doors for anyone, as all visitors should enter through the front door of the Center.

DISCIPLINE POLICY 746.501(7)

AISD Child Development Center strives to ensure that guidance and discipline are individualized and consistent toward each child, based on an understanding of individual needs and development and appropriate to the child's level of understanding. Discipline and guidance are directed toward teaching self-control and acceptable behavior. AISD Child Development Center prepares the environment so as to avoid unnecessary conflicts for children, creates psychological safety through predictability of routines, expectations and schedule, helps children to know and understand limits, gives children positive verbal redirection if necessary, and helps children express and understand their wants, needs, and feelings. Children will be given opportunities to solve problems and resolve conflicts with other children.

AISD Child Development Center staff will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction.



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Such methods may include but are not limited to any of the following: Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements, redirecting behavior using positive statements; and using brief supervised separation or time out from the group, when appropriate for the child's age and development.

The following discipline methods will NOT be utilized by AISD Child Development Center staff: corporal punishment or threats of corporal punishment; humiliation, ridicule, rejection, or yelling; hitting with a hand or instrument; putting anything in or on child's mouth; requiring to remain silent or inactive for inappropriately long periods of time for the child's age; placing in a locked or dark room, bathroom, or closet with the door closed; punishment associated with illness, toilet training, food or rest, the use of verbal abuse or profane language; or threats or derogatory remarks about a child's family. *At any time, AISD Child Development Center reserves the right to terminate a child's enrollment.*

BITING POLICY

For safety and health concerns, we take biting seriously. When it happens, it is very scary, frustrating, and stressful for the children, parents, and teachers. There are times however, when everyone cannot be within immediate reach to prevent a bite.



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Children bite for a variety of reasons; simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish.

If a child is bitten by another child, first aid will be administered, parents of both children will be immediately notified if the bite causes bleeding, and parents of the injured child will be asked to seek medical care if the bite causes bleeding. Staff members will fill out an Incident Report for both children that will require parent, staff, and the Director's signatures.

Information on both children implicated in the biting will never be given to the other parents. Incident Reports will be placed in the child's file. (A copy will be provided to the parents.)

We try to make every effort to extinguish the biting behavior quickly and to balance our commitment to the family of the biting child to that of other families. *At any time, AISD Child Development Center reserves the right to terminate a child's enrollment for biting.*

AGGRESSIVE BEHAVIOR POLICY

For safety and health concerns, we take aggressive behavior seriously. AISD Child Development Center believes that early intervention is in the best interest of children, families, and staff. We are committed to addressing behavioral issues as soon as they arise. Some behaviors that may arise, but are not limited to: hitting, kicking, pushing, pinching, spitting, biting, tantrums, sharing issues, or physical and verbal aggression.



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If a child demonstrates intolerable or uncontrollable aggressive behavior, causing injury to another child, first aid will be administered; parents of both children will be immediately notified. Parents of injured children will be asked to seek medical care if bleeding occurs. Staff members will fill out an Incident Report for both children that will require parent, staff, and Director's signatures. **Information on both children implicated in the biting will never be given to the other parents.** Incident Reports will be placed in the child's file. (A copy will be provided to the parents.)

The above policies are intended to comply with all applicable regulations and standards and should be interpreted as such. Our center celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. *At any time, AISD Child Development Center reserves the right to terminate a child's enrollment for continuous aggressive behavior.*

BREASTFEEDING 746.501(25)

Parents have the right to breastfeed or provide breastmilk for their child while in care. We will have a proper space provided for breastfeeding.

ANIMALS AND PETS

Animals/pets are not allowed on the campus at any time for any reason because of possible germs and illness.



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NAPS

Children of preschool age many times require short rest periods during the day to keep up their energy levels. After lunch, it is our official nap time.

Children do not have to sleep but they are required to be quiet on their mats for about 30 minutes before they resume activities.

CURRICULUM

We will be using the Frog Street curriculum. This curriculum is designed for ages infant through toddler. Three-year olds will be using the CLI Engage curriculum.

Our goal with these curriculums is to introduce numbers, alphabet, and social emotional skills in a positive way early-on in your child's education. We will work hands-on with your child to build healthy approaches to play and learning, communication and language development, health and physical development, and cognitive development.

This will help provide readiness skills for their school years. We will be collaborating with the Alpine Public Library for fun, hands-on lessons and activities. Activities will be provided weekly for all ages within our Center. The two and three year olds will have opportunities (dates to be determined) to go to the library to attend some of the age appropriate activities held there.

LICENSE & REGULATIONS 746.501(22&23)

AlSD Child development Center is a licensed Child Daycare Center with the state of Texas, Department of Human Services, and part of the Alpine



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Independent School District. We are licensed for a capacity of 50 children, 6 weeks - 3 years old.

Parents are entitled to see the following information:

- ❖ Copy of the Minimum Standards for this Child Daycare Center is found in the Director's office. Minimum Standards can also be found at www.dfps.state.tx.us or at the local Licensing Office at (432)837-3338.
- ❖ The most recent DFPS Inspection/ Investigation Report. Compliance information is also available on the web at www.dfps.state.tx.us or at the local Licensing Office at (432)837-3338.
- ❖ The most recent Fire Marshall Inspection, Health Inspection, and Gas Pipeline Inspection are found in the director's office.
- ❖ The AISD Child Development Center Operational policies and Procedures (handbook).

AISD Child Development Center is currently not a Texas Rising Star provider. We are working towards that goal this year.

KEEPING CHILDREN SAFE

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1 (800) 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or at the local Licensing Office at (432)837-3338.



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Texas Family Code (section 34.07) states, Failure to Report:

- A. A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with section 34.02 of the code,
- B. An offense Under this Section is a "Class B" Misdemeanor.

GANG FREE ZONE 746.501(30 B-2)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

PARENTAL NOTIFICATIONS

Parents will be notified about the following:

- ❖ A note and/or message on the Brightwheel App will be sent home notifying parents of any communicable disease, closings due to fire, theft, and flood or sewage problems.
- ❖ A poster will be posted on the Center doors in case of closures.
- ❖ In case the Center should have to close during the school day, parents will be notified.
- ❖ Newsletters will be sent home for upcoming events.
- ❖ Any changes in enrollment procedures and policy changes.



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COMMUNICATION

Parents are required to download a free application on their cell phones called Brightwheel. This will be where the majority of communication between parents and teachers will come from. Brightwheel offers easy online payments with the option of auto-pay, teachers can send pictures of your child to you, and you can message staff members. This app will also allow you to see your child's daily reports in regard to meals, diapering information and any information the teacher will need to relay to you.

Cell phones must be brought in by the parent at check in and check out. A QR code will be scanned daily to do these tasks.

Online enrollment can be done through this app as well and it will show progress in your child's application status.

We will offer any assistance to parents for this app if needed.

Parents may schedule a parent/teacher conference with their child's teacher if either party feels it is needed. We will have parent emails and phone numbers on file at all times in the event you cannot be reached through Brightwheel.

HOLIDAY CLASSROOM CELEBRATIONS

If there are any holidays that your family does not observe please list them below. We will honor different beliefs and accommodate activities for your



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child that are not holiday related. Please communicate with your child's teachers any concerns you may have regarding the holidays.

_____	_____
_____	_____
_____	_____

BIRTHDAY CLASSROOM CELEBRATIONS

Birthdays are a meaningful event in a child's life and we're happy to assist you in making the day special. In the case that you wish to have us celebrate your child's birthday here at the center please let one of the directors know at least one week prior to the celebration. We ask that only store bought nutritious goodies (cookies, cupcakes, etc.) be brought. Non-food treats for your child to bring to their classmates are also encouraged. *For the safety of children, we ask that you do not bring balloons.*

**** If you are having an out of center birthday party for your child we ask that you please not distribute your child's birthday party invitations at school unless all the children in class are invited. ****

VIDEO SURVEILLANCE POLICY

Alpine Child Development Center reserves the right to install security cameras within the facility to ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our daycare facility. Alpine Child Development Center is equipped with a 24-hour video surveillance system. Security cameras have been installed in our classrooms, hallways,



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outdoor play area, and front entrance. We may conduct video surveillance of any portion of our premises at any time, the only exception being private areas of restrooms. Our video/security cameras have been positioned in appropriate places within and around our childcare center facility and are used in order to help promote the safety and security of people and property. The following are just some of the many benefits of having security cameras installed in daycare centers:

- ❖ Security cameras keep children and childcare staff safe. They are a very effective deterrent of any crime.
- ❖ Directors can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- ❖ Our daycare cameras help provide peace of mind to our parents and our staff members. Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/ security cameras are for internal purposes only.

ONLY the Director and Assistant Director are allowed to view our security cameras/video footage at the Center's office on site. Video surveillance/recording consent forms are signed prior to and a condition of your child's enrollment.

Parent Signature:

Date:



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Child Release Form

Please list the names of people who are allowed to pick up your child, including yourself. IDs will be checked upon checking the child out and a verbal notice will be needed prior to the pickup, if the person picking them up is not the guardian/ primary caregiver.

NAME:	PHONE NUMBER:	RELATIONSHIP TO CHILD:



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**I HAVE READ THE 32 PAGES OF THE PARENT HANDBOOK. I AGREE TO THE
TERMS AND CONDITIONS IN THE HANDBOOK.**

Child's Name: _____

Parent Signature: _____

Date: _____