



2012 Summer Session
June 12-August 2
(9:00-3:00; Tues, Weds, Thurs)

2012-2013 School Year
September 4-May 24th
9:00-2:30 Daily

Hours of Operation
Monday-Friday
8:00 AM-4:00PM

Office Hours
Monday-Thursday 9:30-4:00
Friday's 9:30-3:00
940-321-0488

seasons@thechurchofcorinth.org


Additional Information and Notes

Scheduled Start Date: _____

Teacher's Name: _____

Supplies Needed:

.....



A place for your child to grow and change!

Handbook

TheChurchOfCorinth
3201 A Tower Ridge Dr
Corinth, TX 76210
940-321-0488

Seasons@thechurchofcorinth.org

Important Numbers and Information

The Church of Corinth, Main Office	940-321-0488
DFPS Child Abuse Hotline	1-800-252-5400
Texas Council on Family Violence	1-800-799-SAFE

Parents may contact the local Licensing office at:

Denton County
535 S Loop 288, Suite 2001
Denton, TX 76205
(940) 381-3447
www.dfps.state.tx.us

Additional Information

Referring a Friend

We always appreciate when you tell your friends about our program. We want to reach out and help meet the needs of our community. Refer a friend and receive one week free tuition when they enroll.

What to bring the first day

- A regular sized back pack: All belongings brought from home must fit inside backpack, except for nap mat.
- Nap mat: Regular sized nap mat or yoga mat. Please NO pillow pets, large blankets or sleeping bags. Blankets must fit inside back pack.
- Lunch: Bring a cold lunch. Teachers cannot heat up your child's food.

All items will need to fit inside a basket provided for your child on the first day. A take home folder is sent home with your child daily. Please check for it and return it with your child daily.



SEASONS

MDO

HANDBOOK AGREEMENT

Dear Parent:

We want your experience at Seasons MDO to be a positive one. This handbook has been prepared to illustrate the operation of the Seasons MDO and Preschool program, and eliminate any misconceptions about the program. This handbook is consistent with the policies utilized by many successful preschool programs throughout the state of Texas and follows all childcare licensing guidelines set by the state of Texas.

If there are any questions or concerns with issues pertaining to the handbook, please direct them to:

Sharon Williamson
 TCOC Childcare Director
 940-321-0488
 seasons@thechurchofcorinth.org.

After you have read through the handbook, please sign the bottom of this agreement, tear out and return to the Seasons Office. Thank you.

I have read and understand the Seasons MDO and Preschool handbook and policies. I understand that this handbook includes all policies which may govern Seasons MDO and Preschool, and in the event of a conflict, the handbook will be referred to for policy and procedure verification as well as actions to be taken.

Student Name(s) _____

Parent Name (Please Print) _____

Parent Signature _____ Date: _____

Family Communication and Involvement

Family Involvement

Parents and guardians are always welcome at Seasons MDO. We encourage you to visit and join us in our activities. Your participation and involvement is important to us as we work as partners to provide the best care and education possible for your child. If you are going to visit your child's classroom, we ask that you please sign our visitors log, located in the main Seasons check in area. Please receive a name tag and you must wear that nametag at all times while on the Seasons MDO and Preschool campus. Before departure, please return to Seasons check in area and sign out.

Communication

Open and frequent communication is very important. This promotes a healthy and positive experience to parents and teachers alike.

Communication is the key to success. Ways to communicate:

- Visiting your child anytime to observe
- To communicate with teacher and to share ideas and discuss your child's progress.
- Daily take home notes
- Monthly newsletter
- Weekly emails
- Bulletin board and classroom postings

We communicate with families about their children on a regular basis.

We will always inform you in writing of any Season MDO and Preschool and policy changes. A copy of the Texas State Minimum Standards for Seasons MDO and Preschool is available on request. The Seasons MDO and Preschool most recent Licensing Inspection Report is visibly posted in the Seasons MDO and Preschool office.



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This handbook is your guide to our program, people and operational procedures. Our staff is always available to answer any other questions you may have. We want you and your family to be happy with your decision to choose Seasons Mother’s Day Out and Preschool for your child’s school needs. Please feel free to let us know if we can better serve you in any way. Our number to be reached is 940-321-0488 or you may email us at seasons@thechurchofcorinth.org. For more information, please check the Parent Board, located outside of the Seasons office.

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Absenteeism

In order to maintain the highest standard quality, we budget for everyday cost related to our dedicated teachers and education resources. If your child will be absent on a particular day, please notify The Church of Corinth office by 9:30 am. Please be prepared to give your child's name and their teachers names. Our Church of Corinth office staff does not know what class your child is in, and will need this information. Please notify the Seasons director and or administrator if your child is going to be out for multiple days due to illness, vacations or other family activities. You may email the director at seasons@thechurchofcorinth.org.

Withdrawing Your Child

If you need to withdraw your child, we require a two week's written notice prior to your child's last day. Tuition will be charged thru the two week notice.

Termination of Service

When a particular child or parent's behavior threatens the safety of or becomes abusive toward other children or Seasons staff, we may dis-enroll the child immediately. We reserve the right to dis-enroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice



Registration and Enrollment

All forms provided to you upon enrollment must be completed before your child may attend Seasons MDO and Preschool. To enroll your child, you must complete and sign the Enrollment Agreement and other local or state specific forms. Please be sure to update all emergency information as needed, including your address, home and work telephone numbers, cell numbers, e-mail address, any changes in your child's medical information, and changes of individuals authorized to pick up your child. A non-refundable registration fee is due at the time of enrollment and is charged every fall for the current school year, and summer for the summer Seasons session, to cover administrative costs. If a child is withdrawn from the program and subsequently re-enrolls a new registration fee is due at that time. ***New enrollment forms will need to be filled out before each summer session and school year session.***

Tuition

Tuition costs are based on which session your child is enrolled in the Seasons MDO and Preschool program. We have a semester rate for enrollment in our 2 day or 3 day program. You may enroll in both programs (5 days a week). For your convenience, tuition can be paid in equal monthly payments. No discounts are given for short months due to holidays, absenteeism, or personal vacations since this is an equal monthly payments option. If you choose to pay your yearly tuition in full you will receive a 10% discount on your total tuition.

Methods of Payment

All fees and tuition that are due may be paid by check, money order or cashier's check. Checks need to be made payable to The Church of Corinth. Tuition can be paid by credit card on The City, or online at www.thechurchofcorinth.org under GIVING. All cash payments can be received only in person and you must be given a receipt at the time of payment. Tuition is due the first school day of each month. After 7 days of non payment a \$10 late fee will be applied, unless arrangements have been made with the director. A Seasons MDO and Preschool invoice will go home each month. Please place tuition in a Church of Corinth envelope and place in the designated Tuition Box. Our teachers do not receive money, so please do not send tuition back to school in your child's folder.

Returned Checks

Payments from customers with outstanding checks must be in the form of a money order or cashier's check. There will be a fee of \$15 for any returned check. All outstanding fees and tuition must be paid before your child can begin the next registered session.



Welcome to Seasons Mother's Day Out and Preschool. We are happy to have the opportunity to minister to your child through teaching and play.

Seasons is a place for your child to grow and change. Our main objective is to provide quality care in a loving Christian environment where children are growing and learning.

While your child is with us, they will have opportunities to learn through music, stories, art, preschool specialized curriculum, and physical play. These avenues are used to teach character development, gross and fine motor skills, language and communication, Biblical values and preschool education.

With this assurance, we trust that you will enjoy a day to yourself knowing that your child is being enriched and is well taken care of.

We are looking forward to getting to know you and your child. Please feel free to come by my office, email, or call at 940-321-0488

Sharon Williamson
TCOC Childcare Director
940-321-0488

seasons@thechurchofcorinth.org
www.thechurchofcorinth.org

Operational Procedures

Holidays, MDO Closures and Severe Weather Closures

Our MDO will be open whenever possible during normal operating hours on a regularly scheduled day. Seasons MDO and Preschool will be closed in recognition of various holidays throughout the year. The MDO hours and holiday schedule will be posted annually. Seasons MDO and Preschool follows the Lake Dallas ISD school calendar with modifications.

The procedure for notifying families if severe weather or conditions prevent the center from opening will be posted. Seasons MDO and Preschool closures due to weather will be announced on local radio or television stations under Lake Dallas School District. If it becomes necessary for the MDO to close early, it will be the family's responsibility to arrange for the child's pick up. If you need more information regarding emergency or disaster issues please call the Church of Corinth main office between 8:00 and 4:00 Monday thru Friday. There will not be a reduction in tuition as a result of emergency closings.

Confidentiality and Children's Records

Information contained in your child's records, including your personal information, is privileged and confidential. Anyone who is not directly involved in the care of your child or affiliated with individual state child care licensing regulations or protective agencies will not have access to the records without your written authorization or court order. Parents or guardians may have access to their child's records at reasonable times upon request. Upon withdrawal of your child from MDO, records will be retained for the minimum period of time specified in applicable individual state child care licensing regulations.

Mandated Reporting Requirements

It is our responsibility to ensure that all children in our MDO are safe and well cared for not only while they are at Seasons MDO and Preschool, but at all times. Everyone working directly with children are required by law to report evidence of child neglect and/or abuse to individual state child care licensing agencies. All TCOC Childcare staff have been trained to detect abuse and neglect, as mandated by Texas Childcare Licensing. Anyone who fails to report child neglect and/or abuse according to individual state child care licensing regulations can be held accountable under law. It is prohibited by law for anyone to interfere with an individual's attempt to report child abuse and/or neglect.



Child Accidents

We take all necessary precautions to make sure your child is safe. This includes a comprehensive safety awareness program, as well as frequent inspection and maintenance of our buildings, playground and equipment. If your child is injured at the center and needs treatment by a health care professional, we will make every effort to contact you and or the health care professional you have identified on your Enrollment Agreement. Our staff is CPR and First Aide trained and if necessary they will call 911 and promptly administer CPR/First Aide. If we cannot reach you, or your designated emergency contact, we will make sure your child receives any necessary emergency treatment until we can reach you.

Security

Keeping your child safe and secure is our first priority. In addition to the built-in security features, we ensure security by strictly following established procedures for your child's arrival and departure. All children must be signed in and out on our roster and other attendance procedures must be followed in accordance with individual state child care licensing regulations.

When you first enroll your child, you will complete the Primary Emergency Contact and release sections of the Enrollment Agreement. This allows you to authorize specific individuals to pick up your child and name emergency contact persons to whom we may release your child. You are responsible for maintaining accurate, complete and current information.

Written authorization must be on file at the center prior to your child's release to anyone. For the safety and security of your child, telephone request are discouraged.

Please tell individuals on your Enrollment Agreement that they will be asked to verify their identity. Staff members will ask for a government issued photo id, for anyone who is not positively known to them. We will not release any child to any Emergency Contact individual younger than 18 years of age.

Weapons

Under 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 penalty. Family members and guests are prohibited from possessing firearms or other weapons on our property and at events sponsored by us.

About us

Our Teachers

Our teachers are specifically chosen for their dedication to meeting all the developmental and emotional needs of children. The Church of Corinth expects the highest standards in staff selection. Each staff member meets the qualifications set by the state laws. They have each had a criminal background check followed by a comprehensive training program. They each have had CPR training and first aid. We are proud of every staff member hired at Seasons MDO and Preschool. They are a reflection of the program that we offer for your children.

Professional Development

Our goal is to provide the very best early childhood education experience that each child deserves. Each teacher has two weeks of professional Development per year to benefit the children by improving their teacher performance.

Caring and Dedicated Staff

Everyday you will receive a daily update in your child's development. Pre Kindergarten children will receive weekly progress reports. We will keep you informed about the fun learning experiences your child had in their activities through out the day.

Educational Philosophy

Learning can be fun if we make it fun. Children learn by playing, experimenting, exploring, and testing. All children will have opportunities to be responsible, to make choices, and to be treated with respect. We encourage your child's growth and development with early-learning experiences that build a strong foundation for children's cognitive, social, emotional and physical skills.

Licensing

Seasons MDO and Preschool is licensed by the state of Texas. We are subject to state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matter, record-keeping and child-to-staff ratios.

Making Your First Day Easier

Sometimes it is hard leaving your child at a new place. We have found that some children adjust quickly while others may take a little longer to feel at ease in their new environment. Our teachers will be sensitive to your child's needs and make every effort to help them make a smooth adjustment.

We welcome parents on the first day to spend just a little extra time in the classroom with your child if you feel they need that. This will help both of you feel more comfortable.

We encourage you to call at anytime during the day to see how your child is adjusting. Some separation anxiety is normal and should be expected. If you see your child is not adjusting as fast as you thought he/she would please feel free to talk with the director-she may have some suggestions that will help make your child feel more comfortable.

Don't worry, before you know it you will have a normal routine for the both of you!

Educational Programs

Requirements for Children

Each child must have completed enrollment forms submitted at registration before they can begin classes. Children must be 6 months old before they can begin Seasons Mother's Day Out. In all classes, children must be of age for their class by September 1 of the school year. Children in the preschool class (3-4 years old), MUST be potty trained before the start of the school year. For your child to enroll in pre-kindergarten, they must be starting kindergarten the following school year.

Infants and Toddlers (6-23 months)

It's exciting to watch babies as they start to develop more and more. They are now starting to walk and talk and begin to develop their relationships with each other. Our teachers make sure there is a lot of high level interactions while also giving each child the individual attention that they need. You child will be provided:

- Age appropriate toys, games and music to stimulate their development.
- A high level of interaction while individually nurturing each child.
- Christian curriculum and structured monthly themed curriculum (Buttercups through FunshineExpress.com)
- Daily notes to keep you well informed about your child's day.

calm to avoid panic.

Teachers shall not unlock the classroom for anyone until the all clear is given by the director or emergency personnel via radio, cell phone or land line.

****During regular school hours, Corinth Elementary School may become an alternate shelter if the facilities of The Church Of Corinth become damaged or unfit for shelter.**

Corinth Elementary School is located at **3501 Cliff Oaks Dr Corinth, TX 76210** and can be accessed without crossing any public roadway.



Evacuation (Continued)

The director shall be responsible for securing and providing attendance records in case of any emergency. These records shall include full name, address, emergency contact information and alternate phone numbers for each student.

Staff will communicate with parents, child care authorities and emergency personnel via cell telephone.

Senior staff and Security personnel will ensure that the evacuation is facilitated as calmly and orderly as possible. Teachers will remain with their classes at all times as well as teachers aides and volunteers. Security personnel will do a sweep of the building and ensure no one remains inside.

No one will be permitted back into the building until it is cleared by proper emergency personnel.

Fire:

In the event of smoke or fire in either building, the director or his designee shall call 911 immediately. The director or a designee shall then initiate the evacuation of the building. All personnel shall follow the established evacuation plan.

Tornado or other severe weather event:

In the event a tornado or severe weather is imminent, children shall be brought into the Seasons Office in the center of the building away from any exterior walls, windows or doors. Restrooms may also be utilized as overflow shelter.

Once students are in safe rooms, a count shall verify that all children are accounted for.

The director or a designee will monitor weather reports and signal an all clear when the danger has passed.

Children shall once again be accounted for after returning to their regular classroom.

It is imperative that teachers, volunteers and staff remain calm at all times to avoid children becoming anxious or excited.

Active Shooter or other physical threat:

In the event any staff member, volunteer, teacher or other personnel becomes aware of any type of physical threat, real or perceived, they shall call for a lockdown immediately via radio or any other means. The individual or a designee shall then immediately call 911 and report in detail what the threat is.

Teachers shall lock their classroom doors and move children away from the door and windows. Children should be seated and kept as quiet and calm as possible.

It is imperative that teachers, volunteers, staff and aides remain

Two Year Olds

Children at two years of age are terrific learners. They are beginning to learn how to group play and they become better at communicating their thoughts. They start to turn their ideas into words and sentences. Many of their activities will be focused on social skills, such as cooperation, sharing and taking turns. We provide:

- A balance of nurturing, play time and learning throughout the day.
- Structured Christian curriculum and monthly themed curriculum (Fireflies through FunshineExpress.com) which allows for exploration through creative arts, language development, sensory exploration and spiritual development.
- We help develop confidence, self esteem and a love of learning.
- Each parent will receive daily notes and regular communication from teachers to keep you informed about your child's day.

Preschoolers (3's and early 4's)

Children in the preschool age have many changes. Their coordination is improving. They are learning complex skills and are beginning to interact more with their peers. We start introducing language, math, science and social skills in a logical natural sequence, learning one step at a time.

Each class provides an environment where children are encouraged to explore and are challenged to learn, while also making friends. We provide a hands on experience through a variety of daily arts and crafts. We provide:

- Math and science skill development through hands on experiences.
- We use a structured curriculum (Fireflies through FunshineExpress.com with thematic units that are designed to encourage curiosity, self direction and confidence.
- Daily language experiences that support literacy and language development.
- Memory books that collect your child's work and capture what they have learned.

Pre-Kindergarten (4-5 years old)

Children at this age are beginning their adventure of a lifetime of learning. We help prepare your child for the next exciting phase-Kindergarten! We help them make their transition smoother by helping them become familiar with a more structured learning environment. We provide:

- Preparation for Kindergarten
- Classroom activities that develop their social skills such as sharing, listening and cooperation.

Pre-Kindergarten (Continued)

- Learning vocabulary, letters and first sight words
- Structured thematic Christian based curriculum to foster social, spiritual and learning needs.
- Independent learning skills through hands-on experiences.
- Graduation ceremony in May.

Seasons Summer Session

We provide a terrific summer time for your child. Your child will be in a fun and safe environment having a great time with their friends. We will provide a daily schedule of activities that will make a memory that your child will never forget. We provide:

- Weekly Themes
- Craft Time
- Stretch-N-Grow
- Exercise
- Games
- Music
- Outside Activities
- Splash Days (Preschool and Pre-Kindergarten)

Water Activities

We will have Splash Days periodically in the summer session. Splash Days will only be for children ages 3 and up and enrolled in our Preschool and Pre-Kindergarten programs. Splash time will be in an enclosed area and state mandated teacher student ratios are strictly enforced. Structures used for water activities include, water toys, sprinklers, and wading pools with less than 2 feet of water. Sunscreen must be provided during all summer outdoor activities, and a Topical Medication Authorization Form must be on file with the director to administer sunscreen throughout the day. All employees of Seasons MDO and Preschool are CPR and Emergency Care Certified.

We ask that on Splash Days children come to school with appropriate swim clothing and wear a bathing suit cover up. Please pack a towel and a change of clothing.

Please be aware of the procedures and evacuation location in the event of an emergency evacuation. If an actual emergency requires evacuation of our center, our teachers and staff will we will notify by cell phone you as soon as the children have been relocated to Corinth Elementary School, located at 3501 Cliff Oaks Drive, Corinth, TX (behind TheChurchOfCorinth)

Seasons Emergency Evacuation Plan

Evacuation routes by building-

Preschool Class/Modular 3

All classrooms shall evacuate in an orderly fashion through the front entrance on the north side of the building. Teachers shall lead students in a single file down the concrete walkway and then proceed south past the parsonage to rally on the adjacent Corinth Elementary property. Teachers shall then assemble students and account for them at the Gym of Corinth Elementary School.

In the event that the front (north) entrance becomes impassable, teachers will lead students out the back (south) door. They shall proceed down the concrete walkway and turn south towards Corinth Elementary School.

Attendance records shall be accessible via laptop, and teacher clipboards so all students can be identified and accounted for at the rally point. Teachers will have cell phones and notify all parents once it is safe.

Main Classrooms:

Personnel in the main office and sanctuary shall evacuate through the rear (south) door of the sanctuary and proceed south towards Corinth Elementary School. In the event that this exit becomes impassible, the evacuation shall proceed through the main (north) entrance. Evacuees shall then rally at the far north side of the property near the fence line. Teachers and children in the main building classrooms shall exit the building through the "Pre Kindergarten" classroom on the south side. Teachers shall lead children in an orderly fashion through the playground enclosure gate on the west side of the playground and then proceed south towards Corinth Elementary School.

In the event the preceding route becomes impassible, teachers and students will exit through the rear (south) entrance of the sanctuary. Teachers and students shall rally in front of the School Gym and account for all children.

No child shall be released to a parent or designee until he or she is properly accounted for and regular checkout procedures are followed. Attendance records shall be accessible via laptop at t and teachers will have their required clip board with roster at he rally point.

Safety and Security

Arrival and Dismissal

Children may arrive for check in at 8:45 and must be picked up by 2:30 daily. (3:00 pm during summer hours.) Extended day and early drop off is available for extra monthly fee; space is limited.

We want each day from the beginning to end to be a happy experience. Each morning when you bring your child and in the afternoon when you pick up your child, we require that you check in and out with your username and password on the Seasons computer. This is located in the main church building. Children must be checked in before they can be escorted to their classrooms. We require that all children are supervised at all times. We ask the parent to please remain outside at all times, unless you have signed in to stay and are wearing a name tag. At the end of the day, we will release your child only to persons over the age of 18 who are designated by you on the Enrollment Agreement. For the safety of your child, we require that anyone authorized to pick up your child, with whom our staff are not familiar, must provide a government issued photo identification at the time of pick up. During dismissal, you or the person designated to pick up your child, will receive a "Dismissal Card." This needs to be presented to your child's teacher before they will release your child.

We require a certified copy of all court orders pertaining to the custody of your child. We keep this information confidential and solely for the safety of your child. If a new custody order is issued or a restraining order has been issued, we will also need to have this on file. It is our policy to remain neutral in all custody matters and the center may not serve as a visitation site.

Late Policy

Children look forward to the arrival of their parents at the end of the day. Pick up time is 2:30.(3:00 during summer) Please make every effort to pick up your child on time. If you know that you cannot arrive on schedule, please arrange to have your child picked up by another adult who has been previously designated on your Enrollment form. If a late pick up is unavoidable and you are unable to reach your designated emergency contact, please notify the Seasons director immediately. Parents are considered late at 2:35, and if the Seasons director has not been notified by 2:35, you will be charged \$1.00 for every minute you are late. Late fee will be added to the following months statement. Children who remain after 2:45 will be taken to the After School Care and charged a late fee.

Emergency Situations and Evacuation Plans

We make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by individual state child care licensing regulations. An emergency plan and list are posted in each classroom.

Child Care and Health

Food and Nutrition

Children need a lot of proper nutrition to maintain a high level of interest and energy throughout the day. We provide a variety of snacks such as crackers, goldfish, fruit, juice and water. Children are required to bring a nutritious sack lunch that they can feed themselves. Please do not bring items that need to be heated, as we can not accommodate heating everyone's lunch.

Lunches will not be refrigerated so make sure food is kept cold by using an insulated lunch box or bag and an ice pack. Please make sure that lunches are healthy. Seasons MDO is not responsible for the nutritional value of your child's lunch. Do not include a lot of sweets and junk food so that sluggishness and sugar crashes are avoided in the afternoon.

If your child has any allergies or special dietary restrictions, please indicate them on your enrollment sheet. **Please be sure and inform your child's teacher of any food allergies.**

Breastfeeding

Family preferences involving food and feeding practices for their child can be highly emotional and very personal. If you have decided to breastfeed your child, we support your decision. When you are nursing your child we provide you with a comfortable and nurturing environment. We have a breastfeeding area located in The Church Of Corinth main women's restroom. You are not required to feed at a specific time, we will work with your schedule. We are not equipped to store breast milk. Please speak with the director on the best plan for you and your baby.

Celebrations and Birthday

Seasonal and cultural celebrations and birthdays are special days for children. We understand that you may want to celebrate your child's birthday or another special occasion at the center. If you would like to provide food for the celebration, we ask that all food items be commercially packaged with ingredients listed in order to properly account for allergies. We encourage healthy snack options such as whole-grain items, vegetables with dip, or fresh fruit platters-please no cupcakes or birthday cakes, muffins and cookies are acceptable. Please be sure to provide enough food for every child in the classroom. Prior to the special day, we ask that you make special arrangements with the teacher.

Clothing

We want to make sure that your child has fun while playing and learning at our center. Our days are full of fun activities such as singing, painting, dancing, eating and playing both indoors and out. We recommend easy-fitting, comfortable, washable clothes. Be sure shoes are rubber-soled and closed toe with heel strap. Flip flops are not recommended.

- Please provide one complete set of extra clothes and a sweater or sweatshirt for your child. (Seasonally appropriate) Please review these items periodically as your child grows to ensure proper fit.

Clothing (Continued)

- In cold weather, provide appropriately layered clothing to create insulation, including mittens or gloves, caps hoods or hats; sweaters or sweatshirts; socks; and warm waterproof outerwear and footwear.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing, such as jackets, sweaters and hats, with your child's first and last name.

Personal Belongings

We provide fun, educational toys that your child can play with everyday. Because children often find comfort in special objects, your child may bring a blanket, a special toy, or stuffed animal for rest time. All belongings brought from home must fit inside a regular sized backpack. (Nap mat does not need to fit inside backpack) Please do not let your child bring other toys or belonging from home. Bringing toys from home can cause tension for the other children. It can be lost or misplaced. Teachers will provide special events to bring items from home for show and tell, and will communicate when these times will be. We cannot assume responsibility for loss of or damage to any personal belongings.

School Supplies

If your child brings a sipee cup from home to use in school, please make sure the cup is clearly marked with the child's first and last name, date and contents of cup. If your cup is left in the center it will be cleaned and returned in the child's backpack the following school day.

Please send your infant and toddler (6-23 months) with two sets of clothing labeled with your child's first and last name.

Please provide disposable diapers (one per hour) for your child, unless otherwise stated in your enrollment form.

Outdoor Activities

We consider the outdoors an extension of the classroom. Our playground includes outdoor space and equipment designed for active play. This provides your child with exercise, fresh air, and different learning activities. In the event that weather conditions prevent going outdoors alternate indoor gross motor skills will be substituted. Please note that is very important that the use of sunscreen or sun block is authorized by a parent or guardian and a Medication Authorization form must be signed. Please let your teacher know of any sunscreen allergies.

- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belonging.
- Unused medication must be taken home on the child's last day of the week. Medication cannot be stored at the center over the weekend.

Authorizations

Prescription Medications

- A Medication Administration Authorization Form must be completed by a parent of guardian for a staff member to administer prescription medication in accordance with the prescription label.
- Physician authorization is designated by the prescription

Nonprescription Medication

- A Medication Administration Authorization Form must be completed by a parent or guardian for a staff member to administer nonprescription medication in accordance with the manufacturer's directions on the label.
- Any time the manufacturer's instructions require physician dosage or differ from the age and weight information on the label, a physician's written instructions are required.

Topical, Nonprescription Medications

- A Topical Ointment Authorization Form must be completed by a parent or guardian for a staff member to administer topical non-prescription medications.
- Subject to applicable individual state child care licensing regulations, a physician's approval may not be necessary for topical, nonprescription medications for example, sunscreen, teething medication, or diaper ointment. If individual state child care licensing regulations require a physician's approval, the director will provide you with the appropriate paperwork in your enrollment packet.

Provision of Medical Care

We are not licensed and our employees are not trained to provide medical care. Our employees do not provide invasive medical treatments, nor do they determine the dosage of medication. For example, our employees do not give Insulin injections. As a general policy our staff will not administer injections. The only exception is the Epi Pen in the case of extreme allergic reactions. Epi Pens must be given to your child's teacher daily and returned home daily. They may not be stored in child's belonging.



We will keep all families informed of any instances of contagious diseases affecting children who may have had direct exposure at the center, and we will immediately report such diseases to the local health authorities. If a child is absent because of a contagious disease, he or she may return to the center according to individual state child care licensing and Health Department regulations, and with a physician's written statement indicating that the child is no longer contagious and is able to participate in group activities.

Medical Records

We follow individual state child care licensing regulations regarding medical examinations and immunization records for your child.

Medical examinations and immunizations records must be provided upon enrollment and kept current. Attendance cannot be permitted unless immunization records on file meet individual state child care licensing regulations.

Seasons will provide hearing and vision screening each school year. You may provide these test results from your doctor as well. All children need to have hearing and vision screening one time before age 4. If you wish to request a religious or personal exemption to our practice of securing necessary medical documents or immunization records, please contact the director.

Medications

Medications will be administered in accordance with individual state child care licensing regulations and as described below. In the event the two differ, the more stringent always applies.

- It is recommended that you dispense medications prior to arriving or leaving our center, and request from your physician or health care provider prescriptions with 12 hour dosages.
- To authorize the dispensing of prescription medications, non-prescription medication and topical non prescription medications, you must complete a Medical Administration Authorization Form (or other such forms as required by state child care licensing regulations) indicating the daily frequency and number of days the child is to receive the medication.
- Provide all information on possible side effects of the medication.
- Bring medication in it's original container in a clear bag. Clearly label the container and bag with your child's first and last name.
- Prescription medicine must include a prescription label with specific dispensing instructions and a current date.

Positive Guidance

At Seasons, we like to keep a structured environment as much as possible to minimize opportunities for misconduct, however we know that sometimes children need instruction for social behavior and redirection. Discipline at Seasons is handled with a Christ like attitude. We affirm and praise good behavior and when behavior is unacceptable, we will always love and accept the child. Corporal punishment is always forbidden. We also ask that while you are on our property that you refrain from using any form of guidance that is not consistent with ours. Any staff member that witnesses any form of physical or corporal punishment, even if administered by a family member, is required by law to report his or her observations to the appropriate local authorities. Discipline is handled positively by:

- Redirection
- Quietly removing the child from group play to allow time for the child to cool down and reflect on their actions along with a discussion with their teacher and/or the director.
- Praise for demonstrating good behavior.

All children are encouraged to participate in activities with a good attitude and positive behavior. If a child consistently causes disruptions that harm themselves or another student, or if a child can not adjust to the classroom policies, and all avenues to reach and help the child have not succeeded, the director along with the child's teacher and parents will evaluate the child's continued enrollment at Seasons.

Biting

Biting is not uncommon among small children. During early childhood, children are sensory learners and often explore orally. In addition, children at a young age have not fully developed language skills. Impulse control can lead children to bite as a way of making their needs known. We realize that biting is a concern to families, and we strive to minimize biting in our program. If you have any concerns regarding a biting incident involving your child, please talk to your child's teacher or the director.

Diapering and Toilet Training

Toilet learning is most easily accomplished when you, your child and our teachers work together. Children learn toileting skills through consistent, positive encouragement from adults.

Each child begins toilet training at different ages and progresses at an individual rate. As with all matters regarding your child, the director and teachers are available to answer any questions you may have on your child's progress.

Our teachers will discuss how to work together to encourage toilet learning. Our teachers will not begin toilet training before they are in the two year old class. Children will also not be allowed to move to the preschool class until they are completely potty trained. We ask that you bring several complete changes of clothing during this time.

Until your child is ready to be toilet trained our staff will provide frequent diaper changes on a regular and as needed basis. The specific time that each diaper was changed will be listed on your child's daily take home sheet.

Rest Time

It is important for a young, growing child to have time to rest during the day. We understand that not all children will sleep while at school, however, per Texas State Licensing requirements, all children over 18 months old in our care for more than 5 hours must be provided with a sleep or rest time. Each Seasons class will have a designated quiet time in the afternoon. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet-rest time activities. The one year old class will sleep in pack and plays provided by Seasons., until the child is able to lay quietly on a nap mat. Students not using a crib need to provide their own nap mat or pallet for nap time. Please no pillow pets or bulky blankets. All belongings except nap mat must fit inside child's backpack. If a child requires a pacifier or special comfort object, please make sure their teachers know and it is packed with their belongings for the day. Please label all personal rest items with your child's first and last name.

Allergies

It is very important that you inform your director, or your child's teacher about any allergy that your child may have. Please list the allergy information on your Enrollment Form so that we may take the right precautions to protect your child's health. If your child has sever allergies or those that require a medical response, additional forms may be required prior to your child's first day.

Illnesses

When you keep your child at home, please notify us by 9:30 am. If your child becomes ill while in our care they will be moved to another supervised area away from the other children. We will then call and ask you to make arrangements for your child to be picked up as soon as possible and no later than one hour after you have been called. It is very important that we keep a file of names, addresses and phone numbers of those people you have authorized to pick up your child. You must keep this information current and also supply us with names of your family doctor and preferred hospital.

The child may return after they are symptom free for 24 hours. A child will not be allowed to attend the center for the following reasons:

- Fever of 99.4 or higher without medication
- Stomachache accompanied by vomiting and/or severe cramping or diarrhea
- Skin rash or eruption
- Signs of cold, runny nose, or cough
- Red or enflamed eyes and throat
- Mucus or colored drainage from eyes, ears, nose or throat.
- General appearance of listlessness, irritability, flush or pale complexion
- Complaints of ear pain accompanied by fever
- Head lice and/or eggs
- Chronic, deep or hacking cough

If your child becomes ill while not at school with a communicable disease or illness, please let the director know as soon as possible so that precautions can be made. Seasons strives to maintain a sanitary environment to avoid illness as much as possible and your help in the matter would be greatly appreciated.

Contagious Disease

We care about your child's health and we recognize that preventing the spread of infectious diseases is an important and necessary component of quality child care. If we see that a child is recognized as having a certain communicable disease, control measures may require:

- Sending the child home from the center.
- Documented evaluation and treatment by the child's health provider
- Notification of the families of the other children in the center
- Notification of local health authorities
- Notification of staff members

