

COMMUNICATION

The Summer Blast e-newsletter goes out each week to inform parents of schedules, field trips, special activities, etc. Information is also always available through the Counselors, Program Coordinator, or showcases located in the front of the Child Care Center. Parents will be notified of any changes to these policies via the Program Counselors and notices posted in the showcases located outside the Child Care Center.

DISCIPLINE POLICIES

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control.

A counselor may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements;
- (4) Using supervised separation or time out from the group, appropriate for the child's age and development.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of such;
- (2) Punishment associated with food, naps
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time.

HEALTH POLICIES: ILLNESSES

Our summer program is used by many families. It is vital that everyone strives to keep it safe and hygienic as possible. We trust you will all understand that the well being of ALL the children in our care is our most important priority. Please keep your child home if he/she shows any of the following symptoms:

- ◆ Fever of 101 or higher in the previous 24 hours. Children must be fever-free for 24 hours WITHOUT fever reducing medication such as Tylenol, Advil or Motrin before returning to our center. If you feel your child has a non-contagious fever due to an ear infection, etc. you must bring a note from your child's physician stating they are non-contagious before they can be re-admitted to our center.
- ◆ Vomiting within the previous 24 hours
- ◆ Diarrhea within the previous 24 hours
- ◆ Persistent cough
- ◆ Head lice
- ◆ Unexplained rash or skin irritation
- ◆ Fussy, irritable and generally "not him/herself"
- ◆ Symptoms of or exposure to a communicable disease
- ◆ Heavy nasal discharge
- ◆ Contagious skin or eye infection – Rashes and pink eye must be diagnosed by a health care professional and are assumed to be contagious until a health care professional states otherwise.

If your child comes down with any of these symptoms while at the center, they will need to be picked up within one hour and may not return until they are symptom free for 24 hours unless you have a doctor's note saying your child can return.

TUBERCULIN TESTING REQUIREMENTS

We require tuberculin testing as required by the Texas Department of Health recommended schedule for our area.

MEDICATION

In accordance with the Texas Department of Family and Protective Services, the following guidelines for administering medication will be followed:

All medications must be signed in each week by a parent.

- ✓ Prescription medication must be in the original container, stored according to instruction, labeled with specific child's name, name of medication, and dosage. Instructions for use, the physician's name and date of the prescription must also be visible on the label.
- ✓ The prescription must be current (within the year).
- ✓ Children older than 2 may be given over-the-counter medication provided the label indicates your child's age group and parent's follow the correct medication sign-in procedure.
- ✓ Medication should not be left on the counter in the classroom.
- ✓ Medication will be stored in the teacher's break room in a Ziploc bag and should be placed there upon arrival by the parent. A cabinet and refrigerator are available in the break room in the Child Care Center.
- ✓ On field trips, staff will carry & administer medication as documentation requests. Please do not store medication in child's backpack.
- ✓ If children are on long-term medication, a doctor's orders are acceptable for up to 6 months only without renewal orders. Orders should include a description on symptoms to watch for or reactions you are trying to avoid.

While we are glad to assist with breathing treatments, etc., please do your best to administer treatments at home when possible. Exception: mid-day treatments.

IMMUNIZATION REQUIREMENTS

We require immunizations to be current as required by the Texas Department of Health recommended schedule for our area. Parents are required to provide the school's name & phone number where your child's immunization records are current & on file.

HEALTH CHECKS

Texas Department of Family and Protective Services Minimum Standards include a mandatory, daily, head to toe health check of each child.

The health check is a visual or physical assessment of a child to identify potential concerns about the child's health, including the signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

HEARING AND VISION SCREENING

Hearing and vision screening will be done as required by the Texas Department of Health recommended schedule for our area.

MEDICAL EMERGENCIES

If critical illness or injury requires immediate attention of a physician, we will do the following:

1. Give the child first-aid treatment or CPR when needed;
2. Contact emergency medical services (911);
3. Contact the physician identified in the child's record;
4. Contact the child's parent or guardian.

EMERGENCY PREPAREDNESS

Concordia Child Care Center has an emergency preparedness plan that is designed to ensure the safety of the children during an emergency with respect to emergency evacuation and relocation. Please make sure your emergency contact information is current in the center's office.

LICENSING ISSUES

Concordia Lutheran Child Care Center is operated within the requirements of city and state health, fire and building regulations. We adhere to state standards. A copy of state standards and requirements is available for parents at the center. All recent reports and inspections are posted in the center for your review. You can contact the local licensing agency at (210) 337-3399 or www.dfps.state.tx.us to report suspicions of child abuse or neglect.

LOCATION

Summer Blast is hosted by the Child Care Center. The Blasters, however, will mostly be found in the school building adjacent to the Child Care Center, in the Cafeteria, G Building, Worship Center. or on the school's playground.

ACTIVITIES & TRANSPORTATION

Summer Blasters will have the opportunity to participate in many exciting field trips. Field trips are scheduled and attended by all Blasters. Alternative care is not available on Field Trip Days. Children will be transported on chartered buses. Departure times, destinations, arrival times, activities & classes will be posted in individual classrooms, in the weekly newsletter, in the showcases outside the Child Care Center. Water play is scheduled at various times throughout Summer Blast. Parents will be notified as to what supplies are needed. Permission slips will be handed out as required. Parents wishing to assist with activities / field trips should speak with program administration.

SIGN IN & OUT/ RELEASE OF CHILDREN

All children must be signed in and out by a parent or person designated by the parent or guardian. In the event of an emergency, an accurate log would be our only means of verifying who has arrived prior to taking roll at opening each day and who has left in the afternoon.

Only those authorized on the Enrollment Form may pick up a child from Summer Blast. If someone who is not authorized on the Enrollment Form is picking up your child, you will need to fill out the Authorization for Pick-Up form located at the sign-in desk. The form must be completely filled out. One copy goes in your child's classroom and the other copy goes to the front office. Identification will be required of ALL persons picking up children, unless that person is known and recognized by the staff.

GANG-FREE ZONE

Texas Penal Code states any area within 1000 ft. of a child care center is a gang-free zone, & criminal offenses related to criminal activity are subject to harsher penalty.

HOURS OF OPERATION

Monday – Friday: 6:30a.m. – 6:30p.m.

TUITION & FEES

Registration Fee: \$135.00 per child
(There is no discount on the Registration Fees)

Weekly Tuition: \$250.00 per child
(10% discount on tuition for the oldest child)

PAYMENT POLICY & VACATION

Tuition payments are due weekly on Monday prior to closing. Accepted methods of payment include cash, personal check or VISA/MasterCard. A \$5.00 late fee will be assessed for each day your payment is late. If you are not current by Friday of that same week, we will be unable to provide services the following Monday morning. A returned check fee of \$25.00 will be charged to your account for all non-sufficient fund checks. Payment will be required in cash if a check is returned.

FOOD AND NUTRITION

We provide a nutritional lunch as well as two snacks per day. Cereal and milk are served every morning in the multi-purpose room in the Child Care Center from 6:30am – 8:15am. Menus are provided. If you child has allergies, please provide specific information & restrictions. You will need to sign our Food Declination form and provide an alternative meal and/or snack on days your child is sensitive to the foods being served. For field trip lunches, please complete the menu options sheets in the Child Care Center for field trips where choices are available.

OPEN DOOR POLICY

Concordia Lutheran Child Care Center has an open door policy. We invite you to drop in, unannounced, at any time. The administrative staff will help you with any concerns. All visitors other than parents of enrolled children must check in at the office before entering the center.

PERSONAL ITEMS

It is our policy to discourage children bringing personal items & valuables to class. We do not assume any responsibility for the loss of personal items. We make every effort to keep a child's belongings together, but sometimes items are misplaced with the wrong child.

BLAST OFF!

We are excited that your child may be joining us this summer! The purpose of this handbook is to acquaint you with Concordia Lutheran Child Care Center's aims, policies, practices and general operation. Anyone desiring further information or clarifications should contact the child care center office.

REGISTRATION & ENROLLMENT

Registration Dates Feb 21 – Mar 3 (returning)
Feb 28 – Mar 10 (CLS)
Mar 13 – Mar 17 (New)
Program Dates June 5 – August 11
(Excluding July 4th)

SAMPLE SCHEDULE

6:30am	Breakfast/Outside Play
8:15am	Devotion/Service Project
9:00am	Morning Snack
9:15am	"Themed" Curriculum
10:00am	"Special" Curriculum
11:00am	Arts & Crafts 1
11:30am	Orange/Green Lunch Yellow/Blue outside Play
12:00pm	Yellow/Blue Lunch Orange/Green outside Play
12:45pm	Arts & Crafts 2
1:15pm	Quiet Time/Reading
2:00pm	Wellness/P.E.
3:00pm	Afternoon Snack
3:15pm	Outside Play
4:00pm	TV Learning
4:30pm	Table Games
5:30pm	Clean Up & Home Prep
6:00pm	Free Draw

CONTACT US!

Program Coordinator (210) 479-1492

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Concordia Lutheran Church
CHILD CARE
CENTER



OPERATIONAL
PROCEDURES

2017

"Finally, be strong in the Lord and
in his mighty power".

Ephesians 6:10